

CALENDAR FOR THE BOARD OF SUPERVISORS  
**CONTRA COSTA COUNTY**  
AND FOR SPECIAL DISTRICTS, AGENCIES, AND AUTHORITIES GOVERNED BY THE BOARD  
**BOARD CHAMBERS ROOM 107, ADMINISTRATION BUILDING, 651 PINE STREET**  
**MARTINEZ, CALIFORNIA 94553-1229**

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

**DAVID J. TWA, CLERK OF THE BOARD AND COUNTY ADMINISTRATOR, (925) 335-1900**

PERSONS WHO WISH TO ADDRESS THE BOARD DURING PUBLIC COMMENT OR WITH RESPECT TO AN ITEM THAT IS ON THE AGENDA,  
MAY BE LIMITED TO TWO (2) MINUTES.

A LUNCH BREAK MAY BE CALLED AT THE DISCRETION OF THE BOARD CHAIR.

The Board of Supervisors respects your time, and every attempt is made to accurately estimate when an item may be heard by the Board. All times specified for items on the Board of Supervisors agenda are approximate. Items may be heard later than indicated depending on the business of the day. Your patience is appreciated.

**ANNOTATED AGENDA & MINUTES**  
**March 13, 2018**

**10:00 A.M. Convene, call to order and opening ceremonies.**

Inspirational Thought- *"Don't waste your time looking back for what you have lost. Move on, for life wasn't meant to be traveled backwards."*~Unknown

Present: John Gioia, District I Supervisor; Candace Andersen, District II Supervisor; Diane Burgis, District III Supervisor; Karen Mitchoff, District IV Supervisor; Federal D. Glover, District V Supervisor

Staff Present: David Twa, County Administrator

**CONSIDER CONSENT ITEMS** (Items listed as C.1 through C.96 on the following agenda) – Items are subject to removal from Consent Calendar by request of any Supervisor or on request for discussion by a member of the public. **Items removed from the Consent Calendar will be considered with the Discussion Items.**

**PRESENTATIONS (5 Minutes Each)**

PRESENTATION recognizing March 2018 as National Social Workers' Month in Contra Costa County.  
(Kathy Gallagher, Employment and Human Services Director)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

PRESENTATION recognizing March 2018 as American Red Cross Month in Contra Costa County.  
(Supervisor Mitchoff)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

PRESENTATION recognizing March 2018 as Prescription Drug Awareness Month in Contra Costa County. (Supervisor Mitchoff)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

PRESENTATION honoring County employees for their many years of service to Contra Costa County:

- **Nicole Baptist**, for her 20 years of service, to be presented by Arturo Castillo, Animal Services Administrative Services Officer
- **Laurie Gilbert-Cameron**, for her 20 years of service, to be presented by Arturo Castillo, Animal Services Administrative Services Officer
- **Cynthia Grimley-Beason**, for her 20 years of service, to be presented by Jane Andreotti, Animal Services Captain
- **Keith Freitas**, for his 20 years of service, to be presented by Brian Balbas, Public Works Director
- **Christy Pollock-Knopoff**, for her 30 years of service, to be presented by Brian Balbas, Public Works Director

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

## **DISCUSSION ITEMS**

**D. 1** CONSIDER Consent Items previously removed.

*There were no items removed for discussion.*

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

*Marilynn Schuyler, Vice-Chair, Advisory Council on Equal Employment Opportunity (ACEEO), expressed concerns about the about the routing of reports and minor technical errors in them. (See item C.82) Supervisor Burgis' office will follow up.*

*The following people addressed the Board on the matter of safety concerns for nurses in the perinatal unit and contract negotiations:*

*Kathleen Sullivan, CNA; Desiree Aguilar, CNA; Justina Awazi, CNA; Kendra Murthit Partillo, CNA; Kati Johnson, CNA; Monica Perlacia, CNA.*

**D.3** CONSIDER waiving the 180-day sit-out period for Bruce Kenagy, Pre-hospital Care Coordinator in the Health Services Department's Emergency Medical Services (EMS) Division; and approving and authorizing the hiring of Bruce Kenagy as a temporary County retiree for the period April 1, 2018 through March 31, 2019. (Patricia Frost, EMS Director)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**D.4** HEARING on the itemized costs of abatement for property located at 401 Market Ave., Richmond, in unincorporated Contra Costa County (Leona M. Harmon, Owner). (Jason Crapo, Conservation and Development Department)

*CLOSED the public hearing; DETERMINED the cost of all abatement work and all administrative costs to be \$1,885.92; ORDERED the itemized report confirmed and DIRECTED that it be filed with the Clerk of the Board of Supervisors; ORDERED the costs to be specially assessed against the above-reference property and AUTHORIZE the recordation of a Notice of Abatement Lien.*



AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**D.5** CONSIDER accepting report on new Federal Opportunity Zone program and preliminary list of census tracts within Contra Costa County recommended for inclusion in the new program by the State of California, and CONSIDER providing general direction to staff about commenting to the State. (Amalia Cunningham, Conservation and Development Department)

*ACCEPTED information about new Federal Opportunity Zone program, and the preliminary designations of census tracts within Contra Costa County as recommended by the State of California Department of Finance; DECLARED that first priority be with the recommended tracts; and DIRECTED that three additional tracts be added for consideration in the areas of Sommersville Mall, Rodeo, and Montalvin.*

D. 6 CONSIDER reports of Board members.

*Supervisor Glover recently visited Washington D.C. on behalf of the sanitation districts and attended the National Association of Counties (NACo) meeting. He was able to meet with several representatives of the Bay Area, and felt our legislative platform was well received;*

*Supervisor Burgis also attended NACo, discussing matters including ship channels, habitat conservation, economic development and transportation. Additionally she was able to meet with officials from the Army Corps of Engineers to discuss stormwater issues, and unfunded mandates passed down from the federal level;*

*Supervisor Andersen attended the southerly located CalPERS conference. She notes that Contra Costa's Employee Retirement Association (CalPERS) is confident that a slight reduction in employee contributions required is possible in the new year;*

*Chair Mitchoff noted that there was a news article over the weekend claiming that mental health grant funds had been either not been utilized or were under-utilized. This matter is referred to the Family and Human Services Committee to review and report back to the full Board of Supervisors.*

*Congratulations to Supervisor Glover, who will serve this year as the Chair of Contra Costa Transit Authority, the first Supervisor to do so.*

#### **Closed Session**

#### **A. CONFERENCE WITH LABOR NEGOTIATORS**

1. Agency Negotiators: David Twa and Richard Bolanos.

Employee Organizations: Contra Costa County Employees' Assn., Local No. 1; Am. Fed., State, County, & Mun. Empl., Locals 512 and 2700; Calif. Nurses Assn.; Service Empl. Int'l Union, Local 1021; District Attorney's Investigators Assn.; Deputy Sheriffs Assn.; United Prof. Firefighters, Local 1230; Physicians' & Dentists' Org. of Contra Costa; Western Council of Engineers; United Chief Officers Assn.; Service Employees International Union Local 2015; Contra Costa County Defenders Assn.; Probation Peace Officers Assn. of Contra Costa County; Contra Costa County Deputy District Attorneys' Assn.; and Prof. & Tech. Engineers, Local 21, AFL-CIO; Teamsters Local 856.

2. Agency Negotiators: David Twa.

Unrepresented Employees: All unrepresented employees.

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

1. *LeRhonda Birden v. Contra Costa County*, WCAB Nos. ADJ8057481; ADJ8057488

*There were no announcements from Closed Session.*

***ADJOURN***

**CONSENT ITEMS**

**Road and Transportation**

**C.1** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute contract amendments with Kerex Engineering, Inc., and Sposeto Engineering, Inc., to extend the term for each contract from one year to three years, from March 28, 2017 to March 28, 2020, for the on-call concrete services for countywide road and flood control maintenance work. (100% Local Road and Flood Control District Funds)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C.2** APPROVE the Tice Valley Linear Park Project and AUTHORIZE the Public Works Director, or designee, to advertise the Project, Walnut Creek area. (84% Measure WW Park Bond Funds and 26% South Walnut Creek Area of Benefit Funds)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C.3** AWARD and AUTHORIZE the Public Works Director, or designee, to execute two contracts with Alta Fence Co., and Crusader Fence Company, Inc., in the amount of \$400,000 each, for 2018 on-call fencing services for countywide road, flood control, airport and facilities maintenance projects. (100% Local Road, Flood Control, Airport and Facilities Funds)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C.4** APPROVE and AUTHORIZE the conveyance of a pipeline easement located near Marsh Drive and adjacent to State Route 4, to SFPP, L.P., as part of the required relocation for the State's I-680/SR4 widening project, and AUTHORIZE the Chair, Board of Supervisors, to execute a Grant of Easement, as recommended by the Public Works Director, Martinez area. (No fiscal impact)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**Engineering Services**

**C.5** ADOPT Resolution No. 2018/72 approving the Final Map and Subdivision Agreement for subdivision SD12-09298, for a project being developed by Shapell Industries Inc., a Delaware Company, as recommended by the Public Works Director, San Ramon (Dougherty Valley) area. (No fiscal impact)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C.6** ADOPT Resolution No. 2018/81 approving and authorizing the Public Works Director, or designee, to partially close a portion of southbound lanes of Jones Road between Coggins Drive and Harvey Drive, on March 13, 2018 through August 8, 2019, 24 hours per day, to provide construction access and to create safe area to unload trucks with overhead crane and to construct frontage improvements, Walnut Creek area. (No fiscal impact)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C.7** ADOPT Resolution No. 2018/82 approving and authorizing the Public Works Director, or designee, to fully close a portion of Oak View Avenue between Santa Fe Avenue and Ocean View Avenue, Colusa Avenue between Ocean View Avenue and Santa Fe Avenue, and Berkeley Park Boulevard between Visalia Avenue and Coventry Road, on March 17, 2018 from 7:00 AM through 10:00 AM, for the Colusa Circle 5K foot race, Kensington area. (No fiscal impact)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

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

**C.8** APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Pacific Diamond, LLC, for a T-hangar at Buchanan Field Airport effective February 20, 2018 in the monthly amount of \$394.10. (100% Airport Enterprise Fund)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C.9** ADOPT Resolution No. 2018/92 establishing a rate of \$30 per Equivalent Runoff Unit for Stormwater Utility Area 17 (Unincorporated County) for Fiscal Year 2018/2019 and requesting that the Contra Costa County Flood Control & Water Conservation District adopt annual parcel assessments for drainage maintenance and the National Pollutant Discharge Elimination System Program, as recommended by the Public Works Director, Countywide. (100% Stormwater Utility Area 17 Funds)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C.10** APPROVE the Notice of Intention to Convey Real Property owned by Contra Costa County, located at 505 Discovery Bay Boulevard and identified as Assessor's Parcel No. 009-200-013, to the Discovery Bay Community Services District; as recommended by the Public Works Director, Discovery Bay area. (No fiscal impact)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C.11** APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with David Friedman for a T-hangar at Buchanan Field Airport effective March 1, 2018 in the monthly amount of \$394.10. (100% Airport Enterprise Fund)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C.12** APPROVE and AUTHORIZE the Chair, Board of Supervisors to execute, on behalf of the County, an option agreement with Meles Eleyh, Romena Jonas, and Ashur Abbasi, to pay the County \$6,000 for an option to purchase 343 Rodeo Avenue for \$85,000, as recommended by the Public Works Director, Rodeo area. (100% General Fund)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C.13** APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Matthew Epperson for a T-hangar at Buchanan Field Airport effective March 5, 2018 in the monthly amount of \$394.10. (100% Airport Enterprise Fund)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C.14** As the governing body of the Contra Costa County Flood Control and Water Conservation District (District), APPROVE and AUTHORIZE the Chief Engineer, or designee, to execute a temporary easement agreement with the State of California to grant the State a temporary easement in District property located near Grayson Creek and the SR-4/I-680 Interchange, for payment of \$2,500 to the District, as recommended by the Chief Engineer, Martinez area. (100% Flood Control District Zone 3B)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C.15** As the governing body of the Contra Costa County Flood Control and Water Conservation District, APPROVE and AUTHORIZE the Chief Engineer, or designee to execute a right of way contract to convey to the State of California, Department of Transportation one fee parcel and two temporary construction easements near Grayson Creek and the SR-4/I-680 Interchange, for payment of \$7,500, as recommended by the Chief Engineer, Martinez area. (100% Flood Control District Zone 3B)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C.16** As the governing body of the Contra Costa County Flood Control and Water Conservation District, APPROVE and AUTHORIZE the conveyance of a pipeline easement to SFPP, L.P, near Grayson Creek and the SR-4/I-680 Interchange, for relocation in connection with the SR4/I-680 Widening Project Phase 3, as recommended by the Chief Engineer, Martinez area. (No fiscal impact)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

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

**C.17** APPROVE and AUTHORIZE the Auditor-Controller to issue a refund of overpayment of documentary transfer tax totaling \$605 to specified parties, as recommended by the County Clerk-Recorder. (100% General Fund)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C.18** AUTHORIZE and DIRECT the Auditor-Controller to refund property taxes in the amount of \$658.65, plus any applicable interest at the statutory rate, to Lanita Pace and Keith Hinton for the property located at 1026 Ventura Street, Richmond; DENY remainder of the tax refund claim. (10% General Fund, 90% Other Agencies)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C.19** DENY claims filed by Griffin Bliss, Benjamin Crook, La'Shurn Ferrell, Dan O'Connor, Victor Orellana, Tyler Revels, Aileen Takeeta, and Philip Woosley.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

### **Honors & Proclamations**

**C.20** ADOPT Resolution No. 2018/17 to recognize Nicole Baptist, Clerk-Senior Level, on the occasion of her 20 years of service with the Contra Costa County Animal Services Department, as recommended by the Animal Services Director.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C.21** ADOPT Resolution No. 2018/16 to recognize Laurie Gilbert-Cameron, Office Manager, on the occasion of her 20 years of service with the Contra Costa County Animal Services Department, as recommended by the Animal Services Director.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C.22** ADOPT Resolution No. 2018/37 to recognize Cynthia Grimley-Beason, Animal Services Officer, on the occasion of her 20 years of service with the Contra Costa County Animal Services Department, as recommended by the Animal Services Director.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C.23** ADOPT Resolution No. 2018/80 recognizing March as American Red Cross Month in Contra Costa County, as recommended by Supervisor Mitchoff.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C.24** ADOPT Resolution No. 2018/87 recognizing March 2018 as Prescription Drug Awareness Month in Contra Costa County, as recommended by Supervisor Mitchoff.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C.25** ADOPT Resolution No. 2018/86 recognizing March 2018 as National Social Workers' Month in Contra Costa County, as recommended by the Employment and Human Services Director.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C.26** ADOPT Resolution No. 2018/90 recognizing the contributions of Keith Freitas on his 20 years of service to Contra Costa County, as recommended by the Public Works Director. (No fiscal impact)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 27** ADOPT Resolution No. 2018/91 recognizing the contributions of Christy Pollock-Knopoff on her 30 years of service to Contra Costa County, as recommended by the Public Works Director. (No fiscal impact)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

## **Ordinances**

**C. 28** ADOPT Ordinance No. 2018-07 to prohibit smoking in all dwelling units in any multi-unit residence and to prohibit smoking in all guest rooms in any hotel or motel, as recommended by the Health Services Director.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 29** INTRODUCE Ordinance No. 2018-09 amending the County Ordinance Code to exclude from the Merit System the new classification of Chief of Plant Operations-Exempt, WAIVE reading and FIX March 20, 2018 for adoption, as recommended by the Human Resources Director.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

## **Appointments & Resignations**

**C. 30** APPOINT Lloyd Cowell to the Appointee 1 seat on the Kensington Municipal Advisory Council, DECLARE a vacancy in the 2nd Alternate seat, and DIRECT the Clerk of the Board to post the vacancies, as recommended by Supervisor Gioia.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 31** ACCEPT the resignation of Sarah Birdwell, DECLARE a vacancy in Consumer Any Age, Seat 3 on the In-Home Supportive Services Public Authority Advisory Committee, and DIRECT the Clerk of the Board to post the vacancy, as recommended by the Employment and Human Services Director.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 32** APPOINT Shoshana Wechsler to the District 1 Alternate seat on the Contra Costa County Sustainability Commission, as recommended by Supervisor Gioia.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C. 33** APPOINT Frances Trant to the Member At-Large 1 seat on the Managed Care Commission Committee, as recommended by the Family and Human Services Committee.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

C.34 APPOINT Dan Sawislak, Miguel Hidalgo-Barnes, Teri House, Candace Collier, Alejandra Chamberlain, Gabriel Lemus, Deanne Pearn, Manjit Sappal, Bradley Lindblom, Patrice Guillory, and Tracy Pullar to seats on the Contra Costa Council on Homelessness, as recommended by the Family and Human Services Committee.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

C.35 REAPPOINT Maurice Gunderson to the At-Large #1 seat on the Contra Costa County Aviation Advisory Committee, as recommended by Airports Committee.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

C.36 APPOINT Lesley Belcher to the Appointee 1 seat, Joseph Selby to the Appointee 3 seat and Richard Kane to the Appointee 5 seat, on the Discovery Bay P-6 Citizen Advisory Committee, as recommended by Supervisor Burgis.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

C.37 APPOINT Marc Shorr to the position of Chief Information Officer/Director of Information Technology - Exempt, effective March 19, 2018, as recommended by the County Administrator.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

C.38 APPOINT Jackelynn Campos to the Seat 5 - Mental Health seat on the Family and Children's Trust Committee, as recommended by the Family and Human Services Committee.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

C.39 APPOINT Melissa Johnson to the Business #13 seat on the Workforce Development Board, as recommended by the Family and Human Services Committee.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

### **Intergovernmental Relations**

C.40 ADOPT a position of "Support" on SB 833 (McGuire): Emergency Alerts: Evacuation Orders, a bill that would provide for a red alert system designed to issue and coordinate alerts following an evacuation order and requires the red alert system to incorporate a variety of notification resources and developing technologies that may be tailored to the circumstances and geography of the underlying evacuation, as recommended by the County Administrator.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

### **Personnel Actions**

**C.41** ADOPT Position Adjustment Resolution No. 22228 to add one Automated Call Distribution Coordinator I (represented) position and cancel one Clerical Supervisor (represented) position in the Employment and Human Services Department. (42% Federal, 48% State, 10% County)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C.42** ADOPT Position Adjustment Resolution No. 22247 to add one Deputy County Counsel - Advanced-Exempt (unrepresented) position and cancel one Deputy County Counsel - Advanced (unrepresented) position in the Office of the County Counsel. (No fiscal impact)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C.43** ADOPT Position Adjustment Resolution No. 22241 to establish the classification of Chief of Plant Operations-Exempt (unrepresented) and add one position in the Health Services Department; and Position Adjustment Resolution No. 22242 to add one Facilities Maintenance Manager (represented) in the Health Services Department. (100% Hospital Enterprise Fund I)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C.44** ADOPT Position Adjustment Resolution No. 22244 to cancel one Pharmacist I (represented) position and add one Clinical/Drug Information Coordinator (represented) position in the Health Services Department. (100% Hospital Enterprise Fund I)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C.45** ADOPT Position Adjustment Resolution No. 22246 to cancel one permanent intermittent Mental Health Clinical Specialist position and add one Mental Health Clinical Specialist position (represented) in the Health Services Department. (Cost neutral)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

## **Leases**

**C.46** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a Second Amendment to Lease with the City of Pittsburg, for a five-year term for continued use of an approximately 16,000 square foot training facility for the Sheriff-Coroner's Law Enforcement Training Center located at 340 Marina Boulevard, Pittsburg, as recommended by the Public Works Director. (100% General Fund)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

## **Grants & Contracts**

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



C.47 APPROVE and AUTHORIZE the Agricultural Commissioner, or designee, to execute a Memorandum of Understanding with the California Agricultural Commissioners and Sealers Association (CACASA) to accept an amount not to exceed \$3,186 to provide pesticide use reporting activities for the period January 1, 2018 through June 30, 2018. (No County match.)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

C.48 APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract containing modified indemnification language with Public Health Foundation Enterprises, Inc., to pay the County an amount not to exceed \$28,125 for the County's participation in the FoodNet Expanded Case Exposure Ascertainment Project to study food borne bacteria, for the period January 1 through July 31, 2018. (No County match)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

C.49 APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment, effective March 13, 2018, with the County of Alameda, to increase the amount payable to County by \$14,623 to a new amount not to exceed \$1,705,341 for additional coordination of essential services to Contra Costa County residents with HIV disease and their families, for the period March 1, 2017 through February 28, 2018. (No County match)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

C.50 APPROVE and AUTHORIZE the Health Services Director, or designee, to apply to the National Association of County and City Health Officials for funding in an amount not to exceed \$7,500 for the Contra Costa Medical Reserve Corps Non-Competitive Capacity Building Grant Project, for the period February 12 through August 31, 2018. (No County match)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

C.51 APPROVE and AUTHORIZE the Health Services Director, or designee, to accept a grant award from the Tides Foundation, to pay the County \$15,000 to support the 2018 Catalyst Program to provide training and technical assistance to improve integration of data from the Whole Person Care Program, for the period January 1 through June 30, 2018. (No County match)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

C.52 APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to apply for and accept funding from the California Department of Health and Human Services Administration for Children and Families in an amount not to exceed \$1,091,378 for Early Head Start supplemental funding for the period July 1, 2018 through June 30, 2019. (20% in-kind match)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

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

**C.53** APPROVE and AUTHORIZE the Auditor-Controller, or designee, to pay \$991.30 to Metropolitan Van & Storage, Inc., for storing and delivering equipment, furniture, files, and products for Contra Costa Regional Medical Center and Health Centers during the month of September 2017, as recommended by the Health Services Director. (100% Hospital Enterprise Fund I)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C.54** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with Terri Oyarzun (dba Goats R Us), in an amount not to exceed \$400,000 for vegetation management services, for the period of April 1, 2018 March 31, 2021, Countywide. (100% Flood Control District Funds)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C.55** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment, effective November 1, 2017, with Prohealth Home Care, Inc., to add hospice services and modify home health service rates for Contra Costa Health Plan members, with no change in the payment limit of \$800,000 or in the term through July 31, 2019. (100% Contra Costa Health Plan Enterprise Fund III)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C.56** APPROVE and AUTHORIZE the Director of Risk Management to execute a contract with Contra Costa County Schools Insurance Group in an amount not to exceed \$188,686 to perform medical billing reviews for the period effective January 1 through December 31, 2018. (100% Workers' Compensation Internal Service Fund)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C.57** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Associated Consultants, LLC, in an amount not to exceed \$385,000 to provide data analytics consultation and technical assistance to the Health Services Department's Information Systems Unit for the period March 1, 2018 through August 31, 2019. (100% Hospital Enterprise Fund I)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C.58** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment, effective April 1, 2018, with Brighter Beginnings, to increase the payment limit by \$70,784 to a new payment limit of \$225,344 and extend the term through December 31, 2019, to provide additional primary care medical services for the Contra Costa Cares Program. (25% Contra Costa Health Plan Community Enterprise Fund III, 25% General Fund, 50% local hospitals match)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C.59** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment, effective March 13, 2018, with Plan B Works, to extend the term from June 30, 2018 through June 30, 2019 and increase the payment limit by \$300,000 to a new payment limit of \$1,185,000, to assist in the creation of asset management decision support tools, as recommended by the Public Works Director. (50% General Fund, 50% Various Special Revenue Funds)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

C. 60 APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with David A. Schwartz, M.D., in an amount not to exceed \$145,600 to provide outpatient psychiatric services for adults in Central Contra Costa County for the period May 1, 2018 through April 30, 2019. (100% Mental Health Realignment)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

C. 61 APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with Allegis Group Holdings, Inc. (dba TEK Systems, Inc.), effective January 1, 2018, to increase the payment limit by \$1,500,000 to a new payment limit of \$5,856,785 for additional recruitment and temporary help services and direct placement candidates for Health Services Department's Information Systems Unit, for the period July 1, 2016 through June 30, 2018. (100% Hospital Enterprise Fund I)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

C. 62 APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment, effective March 1, 2018, with QlikTech, Inc., to increase the payment limit by \$15,680 to a new payment limit of \$568,680 for additional software support and system upgrade and data analysis services for the Health Services Department's Information Systems Unit, for the period June 1, 2016 through May 31, 2018. (100% Hospital Enterprise Fund I)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

C. 63 APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment, effective April 1, 2018, with La Clinica De La Raza, Inc., to extend the term through December 31, 2019 and increase the payment limit by \$261,464 to a new payment limit of \$1,415,568 for additional primary care medical services for the Contra Costa Cares Program. (25% Contra Costa Health Plan Community Enterprise Fund III, 25% General Fund, 50% local hospitals match)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

C. 64 APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment, effective April 1, 2018, with Lifelong Medical Care, to extend the through December 31, 2019 and increase the payment limit by \$167,748 to a new payment limit of \$1,358,980, to provide additional primary care medical services for the Contra Costa Cares Program. (25% Contra Costa Health Plan Community Enterprise Fund III, 25% General Fund, 50% local hospitals match)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

C. 65 APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Antioch Physical Therapy & Sports Injury Center, Inc., in an amount not to exceed \$300,000 to provide physical therapy services to Contra Costa Health Plan members for the period June 1, 2018 through May 31, 2020. (100% Contra Costa Health Plan Enterprise Fund III)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

C. 66 APPROVE and AUTHORIZE the Human Resources Director, or designee, to execute a contract with Segal Consulting in an amount not to exceed \$400,000 to provide health benefits consulting services for the period March 1, 2018 through February 28, 2021, with the option of two (2) one-year renewal periods. (100% Benefits Administration Fee)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

C. 67 APPROVE and AUTHORIZE the Purchasing Agent to execute a purchase order with Victory Supply, Inc., in an amount not to exceed \$350,000 to purchase detention supplies for the period January 1, 2018 through December 31, 2020. (100% General Fund)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

C. 68 APPROVE and AUTHORIZE the Purchasing Agent to execute a purchase order with Bob Barker, Inc., in an amount not to exceed \$175,000 to purchase detention supplies for the period January 1, 2018 through December 31, 2020. (100% General Fund)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

C. 69 APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Health Services Director, a purchase order with Mesa Laboratories, Inc., in the amount of \$150,000 for calibration of thermometers for the nutritional and laboratory services at Contra Costa Regional Medical Center for the period March 1, 2018 through February 28, 2019. (100% Hospital Enterprise Fund I)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

C. 70 APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Amec Foster Wheeler Environment & Infrastructure, Inc., effective April 1, 2018, to extend the term from March 31, 2018 through March 31, 2020, and increase the payment limit by \$100,000 to a new payment limit of \$350,000, to provide professional stormwater quality services for a variety of National Pollutant Discharge Elimination System Permit requirements, Countywide. (100% Stormwater Utility Assessment Fee Funds)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

C. 71 APPROVE and AUTHORIZE the County Clerk-Recorder, or designee, to execute a contract with K&H Printers-Lithographers, Inc., in an amount not to exceed \$4,200,000 to provide printed ballots, mailing services, and other election materials for the period January 1, 2018 through December 31, 2020. (100% General Fund)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

C. 72 APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Larry Walker Associates, Incorporated, effective April 1, 2018, to extend the term from March 31, 2018 through March 31, 2020, and increase the payment limit by \$300,000 to a new payment limit of \$700,000, to provide professional stormwater quality services for a variety of National Pollutant Discharge Elimination System Permit requirements, Countywide. (100% Stormwater Utility Assessment Fee Funds)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

C.73 APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Henry Schein, Inc., in an amount not to exceed \$542,641 for the purchase and installation of dental imaging equipment and software, and a software license and support agreement with Medicor Imaging, Inc., for the period March 13, 2018 through March 12, 2021. (100% Hospital Enterprise Fund I)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

C.74 APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Sodexo America, LLC, in an amount not to exceed \$420,000 to provide management and oversight of the Environmental Services Unit at Contra Costa Regional Medical Center and Health Centers for the period January 1 through December 31, 2018. (100% Hospital Enterprise Fund I)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

C.75 APPROVE and AUTHORIZE the County Clerk-Recorder, or designee, to execute a contract amendment with NetFile, Inc., to extend the term from March 31, 2018 through March 31, 2021 and increase the payment limit by \$170,000 to a new payment limit of \$280,000 for on-line filing services for California Fair Political Practice Commission (FPPC) Statements of Economic Interest and FPPC Campaign Finance Disclosure. (100% General Fund)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

C.76 APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Health Services Director, a purchase order amendment with Interline Brands, Inc., to increase the payment limit by \$100,000 to a new payment limit of \$1,600,000 for janitorial supplies, minor equipment, and maintenance products for Contra Costa Regional Medical Center and Health Centers, for the period March 1, 2015 through March 31, 2018. (100% Hospital Enterprise Fund I)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

C.77 APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Health Services Director, a purchase order amendment with Medical Information Technology, Inc., to increase the payment limit by \$7,969 to a new payment limit of \$111,048, for maintenance support of medical software modules for the clinical laboratory at Contra Costa Regional Medical Center, for the period April 1, 2017 through March 31, 2018. (100% Hospital Enterprise Fund I)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

C.78 APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Health Services Director, a purchase order with Beckman Coulter, Inc., in an amount not to exceed \$622,860 for the rental of hematology analyzers and supplies for the clinical laboratory at Contra Costa Regional Medical Center and Health Centers, for the period November 15, 2017 to November 14, 2022. (100% Hospital Enterprise Fund I)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C.79** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment with First Baptist Church of Pittsburg, California, to increase the payment limit by \$26,311 to a new payment limit of \$1,627,707 for the provision of five additional childcare slots at Fairgrounds Children's Center, with no change to the term of July 1, 2017 through June 30, 2018. (21% Federal, 79% State)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C.80** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the County Administrator's Office, a purchase order with Media Control Systems in an amount not to exceed \$180,000 for the purchase of a Tightrope Cablecast system to replace the existing broadcast automation system. (98% Public, Education & Government Fees, 2% Cable Franchise Fees)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C.81** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Department of Information Technology, a purchase order with SSP Data in the amount of \$251,530 for Network Security Devices. (100% Charges to user departments)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

### **Other Actions**

**C.82** ACCEPT the Office of Equal Employment Opportunity's Annual Outreach Report and Departmental Outreach Plans as recommended by the Hiring Outreach Oversight Committee.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C.83** APPROVE and AUTHORIZE the Conservation and Development Department to initiate a General Plan Amendment study to consider changing the General Plan land use designation for the undeveloped parcel located at 589 Pacifica Avenue, Bay Point area, Assessor's Parcel No. 098-210-001, from Single-Family Residential-Medium Density to Multiple-Family Residential-Medium Density. (County File No. GP13-0001) (100% Applicant fees)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C.84** APPROVE the Contra Costa Children and Families Commission (First 5) Conflict of Interest Code.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

**C.85** ADOPT policies related to the procurement process for reentry service providers for the AB 109 Community Programs, ensuring the review of contract award recommendations by the Community Corrections Partnership and the Public Protection Committee, the notification of public release of response documents, and providing for a contracting period of up to 5 years (a two-year contract with three one-year renewal options), subject to performance, as recommended by the County Administrator. (No fiscal impact)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

C.86 ADOPT Resolution No. 2018/79 proclaiming May 10, 2018, as "Bike to Work Day", and AUTHORIZE a contribution of \$2,500 to Bike East Bay for a "Silver" level sponsorship, as recommended by the Conservation and Development and Public Works Directors. (100% Measure J Funds)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

C.87 DECLARE as surplus and AUTHORIZE the Purchasing Agent to dispose of fully depreciated vehicles and equipment no longer needed for public use as recommended by the Public Works Director, Countywide. (No fiscal impact)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

C.88 ACCEPT report on expenditure of Measure WW Park Bond Funds allocated for Unincorporated Contra Costa County, and AUTHORIZE staff to apply to the East Bay Regional Park District (EBRPD) to reallocate \$146,374 of the \$3,046,374 awarded by EBRPD to previously approved projects in need of supplementary funding, as recommended by the Conservation and Development Director. (100% EBRPD Measure WW Funds)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

C.89 APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Iowa State University of Science and Technology to provide supervised field instruction to dietitian students at Contra Costa Regional Medical Center and Health Centers, for the period February 1, 2018 through January 31, 2019. (Non-financial agreement)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

C.90 APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute a purchase order on behalf of the Sheriff-Coroner with Dell, Inc., in the amount of \$497,700 to purchase Primary Disaster and Recovery (PR/DR) hardware equipment for the Sheriff's Office. (100% CAL-ID Remote Access Network Board funds)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

C.91 APPROVE and AUTHORIZE the Concord Library to be closed from May 6 2018 through and including May 28, 2018 to permit the remodel of the public restroom, as recommended by the County Librarian. (No fiscal impact)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

C.92 CONTINUE the emergency action originally taken by the Board of Supervisors on November 16, 1999, and most recently approved by the Board on February 27, 2018, regarding the issue of homelessness in Contra Costa County, as recommended by the Health Services Director. (No fiscal impact)

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

C.93 UPDATE the official list of persons to serve, in priority order, as standby officers for the respective members of the Board of Supervisors, as recommended by the County Administrator.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

C.94 ADOPT Resolution No. 2018/96 approving the Side Letter between Contra Costa County and the Physicians' and Dentists' Organization of Contra Costa modifying the Preamble and Section 35.4 Duration of Agreement of the Memorandum of Understanding to extend the contract from February 28, 2018 through May 31, 2018, as recommended by the County Administrator.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

C.95 ACCEPT the 2017 Annual Report for the Arts and Culture Commission of Contra Costa County, as recommended by the County Administrator.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

C.96 ADOPT Resolution No. 2018/70 designating Diablo Valley College and the Alameda County Emergency Operations Center as alternative county seats in the event that a war or disaster prevents access to the permanent county seat in Martinez, as recommended by the County Administrator.

AYE: District I Supervisor John Gioia, District II Supervisor Candace Andersen, District III Supervisor Diane Burgis, District IV Supervisor Karen Mitchoff, District V Supervisor Federal D. Glover

## **GENERAL INFORMATION**

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

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Clerk of the Board to a majority of the members of the Board of Supervisors less than 72 hours prior to that meeting are available for public inspection at 651 Pine Street, First Floor, Room 106, Martinez, CA 94553, during normal business hours.

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

Persons who wish to speak on matters set for PUBLIC HEARINGS will be heard when the Chair calls for comments from those persons who are in support thereof or in opposition thereto. After persons have spoken, the hearing is closed and the matter is subject to discussion and action by the Board. Comments on matters listed on the agenda or otherwise within the purview of the Board of Supervisors can be submitted to the office of the Clerk of the Board via mail: Board of Supervisors, 651 Pine Street Room 106, Martinez, CA 94553; by fax: 925-335-1913.

The County will provide reasonable accommodations for persons with disabilities planning to attend Board meetings who contact the Clerk of the Board at least 24 hours before the meeting, at (925) 335-1900; TDD (925) 335-1915. An assistive listening device is available from the Clerk, Room 106.

Copies of recordings of all or portions of a Board meeting may be purchased from the Clerk of the Board. Please telephone the Office of the Clerk of the Board, (925) 335-1900, to make the necessary arrangements.

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



651 Pine Street, Martinez, California.

Applications for personal subscriptions to the weekly Board Agenda may be obtained by calling the Office of the Clerk of the Board, (925) 335-1900. The weekly agenda may also be viewed on the County's Internet Web Page: [www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us)

### STANDING COMMITTEES

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

The **Family and Human Services Committee** (Supervisors Candace Andersen and John Gioia) meets on the fourth Monday of the month at 10:30 a.m. in Room 101, County Administration Building, 651 Pine Street, Martinez.

The **Finance Committee** (Supervisors Karen Mitchoff and John Gioia) meets on the fourth Monday of the month at 9:00 a.m. in Room 101, County Administration Building, 651 Pine Street, Martinez.

The **Hiring Outreach Oversight Committee** (Supervisors Candace Andersen and Federal D. Glover) meets on the first Monday of every other month at 1:00 p.m. in Room 101, County Administration Building, 651 Pine Street, Martinez.

The **Internal Operations Committee** (Supervisors Diane Burgis and Candace Andersen) meets on the second Monday of the month at 1:00 p.m. in Room 101, County Administration Building, 651 Pine Street, Martinez.

The **Legislation Committee** (Supervisors Karen Mitchoff and Diane Burgis) meets on the second Monday of the month at 10:30 a.m. in Room 101, County Administration Building, 651 Pine Street, Martinez.

The **Public Protection Committee** (Supervisors John Gioia and Federal D. Glover) meets on the first Monday of the month at 10:30 a.m. in Room 101, County Administration Building, 651 Pine Street, Martinez.

The **Transportation, Water & Infrastructure Committee** (Supervisors Karen Mitchoff and Candace Andersen) meets on the second Monday of the month at 9:00 a.m. in Room 101, County Administration Building, 651 Pine Street, Martinez.

Airports Committee	March 14, 2018	11:00 a.m.	See above
Family & Human Services Committee	March 26, 2018	10:30 a.m.	See above
Finance Committee	March 26, 2018	9:00 a.m.	See above
Hiring Outreach Oversight Committee	April 2, 2018	1:00 p.m.	See above
Internal Operations Committee	April 9, 2018	1:00 p.m.	See above
Legislation Committee	April 9, 2018	10:30 a.m.	See above
Public Protection Committee	April 2, 2018	10:30 a.m.	See above
Transportation, Water & Infrastructure Committee	April 9, 2018	9:00 a.m.	See above

**PERSONS WHO WISH TO ADDRESS THE BOARD DURING PUBLIC COMMENT OR WITH RESPECT TO AN ITEM THAT IS ON THE AGENDA, MAY BE LIMITED TO TWO (2) MINUTES**

**A LUNCH BREAK MAY BE CALLED AT THE DISCRETION OF THE BOARD CHAIR**

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

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

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

**AB** Assembly Bill  
**ABAG** Association of Bay Area Governments  
**ACA** Assembly Constitutional Amendment  
**ADA** Americans with Disabilities Act of 1990  
**AFSCME** American Federation of State County and Municipal Employees  
**AICP** American Institute of Certified Planners  
**AIDS** Acquired Immunodeficiency Syndrome  
**ALUC** Airport Land Use Commission  
**AOD** Alcohol and Other Drugs  
**ARRA** American Recovery & Reinvestment Act of 2009  
**BAAQMD** Bay Area Air Quality Management District  
**BART** Bay Area Rapid Transit District  
**BayRICS** Bay Area Regional Interoperable Communications System  
**BCDC** Bay Conservation & Development Commission  
**BGO** Better Government Ordinance  
**BOS** Board of Supervisors  
**CALTRANS** California Department of Transportation  
**CalWIN** California Works Information Network  
**CalWORKS** California Work Opportunity and Responsibility to Kids  
**CAER** Community Awareness Emergency Response  
**CAO** County Administrative Officer or Office  
**CCCFPD (ConFire)** Contra Costa County Fire Protection District  
**CCHP** Contra Costa Health Plan  
**CCTA** Contra Costa Transportation Authority  
**CCRMC** Contra Costa Regional Medical Center  
**CCWD** Contra Costa Water District  
**CDBG** Community Development Block Grant  
**CFDA** Catalog of Federal Domestic Assistance  
**CEQA** California Environmental Quality Act  
**CIO** Chief Information Officer  
**COLA** Cost of living adjustment  
**ConFire (CCCFPD)** Contra Costa County Fire Protection District  
**CPA** Certified Public Accountant  
**CPI** Consumer Price Index  
**CSA** County Service Area  
**CSAC** California State Association of Counties  
**CTC** California Transportation Commission  
**dba** doing business as  
**DSRIP** Delivery System Reform Incentive Program  
**EBMUD** East Bay Municipal Utility District  
**ECCFPD** East Contra Costa Fire Protection District  
**EIR** Environmental Impact Report  
**EIS** Environmental Impact Statement  
**EMCC** Emergency Medical Care Committee  
**EMS** Emergency Medical Services

**EPSDT** Early State Periodic Screening, Diagnosis and Treatment Program (Mental Health)  
**et al.** et alii (and others)  
**FAA** Federal Aviation Administration  
**FEMA** Federal Emergency Management Agency  
**F&HS** Family and Human Services Committee  
**First 5** First Five Children and Families Commission (Proposition 10)  
**FTE** Full Time Equivalent  
**FY** Fiscal Year  
**GHAD** Geologic Hazard Abatement District  
**GIS** Geographic Information System  
**HCD** (State Dept of) Housing & Community Development  
**HHS** (State Dept of ) Health and Human Services  
**HIPAA** Health Insurance Portability and Accountability Act  
**HIV** Human Immunodeficiency Syndrome  
**HOV** High Occupancy Vehicle  
**HR** Human Resources  
**HUD** United States Department of Housing and Urban Development  
**IHSS** In-Home Supportive Services  
**Inc.** Incorporated  
**IOC** Internal Operations Committee  
**ISO** Industrial Safety Ordinance  
**JPA** Joint (exercise of) Powers Authority or Agreement  
**Lamorinda** Lafayette-Moraga-Orinda Area  
**LAFCo** Local Agency Formation Commission  
**LLC** Limited Liability Company  
**LLP** Limited Liability Partnership  
**Local 1** Public Employees Union Local 1  
**LVN** Licensed Vocational Nurse  
**MAC** Municipal Advisory Council  
**MBE** Minority Business Enterprise  
**M.D.** Medical Doctor  
**M.F.T.** Marriage and Family Therapist  
**MIS** Management Information System  
**MOE** Maintenance of Effort  
**MOU** Memorandum of Understanding  
**MTC** Metropolitan Transportation Commission  
**NACo** National Association of Counties  
**NEPA** National Environmental Policy Act  
**OB-GYN** Obstetrics and Gynecology  
**O.D.** Doctor of Optometry  
**OES-EOC** Office of Emergency Services-Emergency Operations Center  
**OPEB** Other Post Employment Benefits  
**OSHA** Occupational Safety and Health Administration  
**PARS** Public Agencies Retirement Services  
**PEPRA** Public Employees Pension Reform Act  
**Psy.D.** Doctor of Psychology  
**RDA** Redevelopment Agency  
**RFI** Request For Information  
**RFP** Request For Proposal  
**RFQ** Request For Qualifications  
**RN** Registered Nurse  
**SB** Senate Bill  
**SBE** Small Business Enterprise  
**SEIU** Service Employees International Union  
**SUASI** Super Urban Area Security Initiative

**SWAT** Southwest Area Transportation Committee  
**TRANSPAC** Transportation Partnership & Cooperation (Central)  
**TRANSPLAN** Transportation Planning Committee (East County)  
**TRE** or **TTE** Trustee  
**TWIC** Transportation, Water and Infrastructure Committee  
**UASI** Urban Area Security Initiative  
**VA** Department of Veterans Affairs  
**vs.** versus (against)  
**WAN** Wide Area Network  
**WBE** Women Business Enterprise  
**WCCTAC** West Contra Costa Transportation Advisory Committee



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 13, 2018

Subject: Temporary Hire of County Retiree - Waiver of 180-day Sit-out Period

---

**RECOMMENDATION(S):**

1. CONSIDER waiving the 180-day sit-out period for Bruce Kenagy, Pre-hospital Care Coordinator in the Health Services Department;
2. FIND that the appointment of Mr. Kenagy is necessary to fill a critically needed position; and
3. APPROVE and AUTHORIZE the hiring of retiree Mr. Kenagy as a temporary employee effective April 1, 2018 through March 31, 2019, as recommended by the EMS Director.

**FISCAL IMPACT:**

Upon approval, this action has an annual cost of approximately \$59,174 which will be funded by Measure H funds.

**BACKGROUND:**

Mr. Kenagy was hired as a Pre-hospital Care Coordinator in October 1991, and will retire on March 31, 2018. It is necessary to hire Mr. Kenagy as a temporary retiree as the Department will not have his knowledge and expertise in Emergency Medical Services (EMS) to provide the specialized skill and program support required to complete the informational technology project for the EMS Division. Mr. Kenagy is the sole project manager in charge of configuring the build out of EMS System 'Imagetrend Platform' modules designed to significantly improve EMS operations, staff productivity, and stakeholder satisfaction.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Jo-Anne Linares,  
925-957-5240

cc:

### BACKGROUND: (CONT'D)

The platform modules to be implemented provide the EMS Agency workflow enhancements to substantially improve the timely processing of ambulance provider permitting, ambulance equipment checks, continuing education and training program authorizations and audits. In addition, the platform provides significant improvement to support compliance with required data reporting to the state EMS Authority. Currently, all these tasks are performed manually by staff taking up to several weeks at a high cost to the community in terms of stakeholder time and convenience. The remaining modules to be built will streamline administrative functions associated with these activities and integrate mobile devices to remotely complete tasks.

Mr. Kenagy's 27 years of County EMS experience is extremely critical in the successful completion of the EMS system upgrades.

### CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the EMS Agency will not complete the needed EMS system 'Imagetrend' module enhancements which affect staff productivity, and substantially increasing time on tasks and cost of providing services to private and public ambulance providers and personnel.



Contra  
Costa  
County

To: Board of Supervisors  
From: John Kopchik, Director, Conservation & Development Department  
Date: March 13, 2018

Subject: Cost Confirmation Hearing for Real Property Located at 401 Market Ave., Richmond

---

**RECOMMENDATION(S):**

OPEN the hearing of the costs of abating a public nuisance on the real property located at 401 Market Ave., Richmond, California, Contra Costa County (APN: 409-261-013);

RECEIVE and CONSIDER the attached itemized report on the abatement costs and any objections thereto from the property owner or other persons with a legal interest in the property; and CLOSE the hearing.

DETERMINE the cost of all abatement work and all administrative costs to be \$1,885.92.

ORDER the itemized report confirmed and DIRECT that it be filed with the Clerk of the Board of Supervisors.

ORDER the costs to be specially assessed against the above-reference property and AUTHORIZE the recordation of a Notice of Abatement Lien.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: , Deputy

Contact: Jason Crapo  
925-674-7722

cc:

### FISCAL IMPACT:

No net fiscal impact. The costs as determined above will be added to the tax roll as a special assessment on this property and will be collected at the same time and in the same manner as ordinary County taxes are collected.

### BACKGROUND:

Contra Costa County Ordinance Code Article 14-6.4 and California Government Code Section 25845 authorize the recovery of abatement costs in public nuisance cases, the recordation of a Notice of Abatement Lien, and inclusion of abatement costs on the tax roll as a special assessment, upon approval of the Board of Supervisors.

The Notice and Order to Abate was posted on the above-referenced property for a vacant property whose premises contained discarded house hold items, discarded tires, trash and debris and was serviced on the property owner and all person known to be in possession of the property by certified mail on November 7, 2017.

The property owner did not file an appeal of the Notice and Order to Abate. The County Abatement Officer abated the nuisance on November 28, 2017.

The property owner was billed for the actual cost of the abatement and all administrative costs. The bill was sent by first-class mail to the property owner on December 12, 2017. The property owner did not pay the bill within 45 days of the date of mailing.

Notice of this Cost Hearing was sent to the property owner by certified mail by the Clerk of the Board. For proof of service, see Clerk of the Board at 651 Pine Street, Room 106, Martinez, CA.

### CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the County will not be able to recover costs for abatement on code violations for this property.

### CLERK'S ADDENDUM

***CLOSED the public hearing; DETERMINED the cost of all abatement work and all administrative costs to be \$1,885.92; ORDERED the itemized report confirmed and DIRECTED that it be filed with the Clerk of the Board of Supervisors; ORDERED the costs to be specially assessed against the above-reference property and AUTHORIZE the recordation of a Notice of Abatement Lien.***

### ATTACHMENTS

Itemized abatement costs

Before and after photos



**CONTRA COSTA COUNTY**

DATE: February 9, 2018  
TO: Clerk of the Board  
FROM: Department of Conservation & Development  
By: Mark Alford, Building Inspector II  
RE: Itemized Report of Abatement Costs

The following is an itemized report of the costs of abatement for the below described property pursuant to C.C.C. Ord. Code ' 14-6.428.

OWNER: Leona M. Harmon TRE

POSSESSOR: N/A

MORTGAGE HOLDER: N/A

ABATEMENT ORDERED DATE: November 7, 2017

ABATEMENT COMPLETED DATE: November 28, 2017

SITE ADDRESS: 401 Market Ave., Richmond, CA  
APN#:409-261-013

PROPERTY DESCRIPTION: Residential

AMOUNT OF ABATEMENT COSTS (CCC ORDINANCE CODE 14-6.428)

<b>ITEM</b>	<b>EXPLANATION</b>	<b>COST</b>
Notice to Comply (include first 2 inspections)		\$ 250.00
Site Visits (5 x \$100 @)		\$ 500.00
Recording Fee		\$ 14.00
PIRT (Title Search)		\$ 150.00
Certified Letter & Regular Mailings		\$ 13.92
Photos		\$ 8.00
Contractor hired for abatement		\$ 550.00
Final Site Inspection to Confirm Compliance		\$ 200.00
Compliance Report and Board Hearing		\$ 200.00
<b>Total</b>		<b>\$ 1,885.92</b>

Abatement costs can be paid at or mailed to Department of Conservation and Development, Building Inspection Division, 30 Muir Rd., Martinez, CA 94553.

401 Market Ave.  
Richmond, CA

Before Photos







401 Market Ave.  
Richmond, CA

After Photos











Contra  
Costa  
County

To: Board of Supervisors  
From: John Kopchik, Director, Conservation & Development Department  
Date: March 13, 2018

Subject: Designation of Opportunity Zones Pursuant to Federal Tax Bill

---

**RECOMMENDATION(S):**

1. ACCEPT information about new Federal Opportunity Zone program, and the preliminary designations of census tracts within Contra Costa County as recommended by the State of California Department of Finance.
2. PROVIDE general direction to staff about commenting to State Department of Finance regarding the designations.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

The State of California Department of Finance recently announced that the new federal tax bill includes a new program intended to stimulate private investment in disadvantaged areas, to be called Opportunity Zones (OZ). The investment could be for housing, commercial, or industrial uses. The federal government has charged the states with designating census tracts to be named as OZs. Private investment in OZs would be eligible for lower federal capital gains tax; at this point, that is the only identified incentive. There is no dedicated funding for the program nor has the State announced it will participate by lowering State capital gains tax for investment in OZs.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☒ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: March 13, 2018

Contact: Amalia Cunningham,  
925-674-7869

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

By: , Deputy

cc:



## BACKGROUND: (CONT'D)

The federal government gave states the requirement that the nominated tracts either have greater than 20% poverty or median incomes below 80% of the state or metropolitan average. Governors may nominate no more than 25% of their eligible census tracts. The State Department of Finance staff narrowed down the eligible tracts using screening criteria of existing business activity, lowest average incomes (taking into account regional variations in median income), and geographic diversity. The State preliminary process resulted in a draft list of Recommended Tracts, for which they are requesting comments from stakeholders and affected agencies.

Contra Costa County has 11 Recommended Tracts under the State's criteria, with many more eligible tracts. (Map included as Attachment A.) The Recommended Tracts are in the cities of Richmond, San Pablo, Pittsburg, Concord, and Antioch, and the unincorporated communities of Bay Point and North Richmond. Comments, including affirming the State's recommendations, are due to the State by March 15. The State encourages consolidated comments by county. In a conference call with stakeholders, State staff indicated that comments suggesting adding more census tracts to the Recommended list would in most cases not be granted because of the 25% cap; however, contiguity would be a good justification to make the suggestion in agency comments.

After reviewing the comments and making any changes, Governor Brown will forward the State's list of Recommended Tracts to the Department of the Treasury for inclusion in the OZ Program. The states have been given a very abbreviated timeline from the federal government to submit their tracts. The State's draft list was made public on March 2 and local agency comments are due by March 15.

## CONSEQUENCE OF NEGATIVE ACTION:

If there is no direction to provide comments on the County Recommended Tracts, there is a risk of the tracts being removed from the State's Recommended list in order to make room for new tracts suggested by other agencies. This would create the potential to not have any designated Opportunity Zones in the County, thus losing this potential financing tool, although its impact is not yet known.

## CHILDREN'S IMPACT STATEMENT:

There is no impact on children.

## CLERK'S ADDENDUM

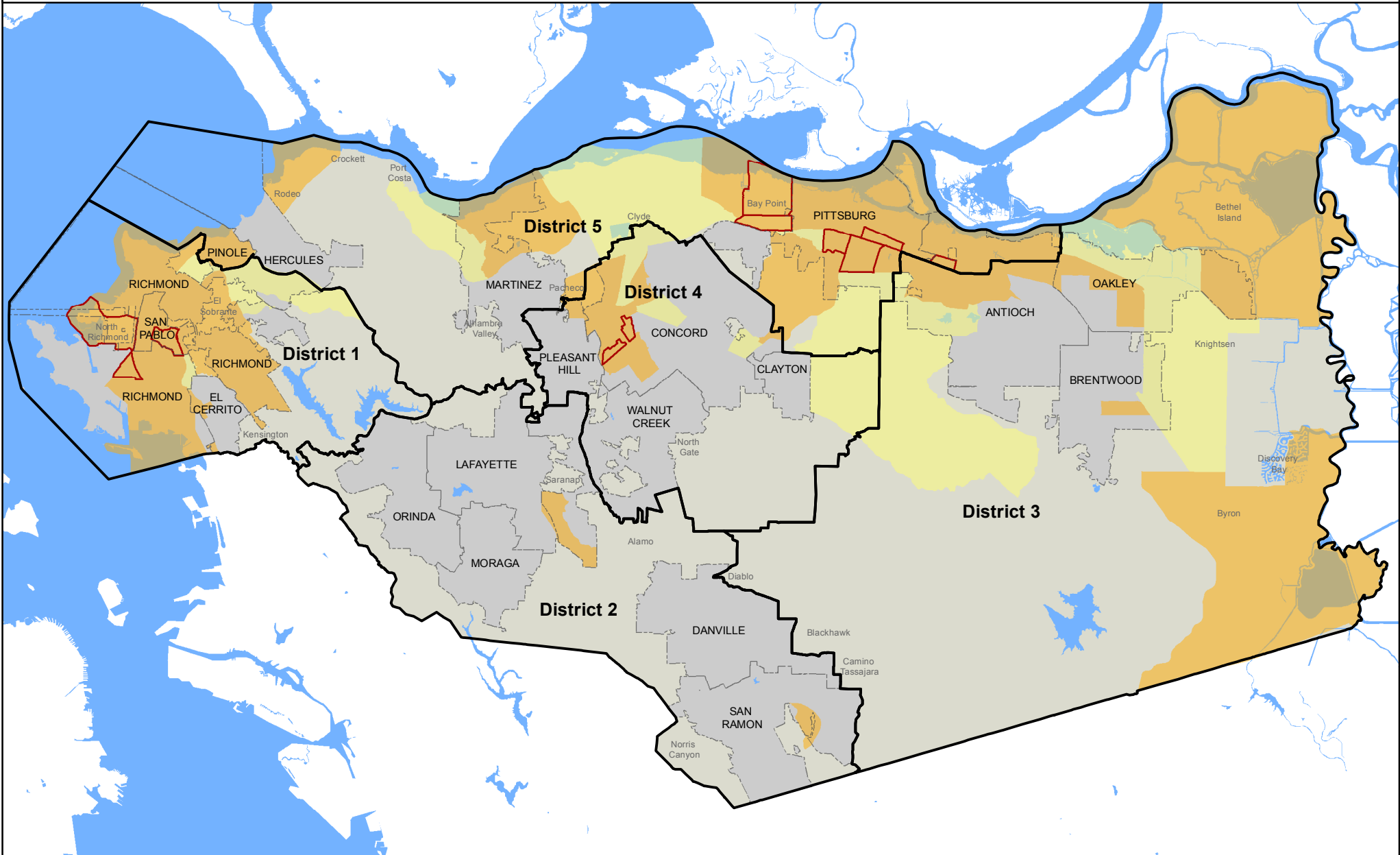
***ACCEPTED information about new Federal Opportunity Zone program, and the preliminary designations of census tracts within Contra Costa County as recommended by the State of California Department of Finance; DECLARED that first priority be with the recommended tracts; and DIRECTED that three additional tracts be added for consideration in the areas of Sommersville Mall, Rodeo, and Montalvin.***







## ATTACHMENTS

Possible Opportunity Zone Census Tracts

PowerPoint Presentation

# Contra Costa County Possible Opportunity Zone Census Tracts - DRAFT



-  Recommended Opportunity Zone Census Tracts
-  Eligible Census Tracts
-  Contiguous Census Tracts
-  Supervisorial Districts
-  City Boundaries (CITY NAME)
-  Unincorporated (Community Name)

0 2.5 5 10 Miles

Map Created on 03/02/2018 by Contra Costa  
County Department of Conservation and Development



# OPPORTUNITY ZONES: A NEW FEDERAL INCENTIVE COORDINATED BY STATES

“The federal tax bill passed at the end of December 2017 allows each state’s governor to designate eligible census tracts as Opportunity Zones. Investments made through opportunity funds in these zones would be allowed to defer or eliminate federal taxes on capital gains. The program allows the Governor to designate up to 25 percent of eligible census tracts. Eligible tracts must meet certain criteria using 2011-15 ACS data:

1. Poverty rates of at least 20 percent.

**OR**

2. Median family incomes of no more than 80 percent of statewide or metropolitan area median family income.”

*- State of California Department of Finance, March 2, 2018*

# INVESTING IN OPPORTUNITY ZONES

- Intended to attract long-term investments to disadvantaged areas, as measured by poverty and median income
- Opportunity funds investing must be focused on these types of areas (maintain 90 percent in Opportunity Zones)

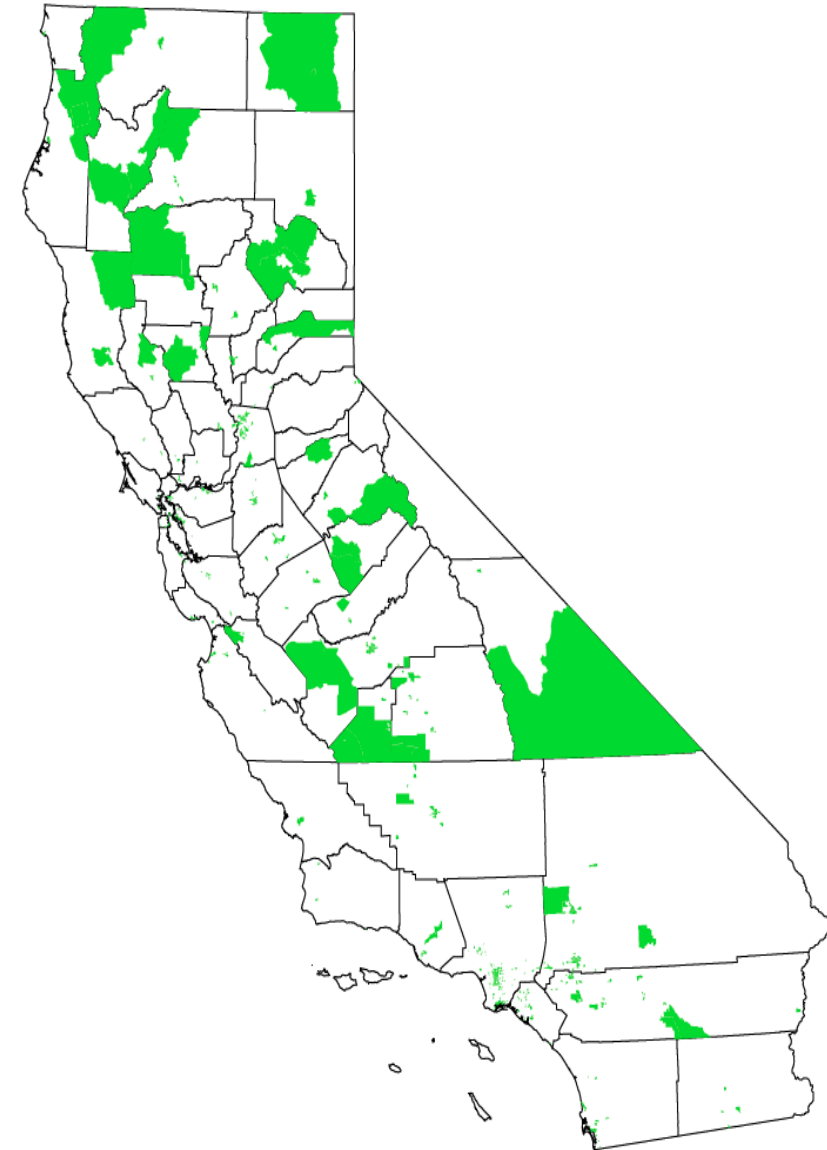
## Federal Incentive:

- Investments in opportunity funds would be allowed to defer or reduce capital gains.
- Gains on investments held for 10 years or more would incur no federal tax liability.
- If investments were held for 5 years, 10 percent of gains would be excluded, and 15 percent for 7 years.
- No State incentive included.

# CALIFORNIA'S CRITERIA

California may recommend 879 census tracts. The State Department of Finance created a list of recommended tracts by considering:

- Business activity – at least 30 businesses,
- Poverty rate of at least 20%,
- Geographic diversity (including all 54 counties with eligible tracts), and
- Regional variations in income by metropolitan level.



# CALIFORNIA'S NEXT STEPS

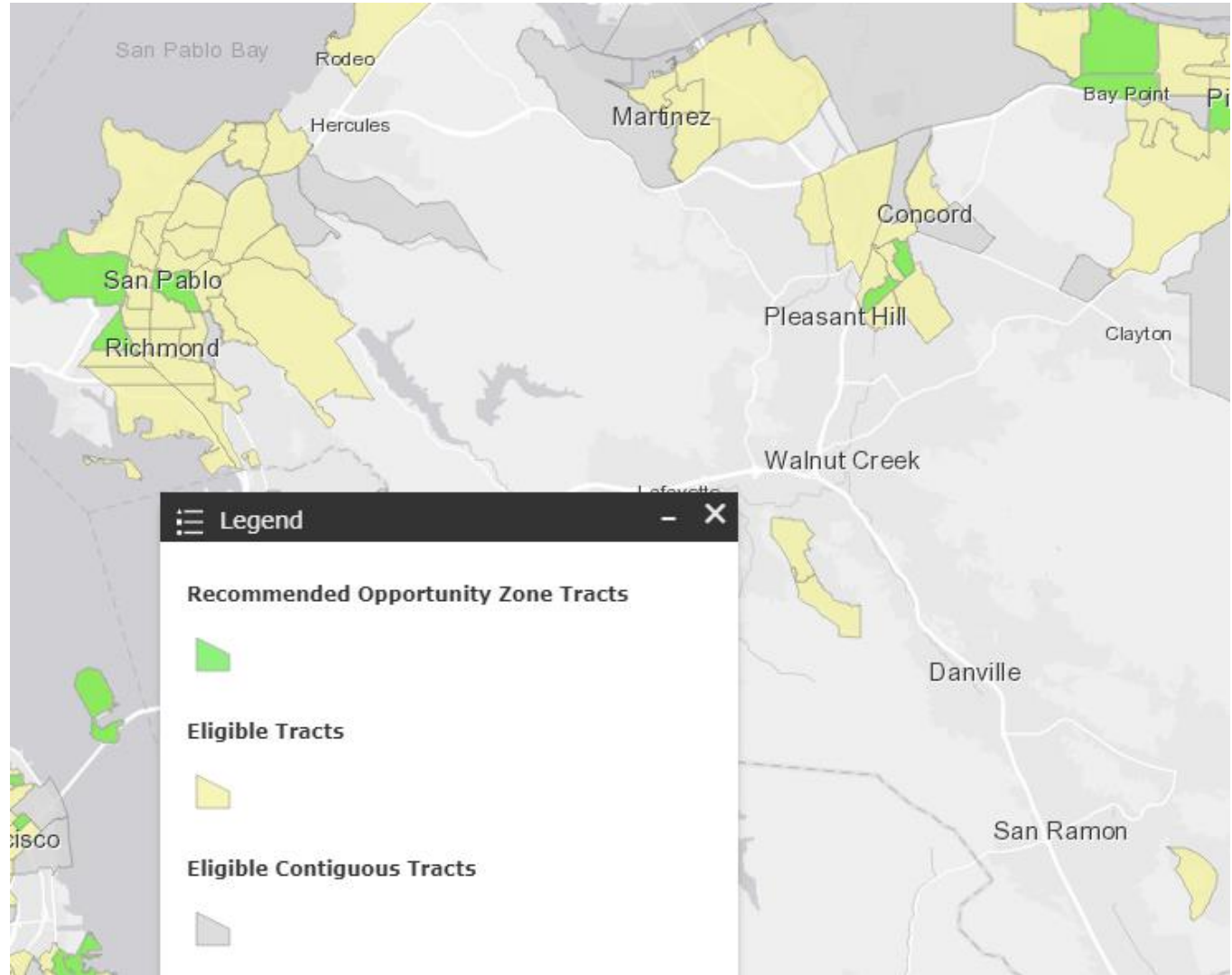
- State staff made their list of recommended tracts public on March 2 and held a same-day conference call for interested parties.
- Comments, including affirming selected tracts, due to State by March 15.
- Staff will review comments, make any adjustments to recommendations, and forward to Department of Treasury to finalize.
- State staff discouraged adding tracts to the list, since the cap means some would have to be removed if any are added. If agencies want to add tracts, State staff suggested also removing tracts under same jurisdiction to even it out. (While there is a federal provision to add otherwise non-eligible “contiguous” tracts, that is a long shot in California since there are so many eligible tracts under the lower poverty level guidelines.)

# CONTRA COSTA TRACTS RECOMMENDED BY STATE – WEST & CENTRAL

11 tracts total  
recommended by the  
State staff.

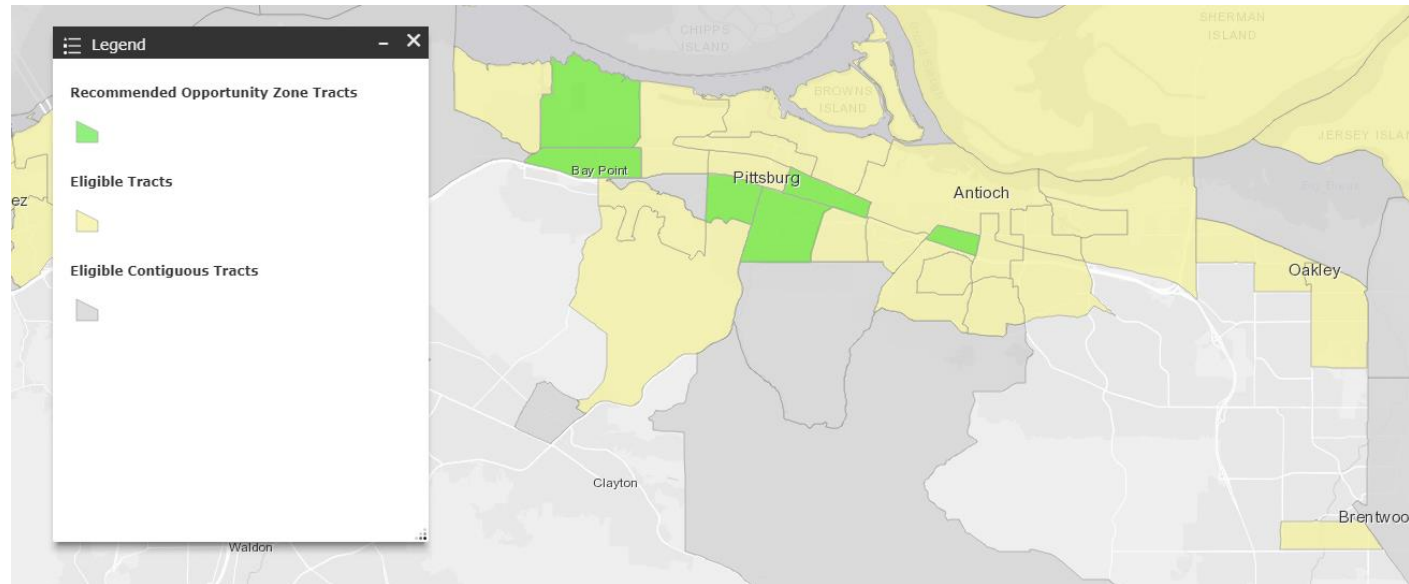
In West County and  
Central County,

- City of Concord: 2
- City of Richmond: 1
- City of San Pablo: 1
- North Richmond: 1





# CONTRA COSTA TRACTS RECOMMENDED BY STATE – EAST



In East County,

- City of Pittsburg: 3
- City of Antioch: 1
- Bay Point: 2



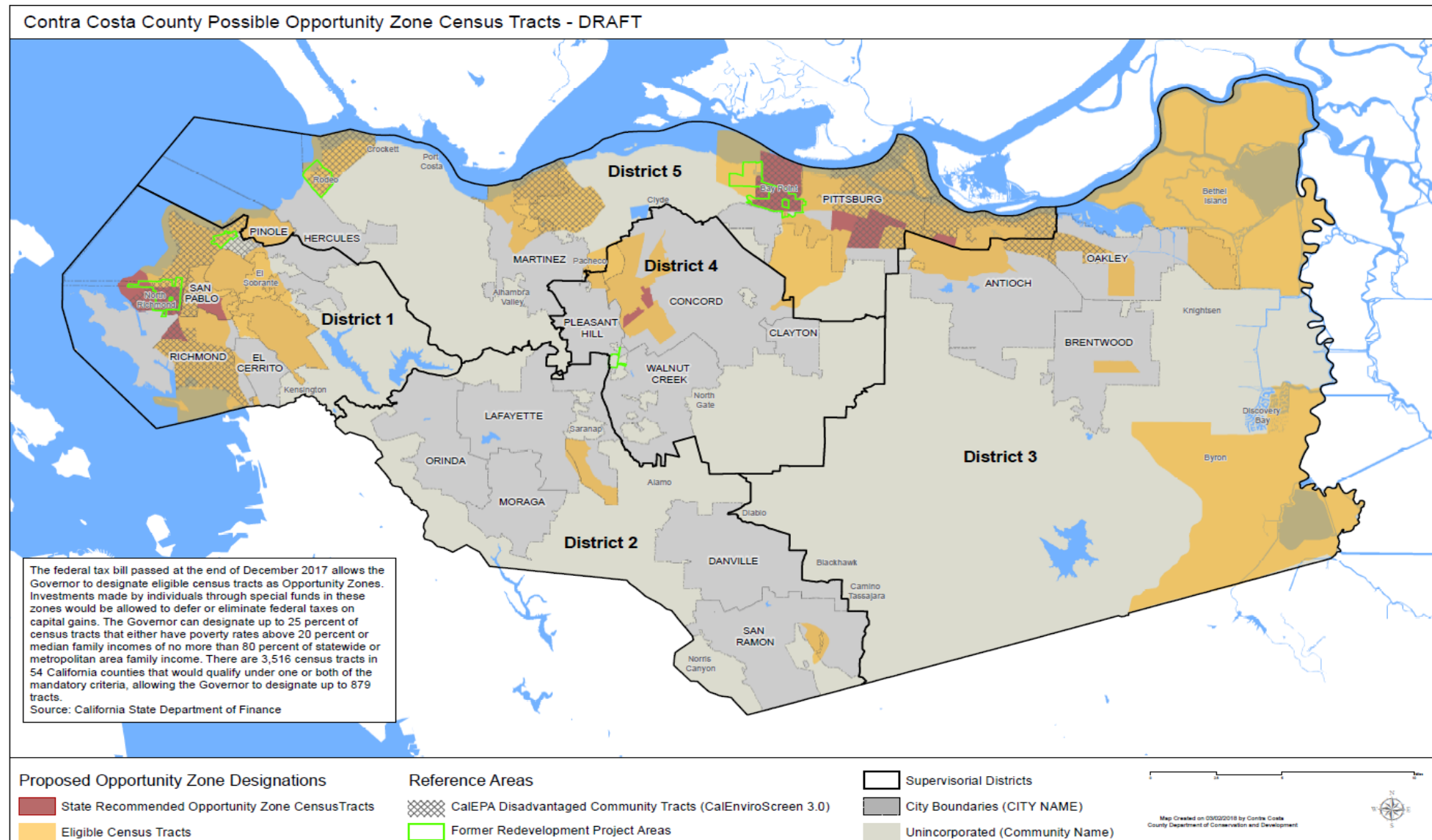
# OVERLAPPING PROGRAMS - STATE

- While not part of the State's screening criteria, 66% of recommended tracts statewide overlap with disadvantaged areas identified in Senate Bill 535 (2012), which helps direct money from California's cap and trade program (CalEnviroScreen 3.0). **The State's recommended tracts in City of Richmond, North Richmond, Bay Point, and 2 out of the 3 in the City of Pittsburg are also SB 535 disadvantaged areas.**
- 98% recommended tracts statewide overlap with disadvantaged communities identified in Assembly Bill 1550 (2016), which also helps direct money from California's cap and trade program. **All of the Contra Costa County tracts are AB 1550 disadvantaged communities.**

# OVERLAPPING PROGRAMS - COUNTY

- Some overlap with former County redevelopment project areas in North Richmond and Bay Point.
- Some overlap with the Northern Waterfront Economic Development Initiative area in the stretch from Bay Point to Antioch.

# OVERLAPPING PROGRAMS - COUNTY



# Public Comment Directives from State

Type 1: Keep or reject a tract currently recommended for designation.

- Including a justification is encouraged, but optional.

Type 2: Suggestions to include qualified tracts not currently recommended.

- Suggestions of replacements, rather than additions, are strongly encouraged.
- Including a short justification, including why a replacement is warranted, is required.
- If a tract is only qualified by adjacency or contiguity, a justification must be included (documentation of an ongoing program or project across tracts, etc.).

Comments due by 5 PM on March 15.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: March 13, 2018

Subject: Execution of CCO#1 for the 2017 On-Call Concrete Services Contracts for Various Road and Flood Control Maintenance Work, Countywide.

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute Contract Change Order No. 1 (CCO #1) to the contracts with Kerex Engineering, Inc. and Sposeto Engineering, Inc. to change the contract completion date for each contract from one year to three years from the effective date of March 28, 2017 to March 28, 2020, for the 2017 On-Call Concrete Services Contracts for Various Road and Flood Control Maintenance Work. There is no increase to the contract amount of \$150,000.

**FISCAL IMPACT:**

The cost is to be funded by 100% Local Road and Flood Control District Funds.

**BACKGROUND:**

On March 28, 2017 the County awarded two on-call contracts to the lowest responsible bidders, Kerex Engineering, Inc. and Sposeto Engineering, Inc. for concrete services consisting of constructing minor concrete structures

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: Stacey M. Boyd, Deputy

Contact: Chris Lau 925  
313-7002

cc:

**BACKGROUND: (CONT'D)**

and miscellaneous concrete construction, for a total allotted amount of \$150,000 each, with a completion time of one year from the effective date of March 28, 2017, with the option of two one-year extensions. This contract change order is to extend the contract completion date to March 28, 2020.

**CONSEQUENCE OF NEGATIVE ACTION:**

The Public Works Department may be unable to complete routine road and flood control maintenance work in a timely manner.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: March 13, 2018

Subject: APPROVE the Tice Valley Linear Park Project and AUTHORIZE the Public Works Director, or designee, to advertise the Project, Walnut Creek area.

**RECOMMENDATION(S):**

APPROVE the Tice Valley Linear Park Project and AUTHORIZE the Public Works Director, or designee, to advertise the Project, Walnut Creek area. (Project No. 0662-6R4016) (District II)

**FISCAL IMPACT:**

The Project will be funded by 84% Measure WW Park Bond Funds and 26% South Walnut Creek Area of Benefit Funds.

**BACKGROUND:**

The purpose of this Project is to improve pedestrian safety along Tice Valley Boulevard in unincorporated Walnut Creek. The proposed Project includes the design and construction of an all-weather pathway along Tice Valley Boulevard between a residential neighborhood and the Tice Valley Community Gym and Tice Valley Park. The Project also includes the design and construction of a pocket park feature at the bus stop located at the intersection of Montecillo Drive and Tice Valley Boulevard.

The pocket park includes a bus shelter, pedestrian bridge, basalt benches, plantings, and a striped crosswalk

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: Stacey M. Boyd, Deputy

Contact: Mary Halle,  
925.313.2327

cc:

**BACKGROUND: (CONT'D)**

with flashing beacon warning signs to allow pedestrians to cross Tice Valley Boulevard.

On May 10, 2016, the Board approved the use of \$600,000 of Measure WW Park Bond Funds from the East Bay Regional Park District for the Project and found that the Project is exempt from the California Environmental Quality Act pursuant to Sections 15301(c) and 15311 of the CEQA Guidelines.

**CONSEQUENCE OF NEGATIVE ACTION:**

Delay in approving the Project will result in a delay of construction and will jeopardize the use of Measure WW Park Bond funds, which must be closed out by December 31, 2018.

**CHILDREN'S IMPACT STATEMENT:**

The proposed Project will support the following community outcomes established in the Children's Report Card:

- 1) Children and youth are healthy and preparing for a productive adulthood;
- 2) Families are safe, stable and nurturing;
- 3) Communities are safe and provide a high quality of life for children and families.





**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: March 13, 2018

Subject: On-call Contracts for the 2018 On-Call Fencing Services Contract(s) for Various Road, Flood Control, Airport and Facilities Maintenance Work, Countywide

**RECOMMENDATION(S):**

(1) APPROVE the specifications for the 2018 On-Call Fencing Services Contract(s) for Various Road, Flood Control, Airport and Facilities Maintenance Work Project, Countywide. Project No. 94031A-18

(2) DETERMINE that Alta Fence Co. (Alta), the lowest monetary bidder, has complied with the project specifications, and FURTHER DETERMINE that Alta has submitted the lowest responsive and responsible bid for the contract.

(3) DETERMINE that Crusader Fence Company, Inc. (Crusader), the second lowest monetary bidder, has complied with the requirements of the project specifications, and FURTHER DETERMINE that Crusader has submitted the second lowest responsive and responsible bid for the contract.

(4) AWARD on-call contracts to the following two contractors in the following priority for Job Orders, as provided in the project specifications:

(A) Alta, in a not to exceed amount (\$400,000.00) and the unit prices submitted in the bid (\$ 1,448.25 Total Unit Price).

(B) Crusader, in a not to exceed amount (\$400,000.00) and the unit prices submitted in the bid (\$2,719.00 Total Unit Price).

(5) DIRECT

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: Stacey M. Boyd, Deputy

Contact: Allison Knapp (925)  
313-7008

cc:



RECOMMENDATION(S): (CONT'D)

that the Public Works Director, or designee, shall prepare the contracts.

(6) ORDER that after the contractors have signed the contracts and returned them, together with any required certificates of insurance and other required documents, and the Public Works Director has reviewed and found them to be sufficient; the Public Works Director, or designee, is authorized to sign the contracts for this Board.

(7) ORDER that, the Public Works Director, or designee, is authorized to sign any escrow agreements prepared for this project to permit the direct payment of retentions into escrow or the substitution of securities for moneys withheld by the County to ensure performance under the contract, pursuant to Public Contracts Code Section 22300.

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

(9) DECLARE that, should the award of the contract to Alta or Crusader be invalidated for any reason, the Board would not in any event have awarded the contracts to any other bidder, but instead would have exercised its discretion to reject all of the bids received. Nothing in this Board Order shall prevent the Board from re-awarding the contract to another bidder in cases where the successful bidder establishes a mistake, refuses to sign the contract, or fails to furnish required bonds or insurance (see Public Contract Code Sections 5100-5107).

FISCAL IMPACT:

The contracts, for a maximum amount of \$400,000 each, will be funded by 100% Local Road, Flood Control, Airport and Facilities Funds.

BACKGROUND:

The above project was previously approved by the Board of Supervisors, specifications were filed with and approved by the Board, and bids were invited by the Public Works Director. On February 20, 2018 the Public Works Department received bids from the following contractors:

**BIDDER, TOTAL UNIT AMOUNT**

Alta Fence Co.: \$1,448.25 Total Unit Price

Crusader Fence Company, Inc.: \$2,719.00 Total Unit Price

Alta submitted the lowest responsive and responsible bid, which is \$1,270.75 (Total Unit Price) less than the next lowest bid.

Crusader submitted the second lowest responsive and responsible bid.

The Public Works Director has reported that the bids submitted by Alta and Crusader comply with the requirements provided in the project specifications, and recommends that contracts be awarded to Alta and Crusader in that order. The Public Works Director recommends that the bids submitted by Alta and Crusader are the lowest responsive and responsible bids and this Board so concurs and finds. As provided in the project specifications, the two on-call contracts would be awarded in the following priority for Job

Orders: (1) Alta; and (2) Crusader.

The general prevailing rates of wages, which shall be the minimum rates paid on this project, have been filed with the Clerk of the Board, with copies to be made available to any party upon request.

CONSEQUENCE OF NEGATIVE ACTION:

The Public Works Department may be unable to complete routine road flood control, airport and facilities maintenance work in a timely manner.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: March 13, 2018

Subject: APPROVE the Conveyance of a pipeline Easement to SFPP, L.P., for pipeline purposes in connection with the SR4/I680 Widening Phase 3 Project.

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Chair, Board of Supervisors, to execute, on behalf of the County, the conveyance of a pipeline easement to SFPP, L.P., located near Marsh Drive and SR-4, in Martinez identified in Exhibit "A", of the Grant of Easement (State Parcel No. 63156-2) pursuant to Government Code Section 25526.6.

DETERMINE that the conveyance of the pipeline easement is in the public interest and that the interest in the land conveyed will not substantially conflict or interfere with the use of the County's use of the property.

AUTHORIZE the Chair, Board of Supervisors, to execute the Grant of Easement on behalf of the County.

DIRECT the Real Estate Division of the Public Works Department to cause said Grant of Easement to be delivered to the grantee for acceptance and recording in the Office of the County Clerk-Recorder.

**FISCAL IMPACT:**

No fiscal impact.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: Stacey M. Boyd, Deputy

Contact: Jessica Dillingham, 925.  
313-2224

cc:

#### BACKGROUND:

The State of California conveyed Marsh Drive and adjacent road right of way to Contra Costa County in the 1960's for road purposes. As part of the improvements for the State's current I-680/SR 4 Widening Phase 3 Project, the State requires said pipeline to be conveyed to SFPP, L.P. due to the relocation of the existing pipeline.

An Environmental Impact Report dated December 17, 2015, was completed by the State. The State has the power of Eminent Domain to acquire the necessary rights from the County. The easement document provides language so as not to substantially conflict or interfere with the County's use of the property.

#### CONSEQUENCE OF NEGATIVE ACTION:

The Project will not have sufficient land rights to allow construction in accordance with the approved plans and specifications.

#### AGENDA ATTACHMENTS

Grant of Easement

#### MINUTES ATTACHMENTS

Signed: Grant of Easement

Recorded at the request of:  
Contra Costa County

After recording return to:  
Kinder Morgan, Inc.  
1100 Town & Country Road  
Orange, CA 92868  
Land & RW Department

Ptn. Of Assessor's Parcel No.: 125-010-xxx  
State Parcel No. 63156-2

## GRANT OF EASEMENT

For good and valuable consideration, including but not limited to the agreements contained herein, the receipt and sufficiency of which are hereby acknowledged, CONTRA COSTA COUNTY, (hereinafter "COUNTY"), hereby grants to SFPP, L.P, a Delaware Limited Partnership (hereinafter "GRANTEE"), a nonexclusive perpetual easement and right of way (hereinafter "Easement ") for installing, constructing, reconstructing, removing, replacing, repairing, upgrading, maintaining, operating and using an 8-inch steel pipeline that will transport refined petroleum products, and appurtenances thereto, and for no other purposes whatsoever, along and in all of the hereinafter described parcel of land (the "Easement Area") situated in the County of Contra Costa, State of California, described as follows:

### **FOR DESCRIPTION AND MAP, SEE ATTACHED EXHIBITS "A' AND "B"**

The foregoing grant is made subject to the following terms and conditions:

1. **PRIMARY USE OF THE PROPERTY** The primary use of the Property subject to this easement (hereinafter the "Property") is for public road purposes. GRANTEE acknowledges and agrees that the use just described constitutes the primary use of the Property and that any and all rights granted or implied by this Grant of Easement are secondary and subordinate to the primary use of the Property by the COUNTY, its successors and assigns. GRANTEE shall not, at any time, use or permit the public to use the Easement Area in any manner that will interfere with or impair the COUNTY's primary use of the Property. GRANTEE shall not fence nor otherwise obstruct the Easement Area.
2. **DISTRICT TITLE:** GRANTEE hereby acknowledges COUNTY's title to the Property and agrees never to assail or resist said title.
3. **CONSTRUCTION AND MAINTENANCE ACTIVITIES:**
  - (a) Prior to any construction, reconstruction, remodeling, excavation, installation, or plantings within the Easement Area, GRANTEE shall submit specific plans and specifications to the COUNTY for review and approval. Such approval, together with any additional COUNTY requirements, will be in the form of a written permit issued by COUNTY to GRANTEE.

(b) Normal maintenance by GRANTEE of its facilities within the Easement Area, including inspection and cleaning of the existing pipeline, shall not require prior notice to the COUNTY. GRANTEE shall perform maintenance of its facilities so as to prevent damage to the Property.

(c) GRANTEE shall disclose to the COUNTY the volume, pressure and type of substances being transported by Grantee's pipeline; the size, date of construction and material specifications of the pipeline; maximum pipeline pressure ratings; the date of the most recent pipeline inspection required by law; a copy of the most recent pipeline certifications from all applicable regulatory agencies; a detailed description of materials transported, maximum daily volumes, and certifications from all agencies responsible for permitting and operation of the pipeline , as applicable; and any other information as may be requested by the COUNTY.

(d) GRANTEE shall be responsible, at its sole expense, for all repair and maintenance directly caused by GRANTEE's use of the Easement Area. Except in the case of an emergency, the GRANTEE shall not make alterations to the Easement Area, including the installation of additional improvements or utilities or performance of any construction, reconstruction, remodeling, alteration, removal, landscaping, tree planting, major maintenance work, or other work, without obtaining the prior written consent of COUNTY's Engineer, or his or her designee, which shall be in the form of an "Encroachment Permit for Use of COUNTY's Right of Way" ("Encroachment Permit"). The GRANTEE shall make every effort to report emergency work in the Easement Area to the COUNTY within one (1) Business-day after commencing such activities. The Encroachment Permit may be revoked at any time if necessary for or in furtherance of the COUNTY's uses of the Easement Area. Upon revocation or denial of consent, GRANTEE shall immediately remove any of such alterations. COUNTY may require GRANTEE to alter or remove any emergency work done by GRANTEE, at GRANTEE's sole cost and expense, if the emergency work interferes with COUNTY's use of the Easement Area, GRANTEE shall reimburse COUNTY for all costs to process, issue, and inspect GRANTEE encroachments.

(e) GRANTEE shall test all pipelines as required by the State Fire Marshal or other state or federal agency with jurisdiction over the pipeline or by any applicable law, and must make available for inspection by the COUNTY the results of all pipeline inspections and pipeline tests that are required by the State Fire Marshal and by all applicable laws within sixty (60) days after the GRANTEE'S receipt of those results.

(f) GRANTEE shall file, and thereafter annually keep on file with the COUNTY, a pipeline emergency plan as may be required by 49 C.F.R. section 195.402, 49 C.F.R. section 192.615, the California Pipeline Safety Act of 1981 (Government Code sections 51010 et seq.), and all other applicable laws, regulations, and ordinances. GRANTEE shall update its pipeline emergency plan whenever it acquires, constructs, lays, removes, or abandons any facilities in the Easement Area, and shall file the plan with the COUNTY within thirty (30) days after any update.

4. **MODIFICATION, RELOCATION, AND REMOVAL OF GRANTEE'S FACILITIES:** COUNTY reserves the right to require GRANTEE to modify its facilities, to relocate said facilities within the Easement Area or, at COUNTY's sole discretion, to remove its facilities from the Easement Area to another site selected by COUNTY, all at GRANTEE's sole expense. If COUNTY directs GRANTEE to remove its facilities from



the Easement Area to a site outside the Easement Area, COUNTY shall provide the GRANTEE with a similar easement for the new site. GRANTEE shall be responsible for all costs of relocating its facilities but shall not be required to pay for the relocated Easement Area. In the event that GRANTEE fails to commence the required modification, relocation or removal work within ninety days after being directed to do so by COUNTY, or such reasonable extension as COUNTY may agree to, or if GRANTEE fails to complete the required modification, relocation, or removal work within a reasonable time thereafter, as determined by the COUNTY, the COUNTY may perform or complete the work at the expense of GRANTEE, which expense GRANTEE agrees to pay to COUNTY promptly upon demand, including but not limited to, engineering costs and any legal expenses incurred to collect such costs. If GRANTEE's facilities are removed from the current Easement Area to a new easement area, GRANTEE shall promptly quitclaim to COUNTY its interest in the current Easement Area.

5. **DAMAGE TO DISTRICT PROPERTY:** Any and all COUNTY property, facilities, landscaping, or other improvements removed or damaged as a result of the use of the Easement Area by GRANTEE, or any other person or entity acting under GRANTEE's direction or control, shall, at COUNTY's discretion and direction, Either (a) be repaired or replaced by COUNTY, and GRANTEE shall reimburse COUNTY for all of COUNTY's reasonable repair or replacement costs with all of COUNTY's costs and expenses to be paid by GRANTEE (including but not limited to engineering costs and legal costs of collecting any unpaid expenses), or (b) shall be repaired or replaced by GRANTEE, at the sole cost and expense of GRANTEE, equivalent to or better than their existing condition. In the event that GRANTEE fails to commence the required work within ninety days after being directed to do so by COUNTY, or such reasonable extension as COUNTY may agree to in writing, or fails to complete the required work within a reasonable time thereafter, as determined by the COUNTY, the COUNTY may perform or complete the work at the reasonable expense of GRANTEE, which expense GRANTEE agrees to pay to COUNTY promptly upon demand, including but not limited to engineering costs and any legal expenses incurred to collect such costs.
6. **DAMAGE TO GRANTEE'S FACILITIES:** COUNTY shall have no responsibility for the protection, maintenance, damage to, or removal of, GRANTEE's facilities, appurtenances, or improvements caused by or resulting from COUNTY's use of the Property or its work or operations thereon. It shall be the sole responsibility of the GRANTEE to provide and maintain adequate protection and surface markings for its own facilities.
7. **NON-EXCLUSIVE EASEMENT:** The Easement granted hereunder is non-exclusive. This Easement is subject and subordinate to all existing rights, rights of way, licenses, reservations, franchises, and easements of record, or that would be evident from a physical inspection or accurate survey of the Property, in and to the Property ("each such right being held by an "Existing user"). COUNTY shall have the right to require GRANTEE to modify, remove, or relocate its facility within the Easement Area or to a similar easement to be granted to GRANTEE by COUNTY at no cost, in a timely manner at GRANTEE's sole cost as reasonably necessary to accommodate the COUNTY's, or any other existing user's right to construct, replace, enlarge, repair, maintain and operate its facilities, in the same manner as required by Section 3 of this Easement, including the rights and remedies contained therein. GRANTEE agrees to take all precautions required to avoid damage to the facilities of the

existing users. If GRANTEE damages the facilities or improvements of any existing user, GRANTEE shall repair or replace such facilities at GRANTEE's sole cost and expense. Nothing contained herein shall be construed to prevent COUNTY from granting other easements, franchises, licenses or rights of way over said lands, provided however, that said subsequent uses do not unreasonably prevent or obstruct GRANTEE's easement rights hereunder.

8. **INDEMNIFICATION; USE AND CONDITION OF PROPERTY:**

(a) In the exercise of all rights under this Easement, GRANTEE shall be responsible for any and all injury to the public, to persons, and to property arising out of or connected with GRANTEE's use of the Property. GRANTEE shall indemnify, defend, save, protect, and hold harmless, COUNTY, its officers, agents, employees, and contractors from and against any and all threatened or actual loss, damage, liability, claims, suits, demands, judgments, orders, costs, fines, penalties or expense of whatever character, including but not limited to those relating to inverse condemnation, and including attorneys' fees, (hereinafter collectively referred to as "Liabilities") to persons or property, direct, directly contributed to, or caused by , GRANTEE's operations, acts, or omissions pursuant to this Easement, or the GRANTEE's use of the Easement Area, save and except Liabilities arising from the sole negligence or sole willful misconduct of the COUNTY, its officers, or its employees.

b) GRANTEE further agrees to defend, indemnify, save, protect and hold harmless, COUNTY from any and all actual or threatened claims, costs, actions or proceedings to attack, set aside, void, abrogate, or annul this grant of easement or any act or approval of COUNTY related thereto.

c) GRANTEE accepts the Easement Area in an "as is" physical condition, with no warranty, guarantee, representation, or liability, express or implied on the part of the COUNTY as to any matter, including but not limited to the physical condition of the Property and/or the condition and/or possible uses of the land or any improvements thereon, the condition of the soil, or the geology of the soil, the condition of the air, surface water or groundwater, the presence of known and unknown faults, the presence of any hazardous substance, materials, or other kinds of contamination or pollutants of any kind in the air, soil, groundwater or surface water, or the suitability of the Property for the construction and use of the improvements thereon. It shall be the sole responsibility of GRANTEE, at its sole cost and expense, to investigate and determine the suitability of the soil, water, geologic, environmental and seismic conditions of the Property for the intended use contemplated herein, and to determine and comply with all building, planning and zoning regulations relative to the Property and the uses to which it can be put. GRANTEE relies solely on GRANTEE's own judgment, experience and investigations as to the present and future condition of the Property or its suitability for GRANTEE's intended use and is not relying in any manner on any representation or warranty by COUNTY. GRANTEE agrees that neither GRANTEE, its heirs, successors, or assign shall ever claim have or assert any right or action against COUNTY for any loss, damage, or other matter arising out of, or resulting from the presence of any hazardous substance or any other condition of the Property at the commencement of the Easement, or from the release of any hazardous substance in, on, or around any part of the Property, or in the soil, water, subsurface strata, or ambient air, by any person or entity other than the COUNTY following the commencement of this Easement. As used herein, "hazardous substance" means any substance, material,

or waste which is or may become designated, classified, or regulated as being "toxic," "hazardous," or a "pollutant" under any federal, state, or local law, regulation, or ordinance. Nothing in this section is intended in any way to restrict the right of GRANTEE to seek contribution or indemnity from any person or entity other than COUNTY whose activities are a cause of any discharge, leakage, spillage, or emission of hazardous materials on or to the Property.

d) To the extent permitted by law, GRANTEE shall indemnify, defend, save, protect and hold the COUNTY harmless from and against any and all Liabilities (including but not limited to the costs of any required or necessary testing, remediation, repair, removal, cleanup or detoxification of the Property and surrounding properties and from and against the preparation of any cleanup, remediation, closure or other required plans whether such action is required or necessary prior to or following the termination of the easement), of any kind or nature, to the extent caused or contributed to by GRANTEE's operation or performance under this Easement, or GRANTEE's use, release, or disposal of any hazardous substance, including all costs, claims, damages (including property and personal injury) caused by the uncovering, release, or excavation of hazardous materials (including petroleum) as a result of GRANTEE's construction, reconstruction, maintenance, use, replacement, or removal of its facilities, to the extent that such activities increase the costs attributable to the cleanup or remediation of such hazardous materials.

e) **CONTAMINANTS:** Except as expressly authorized herein GRANTEE may not allow any hazardous substances to be generated, used, stored for any period of time, released on, under, or from the Easement Area. If any potential or known release, threatened release, generation, storage, disposal or placement of any hazardous substances occurs on, in, near, or from the Easement Area, the GRANTEE shall immediately notify appropriate emergency personnel, public agencies, and the COUNTY.

f) The obligations contained in this section shall survive the abandonment, expiration, or other termination of this easement.

9. **ABANDONMENT:** In the event GRANTEE shall cease to use the Easement herein continuously for a period of one year, or in the event GRANTEE abandons its facilities or fails to use the Easement for the purpose for which it is granted, then all rights of GRANTEE in and to said lands shall thereupon cease and terminate and shall immediately revert to and vest in COUNTY or its successors. Upon any such termination of GRANTEE's rights, GRANTEE shall, upon request by COUNTY, and at GRANTEE's sole cost and expense, remove all of its facilities from the Easement Area and restore said Property to its original condition; or, if agreed upon in writing by the COUNTY, the GRANTEE may abandon in place its facilities in the Easement Area by taking all necessary industry practices to inactivate and remove hydrocarbons, and make the pipeline inert by agreeable means. Upon the failure of GRANTEE to complete the removal or abandonment work required by this section, this work may be performed by COUNTY at GRANTEE's own expense, which sole reasonable expense GRANTEE agrees to pay to COUNTY within 30 days after request of COUNTY's demand for payment. Upon request by COUNTY, GRANTEE shall execute any Quitclaim Deeds required by COUNTY to relinquish GRANTEE's interest in the Easement Area following abandonment.

10. **NO ASSIGNMENT OF EASEMENT:** No rights granted hereunder shall be transferred, apportioned, or assigned without the prior written consent of COUNTY.
11. **NO SECONDARY RIGHTS:** Nothing herein contained shall be deemed to construe that access or other secondary rights are conveyed by this Easement over any of COUNTY's adjacent lands lying outside of the Easement Area.
12. **ENTIRE AGREEMENT:** This Grant of Easement contains the entire agreement between the parties hereto and shall not be modified in any manner except by an instrument in writing executed by the parties or their respective successors in interest.
13. **CONSTRUCTION:** This grant of easement shall not be construed as if it had been prepared by one of the parties, but rather as if both parties have prepared it. The parties to this grant of easement and their counsel have read and reviewed this grant of easement and agree that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply to the interpretation of this grant of easement.
14. **SUCCESSORS AND ASSIGNS:** This indenture and all of the covenants herein contained shall inure to the benefit of and be binding upon the heirs, successors and assigns of the respective parties hereto.
15. **NO THIRD-PARTY BENEFICIARIES:** Nothing in this Grant of Easement confers any rights on any persons or entities other than the Parties hereto.
16. **GOVERNING LAW:** This Grant of Easement shall be construed in accordance with the laws of the State of California.

IN WITNESS WHEREOF, this Grant of Easement is signed and executed this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

CONTRA COSTA COUNTY

GRANTEE

SFPP, L.P.

*By Kinder Morgan Operating L.P. "D"*

*By Kinder Morgan G.P., Inc., its General Partner*

By \_\_\_\_\_

Karen Mitchoff  
Chair, Board of Supervisors

By  \_\_\_\_\_

Floyd C. Robertson  
Attorney-in-Fact

JD:dw

G:\realprop\Jessica\Grayson Creek at Hwy 4\Board order Docs\EA 17PA - Draft Pipeline Easement - County- Kinder Morgan - 1-24-18 5-17-17CB\_.doc

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA     )

COUNTY OF CONTRA COSTA     )

On \_\_\_\_\_ before me, Clerk of the Board of Supervisors, Contra Costa County, personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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

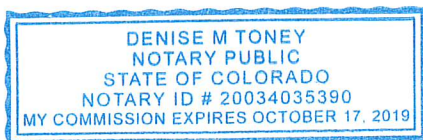
WITNESS my hand and official seal.

Signature: \_\_\_\_\_  
Deputy Clerk

ACKNOWLEDGEMENT

STATE OF COLORADO       )  
  ) SS  
COUNTY OF EL PASO       )

On the 20<sup>th</sup> day of February, 2018, before me the undersigned authority, appeared **Floyd C. Robertson** to me personally known, who, being sworn did say that he is an Attorney-in-Fact for SFPP, L.P., a Delaware Limited Partnership, and that the foregoing instrument was signed in behalf of said partnership and Appeared acknowledged to me that said instrument to be the free act and deed of the partnership.



[SEAL]

Denise M Toney  
Notary Public  
My Commission Expires: 10.17.19



EXHIBIT "A"

All that real property situated in the unincorporated area of Contra Costa County, State of California, being a portion of that parcel of land as described in that certain Director's Deed (State Deed Number 19288-DD) recorded July 23, 1962 in Volume 4165, at Page 183, Official Records of Contra Costa County, more particularly described as follows:

COMMENCING at the most Northerly corner of that parcel of land as described in that certain Director's Deed (State Deed Number 19288-DD-2) recorded November 9, 1967 in Volume 5492, at Page 238, Official Records of Contra Costa County; thence along the general Easterly lines of said parcel, South 18°42'16" West, 49.54 feet to an angle point and South 44°46'34" East, 63.69 feet to the most Northerly corner of PARCEL 1 as described in that Director's Deed (State Deed Number 19288-DD-1) recorded September 13, 1962 in Volume 4201, at Page 97, Official Records of Contra Costa County; thence along the Westerly line of said PARCEL 1, South 18°43'34" West, 166.09 feet; thence North 58°48'11" East, 31.06 feet to a point on the Easterly line of said PARCEL 1, said point being the POINT OF BEGINNING; thence continuing North 58°48'11" East, 339.64 feet to the Easterly line of said parcel (Volume 4165, Page 183); thence along last said line, North 18°43'34" East, 15.76 feet; thence South 58°48'11" West, 339.64 feet to said Easterly line of said PARCEL 1; thence along last said line, South 18°43'34" West, 15.76 feet to the POINT OF BEGINNING.

CONTAINING 3,447 square feet, more or less.

The bearings and distances used in the above description are on the California Coordinate System of 1983, Zone 3, Epoch 1991.35. Multiply the above distances by 1.0000574 to obtain ground level distances.

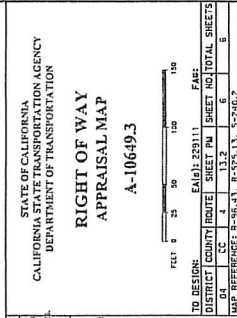
This real property description has been prepared by me, or under my direction, in conformance with the Professional Land Surveyors Act.

Signature:   
Licensed Land Surveyor

Date: 1/9/2018



**NOTE: The State of California or its officers or agents shall not be responsible for the accuracy or completeness of digital images of this record.**



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Recorded at the request of:  
Contra Costa County

After recording return to:  
Kinder Morgan, Inc.  
1100 Town & Country Road  
Orange, CA 92868  
Land & RW Department

Ptn. Of Assessor's Parcel No.: 125-010-xxx  
State Parcel No. 63156-2

## GRANT OF EASEMENT

For good and valuable consideration, including but not limited to the agreements contained herein, the receipt and sufficiency of which are hereby acknowledged, CONTRA COSTA COUNTY, (hereinafter "COUNTY"), hereby grants to SFPP, L.P, a Delaware Limited Partnership (hereinafter "GRANTEE"), a nonexclusive perpetual easement and right of way (hereinafter "Easement ") for installing, constructing, reconstructing, removing, replacing, repairing, upgrading, maintaining, operating and using an 8-inch steel pipeline that will transport refined petroleum products, and appurtenances thereto, and for no other purposes whatsoever, along and in all of the hereinafter described parcel of land (the "Easement Area") situated in the County of Contra Costa, State of California, described as follows:

### **FOR DESCRIPTION AND MAP, SEE ATTACHED EXHIBITS "A' AND "B"**

The foregoing grant is made subject to the following terms and conditions:

1. **PRIMARY USE OF THE PROPERTY** The primary use of the Property subject to this easement (hereinafter the "Property") is for public road purposes. GRANTEE acknowledges and agrees that the use just described constitutes the primary use of the Property and that any and all rights granted or implied by this Grant of Easement are secondary and subordinate to the primary use of the Property by the COUNTY, its successors and assigns. GRANTEE shall not, at any time, use or permit the public to use the Easement Area in any manner that will interfere with or impair the COUNTY's primary use of the Property. GRANTEE shall not fence nor otherwise obstruct the Easement Area.
2. **DISTRICT TITLE:** GRANTEE hereby acknowledges COUNTY's title to the Property and agrees never to assail or resist said title.
3. **CONSTRUCTION AND MAINTENANCE ACTIVITIES:**
  - (a) Prior to any construction, reconstruction, remodeling, excavation, installation, or plantings within the Easement Area, GRANTEE shall submit specific plans and specifications to the COUNTY for review and approval. Such approval, together with any additional COUNTY requirements, will be in the form of a written permit issued by COUNTY to GRANTEE.

(b) Normal maintenance by GRANTEE of its facilities within the Easement Area, including inspection and cleaning of the existing pipeline, shall not require prior notice to the COUNTY. GRANTEE shall perform maintenance of its facilities so as to prevent damage to the Property.

(c) GRANTEE shall disclose to the COUNTY the volume, pressure and type of substances being transported by Grantee's pipeline; the size, date of construction and material specifications of the pipeline; maximum pipeline pressure ratings; the date of the most recent pipeline inspection required by law; a copy of the most recent pipeline certifications from all applicable regulatory agencies; a detailed description of materials transported, maximum daily volumes, and certifications from all agencies responsible for permitting and operation of the pipeline , as applicable; and any other information as may be requested by the COUNTY.

(d) GRANTEE shall be responsible, at its sole expense, for all repair and maintenance directly caused by GRANTEE's use of the Easement Area. Except in the case of an emergency, the GRANTEE shall not make alterations to the Easement Area, including the installation of additional improvements or utilities or performance of any construction, reconstruction, remodeling, alteration, removal, landscaping, tree planting, major maintenance work, or other work, without obtaining the prior written consent of COUNTY's Engineer, or his or her designee, which shall be in the form of an "Encroachment Permit for Use of COUNTY's Right of Way" ("Encroachment Permit"). The GRANTEE shall make every effort to report emergency work in the Easement Area to the COUNTY within one (1) Business-day after commencing such activities. The Encroachment Permit may be revoked at any time if necessary for or in furtherance of the COUNTY's uses of the Easement Area. Upon revocation or denial of consent, GRANTEE shall immediately remove any of such alterations. COUNTY may require GRANTEE to alter or remove any emergency work done by GRANTEE, at GRANTEE's sole cost and expense, if the emergency work interferes with COUNTY's use of the Easement Area, GRANTEE shall reimburse COUNTY for all costs to process, issue, and inspect GRANTEE encroachments.

(e) GRANTEE shall test all pipelines as required by the State Fire Marshal or other state or federal agency with jurisdiction over the pipeline or by any applicable law, and must make available for inspection by the COUNTY the results of all pipeline inspections and pipeline tests that are required by the State Fire Marshal and by all applicable laws within sixty (60) days after the GRANTEE'S receipt of those results.

(f) GRANTEE shall file, and thereafter annually keep on file with the COUNTY, a pipeline emergency plan as may be required by 49 C.F.R. section 195.402, 49 C.F.R. section 192.615, the California Pipeline Safety Act of 1981 (Government Code sections 51010 et seq.), and all other applicable laws, regulations, and ordinances. GRANTEE shall update its pipeline emergency plan whenever it acquires, constructs, lays, removes, or abandons any facilities in the Easement Area, and shall file the plan with the COUNTY within thirty (30) days after any update.

4. **MODIFICATION, RELOCATION, AND REMOVAL OF GRANTEE'S FACILITIES:** COUNTY reserves the right to require GRANTEE to modify its facilities, to relocate said facilities within the Easement Area or, at COUNTY's sole discretion, to remove its facilities from the Easement Area to another site selected by COUNTY, all at GRANTEE's sole expense. If COUNTY directs GRANTEE to remove its facilities from

the Easement Area to a site outside the Easement Area, COUNTY shall provide the GRANTEE with a similar easement for the new site. GRANTEE shall be responsible for all costs of relocating its facilities but shall not be required to pay for the relocated Easement Area. In the event that GRANTEE fails to commence the required modification, relocation or removal work within ninety days after being directed to do so by COUNTY, or such reasonable extension as COUNTY may agree to, or if GRANTEE fails to complete the required modification, relocation, or removal work within a reasonable time thereafter, as determined by the COUNTY, the COUNTY may perform or complete the work at the expense of GRANTEE, which expense GRANTEE agrees to pay to COUNTY promptly upon demand, including but not limited to, engineering costs and any legal expenses incurred to collect such costs. If GRANTEE's facilities are removed from the current Easement Area to a new easement area, GRANTEE shall promptly quitclaim to COUNTY its interest in the current Easement Area.

5. **DAMAGE TO DISTRICT PROPERTY:** Any and all COUNTY property, facilities, landscaping, or other improvements removed or damaged as a result of the use of the Easement Area by GRANTEE, or any other person or entity acting under GRANTEE's direction or control, shall, at COUNTY's discretion and direction, Either (a) be repaired or replaced by COUNTY, and GRANTEE shall reimburse COUNTY for all of COUNTY's reasonable repair or replacement costs with all of COUNTY's costs and expenses to be paid by GRANTEE (including but not limited to engineering costs and legal costs of collecting any unpaid expenses), or (b) shall be repaired or replaced by GRANTEE, at the sole cost and expense of GRANTEE, equivalent to or better than their existing condition. In the event that GRANTEE fails to commence the required work within ninety days after being directed to do so by COUNTY, or such reasonable extension as COUNTY may agree to in writing, or fails to complete the required work within a reasonable time thereafter, as determined by the COUNTY, the COUNTY may perform or complete the work at the reasonable expense of GRANTEE, which expense GRANTEE agrees to pay to COUNTY promptly upon demand, including but not limited to engineering costs and any legal expenses incurred to collect such costs.
6. **DAMAGE TO GRANTEE'S FACILITIES:** COUNTY shall have no responsibility for the protection, maintenance, damage to, or removal of, GRANTEE's facilities, appurtenances, or improvements caused by or resulting from COUNTY's use of the Property or its work or operations thereon. It shall be the sole responsibility of the GRANTEE to provide and maintain adequate protection and surface markings for its own facilities.
7. **NON-EXCLUSIVE EASEMENT:** The Easement granted hereunder is non-exclusive. This Easement is subject and subordinate to all existing rights, rights of way, licenses, reservations, franchises, and easements of record, or that would be evident from a physical inspection or accurate survey of the Property, in and to the Property ("each such right being held by an "Existing user"). COUNTY shall have the right to require GRANTEE to modify, remove, or relocate its facility within the Easement Area or to a similar easement to be granted to GRANTEE by COUNTY at no cost, in a timely manner at GRANTEE's sole cost as reasonably necessary to accommodate the COUNTY's, or any other existing user's right to construct, replace, enlarge, repair, maintain and operate its facilities, in the same manner as required by Section 3 of this Easement, including the rights and remedies contained therein. GRANTEE agrees to take all precautions required to avoid damage to the facilities of the

existing users. If GRANTEE damages the facilities or improvements of any existing user, GRANTEE shall repair or replace such facilities at GRANTEE's sole cost and expense. Nothing contained herein shall be construed to prevent COUNTY from granting other easements, franchises, licenses or rights of way over said lands, provided however, that said subsequent uses do not unreasonably prevent or obstruct GRANTEE's easement rights hereunder.

8. **INDEMNIFICATION; USE AND CONDITION OF PROPERTY:**

(a) In the exercise of all rights under this Easement, GRANTEE shall be responsible for any and all injury to the public, to persons, and to property arising out of or connected with GRANTEE's use of the Property. GRANTEE shall indemnify, defend, save, protect, and hold harmless, COUNTY, its officers, agents, employees, and contractors from and against any and all threatened or actual loss, damage, liability, claims, suits, demands, judgments, orders, costs, fines, penalties or expense of whatever character, including but not limited to those relating to inverse condemnation, and including attorneys' fees, (hereinafter collectively referred to as "Liabilities") to persons or property, direct, directly contributed to, or caused by , GRANTEE's operations, acts, or omissions pursuant to this Easement, or the GRANTEE's use of the Easement Area, save and except Liabilities arising from the sole negligence or sole willful misconduct of the COUNTY, its officers, or its employees.

b) GRANTEE further agrees to defend, indemnify, save, protect and hold harmless, COUNTY from any and all actual or threatened claims, costs, actions or proceedings to attack, set aside, void, abrogate, or annul this grant of easement or any act or approval of COUNTY related thereto.

c) GRANTEE accepts the Easement Area in an "as is" physical condition, with no warranty, guarantee, representation, or liability, express or implied on the part of the COUNTY as to any matter, including but not limited to the physical condition of the Property and/or the condition and/or possible uses of the land or any improvements thereon, the condition of the soil, or the geology of the soil, the condition of the air, surface water or groundwater, the presence of known and unknown faults, the presence of any hazardous substance, materials, or other kinds of contamination or pollutants of any kind in the air, soil, groundwater or surface water, or the suitability of the Property for the construction and use of the improvements thereon. It shall be the sole responsibility of GRANTEE, at its sole cost and expense, to investigate and determine the suitability of the soil, water, geologic, environmental and seismic conditions of the Property for the intended use contemplated herein, and to determine and comply with all building, planning and zoning regulations relative to the Property and the uses to which it can be put. GRANTEE relies solely on GRANTEE's own judgment, experience and investigations as to the present and future condition of the Property or its suitability for GRANTEE's intended use and is not relying in any manner on any representation or warranty by COUNTY. GRANTEE agrees that neither GRANTEE, its heirs, successors, or assign shall ever claim have or assert any right or action against COUNTY for any loss, damage, or other matter arising out of, or resulting from the presence of any hazardous substance or any other condition of the Property at the commencement of the Easement, or from the release of any hazardous substance in, on, or around any part of the Property, or in the soil, water, subsurface strata, or ambient air, by any person or entity other than the COUNTY following the commencement of this Easement. As used herein, "hazardous substance" means any substance, material,

or waste which is or may become designated, classified, or regulated as being "toxic," "hazardous," or a "pollutant" under any federal, state, or local law, regulation, or ordinance. Nothing in this section is intended in any way to restrict the right of GRANTEE to seek contribution or indemnity from any person or entity other than COUNTY whose activities are a cause of any discharge, leakage, spillage, or emission of hazardous materials on or to the Property.

d) To the extent permitted by law, GRANTEE shall indemnify, defend, save, protect and hold the COUNTY harmless from and against any and all Liabilities (including but not limited to the costs of any required or necessary testing, remediation, repair, removal, cleanup or detoxification of the Property and surrounding properties and from and against the preparation of any cleanup, remediation, closure or other required plans whether such action is required or necessary prior to or following the termination of the easement), of any kind or nature, to the extent caused or contributed to by GRANTEE's operation or performance under this Easement, or GRANTEE's use, release, or disposal of any hazardous substance, including all costs, claims, damages (including property and personal injury) caused by the uncovering, release, or excavation of hazardous materials (including petroleum) as a result of GRANTEE's construction, reconstruction, maintenance, use, replacement, or removal of its facilities, to the extent that such activities increase the costs attributable to the cleanup or remediation of such hazardous materials.

e) **CONTAMINANTS:** Except as expressly authorized herein GRANTEE may not allow any hazardous substances to be generated, used, stored for any period of time, released on, under, or from the Easement Area. If any potential or known release, threatened release, generation, storage, disposal or placement of any hazardous substances occurs on, in, near, or from the Easement Area, the GRANTEE shall immediately notify appropriate emergency personnel, public agencies, and the COUNTY.

f) The obligations contained in this section shall survive the abandonment, expiration, or other termination of this easement.

9. **ABANDONMENT:** In the event GRANTEE shall cease to use the Easement herein continuously for a period of one year, or in the event GRANTEE abandons its facilities or fails to use the Easement for the purpose for which it is granted, then all rights of GRANTEE in and to said lands shall thereupon cease and terminate and shall immediately revert to and vest in COUNTY or its successors. Upon any such termination of GRANTEE's rights, GRANTEE shall, upon request by COUNTY, and at GRANTEE's sole cost and expense, remove all of its facilities from the Easement Area and restore said Property to its original condition; or, if agreed upon in writing by the COUNTY, the GRANTEE may abandon in place its facilities in the Easement Area by taking all necessary industry practices to inactivate and remove hydrocarbons, and make the pipeline inert by agreeable means. Upon the failure of GRANTEE to complete the removal or abandonment work required by this section, this work may be performed by COUNTY at GRANTEE's own expense, which sole reasonable expense GRANTEE agrees to pay to COUNTY within 30 days after request of COUNTY's demand for payment. Upon request by COUNTY, GRANTEE shall execute any Quitclaim Deeds required by COUNTY to relinquish GRANTEE's interest in the Easement Area following abandonment.



10. **NO ASSIGNMENT OF EASEMENT:** No rights granted hereunder shall be transferred, apportioned, or assigned without the prior written consent of COUNTY.
11. **NO SECONDARY RIGHTS:** Nothing herein contained shall be deemed to construe that access or other secondary rights are conveyed by this Easement over any of COUNTY's adjacent lands lying outside of the Easement Area.
12. **ENTIRE AGREEMENT:** This Grant of Easement contains the entire agreement between the parties hereto and shall not be modified in any manner except by an instrument in writing executed by the parties or their respective successors in interest.
13. **CONSTRUCTION:** This grant of easement shall not be construed as if it had been prepared by one of the parties, but rather as if both parties have prepared it. The parties to this grant of easement and their counsel have read and reviewed this grant of easement and agree that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply to the interpretation of this grant of easement.
14. **SUCCESSORS AND ASSIGNS:** This indenture and all of the covenants herein contained shall inure to the benefit of and be binding upon the heirs, successors and assigns of the respective parties hereto.
15. **NO THIRD-PARTY BENEFICIARIES:** Nothing in this Grant of Easement confers any rights on any persons or entities other than the Parties hereto.
16. **GOVERNING LAW:** This Grant of Easement shall be construed in accordance with the laws of the State of California.

IN WITNESS WHEREOF, this Grant of Easement is signed and executed this 13<sup>th</sup> day of March 2018.

CONTRA COSTA COUNTY

GRANTEE

SFPP, L.P.

*By Kinder Morgan Operating L.P. "D"*

*By Kinder Morgan G.P., Inc., its General Partner*

By



Karen Mitchoff  
Chair, Board of Supervisors

By



Floyd C. Robertson  
Attorney-in-Fact

JD:dw

G:\realprop\Jessica\Grayson Creek at Hwy 4\Board order Docs\EA 17PA - Draft Pipeline Easement - County- Kinder Morgan - 1-24-18 5-17-17CB\_.doc

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA )

COUNTY OF CONTRA COSTA ✓)

On March 13, 2018 before me, Clerk of the Board of Supervisors, Contra Costa County, personally appeared Karen Mitchoff, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.

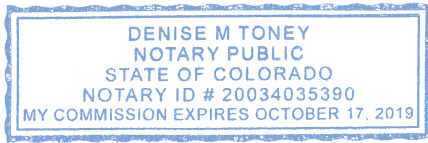
Signature: Stacy M Boyd

Deputy Clerk

ACKNOWLEDGEMENT

STATE OF COLORADO       )  
  ) SS  
COUNTY OF EL PASO       )

On the 20<sup>th</sup> day of February, 2018, before me the undersigned authority, appeared **Floyd C. Robertson** to me personally known, who, being sworn did say that he is an Attorney-in-Fact for SFPP, L.P., a Delaware Limited Partnership, and that the foregoing instrument was signed in behalf of said partnership and Appeared acknowledged to me that said instrument to be the free act and deed of the partnership.



[SEAL]

Denise M. Toney  
Notary Public

My Commission Expires: 10.17.19

EXHIBIT "A"

All that real property situated in the unincorporated area of Contra Costa County, State of California, being a portion of that parcel of land as described in that certain Director's Deed (State Deed Number 19288-DD) recorded July 23, 1962 in Volume 4165, at Page 183, Official Records of Contra Costa County, more particularly described as follows:

COMMENCING at the most Northerly corner of that parcel of land as described in that certain Director's Deed (State Deed Number 19288-DD-2) recorded November 9, 1967 in Volume 5492, at Page 238, Official Records of Contra Costa County; thence along the general Easterly lines of said parcel, South 18°42'16" West, 49.54 feet to an angle point and South 44°46'34" East, 63.69 feet to the most Northerly corner of PARCEL 1 as described in that Director's Deed (State Deed Number 19288-DD-1) recorded September 13, 1962 in Volume 4201, at Page 97, Official Records of Contra Costa County; thence along the Westerly line of said PARCEL 1, South 18°43'34" West, 166.09 feet; thence North 58°48'11" East, 31.06 feet to a point on the Easterly line of said PARCEL 1, said point being the POINT OF BEGINNING; thence continuing North 58°48'11" East, 339.64 feet to the Easterly line of said parcel (Volume 4165, Page 183); thence along last said line, North 18°43'34" East, 15.76 feet; thence South 58°48'11" West, 339.64 feet to said Easterly line of said PARCEL 1; thence along last said line, South 18°43'34" West, 15.76 feet to the POINT OF BEGINNING.

CONTAINING 3,447 square feet, more or less.

The bearings and distances used in the above description are on the California Coordinate System of 1983, Zone 3, Epoch 1991.35. Multiply the above distances by 1.0000574 to obtain ground level distances.

This real property description has been prepared by me, or under my direction, in conformance with the Professional Land Surveyors Act.

Signature: \_\_\_\_\_

*Licensed Land Surveyor*

Date: 1/9/2018









**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: March 13, 2018

Subject: Approve the Final Map and Subdivision Agreement for subdivision SD12-09298, San Ramon (Dougherty Valley) area.

---

**RECOMMENDATION(S):**

ADOPT Resolution No. 2018/72 approving the Final Map and Subdivision Agreement for subdivision SD12-09298, for a project being developed by Shapell Industries Inc., a Delaware Company, as recommended by the Public Works Director, San Ramon (Dougherty Valley) area. (District II)

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

The Public Works Department has reviewed the conditions of approval for subdivision SD12-09298 and has determined that all conditions of approval for Final Map approval have been satisfied.

**CONSEQUENCE OF NEGATIVE ACTION:**

The Final Map and the Subdivision Agreement will not be approved and recorded.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor

Candace Andersen, District II  
Supervisor

Diane Burgis, District III Supervisor

Karen Mitchoff, District IV  
Supervisor

Federal D. Glover, District V  
Supervisor

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

ATTESTED: March 13, 2018

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

By: Stacey M. Boyd, Deputy

Contact: Craig Standafer  
(925)313-2018

AGENDA ATTACHMENTS

Resolution No. 2018/72

Final Map

Subdivision Agreement & Bond Agreement

C.C.C Tax Collector's Letter & Bond

MINUTES ATTACHMENTS

Signed: Resolution No. 2018/72



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

Adopted this Resolution on 03/13/2018 by the following vote:

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



**Resolution No. 2018/72**

IN THE MATTER OF approving the Final Map and Subdivision Agreement for subdivision SD12-09298, for project being developed by Shapell Industries Inc., a Delaware Company, as recommended by the Public Works Director, San Ramon (Dougherty Valley) area. (District II)

WHERE AS, the following documents were presented for board approval this date:

**I. Map**

The Final Map of subdivision SD12-09298, property located in the San Ramon (Dougherty Valley) area, Supervisorial District II, said map having been certified by the proper officials.

**II. Subdivision Agreement**

A subdivision agreement with Shapell Industries Inc., a Delaware Company, principal, whereby said principal agrees to complete all improvements as required in said subdivision agreement within 2 years from the date of said agreement. Accompanying said subdivision agreement is security guaranteeing completion of said improvements as follows:

**A. Cash Bond**

Performance amount: \$18,000

Auditor's Deposit Permit No. DP741185 Date: July 17, 2017

Submitted by: Shapell Industries Inc., a Delaware Company

**B. Surety Bond**

Bond Company: Hartford Fire Insurance Company

Bond Number: 39BSBHR0973 Date: June 13, 2017

Performance Amount: \$1,756,000

Labor & Materials Amount: \$887,000

Principal: Shappell Industries Inc., a Delaware Corporation

**III. Tax Letter**

Letter from the County Tax Collector stating that there are no unpaid County taxes heretofore levied on the property included in said map and that the 2017-2018 tax lien has been paid in full and the 2018-2019 tax lien, which became a lien on the first day of January 2018, is estimated to be \$368,555.00, with security guaranteeing payment of said tax lien as follows:

**\* Tax Surety**

Bond Company: Arch Insurance Company

Bond Number: SU1147290 Date: January 25, 2018

Amount: \$368,555.00

Submitted by/Principal: Shapell Industries Inc. a Delaware Corporation

NOW, THEREFORE, BE IT RESOLVED:

1. That said subdivision, together with the provisions for its design and improvement, is DETERMINED to be consistent with the County's general and specific plans.
2. That said Final map is APPROVED and this Board does hereby *accept subject to installation and acceptance of improvements* on behalf of the public any of the streets, paths, or easements shown thereon as dedicated to public use.
3. That said subdivision agreement is also APPROVED.

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

**Contact: Craig Standafer (925)313-2018**

**ATTESTED: March 13, 2018**

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

By: Stacey M. Boyd, Deputy

**cc:** Jocelyn LaRocque, Renee Hutchins, Records, Sherri Reed, Chris Hallford, Mapping, Craig Standafer, Engineering Services, Lori Leontini, Michael Mann, Finance, Ruben Hernandez - DCD, T-11/13/18, Shapell Industries, Inc., Arch Insurance Company, First American Title Co.

SUBDIVISION 9298  
GALE RANCH

BEING A SUBDIVISION OF "NEW PARCEL A" AS  
DESCRIBED IN THE DEED RECORDED DECEMBER 12, 2017  
UNDER DOCUMENT NO. 2017-0232356  
CONTRA COSTA COUNTY RECORDS

CONTRA COSTA COUNTY  
CALIFORNIA

RUGGERI-JENSEN-AZAR  
CIVIL ENGINEERS, PLANNERS, SURVEYORS  
PLEASANTON, CALIFORNIA  
JANUARY 2018

OWNER'S ACKNOWLEDGEMENT

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE  
IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS  
ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA

COUNTY OF

ON 2018, BEFORE ME,  
A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY  
APPEARED AND  
WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE  
PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE FOREGOING  
STATEMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE  
SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY THE  
SIGNATURE(S) ON THE STATEMENT THE PERSON(S) OR THE ENTITY UPON  
BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE STATEMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF  
CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND,

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

MY COMMISSION NUMBER: \_\_\_\_\_

MY COMMISSION EXPIRES: \_\_\_\_\_

PRINCIPAL COUNTY OF BUSINESS: \_\_\_\_\_

RECORDER'S STATEMENT

FILED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2018, AT \_\_\_\_\_ M.  
IN BOOK \_\_\_\_\_ OF MAPS AT PAGES \_\_\_\_\_, AT THE REQUEST OF  
FIRST AMERICAN TITLE COMPANY.

DOCUMENT NO. \_\_\_\_\_

JOSEPH E. CANGIAMILLA  
COUNTY RECORDER

BY: DEPUTY COUNTY RECORDER

OWNER'S STATEMENT

THE UNDERSIGNED, BEING THE PARTIES HAVING A RECORD TITLE INTEREST IN THE LANDS  
DELINEATED AND EMBRACED WITHIN THE SUBDIVISION BOUNDARY ON THIS MAP, ENTITLED  
"SUBDIVISION 9298, GALE RANCH, CONTRA COSTA COUNTY, CALIFORNIA", DO HEREBY  
CONSENT TO THE MAKING AND RECORDED OF THE SAME; AND DO HEREBY DECLARE  
THAT THE REAL PROPERTY DESCRIBED BELOW IS DEDICATED IN FEE FOR PUBLIC PURPOSES:  
THOSE PORTIONS OF SAID REAL PROPERTY DESIGNATED ON THIS MAP AS: GOLDFIELD PLACE,  
TRUMPET WINE LANE, ARROWLEAF STREET, AND WOODSHORE COURT.

THE REAL PROPERTY DESCRIBED BELOW IS DEDICATED AS AN EASEMENT FOR PUBLIC  
PURPOSES. THE AREAS DESIGNATED AS "PUBLIC UTILITY EASEMENT" OR "PUE" ARE FOR  
PUBLIC UTILITY PURPOSES INCLUDING POLES, WIRES, CONDUITS, STORM DRAINS, FLOOD AND  
SURFACE WATER DRAINAGE, WATER LINES, GAS LINES, ELECTRIC, TELEPHONE AND CABLE  
TELEVISION UTILITIES, INCLUDING THE RIGHTS OF INGRESS, EGRESS, CONSTRUCTION,  
RECONSTRUCTION, ACCESS FOR MAINTENANCE OF WORKS, IMPROVEMENTS AND STRUCTURES,  
AND THE CLEARING OF OBSTRUCTIONS AND VEGETATION.

THE REAL PROPERTY DESCRIBED BELOW IS DEDICATED AS AN EASEMENT FOR PUBLIC  
PURPOSES. THE AREAS DESIGNATED AS "SIGHT DISTANCE EASEMENT" OR "SE" ARE FOR  
DEDICATION TO THE COUNTY OF CONTRA COSTA OR ITS DESIGNEE OR SUCCESSOR AS A  
LANDSCAPE MAINTENANCE PURPOSES. THE AREAS DESIGNATED AS "LANDSCAPE MAINTENANCE  
EASEMENT" OR "LME" ARE HEREBY RETAINED BY THE OWNER  
FOR DEDICATION TO THE GEOLOGIC HAZARD ABATEMENT DISTRICT (GHAD).

THE UNDERSIGNED HEREBY RELINQUISH TO THE PUBLIC FOREVER ALL ABUTTERS RIGHTS OF  
ACCESS, PRIVATE ACCESS PROHIBITED, FOR PEDESTRIAN AND VEHICLE INGRESS AND  
EGRESS ACROSS THE LOT LINES SHOWN THUSLY: . . . . .

THE MAP SHOWS ALL EASEMENTS ON THE PREMISES, OR OF RECORD.

SHAPELL INDUSTRIES, INC., A DELAWARE CORPORATION

DATE: \_\_\_\_\_ BY: \_\_\_\_\_ NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

BY: \_\_\_\_\_ NAME: \_\_\_\_\_

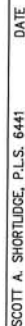
TITLE: \_\_\_\_\_

BEING A SUBDIVISION OF "NEW PARCEL A" AS  
DESCRIBED IN THE DEED RECORDED DECEMBER 12, 2017  
UNDER DOCUMENT NO. 2017-0232356  
CONTRA COSTA COUNTY RECORDS

CONTRA COSTA COUNTY  
CALIFORNIA

**RUGGERI-JENSEN-AZAR**  
**CIVIL ENGINEERS, PLANNERS, SURVEYORS**  
**PLEASANTON, CALIFORNIA**  
**JANUARY 2018**

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON A FIELD SURVEY IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT THE REQUEST OF SHOWELL INDUSTRIES, INC., IN JANUARY 2014, AND IS TRUE AND COMPLETE AS SHOWN. I HEREBY STATE THAT THIS FINAL MAP SUBSTANTIALLY CONFORMS TO THE CONDITIONALLY APPROVED PRELIMINARY MAP. I HEREBY STATE THAT THE MONUMENTS ARE OF THE CHARACTER AND OCCUPY THE POSSESSOR'S INTEREST IN THE LAND SET IN THE MONUMENT POSITIONS INDICATED BEFORE DECEMBER 2019. THE MONUMENTS ARE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED.



THIS MAP WAS EXAMINED BY ME AND IS SUBSTANTIALLY THE SAME AS IT APPEARED ON THE TENTATIVE MAP, AND ANY APPROVED ALTERATIONS THEREOF. ALL PROVISIONS OF THE SUBDIVISION MAP ACT AND OF ANY LOCAL ORDINANCES APPLICABLE AT THE TIME OF APPROVAL OF THE TENTATIVE MAP HAVE BEEN COMPLIED WITH. I AM SATISFIED THAT THE MAP IS TECHNICALLY CORRECT.

JAMES A. STEIN, P.L.S. 6571  
COUNTY SURVEYOR

A GEOTECHNICAL INVESTIGATION REPORT, PREPARED BY ENGEQ INCORPORATED, DATED JUNE 18, 2004, REPORT NO. 2849.1.402.01, HAS BEEN RECEIVED AND APPROVED. THE REPORT IS ON FILE IN THE BUILDING INSPECTION DIVISION, CONTRA COSTA COUNTY.

JASON CRAPO  
DEPUTY DIRECTOR  
DEPARTMENT OF CONSERVATION AND DEVELOPMENT  
BUILDING INSPECTION DIVISION

BY: \_\_\_\_\_ DATE: \_\_\_\_\_, 2018.

STATE OF CALIFORNIA )  
COUNTY OF CONTRA COSTA ) SS.

DAVID TWA, CLERK OF THE BOARD OF SUPERVISORS AND COUNTY ADMINISTRATOR OF THE COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, DO HEREBY CERTIFY THAT THE ABOVE AND FOREGOING MAP ENTITLED "SUBDIVISION 9298, GALE RANCH", CONTRA COSTA COUNTY, CALIFORNIA, WAS PRESENTED TO SAID BOARD OF SUPERVISORS, AS PROVIDED BY LAW, AT A REGULAR MEETING THEREOF HELD ON THE DAY OF 08/08/2000.

THE BOARD OF SUPERVISORS DID THEREUPON BY RESOLUTION DULY PASSED AND ADOPTED AT SAID MEETING, APPROVE SAID MAP AND DID ACCEPT SUBJECT TO INSTALLATION AND ACCEPTANCE OF IMPROVEMENTS ON BEHALF OF THE PUBLIC ALL OF THE STREETS, ROADS, AVENUES, PARCELS OR EASEMENTS SHOWN THEREON AS DEDICATED TO PUBLIC USE.

FURTHER CERTIFY, IN ACCORDANCE WITH GOVERNMENT CODE SECTIONS 66434(g) AND 66499.20.2 OF THE SUBDIVISION MAP ACT, THE ABANDONMENT LISTED ON SHEET 3 OF THIS MAP.

FURTHER CERTIFY THAT ALL TAX LIENS HAVE BEEN SATISFIED AND THAT ALL BONDS AS REQUIRED BY LAW TO ACCOMPANY THIS MAP HAVE BEEN APPROVED BY THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, AND FILED IN MY OFFICE.

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2018.

DAVID TWA  
CLERK OF THE BOARD OF SUPERVISORS  
AND COUNTY ADMINISTRATOR

BY: \_\_\_\_\_ DEPUTY CLERK

APN: 222-270-038

JOB NO. 135007

SHEET 2 OF 9 SHEETS

# **ABANDONMENT NOTE:**

PURSUANT TO GOVERNMENT CODE SECTIONS 66414(a) AND 66468.2(2) OF THE PUBLIC EASEMENTS ACT, THE PUBLIC EASEMENTS LISTED BELOW, AS THEY AFFECT THE PARCELS SHOWN ON THIS MAP, ARE HEREBY ABANDONED WITH THE FILING OF THIS MAP AND ARE THEREFORE NOT SHOWN HEREON.

1. EXISTING 15' S&E'S, AS SHOWN ON SUBDIVISION 9341 (526 M 46).

## **BOUNDARY MAP**

SCALE: 1" = 60'

SHEET 4 - SUBDIVISION SHEET INDEX

### **REFERENCE:**

(1) SUBDIVISION 9341 (526 M 46)

Line	Bearing	Distance
L1	N07°07'10"E	32.70
L2	N08°52'50"W	11.98
L3	N08°52'50"W	102.28
L4	N07°07'10"E	28.28
L5	N08°52'50"W	47.30
L6	N07°07'10"E	4.00
L7	N08°52'50"W	120.00
L8	N08°52'50"W	46.00
L9	N07°07'10"E	50.98
L10	N08°52'50"W	46.00
L11	N07°07'10"E	15.98
L12	N08°52'50"W	15.00
L13	N07°07'10"E	31.00
L14	N07°07'10"E	15.00
L15	N07°07'10"E	31.00
L16	N07°07'10"E	24.00
L17	N07°07'10"E	40.00
L18	N07°07'10"E	60.00

Curve	Radius	Delta	Length
C1	25.00'	90°00'00"	39.27'
C2	301.00'	02°56'47"	15.48'
C3	25.00'	99°53'21"	43.58'
C4	301.00'	09°53'21"	51.95'
C5	301.00'	03°15'40"	17.13'
C6	301.00'	06°37'41"	34.82'

- NOTES:**
1. ALL MONUMENT TIE LINES ARE AT RIGHT ANGLES TO THE MONUMENT LINE UNLESS OTHERWISE NOTED.
  2. PACIFIC GAS AND ELECTRIC COMPANY EASEMENT 2000-32570 IS NOT DEFINED OF RECORD AND THEREFORE IS NOT SHOWN HEREON.

DESIGNATED REMAINDER  
"NOT A PART"  
NEW PARCEL L  
2015-0250738

EX. R.E. & RESTRICTED DEVELOPMENT AREA.  
RECORDED DEED OF DEVELOPMENT RIGHTS  
(CHECK STRUCTURE BACK)  
08-243028 B-1-06



## **SUBDIVISION 9298 GALE RANCH**

BEING A SUBDIVISION OF "NEW PARCEL A" AS DESCRIBED IN THE DEED RECORDED DECEMBER 12, 2017 UNDER DOCUMENT NO. 2017-0232556 CONTRA COSTA COUNTY RECORDS

CONTRA COSTA COUNTY  
CALIFORNIA

RUIGER-JENSEN-AZAR  
CIVIL ENGINEERS, PLANNERS, SURVEYORS  
PLEASANTON, CALIFORNIA  
JANUARY 2018

JOB NO. 135007 SHEET 3 OF 9 SHEETS

### **LEGEND**

- SUBDIVISION MAP BOUNDARY
- LOT LINE
- EXISTING EASEMENT AS NOTED
- NEW EASEMENT AS NOTED
- MONUMENT TIE LINE
- EXISTING TIE LINE
- EXISTING ABUTTERS RIGHTS OF ACCESS
- ACCESS PROHIBITED AND ACCESS RESTRICTED
- PER SUBDIVISION 9341, RCE 23281
- ABUTTERS RIGHTS OF ACCESS
- RELINQUISHED PRIVATE ACCESS PROHIBITED
- PUE
- SIGHT DISTANCE EASEMENT
- FLOWAGE EASEMENT
- MONUMENT TO MONUMENT
- EXISTING
- RADIAL BEARING
- TOTAL
- RECORD REFERENCES
- FOUND STANDARD COUNTY MONUMENT
- PER SUBDIVISION 9341, RCE 23281
- SET STANDARD COUNTY MONUMENT
- STAMPED PLS 0441

### **BASIS OF BEARINGS**

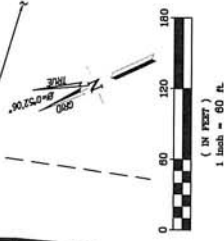
THE LINE BETWEEN TWO FOUND MONUMENTS ON TREFOIL ROAD AS SHOWN ON SUBDIVISION 9341, FILED OCTOBER 14, 2015 IN BOOK 526 OF MAPS AT PAGE 46, OFFICIAL RECORDS OF CONTRA COSTA COUNTY, TAKEN AS N08°52'50"W, CALIFORNIA COORDINATE SYSTEM ZONE III, (CCS27) IS THE BASIS OF BEARINGS FOR THIS MAP. DISTANCES SHOWN HEREON ARE GROUND DISTANCES. MULTIPLY BY 0.99999294 TO OBTAIN GRID DISTANCES.

SCALE: 1" = 60'

1. ALL MONUMENT TIE LINES ARE AT RIGHT ANGLES TO THE MONUMENT LINE UNLESS OTHERWISE NOTED.
2. PACIFIC GAS AND ELECTRIC COMPANY EASEMENT 2000-32570 IS NOT DEFINED OF RECORD AND THEREFORE IS NOT SHOWN HEREON.

DESIGNATED  
REMAINDER  
"NOT A PART"  
NEW PARCEL L  
2015-0250738

STATED DEVELOPMENT AREA.



BEING A SUBDIVISION OF "NEW PARCEL A" AS  
DESCRIBED IN THE DEED RECORDED DECEMBER 12, 2017  
UNDER DOCUMENT NO. 2017-0232356  
CONTRA COSTA COUNTY RECORDS

CONTRA COSTA COUNTY  
CALIFORNIA

**RUGGERI-JENSEN-AZAR**  
**CIVIL ENGINEERS, PLANNERS, SURVEYORS**  
**PLEASANTON, CALIFORNIA**  
**JANUARY 2018**

JOB NO. 135007 SHEET 4 OF 9 SHEETS

### LEGEND

SYMBOL	DESCRIPTION	NOTES
=====	SUBDIVISION MAP BOUNDARY	
-----	LOT LINE	
-----	EXISTING EASEMENT AS NOTED	
-----	NEW EASEMENT AS NOTED	
-----	MONUMENT LINE	
-----	MONUMENT TIE	
-----	EXISTING LOT LINE	
~~~~~	EXISTING ABUTTERS RIGHTS OF ACCESS RELINQUISHED	
~~~~~	PRIVATE ACCESS PROHIBITED PER SUBDIVISION §341	
~~~~~	ABUTTERS RIGHTS OF ACCESS RELINQUISHED AND PRIVATE ACCESS PROHIBITED	
	PUBLIC UTILITY EASEMENT	
	SIGHT DISTANCE EASEMENT	
	FLOWAGE EASEMENT	
	MONUMENT TO MONUMENT (N-M)	
	EXISTING	
	RADIAL BEARING	
	TOTAL	
	RECORD REFERENCES	
	FOUND STANDARD COUNTY PER SUBDIVISION §341, R	
	SET STANDARD COUNTY MONUMENT STAMPS PLS 6441	

## BASIS OF BEARINGS

THE LINE BETWEEN TWO FOUND MONUMENTS ON TREFOIL ROAD AS SHOWN ON SUBDIVISION 9341, FILED OCTOBER 14, 2015 IN BOOK 526 OF MAPS AT PAGE 46, OFFICIAL RECORDS OF CONTRA COSTA COUNTY, TAKEN AS 1988/52°50'W, CALIFORNIA COORDINATE SYSTEM, ZONE III, (CCS27) IS THE BASIS OF BEARINGS FOR THIS MAP. DISTANCES SHOWN HEREON ARE GROUND DISTANCES. MULTIPLY BY 0.99999294 TO OBTAIN GRID DISTANCES.

- NOTES:**
- ALL MONUMENT TIE LINES ARE AT RIGHT ANGLES TO THE MONUMENT LINE UNLESS OTHERWISE NOTED.
  - PACIFIC GAS AND ELECTRIC COMPANY EASEMENT 2000-32570 IS NOT DEFINED OF RECORD AND THEREFORE IS NOT SHOWN HEREON.

**BASIS OF BEARINGS**

THE LINE BETWEEN TWO FOUND MONUMENTS ON TREFOL ROAD AS SHOWN ON SUBDIVISION 9341, FILED OCTOBER 14, 2015 IN BOOK 526 OF MAPS AT PAGE 46, OFFICIAL RECORDS OF CONTRA COSTA COUNTY, TAKEN AS N88°52'50"W, CALIFORNIA COORDINATE SYSTEM ZONE III, (CCS27) IS THE BASIS OF BEARINGS FOR THIS MAP. DISTANCES SHOWN HEREON ARE GROUND DISTANCES, MULTIPLY BY 0.9999294 TO OBTAIN GRID DISTANCES.

**LEGEND**

- SUBDIVISION MAP BOUNDARY
- LOT LINE
- EXISTING EASEMENT AS NOTED
- NEW EASEMENT AS NOTED
- MONUMENT LINE
- MONUMENT TIE LINE
- EXISTING LOT LINE
- EXISTING ABUTTERS RIGHTS OF ACCESS RELINQUISHED AND PRIVATE ACCESS PROHIBITED PER SUBDIVISION 9341
- ABUTTERS RIGHTS OF ACCESS RELINQUISHED AND PRIVATE ACCESS PROHIBITED
- FOUND STANDARD COUNTY MONUMENT PER SUBDIVISION 9341, RCE 25281
- SET STANDARD COUNTY MONUMENT STAMPED PLS 6441
- PUE
- SE
- SIGHT DISTANCE EASEMENT
- FLOWAGE EASEMENT
- MONUMENT TO MONUMENT
- EXISTING
- EX
- RADIAL BEARING
- (R)
- TOTAL
- (T)
- RECORD REFERENCES
- (1)

**SUBDIVISION 9298  
GALE RANCH**

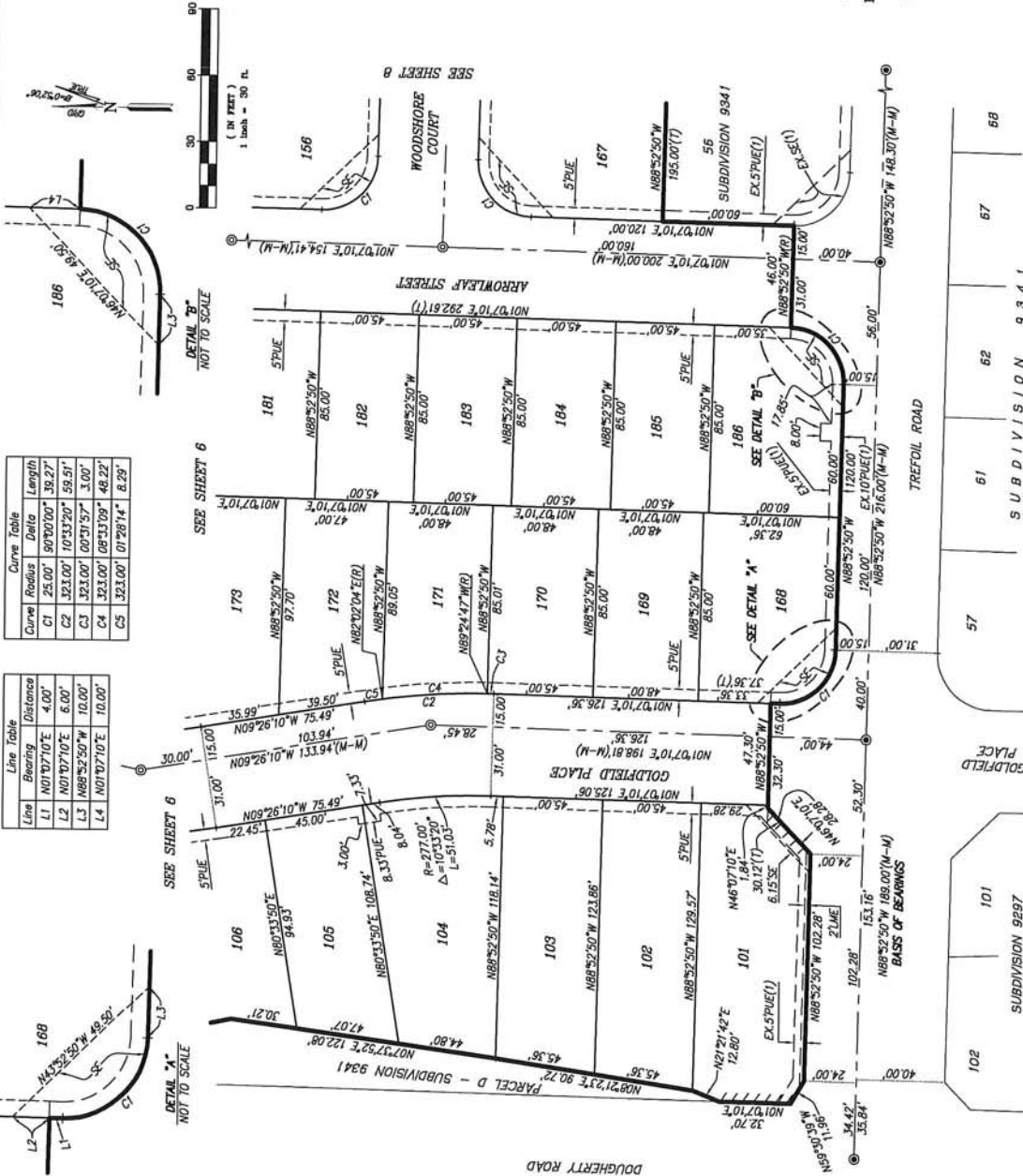
BEING A SUBDIVISION OF "NEW PARCEL A" AS DESCRIBED IN THE DEED RECORDED DECEMBER 12, 2017 UNDER DOCUMENT NO. 2017-0232366 CONTRA COSTA COUNTY RECORDS

CONTRA COSTA COUNTY  
CALIFORNIA

RUGGERI-JENSEN-AZAR  
CIVIL ENGINEERS, PLANNERS, SURVEYORS  
PLEASANTON, CALIFORNIA  
JANUARY 2018

SCALE: 1" = 30'

JOB NO. 135007 SHEET 5 OF 9 SHEETS



**Curve Table**

Curve	Radius	Delta	Length
C1	25.00'	90°00'00"	36.27'
C2	32.100'	10°53'20"	59.51'
C3	32.100'	00°31'57"	3.00'
C4	32.100'	08°53'09"	46.22'
C5	32.100'	01°29'14"	8.29'

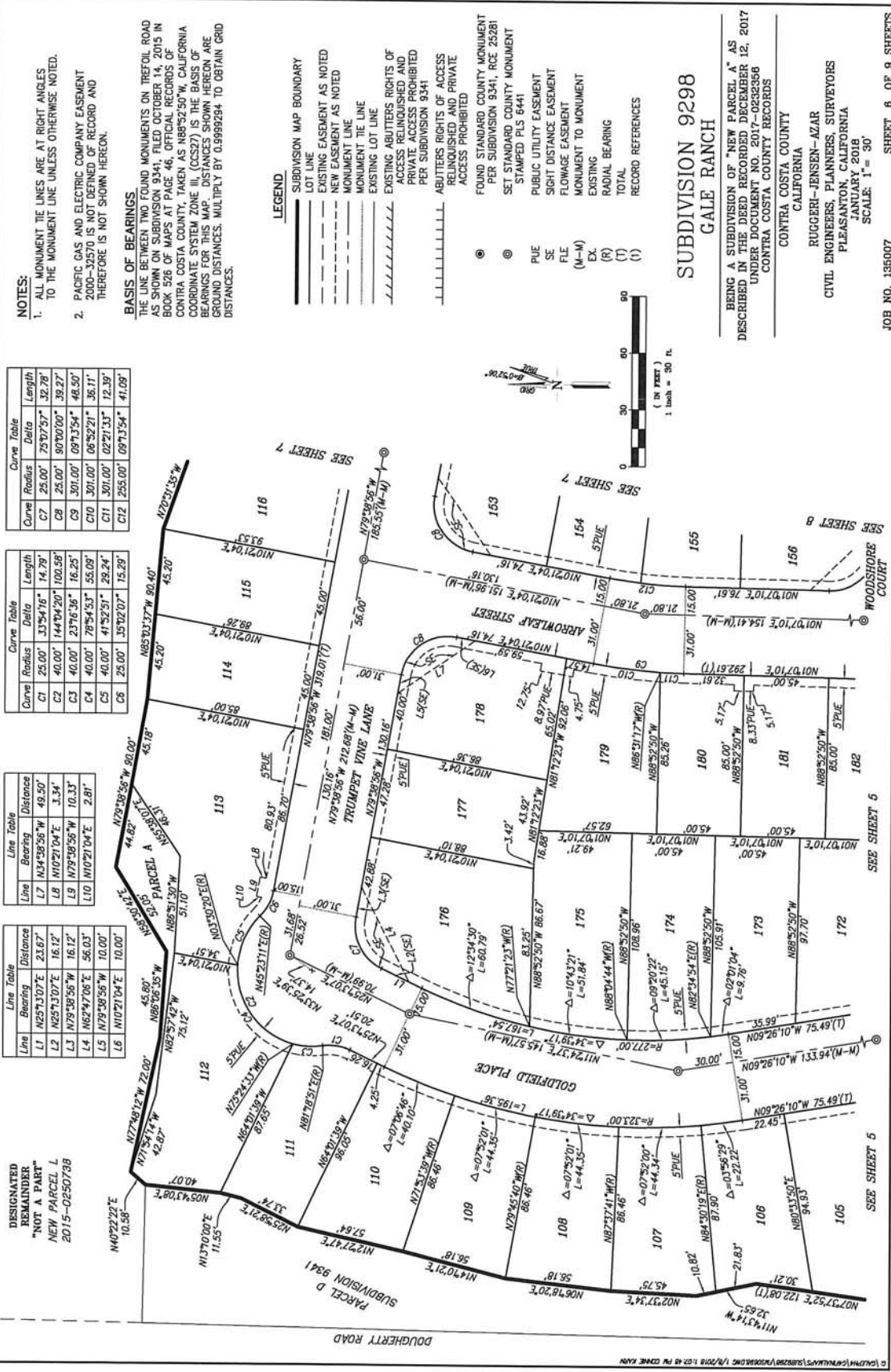
**Line Table**

Line	Bearing	Distance
L1	N01°07'10"E	4.00'
L2	N01°07'10"E	6.00'
L3	N88°52'50"W	10.00'
L4	N01°07'10"E	10.00'

GOLDFIELD PLACE  
SUBDIVISION 9297  
101  
102

57  
61  
62  
67  
68  
SUBDIVISION 9341





**DESIGNATED REMAINDER "NOT A PART" NEW PARCEL L 2015-0250738**

**NOTES:**

- ALL MONUMENT TIE LINES ARE AT RIGHT ANGLES TO THE MONUMENT LINE UNLESS OTHERWISE NOTED.
- PACIFIC GAS AND ELECTRIC COMPANY EASEMENT 2000-32570 IS NOT DEFINED OF RECORD AND THEREFORE IS NOT SHOWN HEREON.

**LEGEND**

- SUBDIVISION MAP BOUNDARY
- LOT LINE
- EXISTING EASEMENT AS NOTED
- NEW EASEMENT AS NOTED
- MONUMENT LINE
- MONUMENT TIE LINE
- EXISTING LOT LINE
- EXISTING ABUTTERS RIGHTS OF ACCESS RELINQUISHED AND PRIVATE ACCESS PROHIBITED PER SUBDIVISION 9341
- ABUTTERS RIGHTS OF ACCESS RELINQUISHED AND PRIVATE ACCESS PROHIBITED
- FOUND STANDARD COUNTY MONUMENT PER SUBDIVISION 9341, RCE 25281
- SET STANDARD COUNTY MONUMENT STAMPED PLS 6441
- PUBLIC UTILITY EASEMENT
- SIGHT DISTANCE EASEMENT
- FLOWAGE EASEMENT
- MONUMENT TO MONUMENT EX.
- EXISTING RADIAL BEARING
- TOTAL
- RECORD REFERENCES

**BASES OF BEARINGS**

THE LINE BETWEEN TWO FOUND MONUMENTS ON TREFOL ROAD AS SHOWN ON SUBDIVISION 9341, FILED OCTOBER 14, 2015 IN BOOK 526 OF MAPS AT PAGE 46, OFFICIAL RECORDS OF CONTRA COSTA COUNTY, TAKEN AS N88°52'50"W, CALIFORNIA COORDINATE SYSTEM ZONE III, (CCS27) IS THE BASIS OF BEARINGS FOR THIS MAP. DISTANCES SHOWN HEREON ARE GROUND DISTANCES. MULTIPLY BY 0.9999294 TO OBTAIN GRID DISTANCES.

**Curve Table**

Curve	Radius	Delta	Length
C7	25.00'	73°07'57"	32.78'
C8	25.00'	90°00'00"	39.27'
C9	301.00'	09°13'54"	48.50'
C10	301.00'	08°52'21"	36.11'
C11	301.00'	02°21'33"	12.39'
C12	255.00'	09°13'54"	41.09'

**Line Table**

Line	Bearing	Distance
L1	N34°28'56"W	49.50'
L2	N10°21'04"E	3.34'
L3	N79°28'56"W	10.33'
L4	N62°47'08"E	56.03'
L5	N79°28'56"W	10.00'
L6	N10°21'04"E	10.00'

**Curve Table**

Curve	Radius	Delta	Length
C1	25.00'	37°54'16"	14.79'
C2	40.00'	14°14'20"	100.38'
C3	40.00'	27°16'36"	16.25'
C4	40.00'	78°54'53"	55.09'
C5	40.00'	41°52'51"	29.24'
C6	25.00'	35°02'02"	15.29'

**SUBDIVISION 9298 GALE RANCH**

BEING A SUBDIVISION OF "NEW PARCEL A" AS DESCRIBED IN THE DEED RECORDED DECEMBER 12, 2017 UNDER DOCUMENT NO. 2017-0636366 CONTRA COSTA COUNTY RECORDS

CONTRA COSTA COUNTY  
CALIFORNIA

RUGGERI-JENSEN-AZAR  
CIVIL ENGINEERS, PLANNERS, SURVEYORS  
PLEASANTON, CALIFORNIA  
JANUARY 2018

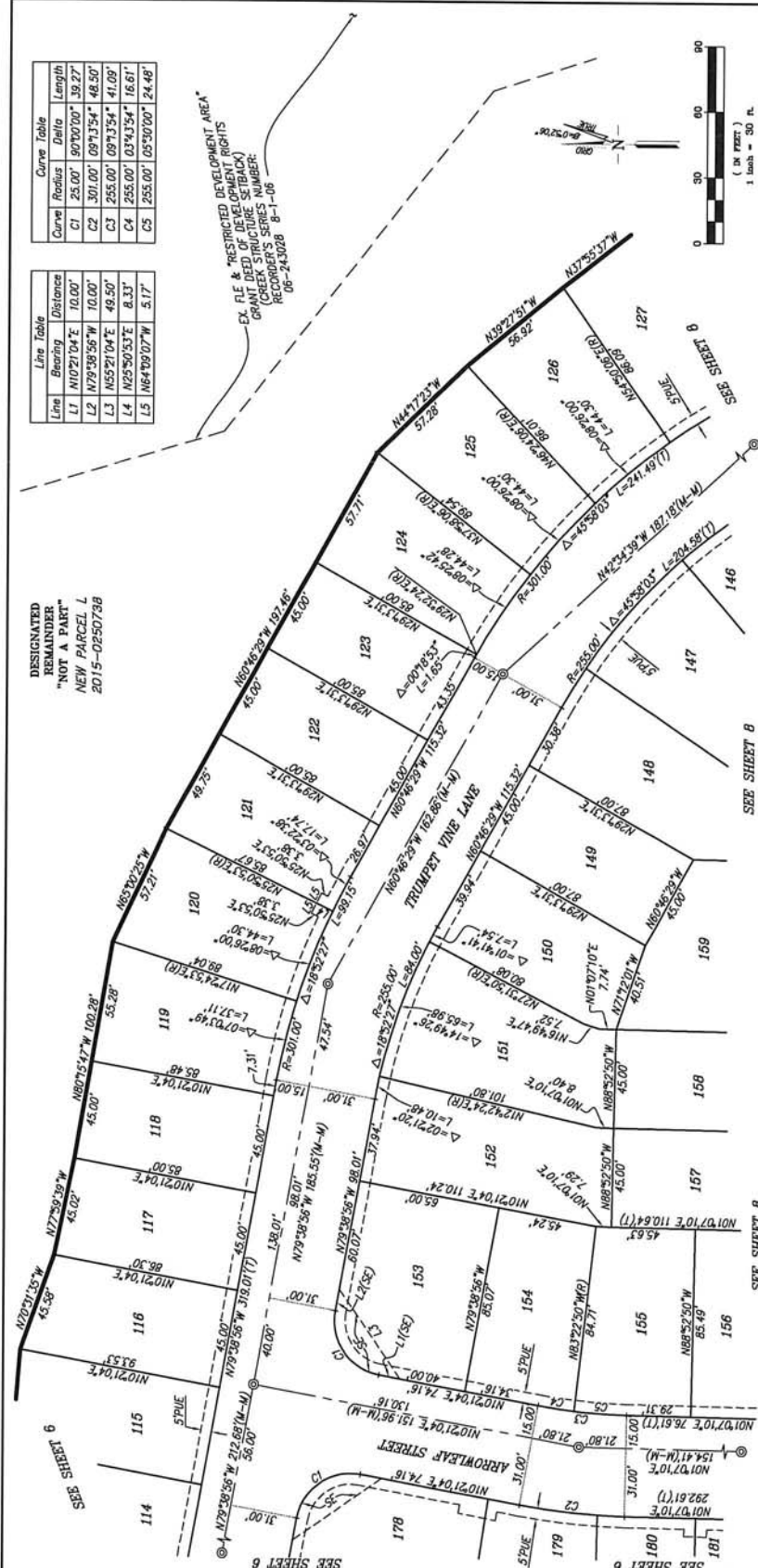
SCALE: 1" = 30'

SHEET 6 OF 9 SHEETS

Line	Bearing	Distance
L1	N10°21'04"E	10.00'
L2	N79°28'56"W	10.00'
L3	N55°21'04"E	49.50'
L4	N25°50'33"E	8.33'
L5	N64°09'07"W	5.17'

Curve	Radius	Delta	Length
C1	25.00'	90°00'00"	39.27'
C2	301.00'	09°13'54"	48.50'
C3	255.00'	09°13'54"	41.09'
C4	255.00'	03°43'54"	16.61'
C5	255.00'	05°30'00"	24.48'

DESIGNATED  
REMAINDER  
"NOT A PART"  
NEW PARCEL L  
2015-0250738



# SUBDIVISION 9298 GALE RANCH

BEING A SUBDIVISION OF "NEW PARCEL A" AS  
DESCRIBED IN THE RECORDS OF THE COUNTY CLERK  
UNDER DOCUMENT NO. 2017-0032956  
CONTRA COSTA COUNTY RECORDS

CONTRA COSTA COUNTY  
CALIFORNIA  
RUGGERI-JENSEN-AZAR  
CIVIL ENGINEERS, PLANNERS, SURVEYORS  
PLEASANTON, CALIFORNIA  
JANUARY 2018  
SCALE: 1" = 30'

JOB NO. 135007 SHEET 7 OF 9 SHEETS

## LEGEND

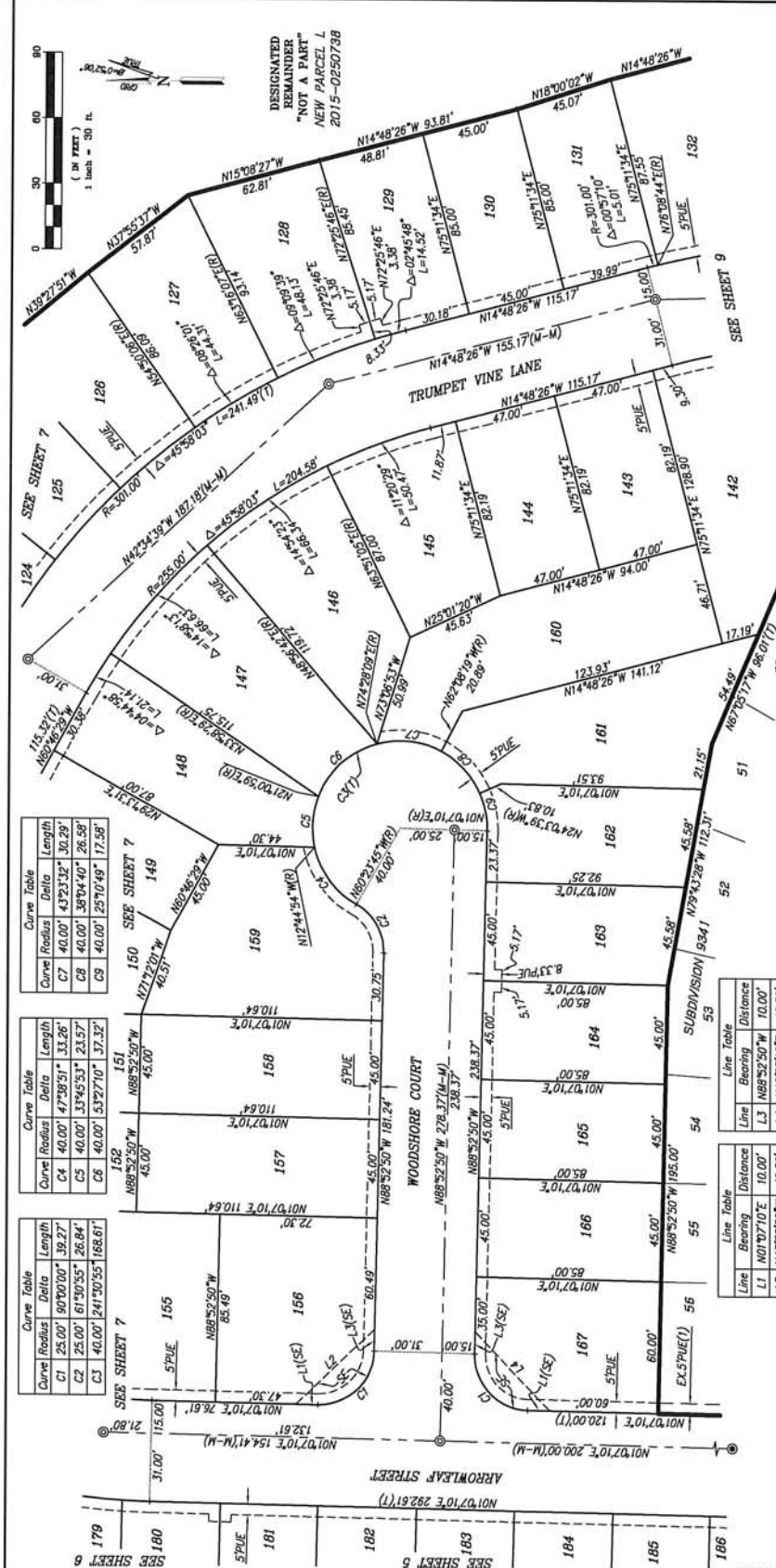
- SUBDIVISION MAP BOUNDARY
- LOT LINE
- EXISTING EASEMENT AS NOTED
- NEW EASEMENT AS NOTED
- MONUMENT LINE
- MONUMENT TIE LINE
- EXISTING LOT LINE
- EXISTING ABUTTERS' RIGHTS OF ACCESS
- PRIVATE ACCESS PROHIBITED PER SUBDIVISION 9341
- ABUTTERS' RIGHTS OF ACCESS
- RECORDS AND PRIVATE ACCESS PROHIBITED
- PUE PUBLIC UTILITY EASEMENT
- SE SIGHT DISTANCE EASEMENT
- FILE FLOWAGE EASEMENT
- (M-M) MONUMENT TO MONUMENT
- EX EXISTING
- (R) RADIAL BEARING
- (T) TOTAL
- (1) RECORD REFERENCES
- FOUND STANDARD COUNTY MONUMENT PER SUBDIVISION 9341, RCE 25261
- ◎ SET STANDARD COUNTY MONUMENT STAMPED PLS 0441

## NOTES:

- ALL MONUMENT TIE LINES ARE AT RIGHT ANGLES TO THE MONUMENT LINE UNLESS OTHERWISE NOTED.
- PACIFIC GAS AND ELECTRIC COMPANY EASEMENT 2000-32570 IS NOT DEFINED OF RECORD AND THEREFORE IS NOT SHOWN HEREON.

## BASIS OF BEARINGS

THE LINE BETWEEN TWO FOUND MONUMENTS ON TREFOL ROAD AS SHOWN ON SUBDIVISION 9341, FILED OCTOBER 14, 2015 IN BOOK 526 OF MAPS AT PAGE 46, OFFICIAL RECORDS OF CONTRA COSTA COUNTY, TAKEN AS N88°52'50"W, CALIFORNIA COORDINATE SYSTEM ZONE 10, (CCS27) IS THE BASIS OF BEARINGS FOR THIS MAP. DISTANCES SHOWN HEREON ARE GROUND DISTANCES. MULTIPLY BY 0.9999294 TO OBTAIN GRID DISTANCES.



Curve Table

Curve Radius	Delta	Length
C7	40.00'	43.27' 32"
C8	40.00'	39.04' 40"
C9	40.00'	25.70' 48"

Curve Table

Curve Radius	Delta	Length
C4	40.00'	47.28' 31"
C5	40.00'	33.45' 53"
C6	40.00'	53.27' 10"

Curve Table

Curve Radius	Delta	Length
C1	25.00'	90.00' 00"
C2	25.00'	61.90' 55"
C3	40.00'	241.90' 55"

Line Table

Line	Bearing	Distance
L1	N01°07'10"E	10.00'
L2	N43°52'50"W	49.50'

Line Table

Line	Bearing	Distance
L3	N88°52'50"W	10.00'
L4	N48°07'10"E	49.50'

# NOTES:

- ALL MONUMENT TIE LINES ARE AT RIGHT ANGLES TO THE MONUMENT LINE UNLESS OTHERWISE NOTED.
- PACIFIC GAS AND ELECTRIC COMPANY EASEMENT 2000-32570 IS NOT DEFINED OF RECORD AND THEREFORE IS NOT SHOWN HEREON.

## BASIS OF BEARINGS

THE LINE BETWEEN TWO FOUND MONUMENTS ON TREFOL ROAD AS SHOWN ON SUBDIVISION 9341, FILED OCTOBER 14, 2015 IN BOOK 526 OF MAPS AT PAGE 46, OFFICIAL RECORDS OF CONTRA COSTA COUNTY, TAKEN AS N88°52'50"W, CALIFORNIA COORDINATE SYSTEM ZONE 10, (CCS27) IS THE BASIS OF BEARINGS FOR THIS MAP. DISTANCES SHOWN HEREON ARE GROUND DISTANCES. MULTIPLY BY 0.9999294 TO OBTAIN GRID DISTANCES.

## LEGEND

- SUBDIVISION MAP BOUNDARY
- LOT LINE
- EXISTING EASEMENT AS NOTED
- NEW EASEMENT AS NOTED
- MONUMENT LINE
- MONUMENT TIE LINE
- EXISTING LOT LINE
- EXISTING ABUTTERS RIGHTS OF ACCESS, RECORDS, AND PRIVATE ACCESS PROHIBITED PER SUBDIVISION 9341
- ABUTTERS RIGHTS OF ACCESS RECORDED AND PRIVATE ACCESS PROHIBITED
- PUE PUBLIC UTILITY EASEMENT
- SE SIGHT DISTANCE EASEMENT
- FILE FLOWAGE EASEMENT
- (M-M) MONUMENT TO MONUMENT
- EX EXISTING
- (R) RADIAL BEARING
- (T) TOTAL
- (1) RECORD REFERENCES
- FOUND STANDARD COUNTY MONUMENT
- ◎ PER SUBDIVISION 9341, RCE 23281
- ◎ SET STANDARD COUNTY MONUMENT STAMPED PLS 6441

# SUBDIVISION 9298 GALE RANCH

BEING A SUBDIVISION OF "NEW PARCEL A" AS DESCRIBED IN RECORDS OF CONTRA COSTA COUNTY UNDER DOCUMENT NO. 2017-0232366 CONTRA COSTA COUNTY RECORDS

CONTRA COSTA COUNTY  
CALIFORNIA  
RUGGERI-JENSEN-AZAR  
CIVIL ENGINEERS, PLANNERS, SURVEYORS  
PLEASANTON, CALIFORNIA  
JANUARY 2018  
SCALE: 1" = 30'

JOB NO. 135007 SHEET 8 OF 9 SHEETS



1. ALL MONUMENT TIE LINES ARE AT RIGHT ANGLES TO THE MONUMENT LINE UNLESS OTHERWISE NOTED.
2. PACIFIC GAS AND ELECTRIC COMPANY EASEMENT 2000-32570 IS NOT DEFINED OF RECORD AND THEREFORE IS NOT SHOWN HEREON.

2. PACIFIC GAS AND ELECTRIC COMPANY EASEMENT 2000-32570 IS NOT DEFINED OF RECORD AND THEREFORE IS NOT SHOWN HEREON.

THE LINE BETWEEN TWO FOUND MONUMENTS ON TREFOIL ROAD AS SHOWN ON SUBDIVISION 9341, DATED OCTOBER 14, 2015 IN BOOK 526 OF MAPS AT PAGE 46, OFFICIAL RECORDS OF CONTRA COSTA COUNTY, TAKEN AS N88°52'50"W, CALIFORNIA COORDINATE SYSTEM ZONE 11, (CCS27) IS THE BASIS OF BEARINGS FOR THIS MAP. DISTANCES SHOWN HEREON ARE OBTAINED BY MEASURING THE DISTANCES SHOWN ON THE MAP. DISTANCES, MULTIPLY BY 0.9999294 TO OBTAIN GRID DISTANCES.

SUBDIVISION MAP BOUNDARY  
 LOT LINE  
 EXISTING EASEMENT AS NOTED  
 NEW EASEMENT AS NOTED  
 MONUMENT LINE  
 MONUMENT TIE LINE  
 EXISTING LOT LINE  
 EXISTING ADJUTERS RIGHTS OF

DESIGNATED  
REMAINDER  
"NOT A PART"  
NEW PARCEL L  
2015-025073B

EXISTING ABUTTERS RIGHTS OF ACCESS RELINQUISHED AND PRIVATE ACCESS PROHIBITED PER SUBDIVISION 9341	ABUTTERS RIGHTS OF ACCESS RELINQUISHED AND PRIVATE ACCESS PROHIBITED
----------------------------------------------------------------------------------------------------	----------------------------------------------------------------------

FOUND STANDARD COUNTY MONUMENT  
PER SUBDIVISION 9341, RCE 25281  
SET STANDARD COUNTY MONUMENT

STAMPED PLS 6441

PUBLIC UTILITY EASEMENT	
SIGHT DISTANCE EASEMENT	
FLOWAGE EASEMENT	
MONUMENT TO MONUMENT	
EXISTING	
RADIAL BEARING	
TOTAL	
RECORD REFERENCES	

SUBDIVISION 9298  
GALE RANCH

BEING A SUBDIVISION OF "NEW PARCEL A" AS  
DESCRIBED IN THE DEED RECORDED DECEMBER 12, 2017  
UNDER DOCUMENT NO. 2017-0232356  
CONTRA COSTA COUNTY RECORDS

CONTRA COSTA COUNTY  
CALIFORNIA

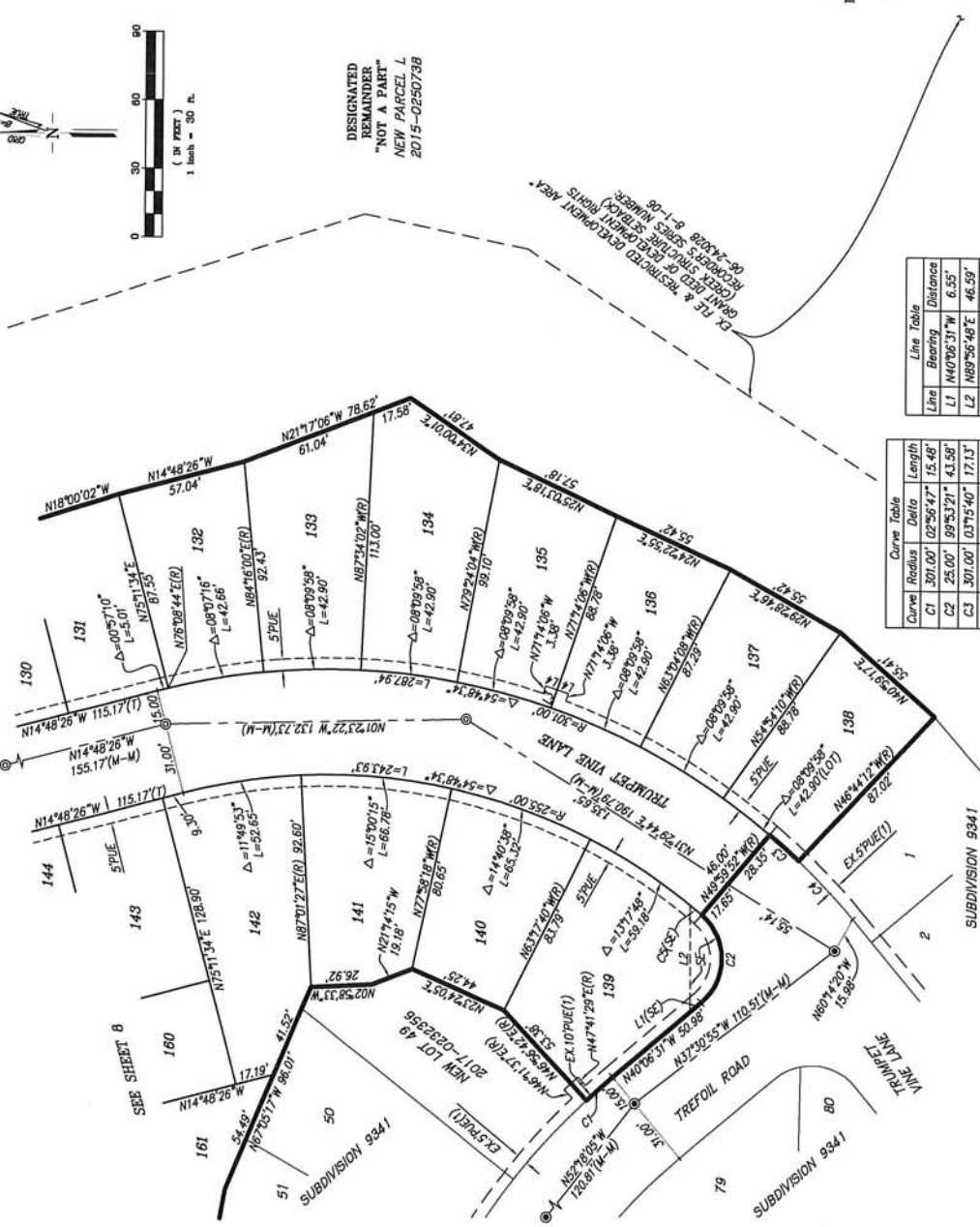
**RUGGERI-JENSEN-AZAR**  
CIVIL ENGINEERS, PLANNERS, SURVEYORS  
PLEASANTON, CALIFORNIA

JANUARY 2018  
SCALE: 1" = 30'

JOB NO. 135007 SHEET 9 OF 9 SHEETS

Line Table		
Line	Bearing	Distance
L1	N40°06'31"W	6.55'
L2	N89°56'48"E	46.59'
L3	N71°4'06"W	8.33'
L4	N10°05'54"E	6.12'

Curve	Radius	Delta	Length
C1	301.00'	02°56'47"	15.48'
C2	25.00'	99°53'21"	43.58'
C3	301.00'	03°5'40"	17.13'
C4	301.00'	06°57'41"	34.82'
C5	265.00'	01°07'32"	6.48'





**SUBDIVISION AGREEMENT**  
(Gov. Code, §§ 66462 and 66463)

Subdivision: SD 9298

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

Subdivider: ~~Toll Brothers, Inc.~~ Shapell Industries, Inc., a Delaware corporation.

Completion Period: 2 years

THESE SIGNATURES ATTEST TO THE PARTIES' AGREEMENT HERETO:

CONTRA COSTA COUNTY

Brian M. Ballou Public Works Director

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

RECOMMENDED FOR APPROVAL:

By: [Signature]  
Engineering Services Division

FORM APPROVED: Silvano B. Marchesi, County Counsel

SUBDIVIDER

Toll Brothers, Inc.

Print Name

Print Title

Print Name:

Print Title:

[Note: If Subdivider is a corporation, two officers must sign. The first must be the chairman of the board, president or any vice president; the second must be the secretary, assistant secretary, chief financial officer or any assistant treasurer. (Corp. Code, § 313; Civ. Code, § 1190.) If Subdivider is a limited liability company, Subdivider shall sign in the manner required of corporations, or by two managers, or by one manager, pursuant to the articles of organization (see Corp. Code, §§ 17151, 17154, 17157.) If Subdivider is a partnership, any authorized partner may sign. Signatures by Subdivider must be notarized.]

1. PARTIES & DATE. Effective on the above date, the County of Contra Costa, California (hereinafter "County"), and the above-mentioned Subdivider mutually promise and agree as follows concerning this Subdivision:
2. IMPROVEMENTS. Subdivider agrees to install certain road improvements (both public and private), drainage improvements, signs, street lights, fire hydrants, landscaping and such other improvements (including appurtenant equipment) as required in the improvement plans for this Subdivision as reviewed and on file with the Contra Costa County Public Works Department, as required by the Conditions of Approval for this Subdivision, and in conformance with the Contra Costa County Ordinance Code, including future amendments thereto (hereinafter "Ordinance Code").

Subdivider shall complete said improvements (hereinafter "Work") within the above completion period from date hereof, as required by the California Subdivision Map Act (Gov. Code, §§ 66410 et. seq.) in a good workmanlike manner, in accordance with accepted construction practices and in a manner equal or superior to the requirements of the Ordinance Code and rulings made thereunder; and where there is a conflict among the improvement plans, the Conditions of Approval and the Ordinance Code, the stricter requirements shall govern.

3. IMPROVEMENTS SECURITY. Upon executing this Agreement, the Subdivider shall, pursuant to Gov. Code § 66499 and the County Ordinance Code, provide as security to the County:

A. For Performance and Guarantee: \$ 18,000 cash, plus additional security, in the amount of \$ 1,756,000, which together total one hundred percent (100%) of the estimated cost of the Work. Such additional security is presented in the form of:

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

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

B. For Payment: Security in the amount: \$ 887,000, which is fifty percent (50%) of the estimated cost of the Work. Such security is presented in the form of:

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

With this security, Subdivider guarantees payment to the contractor, to its subcontractors and to persons renting equipment or furnishing labor or materials to them or to the Subdivider.

Upon acceptance of the Work as complete by the Board of Supervisors and upon request of Subdivider, the amounts held as security may be reduced in accordance with Sections 94-4.406 and 94-4.408 of the Ordinance Code.

4. GUARANTEE AND WARRANTY OF WORK. Subdivider guarantees that the Work shall be free from defects in material or workmanship and shall perform satisfactorily for a period of one (1) year from and after the Board of Supervisors accepts the Work as complete in accordance with Article 96-4.6, "Acceptance," of the Ordinance Code. Subdivider agrees to correct, repair, or replace, at Subdivider's expense, any defects in said Work.

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

5. PLANT ESTABLISHMENT WORK. Subdivider agrees to perform plant establishment work for landscaping installed under this Agreement. Said plant establishment work shall consist of adequately watering plants, replacing unsuitable plants, doing weed, rodent and other pest control and other work determined by the Public Works Department to be necessary to ensure establishment of plants. Said plant establishment work shall be performed for a period of one (1) year from and after the Board of Supervisors accepts the Work as complete.

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

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

8. INDEMNITY. Subdivider shall defend, hold harmless and indemnify the indemnitees from the liabilities as defined in this section:

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

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

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

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

9. COSTS. Subdivider shall pay, when due, all the costs of the Work, including but not limited to the costs of relocations of existing utilities required thereby; inspections; material checks and tests; and other costs incurred by County staff arising from or related to the Work, and prior to acceptance of the Work as complete or expiration of any applicable warranty periods, whichever is later.

10. SURVEYS. Subdivider shall set and establish survey monuments in accordance with the filed map and to the satisfaction of the County Road Commissioner-Surveyor before acceptance of the Work as complete by the Board of Supervisors.

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

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

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

12. INCORPORATION/ANNEXATION. If, before the Board of Supervisors accepts the Work as complete, the Subdivision is included in territory incorporated as a city or is annexed to an existing city, except as provided in this paragraph, County's rights under this Agreement and/or any deposit, bond, or letter of credit securing said rights shall be transferred to the new or annexing city. Such city shall have all the rights of a third party beneficiary against Subdivider, who shall fulfill all the terms of this Agreement as though Subdivider had contracted with the city originally. The provisions of paragraph 8 (Indemnity) shall continue to apply in favor of the indemnitees listed in paragraph 8.A. upon any such incorporation or annexation.

13. RECORD MAP. In consideration hereof, County shall allow Subdivider to file and record the final map or parcel map for said Subdivision.

14. RIGHT OF ENTRY. Subdivider hereby consents to entry onto the Subdivision property, and onto any other property over which Subdivider has land rights and upon which any portion of the Work is to be installed pursuant to the improvement plans, by County and its forces, including contractors, for the purpose of inspection, and, in the event of non-performance of this Agreement by Subdivider, completion and/or maintenance of the Work.

## ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of Alameda )

On June 21, 2017 before me, Kristine E. Desrosiers, Notary Public  
(insert name and title of the officer)

personally appeared Robert D. Moore,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are  
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in  
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the  
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

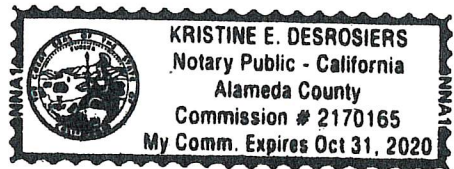
I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing  
paragraph is true and correct.

WITNESS my hand and official seal.

Signature

Kristine E Desrosiers

(Seal)





## ACKNOWLEDGMENT

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State of California  
County of Alameda )

On June 21, 2017 before me, Kristine E. Desrosiers, Notary Public  
(insert name and title of the officer)

personally appeared Steve Savage,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are  
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in  
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the  
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

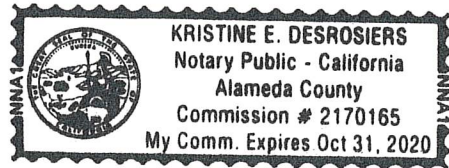
I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing  
paragraph is true and correct.

WITNESS my hand and official seal.

Signature

Kristine E Desrosiers

(Seal)



Subdivision: 9298  
Bond No.: 39BSBHR0973  
Premium: \$14,926.00  
Any claim under this Bond should be sent  
to the following address:  
8259 S. Monarch Road  
San Ramon, CA 94583  
925-362-3019

IMPROVEMENT SECURITY BOND  
FOR SUBDIVISION AGREEMENT  
(Performance, Guarantee and Payment)  
(Gov. Code, §§ 66499-66499.10)

1. **RECITAL OF SUBDIVISION AGREEMENT.** The Principal has executed an agreement with the County of Contra Costa (hereinafter "County") to install and pay for street, drainage and other improvements in Subdivision 9298 as specified in the Subdivision Agreement, and to complete said work within the time specified for completion in the Subdivision Agreement, all in accordance with State and local laws and rulings thereunder in order to satisfy conditions for filing of the Final Map or Parcel Map for said subdivision. Under the terms of the Subdivision Agreement, Principal is required to furnish a bond to secure the faithful performance of the Subdivision Agreement and payment to laborers and materialmen.

2. **OBLIGATION.** Shapell Industries Inc., a Delaware Corporation, as Principal, and Hartford Fire Insurance Company, a corporation organized and existing under the laws of the State of Connecticut and authorized to transact surety business in California, as Surety, hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns to the County of Contra Costa, California to pay it:

(A. Performance and Guarantee) One Million Seven Hundred Fifty Six Thousand and 00/100 Dollars (\$ 1,756,000.00) for itself or any city assignee under the above Subdivision Agreement.

(B. Payment) Eight Hundred Eighty Seven Thousand and 00/100 Dollars (\$ 887,000.00) to secure the claims to which reference is made in Title XV (commencing with Section 3082) of Part 4 of Division III of the Civil Code of the State of California.

3. **CONDITION.** This obligation is subject to the following condition.

A. The condition of this obligation as to Section 2.(A) above is such that if the above bounded Principal, his or its heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions and provisions in the said agreement and any alteration thereof made as therein provided, on his or their part, to be kept and performed at the time and in the manner therein specified, and in all respects according to their true intent and meaning, and shall indemnify and save harmless the County of Contra Costa (or city assignee), its officers, agents and employees, as therein stipulated, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect.

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

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

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

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

C. No change, extension of time, alteration, or addition to the terms of said Subdivision Agreement or the work to be performed thereunder or any plan or specifications of said work, agreed to by the Principal and the County of Contra Costa (or city assignee) shall relieve any Surety from liability on this bond; and consent is hereby given to make such change, extension of time, alteration or addition without further notice to or consent by Surety; and Surety hereby waives the provisions of Civil Code Section 2819 and holds itself bound without regard to and independently of any action against the Principal whenever taken.

SIGNED AND SEALED on JUNE 13, 20 17.

Principal: Shapell Industries Inc., a Delaware Corporation

Address: 250 Gibraltar Road  
Horsham, PA Zip: 19044

By: [Signature]  
Print Name: Steve Savage  
Title: Vice President

Surety: Hartford Fire Insurance Company

Address: 1000 Continental Drive, Suite 350  
King of Prussia, PA Zip: 19406

By: [Signature]  
Print Name: Daniel P. Dunigan  
Title: Attorney-in-Fact

[Note: All signatures must be acknowledged. For corporations, two officers must sign. The first signature must be that of the chairman of the board, president, or vice-president; the second signature must be that of the secretary, assistant secretary, chief financial officer, or assistant treasurer. (Civ. Code, § 1190 and Corps. Code, § 313.)]

Form Approved by County Counsel  
[Rev. 1/06]

## ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of Alameda )

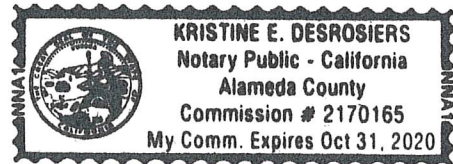
On June 19, 2017 before me, Kristine E. Desrosiers, Notary Public  
(insert name and title of the officer)

personally appeared Steve Savage,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are  
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in  
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the  
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.

Signature Kristine E Desrosiers (Seal)





# CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT

Civil Code § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

State of PENNSYLVANIA

County of CHESTER

On JUNE 13, 2017 before me, ARLENE OSTROFF, Notary Public

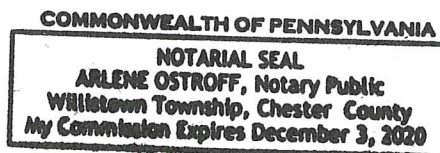
personally appeared DANIEL P. DUNIGAN

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

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

Witness my hand and official seal.

Signature *[Handwritten Signature]*



Place Notary Public Seal Above

OPTIONAL

Though the information below is not required by law, it may prove valuable to the persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

## Description of Attached Document

Title or Type of Document \_\_\_\_\_

Document Date \_\_\_\_\_ Number of Pages: \_\_\_\_\_

Signer's Name: \_\_\_\_\_

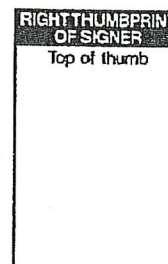
- ☐ Individual
- ☐ Corporate Officer – Title(s): \_\_\_\_\_
- ☐ Partner - ☐ Limited ☐ General
- ☐ Guardian or Conservator
- ☒ Attorney-in-Fact
- ☐ Trustee
- ☐ Other: \_\_\_\_\_

Signer is representing \_\_\_\_\_  
Hartford Fire Insurance Company



- ☐ Individual
- ☐ Corporate Officer – Title(s): \_\_\_\_\_
- ☐ Partner - ☐ Limited ☐ General
- ☐ Guardian or Conservator
- ☐ Attorney-in-Fact
- ☐ Trustee
- ☐ Other: \_\_\_\_\_

Signer is representing \_\_\_\_\_



# POWER OF ATTORNEY

Direct Inquiries/Claims to:  
THE HARTFORD  
BOND, T-12  
One Hartford Plaza  
Hartford, Connecticut 06155  
[Bond.Claims@thehartford.com](mailto:Bond.Claims@thehartford.com)  
call: 888-266-3488 or fax: 860-757-5835

KNOW ALL PERSONS BY THESE PRESENTS THAT:

Agency Name: THE SIMKISS AGENCY INC  
Agency Code: 39-320116

- ☒ Hartford Fire Insurance Company, a corporation duly organized under the laws of the State of Connecticut  
☒ Hartford Casualty Insurance Company, a corporation duly organized under the laws of the State of Indiana  
☒ Hartford Accident and Indemnity Company, a corporation duly organized under the laws of the State of Connecticut  
☐ Hartford Underwriters Insurance Company, a corporation duly organized under the laws of the State of Connecticut  
☐ Twin City Fire Insurance Company, a corporation duly organized under the laws of the State of Indiana  
☐ Hartford Insurance Company of Illinois, a corporation duly organized under the laws of the State of Illinois  
☐ Hartford Insurance Company of the Midwest, a corporation duly organized under the laws of the State of Indiana  
☐ Hartford Insurance Company of the Southeast, a corporation duly organized under the laws of the State of Florida

having their home office in Hartford, Connecticut, (hereinafter collectively referred to as the "Companies") do hereby make, constitute and appoint, **up to the amount of Unlimited :**

William F. Simkiss, Daniel P. Dunigan, Richard J. Decker, Brian C. Block, Joseph W. Kolok Jr., James L. Hahn of PAOLI, Pennsylvania

their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign its name as surety(ies) only as delineated above by ☒, and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

In Witness Whereof, and as authorized by a Resolution of the Board of Directors of the Companies on May 6, 2015 the Companies have caused these presents to be signed by its Senior Vice President and its corporate seals to be hereto affixed, duly attested by its Assistant Secretary. Further, pursuant to Resolution of the Board of Directors of the Companies, the Companies hereby unambiguously affirm that they are and will be bound by any mechanically applied signatures applied to this Power of Attorney.



*John Gray*

John Gray, Assistant Secretary

*M. Ross Fisher*

M. Ross Fisher, Senior Vice President

STATE OF CONNECTICUT

COUNTY OF HARTFORD

ss. Hartford

On this 11th day of January, 2016, before me personally came M. Ross Fisher, to me known, who being by me duly sworn, did depose and say: that he resides in the County of Hartford, State of Connecticut; that he is the Senior Vice President of the Companies, the corporations described in and which executed the above instrument; that he knows the seals of the said corporations; that the seals affixed to the said instrument are such corporate seals; that they were so affixed by authority of the Boards of Directors of said corporations and that he signed his name thereto by like authority.



CERTIFICATE

*Nora M. Stranko*  
Nora M. Stranko  
Notary Public  
My Commission Expires March 31, 2018

I, the undersigned, Assistant Vice President of the Companies, DO HEREBY CERTIFY that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which is still in full force effective as of **13TH day of JUNE, 2017**  
Signed and sealed at the City of Hartford.



*Kevin Heckman*

Kevin Heckman, Assistant Vice President

**Tax Collector's Office**  
 625 Court Street  
 Finance Building, Room 100  
 P. O. Box 631  
 Martinez, California 94553-0063  
 (925) 957-5280  
 (925) 957-2898 (FAX)

# Contra Costa County

**Russell V. Watts**  
 County Treasurer-Tax Collector

**Brice B. Bins**  
 Chief Deputy Treasurer-Tax Collector

**Lulis Lopez**  
 Assistant Tax Collector



Date: 1/17/2018

IF THIS TRACT IS NOT FILED PRIOR TO THE DATE TAXES ARE OPEN FOR COLLECTION (R&T CODE 2608) **THIS LETTER IS VOID.**

This will certify that I have examined the map of the proposed subdivision entitled:

<u>Tract / MS #</u>	<u>City</u>	<u>T.R.A.</u>
9298	SAN RAMON	66405
Parcel #:	222-760-059-6	222-760-013-3

and have determined from the official tax records that there are no unpaid County taxes heretofore levied on the property included in the map.

The 2017-2018 tax lien has been paid in full. Our estimate of the 2018-2019 tax lien, which became a lien on the first day of January, 2018 is

**\$368,555.00**

This tract is subject to a 1915 Act Bond. If subject to a 1915 Act Bond, the original principal to calculate a segregation is

The amount calculated is **void** 45 days from the date of this letter, unless this letter is accompanied with security approved by the Contra Costa County Tax Collector  
**Subdivision bond must be presented to the County Tax Collector for review and approval of adequacy of security prior to filing with the Clerk of the Board of Supervisors.**

RUSSELL V. WATTS,  
 Treasurer-Tax Collector

By: 

**PRINCIPAL**

Shapell Industries, Incorporated  
100 North Milpitas Boulevard  
Milpitas, CA 95035  
Attn: Dave Suico  
408-946-1550

**BOND NO.: SU1147290**

**TITLE COMPANY**

First American Title Co.  
6683 Owens Drive  
Pleasanton, CA 94588  
Attn: Bernadette Salas  
Phone: 925-738-4043

Order Number:

**SURETY**

Name: Arch Insurance Company  
Address: 3 Parkway Suite 1500  
Philadelphia, PA 19102  
Phone #: 215-606-1650

**Tax year 2018/ 2019**

**BOND AGAINST TAXES**

**KNOW ALL MEN BY THESE PRESENTS:**

THAT, Shapell Industries, Inc., a Delaware Corporation as principal and (Surety) Arch Insurance Company, a corporation organized and existing under the laws of the State of Missouri, and authorized to transact surety business in California as surety are held and firmly bound unto the County of Contra Costa, State of California, in the penal sum of Three Hundred Sixty Eight Thousand Five Hundred Fifty Five and 00/100 Dollars (\$368,555.00), to be paid to said County of Contra Costa, for the payment of which will and truly be made, we and each of us bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

Sealed with our Seals and dated this 25 TH day of JANUARY, 2018.

The conditions of the above obligation is such that WHEREAS, the above bounded principal is about to file a map entitled Subdivision Map 9298 and covering a subdivision of a tract of land in said County of Contra Costa and there are certain liens for taxes and special assessments collected as taxes, against the said tract of land covered by said map, which taxes and special assessments collected as taxes, are not as yet due or payable.

NOW, THEREFORE, if the said Principal, shall pay all of the taxes and special assessments collected as taxes which are a lien against said tract of land covered by said map, at the time of the filing of said map of said tract, then this obligation shall be void and of no effect, otherwise it shall remain in full force and effect.



Shapell Industries, Incorporated, a Delaware Corporation

Arch Insurance Company

By: [Signature]  
Name: Steve Savage  
Title: Vice President

[Signature]  
Joseph W. Kolok, Jr., Attorney-in-Fact

Principal

Surety

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

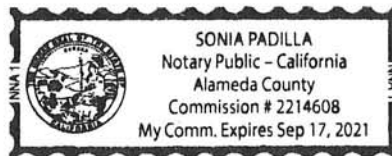
STATE OF California )SS  
COUNTY OF Alameda )

On January 29, 2017, before me, Sonia Padilla, Notary Public, personally appeared Steve Savage, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of with the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.

Signature: [Signature]



My Commission Expires: 9/17/21

This area for official notarial seal

Notary Name: Sonia Padilla  
Notary Registration Number: 2214608

Notary Phone: 510-299-5101  
County of Principal Place of Business: Alameda

SEE ATTACHED NOTARY ACKNOWLEDGEMENT FOR SURETY ATTORNEY-IN-FACT

DATE: 02/01/18  
BOND REVIEWED AND APPROVED  
CONTRA COSTA COUNTY  
TREASURER - TAX COLLECTOR  
BY: [Signature]

# CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT

Civil Code § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

State of PENNSYLVANIA

County of CHESTER

On January 25, 2018 before me, ARLENE OSTROFF, Notary Public  
Date Name and Title of Notary

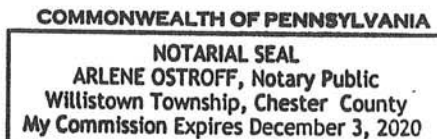
personally appeared JOSEPH W. KOLOK, JR.  
Name and or Names of Signer(s)

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

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

Witness my hand and official seal.

Signature *Arlene Ostroff*  
Notary Public Signature



Place Notary Public Seal Above

OPTIONAL

*Though the information below is not required by law, it may prove valuable to the persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.*

## Description of Attached Document

Title or Type of Document \_\_\_\_\_

Document Date \_\_\_\_\_ Number of Pages: \_\_\_\_\_

Signer's Name: \_\_\_\_\_

- ☐ Individual
- ☐ Corporate Officer – Title(s): \_\_\_\_\_
- ☐ Partner - ☐ Limited ☐ General
- ☐ Guardian or Conservator
- ☒ Attorney-in-Fact
- ☐ Trustee
- ☐ Other: \_\_\_\_\_

Signer is representing \_\_\_\_\_  
Arch Insurance Company

RIGHT THUMBPRINT  
OF SIGNER  
Top of thumb

- ☐ Individual
- ☐ Corporate Officer – Title(s): \_\_\_\_\_
- ☐ Partner - ☐ Limited ☐ General
- ☐ Guardian or Conservator
- ☐ Attorney-in-Fact
- ☐ Trustee
- ☐ Other: \_\_\_\_\_

Signer is representing \_\_\_\_\_

RIGHT THUMBPRINT  
OF SIGNER  
Top of thumb

# THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA

and for Special Districts, Agencies and Authorities Governed by the Board

Adopted this Resolution on 03/13/2018 by the following vote:

AYE: ☐ 5 ☐ John Gioia  
Candace Andersen  
Diane Burgis  
Karen Mitchoff  
Federal D. Glover

NO: ☐

ABSENT: ☐

ABSTAIN: ☐

RECUSE: ☐



## Resolution No. 2018/72

IN THE MATTER OF approving the Final Map and Subdivision Agreement for subdivision SD12-09298, for project being developed by Shapell Industries Inc., a Delaware Company, as recommended by the Public Works Director, San Ramon (Dougherty Valley) area. (District II)

WHERE AS, the following documents were presented for board approval this date:

### I. Map

The Final Map of subdivision SD12-09298, property located in the San Ramon (Dougherty Valley) area, Supervisorial District II, said map having been certified by the proper officials.

### II. Subdivision Agreement

A subdivision agreement with Shapell Industries Inc., a Delaware Company, principal, whereby said principal agrees to complete all improvements as required in said subdivision agreement within 2 years from the date of said agreement. Accompanying said subdivision agreement is security guaranteeing completion of said improvements as follows:

#### A. Cash Bond

Performance amount: \$18,000

Auditor's Deposit Permit No. DP741185 Date: July 17, 2017

Submitted by: Shapell Industries Inc., a Delaware Company

#### B. Surety Bond

Bond Company: Hartford Fire Insurance Company

Bond Number: 39BSBHR0973 Date: June 13, 2017

Performance Amount: \$1,756,000

Labor & Materials Amount: \$887,000

Principal: Shapell Industries Inc., a Delaware Corporation

### III. Tax Letter

Letter from the County Tax Collector stating that there are no unpaid County taxes heretofore levied on the property included in said map and that the 2017-2018 tax lien has been paid in full and the 2018-2019 tax lien, which became a lien on the first day of January 2018, is estimated to be \$368,555.00, with security guaranteeing payment of said tax lien as follows:

#### \* Tax Surety

Bond Company: Arch Insurance Company

Bond Number: SU1147290 Date: January 25, 2018

Amount: \$368,555.00

Submitted by/Principal: Shapell Industries Inc. a Delaware Corporation

NOW, THEREFORE, BE IT RESOLVED:

1. That said subdivision, together with the provisions for its design and improvement, is DETERMINED to be consistent with the County's general and specific plans.
2. That said Final map is APPROVED and this Board does hereby *accept subject to installation and acceptance of improvements* on behalf of the public any of the streets, paths, or easements shown thereon as dedicated to public use.
3. That said subdivision agreement is also APPROVED.

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

Contact: Craig Standafer (925)313-2018

ATTESTED: March 13, 2018

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

By: Stacey M. Boyd, Deputy



cc: Jocelyn LaRocque, Renee Hutchins, Records, Sherri Reed, Chris Hallford, Mapping, Craig Standafer, Engineering Services, Lori Leontini, Michael Mann, Finance, Ruben Hernandez - DCD, T-11/13/18, Shapell Industries, Inc., Arch Insurance Company, First American Title Co.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: March 13, 2018

Subject: Close a portion of Jones Rd. between Coggins Dr. and Harvey Dr., on March 13, 2018 through August 8, 2019, Walnut Creek, area

**RECOMMENDATION(S):**

ADOPT Resolution No. 2018/81 approving and authorizing the Public Works Director, or designee, to partially close a portion of southbound lanes of Jones Road between Coggins Drive and Harvey Drive, on March 13, 2018 through August 8, 2019, 24 hours per day, for the purpose of construction access and to create safe area to unload trucks with overhead crane and to construct frontage improvements, Walnut Creek area. (District IV)

**FISCAL IMPACT:**

No fiscal impact

**BACKGROUND:**

Applicant shall follow guidelines set forth by the Public Works Department.

**CONSEQUENCE OF NEGATIVE ACTION:**

Applicant will be unable to close the road for planned activities.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: Stacey M. Boyd, Deputy

Contact: Bob Hendry (925)  
674-7744



AGENDA ATTACHMENTS

Resolution No. 2018/81

MINUTES ATTACHMENTS

Signed: Resolution No.  
2018/81



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

Adopted this Resolution on 03/13/2018 by the following vote:

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



**Resolution No. 2018/81**

IN THE MATTER OF approving and authorizing the Public Works Director, or designee, to partially close a portion of southbound lanes of Jones Road between Coggins Drive and Harvey Drive, on March 13, 2018 through August 8, 2019, 24 hours per day, for the purpose of construction access and to create safe area to unload trucks with overhead crane and to construct frontage improvements, Walnut Creek area. (District IV)

RC18-3

IT IS BY THE BOARD RESOLVED that permission is granted to Avalon Bay Communities, Inc. to partially close southbound lanes of Jones Road between Coggins Drive and Harvey Drive, except for emergency traffic, on March 13, 2018 through August 8, 2019 for the period of 24 hours per day, subject to the following conditions:

NOW, THEREFORE, BE IT RESOLVED:

1. Traffic will be detoured via per traffic control plan reviewed by Public Works.
2. All signing to be in accordance with the California Manual on Uniform Traffic Control Devices.
3. Avalon Bay Communities, Inc. shall comply with the requirements of the Ordinance Code of Contra Costa County.
4. Provide the County with a Certificate of Insurance in the amount of \$1,000,000.00 for Comprehensive General Public Liability which names the County as an additional insured prior to permit issuance.
5. Obtain approval for the closure from the Sheriff's Department, the California Highway Patrol and the Fire District.

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

**Contact: Bob Hendry (925) 674-7744**

**ATTESTED: March 13, 2018**

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

By: Stacey M. Boyd, Deputy

**cc:** Jocelyn LaRocque, Bob Hendry, Bob Hendry, Bob Hendry, CHP, Sheriff-Patrol Div. Commander

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA**

**and for Special Districts, Agencies and Authorities Governed by the Board**

Adopted this Resolution on 03/13/2018 by the following vote:

**AYE:** ☐ 5 ☐ ☐ ☐ ☐ ☐  
**John Gioia**  
**Candace Andersen**  
**Diane Burgis**  
**Karen Mitchoff**  
**Federal D. Glover**

**NO:** ☒

**ABSENT:** ☒

**ABSTAIN:** ☒

**RECUSE:** ☒



**Resolution No. 2018/81**

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5. Obtain approval for the closure from the Sheriff's Department, the California Highway Patrol and the Fire District.

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

**Contact: Bob Hendry (925) 674-7744**

**ATTESTED: March 13, 2018**

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

*Stacey M. Boyd*  
By: Stacey M. Boyd, Deputy

**cc:** Jocelyn LaRocque, Bob Hendry, Bob Hendry, Bob Hendry, CHP, Sheriff-Patrol Div. Commander



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: March 13, 2018

Subject: Close a portion of Oak View Ave., Colusa Ave., and Berkeley Park Blvd., on March 17, 2018 from 7-10 AM, for the Colusa Circle race, Kensington area.

**RECOMMENDATION(S):**

ADOPT Resolution No. 2018/82 approving and authorizing the Public Works Director, or designee, to fully close a portion of Oak View Avenue between Santa Fe Avenue and Ocean View Avenue, Colusa Avenue between Ocean View Avenue and Santa Fe Avenue, and Berkeley Park Boulevard between Visalia Avenue and Coventry Road, on March 17, 2018 from 7:00 AM through 10:00 AM, for the purpose of Colusa Circle 5K foot race, Kensington area. (District 1)

**FISCAL IMPACT:**

No fiscal impact

**BACKGROUND:**

Applicant shall follow guidelines set forth by the Public Works Department.

**CONSEQUENCE OF NEGATIVE ACTION:**

Applicant will be unable to close the road for planned activities.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: Stacey M. Boyd, Deputy

Contact: Bob Hendry (925)  
674-7744

AGENDA ATTACHMENTS

Resolution No. 2018/82

MINUTES ATTACHMENTS

Signed: Resolution

No.2018/82

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

Adopted this Resolution on 03/13/2018 by the following vote:

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



**Resolution No. 2018/82**

IN THE MATTER OF approving and authorizing the Public Works Director, or designee, to fully close a portion of Oak View Avenue between Santa Fe Avenue and Ocean View Avenue, Colusa Avenue between Ocean View Avenue and Santa Fe Avenue, and Berkeley Park Boulevard between Visalia Avenue and Coventry Road, on March 17, 2018 from 7:00 AM through 10:00 AM, for the purpose of Colusa Circle 5K foot race, Kensington area. (District 1)

RC18-2

IT IS BY THE BOARD RESOLVED that permission is granted to Zip Code East Bay to fully close Oak View Avenue between Santa Fe Avenue and Ocean View Avenue, Colusa Avenue between Ocean View Avenue and Santa Fe Avenue, and Berkeley Park Boulevard between Visalia Avenue and Coventry Road, except for emergency traffic, on March 17, 2018 for the period of 7:00 AM through 10:00 AM, subject to the following conditions:

NOW, THEREFORE, BE RESOLVED:

1. Traffic will be detoured via per traffic control plan reviewed by Public Works.
2. All signing to be in accordance with the California Manual on Uniform Traffic Control Devices.
3. Zip Code East Bay shall comply with the requirements of the Ordinance Code of Contra Costa County.
4. Provide the County with a Certificate of Insurance in the amount of \$1,000,000.00 for Comprehensive General Public Liability which names the County as an additional insured prior to permit issuance.
5. Obtain approval for the closure from the Sheriff's Department, the California Highway Patrol and the Fire District.

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

**Contact: Bob Hendry (925) 674-7744**

**ATTESTED: March 13, 2018**

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

By: Stacey M. Boyd, Deputy

**cc:** Jocelyn LaRocque, Bob Hendry, CHP, Sheriff - Patrol Div. Commander

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

Adopted this Resolution on 03/13/2018 by the following vote:

**AYE:** ☒ 5 **John Gioia**  
**Candace Andersen**  
**Diane Burgis**  
**Karen Mitchoff**  
**Federal D. Glover**

**NO:** ☐

**ABSENT:** ☐

**ABSTAIN:** ☐

**RECUSE:** ☐



**Resolution No. 2018/82**

IN THE MATTER OF approving and authorizing the Public Works Director, or designee, to fully close a portion of Oak View Avenue between Santa Fe Avenue and Ocean View Avenue, Colusa Avenue between Ocean View Avenue and Santa Fe Avenue, and Berkeley Park Boulevard between Visalia Avenue and Coventry Road, on March 17, 2018 from 7:00 AM through 10:00 AM, for the purpose of Colusa Circle 5K foot race, Kensington area. (District 1)

RC18-2

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NOW, THEREFORE, BE RESOLVED:

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2. All signing to be in accordance with the California Manual on Uniform Traffic Control Devices.
3. Zip Code East Bay shall comply with the requirements of the Ordinance Code of Contra Costa County.
4. Provide the County with a Certificate of Insurance in the amount of \$1,000,000.00 for Comprehensive General Public Liability which names the County as an additional insured prior to permit issuance.
5. Obtain approval for the closure from the Sheriff's Department, the California Highway Patrol and the Fire District.

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

**Contact: Bob Hendry (925) 674-7744**

**ATTESTED: March 13, 2018**

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

By: *Stacey M. Boyd*  
Stacey M. Boyd, Deputy

**cc:** Jocelyn LaRocque, Bob Hendry, CHP, Sheriff - Patrol Div. Commander





# Contra Costa County

To: Board of Supervisors  
From: Keith Freitas, Airports Director  
Date: March 13, 2018

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

## **RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Pacific Diamond, LLC for a T-hangar at Buchanan Field Airport effective February 20, 2018 in the monthly amount of \$394.10, Pacheco area (District IV).

## **FISCAL IMPACT:**

The Airport Enterprise Fund will realize \$4,729.20 annually.

## **BACKGROUND:**

On September 1, 1970, Buchanan Airport Hangar Company entered into a 30-year lease with Contra Costa County for the construction of seventy-five (75) hangars and eighteen (18) aircraft shelters/shade hangars at Buchanan Field Airport. In 1977 Buchanan Airport Hangar Company amended their lease to allow for the construction of another 30-year lease with Contra Costa County for the construction of seventeen (17) additional hangars. Buchanan Airport Hangar Company was responsible for the maintenance and property management of the property during the lease period.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

## **VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: Stacey M. Boyd, Deputy

Contact: Beth Lee, (925)  
681-4200

cc:

## BACKGROUND: (CONT'D)

On September 1, 2000, the ninety-three (93) t- and shade hangars at Buchanan Field reverted to the County ownership pursuant to the terms of the above lease.

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

On February 16, 2007, the additional seventeen (17) hangars at Buchanan Field reverted back to the County pursuant to the above referenced lease. This row included six (6) large hangars which were not covered by the approved T-Hangar and Shade Hangar Rental Agreement.

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

On January 16, 2009, Contra Costa County Board of Supervisors approved an amendment to the T-Hangar and Shade Hangar Rental Agreement and the Large Hangar Rental Agreement (combined "Hangar Rental Agreements") which removed the Aircraft Physical Damage Insurance requirement. The Hangar Rental Agreements are the current forms in use for rental of all the County hangars at Buchanan Field Airport.

## CONSEQUENCE OF NEGATIVE ACTION:

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

## ATTACHMENTS

Hangar Rental Agmt - Pacific Diamond, LLC

## CONTRA COSTA COUNTY - BUCHANAN FIELD AIRPORT

### T-HANGAR AND SHADE HANGAR RENTAL AGREEMENT

1. **PARTIES:** **February 20, 2018** ("Effective Date"), the COUNTY OF CONTRA COSTA, a political subdivision of the State of California ("**Airport**"), **Pacific Diamond, LLC** ("**Renter**"), hereby mutually agree and promise as follows:
2. **RENTER AND AIRCRAFT INFORMATION:** Simultaneous with the execution of this T-Hangar and Shade Hangar Rental Agreement ("**Rental Agreement**") by Renter, Renter shall complete the Renter and Aircraft Information Form. A completed copy of the Renter and Aircraft Information Form is attached hereto as Exhibit "A" and incorporated herein. Renter must also provide to Airport at that time, for inspection and copying, (1) the original current Aircraft Registration or, if the aircraft described in Exhibit A is under construction, the plans for and proof of ownership of such aircraft; and (2) the insurance information required by Section 16 below.
3. **PURPOSE:** The purpose of this Rental Agreement is to provide for the rental of a T-Hangar or Shade Hangar space at the Contra Costa County - Buchanan Field Airport for the storage of the aircraft described in the Renter and Aircraft Information Form ("**Renter's Aircraft**").
4. **PREMISES:** For and in consideration of the rents and faithful performance by Renter of the terms and conditions set forth herein, Airport hereby rents to Renter and Renter hereby rents from Airport that T-Hangar or Shade Hangar shown as # **A-5** on the T-Hangar and Shade Hangar Site Plan, attached hereto as Exhibit B and incorporated herein. This T-Hangar or Shade Hangar is part of the T-Hangar and Shade Hangar Site ("**T-Hangar Site**") and shall hereinafter be described as the "**T-Hangar.**"

Renter has inspected the T-Hangar and hereby accepts the T-Hangar in its present condition, as is, without any obligation on the part of Airport to make any alterations, improvements, or repairs in or about the T-Hangar.

5. **USE:** The T-Hangar shall be exclusively by Renter for the storage of Renter's Aircraft. In addition to the storage of Renter's Aircraft, Renter may use the T-Hangar for (1) the homebuilding, restoration and/or maintenance of Renter's Aircraft, provided that such homebuilding, restoration and/or maintenance is performed by Renter only and in conformance with all applicable statutes, ordinances, resolutions, regulations, orders, circulars (including but not limited to FAA Advisory Circular 20-27) and policies now in existence or adopted from time to time by the United States, the State of California, the County of Contra Costa and other government agencies with jurisdiction over Buchanan Field Airport; (2) the storage of and materials directly

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

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

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

6. **TERM:** This Rental Agreement shall be from month to month commencing **February 20, 2018**, and shall continue until terminated. This Rental Agreement may be terminated by any party upon thirty (30) days written notice to the other party.

7. **RENT:**

- A. **Monthly Rent and Additional Rent.** Renter shall pay \$ **394.10** in rent per month ("**Monthly Rent**") due and payable in advance on the first day of each calendar month, beginning on the commencement date of this Rental Agreement. Unless directed to do otherwise by Airport, Renter shall pay rent only in cash or by personal check, certified check, or money order. If the term of this Rental Agreement begins on a day other than the first day of the month, the Monthly Rent stated above for the first month shall be prorated



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: March 13, 2018

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

**RECOMMENDATION(S):**

ADOPT Resolution No. 2018/92 establishing a rate of \$30 per Equivalent Runoff Unit (ERU) for Stormwater Utility Area 17 (Unincorporated County) for Fiscal Year 2018–2019 and requesting that the Contra Costa County Flood Control & Water Conservation District (FC District) adopt annual parcel assessments for drainage maintenance and the National Pollutant Discharge Elimination System Program, Countywide.

**FISCAL IMPACT:**

The 2018–2019 rate per ERU is the same as that set for fiscal year 2017–2018. Therefore, there will be no change in rate for Unincorporated County property owners. The unincorporated area of Contra Costa County will produce approximately \$2,700,000, which will be used to implement the Unincorporated County's Watershed Program. All associated costs funded 100% by Stormwater Utility Area 17 Funds.

**BACKGROUND:**

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

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

Contact: Cece Sellgren, (925)  
313-2296

By: Stacey M. Boyd, Deputy

### BACKGROUND: (CONT'D)

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

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

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

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

### CONSEQUENCE OF NEGATIVE ACTION:

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



AGENDA ATTACHMENTS

Resolution No. 2018/92

MINUTES ATTACHMENTS

Signed: Resolution No. 2018/92

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

Adopted this Resolution on 03/13/2018 by the following vote:

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



**Resolution No. 2018/92**

In The Matter of: ESTABLISH the rate per equivalent runoff unit for Stormwater Utility Area 17 (Unincorporated County) for Fiscal Year 2018–2019 and request that the Contra Costa County Flood Control & Water Conservation District (FC District) ADOPT an annual parcel assessment for drainage maintenance and the National Pollutant Discharge Elimination System (NPDES) Program, Countywide.

The Board of Supervisors of Contra Costa County RESOLVES THAT;

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

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

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

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

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

NOW, THEREFORE BE IT RESOLVED, that the County Board of Supervisors does determine that the rate to be assigned to a single ERU for Fiscal Year 2018–2019 shall be set at \$30.

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

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

**Contact: Cece Sellgren, (925) 313-2296**

**ATTESTED: March 13, 2018**

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

By: Stacey M. Boyd, Deputy

**cc:** Laura Strobel, County Administrator's Office, Bob Campbell, County Auditor–Controller's Office, Dorothy Lim, County Auditor–Controller's Office, Tim Jensen, Flood Control, Cece Sellgren, Flood Control, Patrick Melgar, Flood Control, Catherine Windham, Flood Control

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA**

**and for Special Districts, Agencies and Authorities Governed by the Board**

Adopted this Resolution on 03/13/2018 by the following vote:

**AYE:**  **John Gioia**  
**Candace Andersen**  
**Diane Burgis**  
**Karen Mitchoff**  
**Federal D. Glover**

**NO:** ☐

**ABSENT:** ☐

**ABSTAIN:** ☐

**RECUSE:** ☐



**Resolution No. 2018/92**

In The Matter of: ESTABLISH the rate per equivalent runoff unit for Stormwater Utility Area 17 (Unincorporated County) for Fiscal Year 2018–2019 and request that the Contra Costa County Flood Control & Water Conservation District (FC District) ADOPT an annual parcel assessment for drainage maintenance and the National Pollutant Discharge Elimination System (NPDES) Program, Countywide.

The Board of Supervisors of Contra Costa County RESOLVES THAT;

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

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

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

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

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

NOW, THEREFORE BE IT RESOLVED, that the County Board of Supervisors does determine that the rate to be assigned to a single ERU for Fiscal Year 2018–2019 shall be set at \$30.

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**Contact: Cece Sellgren, (925) 313-2296**

**ATTESTED: March 13, 2018**

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

By: *Stacey M. Boyd*  
Stacey M. Boyd, Deputy

**cc:** Laura Strobel, County Administrator's Office, Bob Campbell, County Auditor–Controller's Office, Dorothy Lim, County Auditor–Controller's Office, Tim Jensen, Flood Control, Cece Sellgren, Flood Control, Patrick Melgar, Flood Control, Catherine Windham, Flood Control



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: March 13, 2018

Subject: APPROVE Notice of Intention to Convey Real Property to Discovery Bay Community Services District, Discovery Bay area.

**RECOMMENDATION(S):**

APPROVE the Notice of Intention ("NOI") to Convey Real Property owned by Contra Costa County (County), located at 505 Discovery Bay Boulevard in Discovery Bay and identified as Assessor's Parcel Number 009-200-013 (Property), to Discovery Bay Community Services District (District), pursuant to Government Code Section 25365(a). Project No.: 4500-6G5875

DETERMINE that the Property is no longer required for County purposes.

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

DECLARE that this Board will meet on March 27, 2018 at 9:00 a.m. or thereafter, in the Board's Chambers, County Administration Building, 651 Pine Street, Martinez, California, to consummate the conveyance.

**FISCAL IMPACT:**

No fiscal impact.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: Stacey M. Boyd, Deputy

Contact: Angela Bell, 925.  
313-2337

cc:

**BACKGROUND:**

In March 1985, the County accepted an Offer of Dedication in order to satisfy the Park Land Dedication Ordinance requirements for Subdivision 4205 in Discovery Bay.

In 1988, Assessor's Parcel Number 004-200-013, which consists of approximately 9.90 acres of vacant land, was quitclaimed to the County. It has been determined that the Property is no longer required for County use, but is required by the District. Therefore, the County intends to convey the Property to the District.

This board order replaces board order item, C.11, approved on February 6, 2018. Due to deadline constraints regarding publication requirements, the only information that has been revised is the date the Board will consummate the conveyance from February 27, 2018 to March 27, 2018. A revised NOI will be published.

On February 6, 2018 a Notice of Exemption was filed. (CP# 17-34)

**CONSEQUENCE OF NEGATIVE ACTION:**

The County would continue to own and be liable for maintenance of the Property.

**ATTACHMENTS**

Notice of Intention

**CONTRA COSTA COUNTY  
PUBLIC WORKS DEPARTMENT  
255 Glacier Drive  
Martinez, CA 94553**

**NOTICE OF INTENTION**

The Board of Supervisors of Contra Costa County declares its intention to convey Assessor's Parcel Number 004-200-013, identified as Cornell Park, which consist of approximately 9.90 acres of vacant land located at 505 Discovery Bay Boulevard in Discovery Bay, California. A description of the proposed area to be conveyed is available at the Contra Costa County Works Department 255 Glacier Dr., Martinez, California. The Board Order dated March 13, 2018, declares that the Board will meet on March 27, 2018, at 9:00 a.m. or thereafter, in its Chambers, County Administration Building, 651 Pine Street, Martinez, California, to consummate the conveyance.





# Contra Costa County

To: Board of Supervisors  
From: Keith Freitas, Airports Director  
Date: March 13, 2018

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

## **RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with David Friedman for a T-hangar at Buchanan Field Airport effective March 1, 2018 in the monthly amount of \$394.10, Pacheco area (District IV).

## **FISCAL IMPACT:**

The Airport Enterprise Fund will realize \$4,729.20 annually.

## **BACKGROUND:**

On September 1, 1970, Buchanan Airport Hangar Company entered into a 30-year lease with Contra Costa County for the construction of seventy-five (75) hangars and eighteen (18) aircraft shelters/shade hangars at Buchanan Field Airport. In 1977 Buchanan Airport Hangar Company amended their lease to allow for the construction of another 30-year lease with Contra Costa County for the construction of seventeen (17) additional hangars. Buchanan Airport Hangar Company was

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

## **VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: Stacey M. Boyd, Deputy

Contact: Beth Lee, (925)  
681-4200

cc:

#### BACKGROUND: (CONT'D)

responsible for the maintenance and property management of the property during the lease period.

On September 1, 2000, the ninety-three (93) t- and shade hangars at Buchanan Field reverted to the County ownership pursuant to the terms of the above lease.

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

On February 16, 2007, the additional seventeen (17) hangars at Buchanan Field reverted back to the County pursuant to the above referenced lease. This row included six (6) large hangars which were not covered by the approved T-Hangar and Shade Hangar Rental Agreement.

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

On January 16, 2009, Contra Costa County Board of Supervisors approved an amendment to the T-Hangar and Shade Hangar Rental Agreement and the Large Hangar Rental Agreement (combined "Hangar Rental Agreements") which removed the Aircraft Physical Damage Insurance requirement. The Hangar Rental Agreements are the current forms in use for rental of all the County hangars at Buchanan Field Airport.

#### CONSEQUENCE OF NEGATIVE ACTION:

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

#### ATTACHMENTS

Hangar Rental Agmt - D Friedman

## CONTRA COSTA COUNTY - BUCHANAN FIELD AIRPORT

### T-HANGAR AND SHADE HANGAR RENTAL AGREEMENT

1. **PARTIES:** March 1, 2018 ("Effective Date"), the COUNTY OF CONTRA COSTA, a political subdivision of the State of California ("**Airport**"), David Friedman ("**Renter**"), hereby mutually agree and promise as follows:
2. **RENTER AND AIRCRAFT INFORMATION:** Simultaneous with the execution of this T-Hangar and Shade Hangar Rental Agreement ("**Rental Agreement**") by Renter, Renter shall complete the Renter and Aircraft Information Form. A completed copy of the Renter and Aircraft Information Form is attached hereto as Exhibit "A" and incorporated herein. Renter must also provide to Airport at that time, for inspection and copying, (1) the original current Aircraft Registration or, if the aircraft described in Exhibit A is under construction, the plans for and proof of ownership of such aircraft; and (2) the insurance information required by Section 16 below.
3. **PURPOSE:** The purpose of this Rental Agreement is to provide for the rental of a T-Hangar or Shade Hangar space at the Contra Costa County - Buchanan Field Airport for the storage of the aircraft described in the Renter and Aircraft Information Form ("**Renter's Aircraft**").
4. **PREMISES:** For and in consideration of the rents and faithful performance by Renter of the terms and conditions set forth herein, Airport hereby rents to Renter and Renter hereby rents from Airport that T-Hangar or Shade Hangar shown as # AA-2 on the T-Hangar and Shade Hangar Site Plan, attached hereto as Exhibit B and incorporated herein. This T-Hangar or Shade Hangar is part of the T-Hangar and Shade Hangar Site ("**T-Hangar Site**") and shall hereinafter be described as the "**T-Hangar.**"

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

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

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

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

6. **TERM:** This Rental Agreement shall be from month to month commencing **March 1, 2018**, and shall continue until terminated. This Rental Agreement may be terminated by any party upon thirty (30) days written notice to the other party.

7. **RENT:**

- A. **Monthly Rent and Additional Rent.** Renter shall pay \$ **394.10** in rent per month ("**Monthly Rent**") due and payable in advance on the first day of each calendar month, beginning on the commencement date of this Rental Agreement. Unless directed to do otherwise by Airport, Renter shall pay rent only in cash or by personal check, certified check, or money order. If the term of this Rental Agreement begins on a day other than the first day of the month, the Monthly Rent stated above for the first month shall be prorated



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: March 13, 2018

Subject: APPROVE the Sale of Surplus Real Property to Meles Eleyh Babrudy, Romena Jonas and Ashur Abbasi, Rodeo area.

**RECOMMENDATION(S):**

DECLARE that this Board on September 26, 2017, approved a Notice of Intention to Sell Real Property (Notice) located at 343 Rodeo Avenue in Rodeo (Property). Said Notice was duly published in the Contra Costa Times in compliance with Government Code Section 25363. (Project No.: WLG131)

ACCEPT a bid from Meles Eleyh, a married man, as to an undivided 50% interest; Romena Jonas, a single woman, as to an undivided 25% interest and Ashur Abbasi, a single man, as to an undivided 25% interest as tenants in common (Optionee) in the amount of Eighty Five Thousand Dollars (\$85,000) for 343 Rodeo Avenue in Rodeo, California.

APPROVE the Option to Purchase Agreement (Agreement) with Optionee for the above property.

AUTHORIZE the Chair, Board of Supervisors to execute the Agreement and AUTHORIZE the Public Works Director, or designee, to execute any necessary extensions provided for in said Agreement, on behalf of the County.

AUTHORIZE the Chair, Board of Supervisors to execute a Grant Deed to

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: Stacey M. Boyd, Deputy

Contact: Angela Bell, 925.  
313-2337

cc:

RECOMMENDATION(S): (CONT'D)

Optionee on behalf of Contra Costa County (County).

DIRECT the Real Estate Division of the Public Works Department to deliver a certified copy of this Board Order with the Grant Deed to Fidelity Title Company 10562 S. De Anza Boulevard, Cupertino, CA 95014 for recording in the Office of the County Clerk-Recorder, upon performance and compliance by the Optionee of all terms and conditions set forth in the Agreement.

FISCAL IMPACT:

The County will receive \$85,000 from the public auction sale of this Property. Funds will help offset demolition costs. 100% General Fund

BACKGROUND:

The Property is the site of the former Rodeo Veterans building occupied by War Memorial Hall Association (Association). In 2008, the lease with the Association was terminated and the Association relocated to Pinole. The building was vacant from 2008 to 2017 as a result of significant interior and water damage making it a public nuisance. In July 2017, the building was demolished.

On September 26, 2017, the Board of Supervisors determined said property to be surplus and no longer needed for public purposes. The Notice of Public Land Sale set November 30, 2017 at 2:00 P.M., as the time and place where oral bids would be received and considered. The highest bid received for the real property, in accordance with the terms and conditions of sale approved by this Board was \$85,000 by Optionee, at which time the amount of \$6,000 was deposited as an option-bid deposit to secure completion of the transaction.

CONSEQUENCE OF NEGATIVE ACTION:

The County will continue to own and be responsible for the maintenance of the subject property.

AGENDA ATTACHMENTS

Grant Deed

Option Agreement

MINUTES ATTACHMENTS

Signed: Grant Deed & Agreement



Recorded at the request of:  
Contra Costa County

Return to:  
Romana Jonas and Ashur Abbasi  
228 Burning Tree Drive  
San Jose, CA 95111

With copy to:  
Meles Eleyh  
6165 Camino Verde Drive, Apt. M-1  
San Jose, CA 95119

Assessor's Parcel No.: 357-081-015 0

## GRANT DEED

For valuable consideration, receipt of which is hereby acknowledged,

CONTRA COSTA COUNTY, a political subdivision of the State of California,

### Grants to

MELES ELEYH, A MARRIED MAN AS TO AN UNDIVIDED 50% INTEREST; ROMANA JONAS, A SINGLE WOMAN AS TO AN UNDIVIDED 25% INTEREST AND ASHUR ABBASI, A SINGLE MAN AS TO AN UNDIVIDED 25% INTEREST AS TENANTS IN COMMON, the following described real property in Rodeo, unincorporated area of the County of Contra Costa, State of California,

Lot 30 and 31 in Block 1, as shown on the Map entitled, "Subdivision of Block 1 W, Town of Rodeo", filed for record May 8, 1928, in Book 21 of Maps, Page 568.

CONTRA COSTA COUNTY;

Dated \_\_\_\_\_

By \_\_\_\_\_

Karen Mitchoff  
Chair, Board of Supervisors

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA )

COUNTY OF CONTRA COSTA )

On \_\_\_\_\_ before me, \_\_\_\_\_ Clerk of the Board of Supervisors, Contra Costa County, personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.

Signature: \_\_\_\_\_

Deputy Clerk

Optionees: Eleyh, Jonas and Abbasi  
Parcel Number: 357-081-015  
Project Name: Sale of 343 Rodeo Ave.  
Project Number: WLG131

Address: 343 Rodeo Avenue  
Rodeo, California 94572

**OPTION AGREEMENT BETWEEN  
CONTRA COSTA COUNTY  
AND THE OPTIONEE NAMED HEREIN  
(Not to be Recorded)**

**1. Recitals.**

- a. CONTRA COSTA COUNTY, a political subdivision of the State of California ("County"), is the owner of certain real property located at 343 Rodeo Avenue, Rodeo and described as Lot 30 and 31 in Block 1, as shown on the Map entitled, "Subdivision of Block 1 W, Town of rodeo", filed for record May 8, 1928, in Book 21 of Maps, Page and further identified as A.P.N. 357-081-015 hereinafter referred to as the "Property."
- b. County proposes to sell the Property.
- c. Meles Eleyh, a married man as to an undivided 50% interest; Romena Jonas, a single woman as to an undivided 25% interest and Ashur Abbasi, a single man as to an undivided 25% interest as tenants in common ("Optionee") desires to acquire the exclusive right to purchase the Property at an agreed price and under the specific terms and conditions below.

**2. Effective Date.**

The effective date of this Option shall be the date that this Option is approved by the Contra Costa County Board of Supervisors ("Effective Date").

**3. Grant of Option.**

County grants to Optionee the exclusive option to purchase the Property on the terms and conditions in this Option Agreement.

**4. Term of Option.**

The term of this Option shall commence on the Effective Date and shall expire or terminate on the earliest of the following dates:

- a. **Option Term.** Sixty (60) days following the Effective Date, unless during said 60 day period County agrees in writing to extend the Option Period.
- b. **Extension of Option Period.** County, in its sole discretion, shall have the right, but not the obligation, to extend the term of the Option Term, under such terms and conditions as County believes is reasonable, if County, in its sole discretion, believes such extension is warranted. No such extension shall be effective unless and until it is in writing signed by both parties.
- c. **Breach.** Immediately upon a breach or default by Optionee under this Option Agreement.

- d. **Purchase.** The date that the Optionee acquire the entirety of the Property.

5. **Consideration for Option**

- a. **Payment.** As consideration for the Option granted under this Agreement, Optionee agrees to pay County the sum of Six Thousand Dollars 00/100 (\$6,000.00 ) upon the terms and conditions outlined herein, said amount to be credited to the Purchase Price of the Property ("Option Consideration"). The Option Consideration shall be paid at the Public Works Department, Real Estate Division, 255 Glacier Drive, Martinez, CA 94553, payable to the Contra Costa County on November 30, 2017.
- b. **Retention of Option Consideration.** Except as provided in Section 10 below, all Option Consideration paid to or on behalf of County shall belong to County and be retained by County, whether or not Optionee ultimately exercises its right to purchase the Property. County shall have no obligation to account for the Option Consideration to Optionee.

6. **Terms and Purchase Price.**

- a. **Escrow.** If the Optionee exercises its Option, the sale may be consummated through an escrow with Fidelity National Title Company (Title Company), 10562 S. DeAnza Boulevard, Cupertino, CA 95014, Escrow No. 2041800054. In such case, Optionee hereby authorizes County to prepare and file escrow instructions with said Title Company on behalf of Optionee in accordance with this Agreement. If for any reason, the named Title Company is unable to handle this transaction through the Close of Escrow, the County's Real Property Agent assigned to oversee this Property acquisition will select an alternate title company to handle the transaction, and notify Grantor in writing of the identity and address of the successor title company and the new escrow number. Thereafter, the successor company will be the "Title Company" for purposes of this Agreement. Escrow shall be deemed to be closed and the Property shall be deemed to be conveyed on the date the deed to Optionee is recorded ("Closing Date"). All escrow fees, recording fees, documentary transfer taxes or other real estate transaction taxes or fees, by whatever name known, including broker's commission, if any, and personal property sales taxes where applicable, will be paid solely by Optionee. If title insurance is desired by the Optionee, Optionee will be solely responsible to pay the premium charged therefor.
- b. **Purchase Price.** The purchase price ("Purchase Price") for the Property during the Option Term is the sum of Eighty Five Thousand Dollars (\$85,000). All Option Consideration paid by Optionee shall be credited to the Purchase Price of the Property. The Purchase Price shall be paid at the Public Works Department, Real Estate Division, 255 Glacier Drive, Martinez, CA 94553, payable to the Contra Costa County. However, if an escrow is opened under 6.a., above, Optionee shall deposit the Purchase Price, minus the Option Consideration, into escrow and that amount shall be paid to the County at the close of Escrow.
- b. **Title; Grant Deed.** The right, title and interest in the Property to be conveyed by County pursuant to this Agreement shall not exceed that vested in the County. If the Optionee exercises its option, the Property shall be conveyed to Optionee subject to all title exceptions, restrictions, easements, liens and reservations, whether or not of record. The sale under this Option is subject to the approval of the Contra Costa County Board of Supervisors. The Optionee may not take possession of the

Property until a deed from the Contra Costa County has been recorded. If the Optionee exercises its Option, upon approval by the Board of Supervisors, the County shall convey title to the Property to the Optionee by Grant Deed. It is understood that Optionee acquires no right, title, interest or equity in or to said property until a grant deed to Optionee is recorded.

7. **Exercise.**

From and after the Effective Date, this Option may be exercised by Optionee's delivering to County before the expiration of the Option Term, written notice of the exercise ("Exercise Notice") and payment of the Purchase Price to the County.

8. **Condition of the Property.**

If Optionee exercises this Option, Optionee will accept the Property in an "as-is" condition. Neither County nor its agents or employees have made any warranty, guarantee, or representation concerning any matter or thing affecting or relating to the Property, including the physical condition of the Property, the condition of the soil, geology, or seismic conditions of the Property, the presence of known or unknown faults, on, in, or under the Property, and the environmental condition of the Property; nor does County assume any responsibility for the conformance the codes or permit regulations of the city or County within which the Property is located. Optionee relies solely on Optionee's own judgment, experience, and investigations as to the present and future condition of the Property or its suitability for Optionee's intended uses and is not relying on any disclosure or representation from County.

As partial consideration for this Option, Optionee hereby releases and discharges County and its employees, agents, attorneys, officers, divisions, related agencies and entities, affiliates, successors, and assigns from any and all claims, demands, causes of action, obligations, damages, and liabilities, which Optionee now has or could assert in any manner related to or arising from the condition of the Property, the presence of any hazardous substance in or around the Property, and the Optionee's present or future use of the Property. Optionee knowingly waives the right to make any claim against the County for such damages and expressly waives all rights provided by section 1542 of the California Civil Code, which provides as follows:

"A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH THE CREDITOR DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THE RELEASE, WHICH IF KNOWN BY HIM OR HER MUST HAVE MATERIALLY AFFECTED HIS SETTLEMENT WITH THE DEBTOR"

9. **Right of Entry.** During the term of this Option and prior to the Closing Date, Optionee, its agents, contractors and employees, shall have the right to enter the Property at all reasonable times for the purpose of performing reasonable tests, engineering studies, surveys, soil and environmental tests and other tests, surveys, studies, and investigations of the Property as Optionee determines necessary or desirable. Optionee will defend, indemnify and hold County harmless from any claim, loss or liability in connection with any entry by Optionee, its contractors, agents and employees and Optionee will be solely responsible for all costs incurred in connection with these activities or Optionee's investigation of the Property. A current certificate evidencing the insurance that names County as an additional insured shall be delivered to County on or before the Effective Date of this Option. The certificate shall provide that the policy shall not be canceled without at least fifteen (15) days' prior notice to County. The policy or a renewal or replacement of this policy shall remain in effect during the entire Option Term. Optionee shall keep the Property free of all mechanic's or similar liens in connection with all activities by or on behalf of

Optionee in connection with the Property. County shall also be entitled to record and post notices of nonresponsibility of any activities of Optionee in connection with the Property.

**10. Informalities; Cancellation of Sale.**

County reserves the right to waive any informality or irregularity on any offer or cancel the sale at any time prior to recording of a deed. In the event of cancellation of sale by County, through no fault, action or inaction of Optionee, all monies deposited shall be refunded without payment of interest.

**11. Notices.**

All notices (including requests, demands, approvals or other communications) under this Agreement shall be in writing.

a. Notice shall be sufficiently given for all purposes as follows:

- (1) When delivered by first class mail, postage prepaid, notice shall be deemed delivered three (3) business days after deposit in the United States Mail.
- (2) When mailed by certified mail with return receipt requested, notice is effective on receipt if delivery is confirmed by a return receipt.
- (3) When delivered by overnight delivery by a nationally recognized overnight courier, notice shall be deemed delivered one (1) business day after deposit with that courier.
- (4) When personally delivered to the recipient, notice shall be deemed delivered on the date personally delivered.

- b. The place for delivery of all notices given under this Agreement shall be as follows:

County: Real Estate Division  
Public Works Department  
255 Glacier Drive  
Martinez, CA 94553  
Telephone: (925) 313-2220  
Fax: (925) 646-0288

Optionee: Romena Jonas and Ashur Abbasi  
228 Burning Tree Drive  
San Jose, CA 95111  
(925) 768-5245

Meles Eleyh Babrudy  
6165 Camino Verde Drive, Apt. M-1  
San Jose, CA 95119  
(408)722-4343

or to such other addresses as Optionee and County may respectively designate by written notice to the other.

**12. Assignment, Successors and Third-Party Rights.**

This Option and all rights under this Agreement shall be freely assignable. This agreement shall be binding on and inure to the benefit of the parties, and their respective heirs, personal representatives, successors and assigns. Nothing in this Agreement, express or implied, is intended to confer on any person, other than the parties and their respective successors and assigns, any rights or remedies under or by reason of this Agreement.

**13. Construction.**

The section headings and captions of this Agreement are, and the arrangement of this instrument is, for the sole convenience of the parties to this Agreement. The section headings, captions and arrangement of this instrument do not in any way affect, limit, amplify or modify the terms and provisions of this Agreement. This Agreement shall not be construed as if it had been prepared by one of the parties, but rather as if both parties have prepared it. The parties to this Agreement and their counsel have read and reviewed this Agreement and agree that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply to the interpretation of this Agreement.



14. **Further Assurances.**

Whenever requested to do so by the other party, each party shall execute, acknowledge and deliver all further conveyances, assignments, confirmations, satisfactions, releases, powers of attorney, instruments of further assurance, approvals, consents and all further instruments and documents as may be necessary, expedient, or proper in order to complete all conveyances, transfers, sales, and assignments under this Agreement, and do all other acts and to execute, acknowledge, and deliver all documents as requested in order to carry out the intent and purpose of this Agreement.

15. **Governing Law.**

This Agreement shall be governed and construed in accordance with California Law. The venue for any legal action pertaining to this Agreement shall be Contra Costa County, California.

16. **Severability.**

Should any term, portion or provision of this Agreement be finally decided to be in conflict with any law of the United States or of the State of California, or otherwise to be unenforceable or ineffectual, the validity of the remaining parts, terms, portions or provisions of this Agreement shall be deemed severable and shall not be affected thereby, provided that such remaining parts, terms, portions or provisions can be construed in substance to constitute the Agreement that the parties intended to enter into in the first instance.

17. **Indemnification.**

As partial consideration for this Agreement, Optionee shall defend, indemnify, protect, save and hold harmless County, its officers, agents, and employees, from any and all claims, costs and liability for any damages, sickness, death or injury to persons or property, including without limitation all consequential damages, from any cause whatsoever, including the sole or joint negligence of County, its agents, officers or employees, arising directly or indirectly from or connected with the repairs or any present or future condition of the Property or use of the Property which is the subject of this Agreement, or any representations, misrepresentations or non-representations regarding its condition or use, and will make good to and reimburse County for any expenditures, including reasonable attorneys' fees that County may make by reason of such matters and, if requested by County, will defend any such suits at the Optionee's sole expense.

18. **Survival.**

All of the terms, provisions, representations, warranties and covenants of the parties under this Agreement shall survive the close of escrow of the Property, shall be fully enforceable after the Closing Date in accordance with their terms and shall not merge in the deed or other documents following the delivery and recordation of said deed or other documents.

19. **Negation of Optionee or Partnership.**

No provision of this Agreement shall be construed as making either party an agent or partner of the other party.

20. **Time of Essence.**

Time is of the essence for the Option Agreement. If the Option is not exercised in the manner provided in Section 7 before the expiration of the applicable Option Term, Optionee shall have no interest in the Property and the Option may not be revived by any subsequent payment or further action by Optionee.

21. **Waivers.**

No waiver of any breach of any covenant or provision in this Agreement shall be deemed a waiver of any other covenant or provision in this Agreement and no waiver shall be valid unless in writing and executed by the waiving party.

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22. **Amendment.**

This Agreement may not be amended or altered except by a written instrument executed by County and Optionee.


23. **Entire Agreement.**

This Agreement contains the entire agreement between the parties respecting the matters set forth, and expressly supersedes all previous or contemporaneous agreements, understandings, representations or statements between the parties respecting this matter.

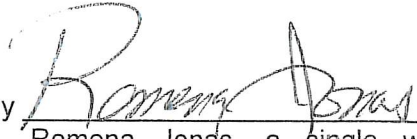
CONTRA COSTA COUNTY

OPTIONEE:

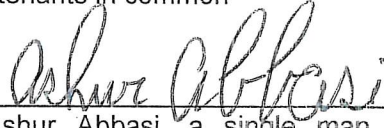
By \_\_\_\_\_  
Karen Mitchoff  
Chair, Board of Supervisors

By  \_\_\_\_\_  
Meles Eleyh Babrudy, married man as  
to an undivided 50% interest


ATTEST: Karen Mitchoff, Authority  
Administrator and Clerk of the Board  
Supervisors

By  \_\_\_\_\_  
Romena Jonas, a single woman as  
to an undivided 25% interest  
tenants in common

By \_\_\_\_\_  
Clerk of the Board

By  \_\_\_\_\_  
Ashur Abbasi, a single man as to an  
undivided 25% interest as tenants in  
common

APPROVED AS TO FORM  
Sharon L. Anderson, County Counsel

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

**NO OTHER OBLIGATION OTHER THAN THOSE SET FORTH HEREIN WILL BE RECOGNIZED**

AB:  
G:\realprop\Bell\343 Rodeo Ave.-Vets Disposal\SA.03 Option Agreement-County v4.doc  
Updated 5/18/15 (County)

C.12  
Recorded at the request of:  
Contra Costa County

Return to:  
Romana Jonas and Ashur Abbasi  
228 Burning Tree Drive  
San Jose, CA 95111

With copy to:  
Meles Eleyh  
6165 Camino Verde Drive, Apt. M-1  
San Jose, CA 95119

Assessor's Parcel No.: 357-081-015 0

## GRANT DEED

For valuable consideration, receipt of which is hereby acknowledged,

CONTRA COSTA COUNTY, a political subdivision of the State of California,

### Grants to

MELES ELEYH, A MARRIED MAN AS TO AN UNDIVIDED 50% INTEREST; ROMANA JONAS, A SINGLE WOMAN AS TO AN UNDIVIDED 25% INTEREST AND ASHUR ABBASI, A SINGLE MAN AS TO AN UNDIVIDED 25% INTEREST AS TENANTS IN COMMON, the following described real property in Rodeo, unincorporated area of the County of Contra Costa, State of California,

Lot 30 and 31 in Block 1, as shown on the Map entitled, "Subdivision of Block 1 W, Town of Rodeo", filed for record May 8, 1928, in Book 21 of Maps, Page 568.

CONTRA COSTA COUNTY;

Dated 3/13/18

By Karen Mitchoff  
Karen Mitchoff  
Chair, Board of Supervisors

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA )

COUNTY OF CONTRA COSTA ✓

On March 13, 2018 before me, Stacey M. Boyd Clerk of the Board of Supervisors, Contra Costa County, personally appeared Karen Mitchoff, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.

Signature: Stacey M. Boyd  
Deputy Clerk

Optionees: Eleyh, Jonas and Abbasi  
Parcel Number: 357-081-015  
Project Name: Sale of 343 Rodeo Ave.  
Project Number: WLG131

Address: 343 Rodeo Avenue  
Rodeo, California 94572

**OPTION AGREEMENT BETWEEN  
CONTRA COSTA COUNTY  
AND THE OPTIONEE NAMED HEREIN  
(Not to be Recorded)**

**1. Recitals.**

- a. CONTRA COSTA COUNTY, a political subdivision of the State of California ("County"), is the owner of certain real property located at 343 Rodeo Avenue, Rodeo and described as Lot 30 and 31 in Block 1, as shown on the Map entitled, "Subdivision of Block 1 W, Town of rodeo", filed for record May 8, 1928, in Book 21 of Maps, Page and further identified as A.P.N. 357-081-015 hereinafter referred to as the "Property."
- b. County proposes to sell the Property.
- c. Meles Eleyh, a married man as to an undivided 50% interest; Romena Jonas, a single woman as to an undivided 25% interest and Ashur Abbasi, a single man as to an undivided 25% interest as tenants in common ("Optionee") desires to acquire the exclusive right to purchase the Property at an agreed price and under the specific terms and conditions below.

**2. Effective Date.**

The effective date of this Option shall be the date that this Option is approved by the Contra Costa County Board of Supervisors ("Effective Date").

**3. Grant of Option.**

County grants to Optionee the exclusive option to purchase the Property on the terms and conditions in this Option Agreement.

**4. Term of Option.**

The term of this Option shall commence on the Effective Date and shall expire or terminate on the earliest of the following dates:

- a. **Option Term.** Sixty (60) days following the Effective Date, unless during said 60 day period County agrees in writing to extend the Option Period.
- b. **Extension of Option Period.** County, in its sole discretion, shall have the right, but not the obligation, to extend the term of the Option Term, under such terms and conditions as County believes is reasonable, if County, in its sole discretion, believes such extension is warranted. No such extension shall be effective unless and until it is in writing signed by both parties.
- c. **Breach.** Immediately upon a breach or default by Optionee under this Option Agreement.

- d. **Purchase.** The date that the Optionee acquire the entirety of the Property.

5. **Consideration for Option**

- a. **Payment.** As consideration for the Option granted under this Agreement, Optionee agrees to pay County the sum of Six Thousand Dollars 00/100 (\$6,000.00 ) upon the terms and conditions outlined herein, said amount to be credited to the Purchase Price of the Property ("Option Consideration"). The Option Consideration shall be paid at the Public Works Department, Real Estate Division, 255 Glacier Drive, Martinez, CA 94553, payable to the Contra Costa County on November 30, 2017.
- b. **Retention of Option Consideration.** Except as provided in Section 10 below, all Option Consideration paid to or on behalf of County shall belong to County and be retained by County, whether or not Optionee ultimately exercises its right to purchase the Property. County shall have no obligation to account for the Option Consideration to Optionee.

6. **Terms and Purchase Price.**

- a. **Escrow.** If the Optionee exercises its Option, the sale may be consummated through an escrow with Fidelity National Title Company (Title Company), 10562 S. DeAnza Boulevard, Cupertino, CA 95014, Escrow No. 2041800054. In such case, Optionee hereby authorizes County to prepare and file escrow instructions with said Title Company on behalf of Optionee in accordance with this Agreement. If for any reason, the named Title Company is unable to handle this transaction through the Close of Escrow, the County's Real Property Agent assigned to oversee this Property acquisition will select an alternate title company to handle the transaction, and notify Grantor in writing of the identity and address of the successor title company and the new escrow number. Thereafter, the successor company will be the "Title Company" for purposes of this Agreement. Escrow shall be deemed to be closed and the Property shall be deemed to be conveyed on the date the deed to Optionee is recorded ("Closing Date"). All escrow fees, recording fees, documentary transfer taxes or other real estate transaction taxes or fees, by whatever name known, including broker's commission, if any, and personal property sales taxes where applicable, will be paid solely by Optionee. If title insurance is desired by the Optionee, Optionee will be solely responsible to pay the premium charged therefor.
- b. **Purchase Price.** The purchase price ("Purchase Price") for the Property during the Option Term is the sum of Eighty Five Thousand Dollars (\$85,000). All Option Consideration paid by Optionee shall be credited to the Purchase Price of the Property. The Purchase Price shall be paid at the Public Works Department, Real Estate Division, 255 Glacier Drive, Martinez, CA 94553, payable to the Contra Costa County. However, if an escrow is opened under 6.a., above, Optionee shall deposit the Purchase Price, minus the Option Consideration, into escrow and that amount shall be paid to the County at the close of Escrow.
- b. **Title; Grant Deed.** The right, title and interest in the Property to be conveyed by County pursuant to this Agreement shall not exceed that vested in the County. If the Optionee exercises its option, the Property shall be conveyed to Optionee subject to all title exceptions, restrictions, easements, liens and reservations, whether or not of record. The sale under this Option is subject to the approval of the Contra Costa County Board of Supervisors. The Optionee may not take possession of the

Property until a deed from the Contra Costa County has been recorded. If the Optionee exercises its Option, upon approval by the Board of Supervisors, the County shall convey title to the Property to the Optionee by Grant Deed. It is understood that Optionee acquires no right, title, interest or equity in or to said property until a grant deed to Optionee is recorded.

7. **Exercise.**

From and after the Effective Date, this Option may be exercised by Optionee's delivering to County before the expiration of the Option Term, written notice of the exercise ("Exercise Notice") and payment of the Purchase Price to the County.

8. **Condition of the Property.**

If Optionee exercises this Option, Optionee will accept the Property in an "as-is" condition. Neither County nor its agents or employees have made any warranty, guarantee, or representation concerning any matter or thing affecting or relating to the Property, including the physical condition of the Property, the condition of the soil, geology, or seismic conditions of the Property, the presence of known or unknown faults, on, in, or under the Property, and the environmental condition of the Property; nor does County assume any responsibility for the conformance the codes or permit regulations of the city or County within which the Property is located. Optionee relies solely on Optionee's own judgment, experience, and investigations as to the present and future condition of the Property or its suitability for Optionee's intended uses and is not relying on any disclosure or representation from County.

As partial consideration for this Option, Optionee hereby releases and discharges County and its employees, agents, attorneys, officers, divisions, related agencies and entities, affiliates, successors, and assigns from any and all claims, demands, causes of action, obligations, damages, and liabilities, which Optionee now has or could assert in any manner related to or arising from the condition of the Property, the presence of any hazardous substance in or around the Property, and the Optionee's present or future use of the Property. Optionee knowingly waives the right to make any claim against the County for such damages and expressly waives all rights provided by section 1542 of the California Civil Code, which provides as follows:

"A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH THE CREDITOR DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THE RELEASE, WHICH IF KNOWN BY HIM OR HER MUST HAVE MATERIALLY AFFECTED HIS SETTLEMENT WITH THE DEBTOR

9. **Right of Entry.** During the term of this Option and prior to the Closing Date, Optionee, its agents, contractors and employees, shall have the right to enter the Property at all reasonable times for the purpose of performing reasonable tests, engineering studies, surveys, soil and environmental tests and other tests, surveys, studies, and investigations of the Property as Optionee determines necessary or desirable. Optionee will defend, indemnify and hold County harmless from any claim, loss or liability in connection with any entry by Optionee, its contractors, agents and employees and Optionee will be solely responsible for all costs incurred in connection with these activities or Optionee's investigation of the Property. A current certificate evidencing the insurance that names County as an additional insured shall be delivered to County on or before the Effective Date of this Option. The certificate shall provide that the policy shall not be canceled without at least fifteen (15) days' prior notice to County. The policy or a renewal or replacement of this policy shall remain in effect during the entire Option Term. Optionee shall keep the Property free of all mechanic's or similar liens in connection with all activities by or on behalf of



Optionee in connection with the Property. County shall also be entitled to record and post notices of nonresponsibility of any activities of Optionee in connection with the Property.

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County reserves the right to waive any informality or irregularity on any offer or cancel the sale at any time prior to recording of a deed. In the event of cancellation of sale by County, through no fault, action or inaction of Optionee, all monies deposited shall be refunded without payment of interest.

11. **Notices.**

All notices (including requests, demands, approvals or other communications) under this Agreement shall be in writing.

a. Notice shall be sufficiently given for all purposes as follows:

- (1) When delivered by first class mail, postage prepaid, notice shall be deemed delivered three (3) business days after deposit in the United States Mail.
- (2) When mailed by certified mail with return receipt requested, notice is effective on receipt if delivery is confirmed by a return receipt.
- (3) When delivered by overnight delivery by a nationally recognized overnight courier, notice shall be deemed delivered one (1) business day after deposit with that courier.
- (4) When personally delivered to the recipient, notice shall be deemed delivered on the date personally delivered.

b. The place for delivery of all notices given under this Agreement shall be as follows:

County: Real Estate Division  
Public Works Department  
255 Glacier Drive  
Martinez, CA 94553  
Telephone: (925) 313-2220  
Fax: (925) 646-0288

Optionee: Romena Jonas and Ashur Abbasi  
228 Burning Tree Drive  
San Jose, CA 95111  
(925) 768-5245

Meles Eleyh Babrudy  
6165 Camino Verde Drive, Apt. M-1  
San Jose, CA 95119  
(408)722-4343

or to such other addresses as Optionee and County may respectively designate by written notice to the other.

**12. Assignment, Successors and Third-Party Rights.**

This Option and all rights under this Agreement shall be freely assignable. This agreement shall be binding on and inure to the benefit of the parties, and their respective heirs, personal representatives, successors and assigns. Nothing in this Agreement, express or implied, is intended to confer on any person, other than the parties and their respective successors and assigns, any rights or remedies under or by reason of this Agreement.

**13. Construction.**

The section headings and captions of this Agreement are, and the arrangement of this instrument is, for the sole convenience of the parties to this Agreement. The section headings, captions and arrangement of this instrument do not in any way affect, limit, amplify or modify the terms and provisions of this Agreement. This Agreement shall not be construed as if it had been prepared by one of the parties, but rather as if both parties have prepared it. The parties to this Agreement and their counsel have read and reviewed this Agreement and agree that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply to the interpretation of this Agreement.

14. **Further Assurances.**

Whenever requested to do so by the other party, each party shall execute, acknowledge and deliver all further conveyances, assignments, confirmations, satisfactions, releases, powers of attorney, instruments of further assurance, approvals, consents and all further instruments and documents as may be necessary, expedient, or proper in order to complete all conveyances, transfers, sales, and assignments under this Agreement, and do all other acts and to execute, acknowledge, and deliver all documents as requested in order to carry out the intent and purpose of this Agreement.

15. **Governing Law.**

This Agreement shall be governed and construed in accordance with California Law. The venue for any legal action pertaining to this Agreement shall be Contra Costa County, California.

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Should any term, portion or provision of this Agreement be finally decided to be in conflict with any law of the United States or of the State of California, or otherwise to be unenforceable or ineffectual, the validity of the remaining parts, terms, portions or provisions of this Agreement shall be deemed severable and shall not be affected thereby, provided that such remaining parts, terms, portions or provisions can be construed in substance to constitute the Agreement that the parties intended to enter into in the first instance.

17. **Indemnification.**

As partial consideration for this Agreement, Optionee shall defend, indemnify, protect, save and hold harmless County, its officers, agents, and employees, from any and all claims, costs and liability for any damages, sickness, death or injury to persons or property, including without limitation all consequential damages, from any cause whatsoever, including the sole or joint negligence of County, its agents, officers or employees, arising directly or indirectly from or connected with the repairs or any present or future condition of the Property or use of the Property which is the subject of this Agreement, or any representations, misrepresentations or non-representations regarding its condition or use, and will make good to and reimburse County for any expenditures, including reasonable attorneys' fees that County may make by reason of such matters and, if requested by County, will defend any such suits at the Optionee's sole expense.

18. **Survival.**

All of the terms, provisions, representations, warranties and covenants of the parties under this Agreement shall survive the close of escrow of the Property, shall be fully enforceable after the Closing Date in accordance with their terms and shall not merge in the deed or other documents following the delivery and recordation of said deed or other documents.

19. **Negation of Optionee or Partnership.**

No provision of this Agreement shall be construed as making either party an agent or partner of the other party.

20. **Time of Essence.**

Time is of the essence for the Option Agreement. If the Option is not exercised in the manner provided in Section 7 before the expiration of the applicable Option Term, Optionee shall have no interest in the Property and the Option may not be revived by any subsequent payment or further action by Optionee.

21. **Waivers.**

No waiver of any breach of any covenant or provision in this Agreement shall be deemed a waiver of any other covenant or provision in this Agreement and no waiver shall be valid unless in writing and executed by the waiving party.

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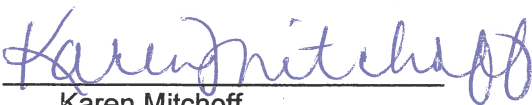
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This Agreement contains the entire agreement between the parties respecting the matters set forth, and expressly supersedes all previous or contemporaneous agreements, understandings, representations or statements between the parties respecting this matter.

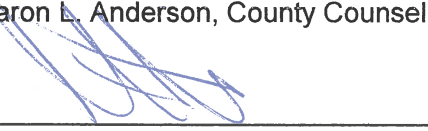
CONTRA COSTA COUNTY

By   
Karen Mitchoff  
Chair, Board of Supervisors

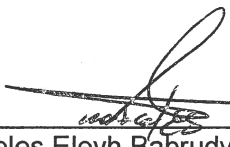
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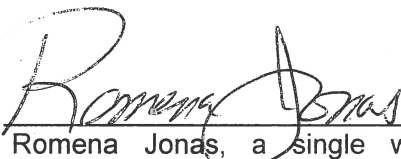
By   
Clerk of the Board

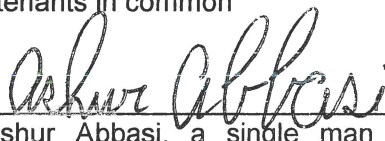
APPROVED AS TO FORM  
Sharon L. Anderson, County Counsel

By   
Deputy County Counsel

OPTIONEE:

By   
Meles Eleyh Babrudy, married man as  
to an undivided 50% interest

By   
Romena Jonas, a single woman as  
to an undivided 25% interest  
tenants in common

By   
Ashur Abbasi, a single man as to an  
undivided 25% interest as tenants in  
common

**NO OTHER OBLIGATION OTHER THAN THOSE SET FORTH HEREIN WILL BE RECOGNIZED**

AB:  
G:\realprop\Bell\343 Rodeo Ave.-Vets Disposal\SA.03 Option Agreement-County v4.doc  
Updated 5/18/15 (County)



# Contra Costa County

To: Board of Supervisors  
From: Keith Freitas, Airports Director  
Date: March 13, 2018

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

## **RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Matthew Epperson for a T-hangar at Buchanan Field Airport effective March 5, 2018 in the monthly amount of \$394.10, Pacheco area (District IV).

## **FISCAL IMPACT:**

The Airport Enterprise Fund will realize \$4,729.20 annually.

## **BACKGROUND:**

On September 1, 1970, Buchanan Airport Hangar Company entered into a 30-year lease with Contra Costa County for the construction of seventy-five (75) hangars and eighteen (18) aircraft shelters/shade hangars at Buchanan Field Airport. In 1977 Buchanan Airport Hangar Company amended their lease to allow for the construction of another 30-year lease with Contra Costa County for the construction of seventeen (17) additional hangars. Buchanan Airport Hangar Company was

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

## **VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: Stacey M. Boyd, Deputy

Contact: Beth Lee, (925)  
681-4200

cc:

#### BACKGROUND: (CONT'D)

responsible for the maintenance and property management of the property during the lease period.

On September 1, 2000, the ninety-three (93) t- and shade hangars at Buchanan Field reverted to the County ownership pursuant to the terms of the above lease.

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

On February 16, 2007, the additional seventeen (17) hangars at Buchanan Field reverted back to the County pursuant to the above referenced lease. This row included six (6) large hangars which were not covered by the approved T-Hangar and Shade Hangar Rental Agreement.

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

On January 16, 2009, Contra Costa County Board of Supervisors approved an amendment to the T-Hangar and Shade Hangar Rental Agreement and the Large Hangar Rental Agreement (combined "Hangar Rental Agreements") which removed the Aircraft Physical Damage Insurance requirement. The Hangar Rental Agreements are the current forms in use for rental of all the County hangars at Buchanan Field Airport.

#### CONSEQUENCE OF NEGATIVE ACTION:

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

#### ATTACHMENTS

Hangar Rental Agmt - M Epperson



## CONTRA COSTA COUNTY - BUCHANAN FIELD AIRPORT

### T-HANGAR AND SHADE HANGAR RENTAL AGREEMENT

1. **PARTIES:** March 5, 2018 ("Effective Date"), the COUNTY OF CONTRA COSTA, a political subdivision of the State of California ("**Airport**"), **Matthew Epperson** ("**Renter**"), hereby mutually agree and promise as follows:
2. **RENTER AND AIRCRAFT INFORMATION:** Simultaneous with the execution of this T-Hangar and Shade Hangar Rental Agreement ("**Rental Agreement**") by Renter, Renter shall complete the Renter and Aircraft Information Form. A completed copy of the Renter and Aircraft Information Form is attached hereto as Exhibit "A" and incorporated herein. Renter must also provide to Airport at that time, for inspection and copying, (1) the original current Aircraft Registration or, if the aircraft described in Exhibit A is under construction, the plans for and proof of ownership of such aircraft; and (2) the insurance information required by Section 16 below.
3. **PURPOSE:** The purpose of this Rental Agreement is to provide for the rental of a T-Hangar or Shade Hangar space at the Contra Costa County - Buchanan Field Airport for the storage of the aircraft described in the Renter and Aircraft Information Form ("**Renter's Aircraft**").
4. **PREMISES:** For and in consideration of the rents and faithful performance by Renter of the terms and conditions set forth herein, Airport hereby rents to Renter and Renter hereby rents from Airport that T-Hangar or Shade Hangar shown as # **D-18** on the T-Hangar and Shade Hangar Site Plan, attached hereto as Exhibit B and incorporated herein. This T-Hangar or Shade Hangar is part of the T-Hangar and Shade Hangar Site ("**T-Hangar Site**") and shall hereinafter be described as the "**T-Hangar.**"

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

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

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

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

6. **TERM:** This Rental Agreement shall be from month to month commencing **March 5, 2018**, and shall continue until terminated. This Rental Agreement may be terminated by any party upon thirty (30) days written notice to the other party.

7. **RENT:**

- A. **Monthly Rent and Additional Rent.** Renter shall pay \$ **394.10** in rent per month ("**Monthly Rent**") due and payable in advance on the first day of each calendar month, beginning on the commencement date of this Rental Agreement. Unless directed to do otherwise by Airport, Renter shall pay rent only in cash or by personal check, certified check, or money order. If the term of this Rental Agreement begins on a day other than the first day of the month, the Monthly Rent stated above for the first month shall be prorated



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: March 13, 2018

Subject: APPROVE the conveyance of temporary Real Property rights to the State of California, Dept of Transportation, in connection with the SR4/I680 Widening.

**RECOMMENDATION(S):**

As the governing body of the Contra Costa County Flood Control and Water Conservation District (District), APPROVE and AUTHORIZE the temporary conveyance of property rights located near Grayson Creek adjacent to Highway 4 (SR4) and Interstate 680 (I-680)/SR 4 Interchange in Martinez, to the State of California, Department of Transportation (State), identified in Exhibit "A", of the Right of Way Contract-Temporary Easement (State Parcel No. 63154) attached hereto pursuant to Section 31 of the Contra Costa County Flood Control and Water Conservation District Act and Government Code Section 25526.6. (Project No. 7520-6B8721)

DETERMINE said property rights are in the public interest and that the temporary rights conveyed will not substantially conflict or interfere with the use of the property by the District.

AUTHORIZE the Chief Engineer, or designee, to execute the Right of Way Contract- Temporary Easement in consideration for payment in the amount of \$2,500 on behalf of the District.

DIRECT the Real Estate Division of the Public Works Department

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: Stacey M. Boyd, Deputy

Contact: Jessica Dillingham, 925.  
313-2224

cc:

RECOMMENDATION(S): (CONT'D)

to cause said Right of Way Contract-Temporary Easement to be delivered to the grantee for acceptance.

FISCAL IMPACT:

Flood Control District Zone 3B Fund 252000 will receive revenue of \$2,500.

BACKGROUND:

The District acquired the real property in the 1960's for flood control purposes. The State requires portions of said property owned by the District for the I-680/SR 4 Widening Phase 3 Project.

An Environmental Impact Report dated December 17, 2015, was completed by the State. The State has the power of Eminent Domain to acquire the necessary rights. The Project will widen the Highway 4 structures that cross Grayson Creek to reduce traffic and increase capacity. Coordination measures have been made to facilitate the District's use of the property during the Temporary easement timeframe so as not to substantially conflict or interfere with the Districts use of the property.

CONSEQUENCE OF NEGATIVE ACTION:

The Project will not have sufficient land rights to allow construction in accordance with the approved plans and specifications.

ATTACHMENTS

ROW State Hwy Temp Easement

**RIGHT OF WAY CONTRACT - STATE HIGHWAY - TEMPORARY EASEMENT**

RW 8-4 (6/95)

\_\_\_\_\_, California

Dist.	Co.	Rte.	P.M.	Exp. Auth. (Project)
04	CC	4	12.9	229119 (0414000130)

\_\_\_\_\_, 20 18

CONTRA COSTA COUNTY FLOOD  
CONTROL AND WATER CONSERVATION  
DISTRICT, a flood control district organized  
under the laws of the State of California

Grantor

THIS DOCUMENT NO. 63154 in the form of a TEMPORARY EASEMENT, covering the property particularly described in Clause 3 below has been executed and delivered to JASPREET SINGH, Right of Way Agent for the State of California.

In consideration of which, and the other considerations hereinafter set forth, it is mutually agreed as follows:

1. The parties have herein set forth the whole of their agreement. The performance of this agreement constitutes the entire consideration for said document and shall relieve the State of all further obligation or claims on this account, or on account of the location, grade or construction of the proposed improvement.
2. The State shall pay the undersigned grantor the sum of \$2,500.00 for this Temporary Easement.
3. Permission is hereby granted to the State or its authorized agent to enter upon grantor's land where necessary within that certain area (63154-1 and 63154-2) described on Exhibit "A" attached hereto and made a part hereof.
4. Physical possession of the property including the right to remove and dispose of improvements will commence at the close of escrow and terminate on December 31, 2021. Grantor shall have use of the property until State takes physical possession. In case of unpredictable delays in construction, upon written notification, the terms of the Temporary Easement may be extended by an amendment to this Right of Way contract. Grantor shall be compensated based on the fair market value at the time of the extension.
5. The undersigned Grantor(s) warrant(s) that to the best of its knowledge they are the owner(s) in fee simple of the property affected by this Temporary Easement as described in Clause 3 (A) above and that they have the exclusive right to grant the property rights.
6. Grantor warrants that to the best of its knowledge there are no oral or written leases on all or any portion of the property exceeding a period of one month, and the Grantor further agrees to hold State harmless and reimburse the State for any and all of its losses and expenses occasioned by reason of any lease of said property held by any tenant of Grantor for a period exceeding one month.
7. In consideration of the State's waiving the defects and imperfections in all matters of record title, the undersigned Grantor covenants and agrees to indemnify and hold the State of California harmless from any and all claims that other parties may make or assert on the title to the premises. The Grantor's obligation herein to indemnify the State shall not exceed the amount paid to the Grantor under this contract.

8. All work done under this agreement shall conform to all applicable building, fire and sanitary laws, ordinances, and regulations relating to such work, and shall be done in a good and workmanlike manner. All structures, improvements or other facilities, when removed, and relocated, or reconstructed by the State, shall be left in as good condition as found.
9. State agrees to indemnify and hold harmless Grantor from any liability arising out of State's operations under this agreement. State further agrees to assume responsibility for any damages proximately caused by reason of State's operations under this agreement and State will, at its option, either repair or pay for such damage.
10. Except in an emergency situation, the Grantor, upon coordination with the Resident Engineer, can use the property for their maintenance purposes, as long as it does not unreasonably interfere with the State's operations. Additionally, construction of CCCFCD Levee Rising Project near the northwest corner of SR4/Grayson Creek Bridge is anticipated to be in progress between May and October 2020. CCCFCD's contractor will access the construction site from the old Imhoff Drive through the existing gate located at the end of Imhoff Drive. The area between the gate and Grayson Creek bridge site will remain clear for access by the CCCFCD's contractor during levee rehabilitation construction. State to fully allow CCCFD's contractor to access and construction of CCCFCD's levee rehabilitation project on parcel 63154-1 between May 1, 2020 and October 30, 2020, during the rest of the TCE period, State shall have priority to use said property.
11. This Contract shall be binding upon and inure to the benefit of the heirs, devisees, executors, administrators, legal representatives, successors and assigns of the grantor.


REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

12. This transaction will be handled through an internal escrow by the State of California, Department of Transportation, District 4 Office, Post Office Box 23440, Oakland, CA 94623-0440.

*In Witness Whereof*, the Parties have executed this agreement the day and year first above written.

RECOMMENDED FOR APPROVAL:

**CONTRA COSTA COUNTY**

  
JESSICA L. DILLINGHAM  
Supervising Real Property Agent

  
KAREN A. LAWS  
Principal Real Property Agent

**APPROVED:**

**OWNER**  
**CONTRA COSTA COUNTY FLOOD**  
**CONTROL AND WATER**  
**CONSERVATION DISTRICT, a flood control**  
**district organized under the laws of the State of**  
**California**

By \_\_\_\_\_  
BRIAN M. BALBAS  
Chief Engineer

RECOMMENDED FOR APPROVAL:

\_\_\_\_\_  
JASPREET SINGH  
District Branch Chief  
Acquisition Services

**APPROVED:**

**STATE OF CALIFORNIA**  
**Department of Transportation**

By \_\_\_\_\_  
MARK L. WEAVER  
Deputy District Director  
Right of Way and Land Surveys

**No Obligation Other Than Those Set Forth Herein Will Be Recognized**



NOTE: The State of California or its officers shall not be responsible for the accuracy of

NOTES: The State of California or its officers or agents shall not be responsible for consequences or damages of any kind resulting from the use of this map.

TO DESTROY: EXAM: 229111, F.A.B. DISTRICT COUNTY ROUTE SHEET PN SHEET NO. TOTAL SHEETS 17-143, 5-56-42, 5-56-13, 5-56-10, 5-56-11, 5-56-12, 5-56-13, 5-56-14, 5-56-15, 5-56-16, 5-56-17, 5-56-18, 5-56-19, 5-56-20, 5-56-21, 5-56-22, 5-56-23, 5-56-24, 5-56-25, 5-56-26, 5-56-27, 5-56-28, 5-56-29, 5-56-30, 5-56-31, 5-56-32, 5-56-33, 5-56-34, 5-56-35, 5-56-36, 5-56-37, 5-56-38, 5-56-39, 5-56-40, 5-56-41, 5-56-42, 5-56-43, 5-56-44, 5-56-45, 5-56-46, 5-56-47, 5-56-48, 5-56-49, 5-56-50, 5-56-51, 5-56-52, 5-56-53, 5-56-54, 5-56-55, 5-56-56, 5-56-57, 5-56-58, 5-56-59, 5-56-60, 5-56-61, 5-56-62, 5-56-63, 5-56-64, 5-56-65, 5-56-66, 5-56-67, 5-56-68, 5-56-69, 5-56-70, 5-56-71, 5-56-72, 5-56-73, 5-56-74, 5-56-75, 5-56-76, 5-56-77, 5-56-78, 5-56-79, 5-56-80, 5-56-81, 5-56-82, 5-56-83, 5-56-84, 5-56-85, 5-56-86, 5-56-87, 5-56-88, 5-56-89, 5-56-90, 5-56-91, 5-56-92, 5-56-93, 5-56-94, 5-56-95, 5-56-96, 5-56-97, 5-56-98, 5-56-99, 5-56-100.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: March 13, 2018

Subject: APPROVE the Conveyance of Flood Control property rights to the State of California, Dept. of Transportation, in connection with the SR4/I680 Widening.

**RECOMMENDATION(S):**

As the governing body of the Contra Costa County Flood Control and Water Conservation District (District), APPROVE and AUTHORIZE the conveyance of a Fee Parcel and two temporary construction easements ("Property Rights") located near Grayson Creek adjacent to SR4 and I-680/SR 4 Interchange in Martinez, to the State of California, Department of Transportation (State), identified in Exhibit "A", of the Grant Deed (State Parcel No. 63155) in accordance with the Right of Way Contract, pursuant to Section 31 of the Contra Costa County Flood Control and Water Conservation District Act and Government Code Section 25526.6. (Project No. 7520-6B8721)

DETERMINE that the conveyance of said Property rights are in the public interest and that the rights conveyed will not substantially conflict or interfere with the Districts use of the property.

AUTHORIZE the Chief Engineer, or designee, to approve and execute the Right of Way Contract on behalf of the District.

AUTHORIZE the Chair, Board of Supervisors, to execute the Grant Deed on behalf of the District in consideration for payment in the amount of \$7,500.

DIRECT the Real Estate Division of the Public Works Department

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: Stacey M. Boyd, Deputy

Contact: Jessica Dillingham, 925.  
313-2224

cc:

RECOMMENDATION(S): (CONT'D)

to cause said Grant Deed to be delivered to the State for acceptance and recording in the Office of the County Clerk-Recorder.

DIRECT the Real Estate Division of the Public Works Department to cause said Right of Way Contract to be recorded in the Office of the County Clerk-Recorder.

FISCAL IMPACT:

Flood Control District Zone 3B Fund 252000 will receive revenue of \$7,500.

BACKGROUND:

The District acquired the real property in the 1960's and 1970's for flood control purposes. The State requires portions of said property owned by the District for the I-680/SR 4 Widening Phase 3 Project. An Environmental Impact Report dated December 17, 2015 was completed by the State. The State has the power of Eminent Domain to acquire the necessary rights from the District. The Project will widen the Highway 4 structures that cross Grayson Creek to reduce traffic and increase capacity. Coordination measures have been made to facilitate the District's use of the property during the Temporary easement timeframe so as not to substantially conflict or interfere with the Districts use of the property.

CONSEQUENCE OF NEGATIVE ACTION:

The Project will not have sufficient land rights to allow construction in accordance with the approved plans and specifications.

AGENDA ATTACHMENTS

Grant Deed

ROW Contract State

MINUTES ATTACHMENTS

Signed: Grant Deed

**RECORDING REQUESTED BY**  
STATE OF CALIFORNIA

-----  
**WHEN RECORDED RETURN TO**  
DEPARTMENT OF TRANSPORTATION  
PO BOX 23440, MS-11A  
OAKLAND, CA 94623-0440  
Attn: Fiona Ho

Space above this line for Recorder's Use

## GRANT DEED

District	County	Route	Postmile	Number
04	CC	4	12.9	63155

CONTRA COSTA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT, a flood control district organized under the laws of the State of California, hereinafter called GRANTOR, hereby grants to the State of California, Department of Transportation, hereinafter called STATE, all that real property in the unincorporated area of Contra Costa County, State of California, described as follows:

See Exhibit "A", attached.

Transfer Tax Not Applicable: R & T Code 11922

STATE BUSINESS: Free

This is to certify that this document is presented for recordation by the State of California under Government Code 27383 and is necessary to complete the chain of title of the State to property acquired by the State of California.

DISTRICT DIRECTOR

BY \_\_\_\_\_

MARK L. WEAVER  
Deputy District Director  
Right of Way and Land Surveys

Number
63155

The GRANTOR further understands that the present intention of the STATE is to construct and maintain a public highway on the lands hereby conveyed in fee and the GRANTOR, for itself and its successors and assigns, hereby waives any claim for any and all damages to GRANTOR's remaining property contiguous to the property hereby conveyed by reason of the location, construction, landscaping or maintenance of the highway.

Dated: \_\_\_\_\_

For Contra Costa County Flood  
Control and Water Conservation  
District

\_\_\_\_\_  
Karen Mitchoff  
Chair, Board of Supervisors

**ACKNOWLEDGMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California } SS  
County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_ ,  
*Here insert Name and Title of the Officer*

personally appeared \_\_\_\_\_ ,

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

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

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)

Number
63155

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This is to certify that the State of California, acting by and through the Department of Transportation (according to Section 27281 of the Government Code), accepts for public purposes the real property described in this deed and consents to its recordation.

Dated \_\_\_\_\_

MALCOLM DOUGHERTY  
Director of Transportation

By \_\_\_\_\_  
MARK L. WEAVER, Attorney in Fact  
Deputy District Director  
Right of Way and Land Surveys



Number
63155

# EXHIBIT "A"

All that real property situated in the unincorporated area of Contra Costa County, State of California, more particularly described as follows:

## **PARCEL 1 (63155-1):**

BEGINNING at the most Northerly corner of that parcel of land as described in that certain Director's Deed (State Deed Number 19288-DD-2) recorded November 9, 1967 in Volume 5492, at Page 238, Official Records of Contra Costa County; thence along the general Easterly lines of said parcel, South 18°42'16" West, 49.54 feet to an angle point and South 44°46'34" East, 63.69 feet to the most Northerly corner of PARCEL 1 as described in that Director's Deed (State Deed Number 19288-DD-1) recorded September 13, 1962 in Volume 4201, at Page 97, Official Records of Contra Costa County; thence along the Northeasterly line of said PARCEL 1, South 44°46'34" East, 22.35 feet to the Northeasterly corner thereof; thence North 66°22'12" East, 23.87 feet; thence North 62°41'16" East, 230.71 feet; thence South 71°16'26" East, 40.87 feet to a point on the general Westerly line of PARCEL B as shown on that certain Parcel Map filed on August 25, 1972 in Book 23 of Parcel Maps at Pages 43 and 44, in the Office of the County Recorder of Contra Costa County; thence along the last said line, North 18°43'34" East, 75.50 feet to the most Westerly corner of that parcel of land described in that Grant Deed recorded on November 26, 1979 in Book 9630 of Official Records at Page 546, in the Office of the County Recorder of Contra Costa County; thence along the Northwesterly line of last said parcel of land, North 18°43'34" East, 30.00 feet to the most Northerly corner thereof; thence along said general Westerly line of said PARCEL B, North 18°43'34" East, 73.33 feet to the Northeasterly corner of said PARCEL B, said corner being on the general Southerly line of State Route 4; thence along last said line South 67°43'41" West, 39.55 feet and South 65°49'02" West, 362.95 feet to the POINT OF BEGINNING.

CONTAINING 41,666 square feet, more or less.

There shall be no abutters rights, including rights of access, over and across the course hereinabove described with a length of 40.87 feet in and to the adjacent State freeway.

RESERVING an EASEMENT for ingress and egress purposes upon, over, and across a strip of land 12.00-foot-wide, the centerline of which being described as follows:

COMMENCING at the most Northerly corner of PARCEL 1 as described in that Director's Deed (State Deed Number 19288-DD-1) recorded September 13, 1962 in Volume 4201, at Page 97, Official Records of Contra Costa County; thence along the Northeasterly line of said PARCEL 1, South 44°46'34" East, 22.35 feet to the Northeasterly corner thereof; thence North 66°22'12" East, 18.06 feet to the POINT OF BEGINNING of herein described centerline; thence North 19°32'35" East, 30.43 feet; thence along a tangent curve to the right with a radius of 200.00 feet, through a central angle of 16°35'59", an arc length of 57.94 feet; thence North 36°08'34" East, 37.48 feet; thence along a tangent curve to the left with a radius of 200.00 feet,



Number
63155

-2-

through a central angle of 17°44'42", an arc length of 61.94 feet; thence North 18°23'52" East, 3.38 feet to a point on the Northerly line of that parcel of land as described in that Director's Deed (State Deed Number 19288-DD), recorded July 23, 1962, in Volume 4165, at Page 183, Official Records of Contra Costa County, said point being the terminus of herein described centerline.

The sidelines of said 12.00-foot-wide strip of land shall be prolonged or shortened so as to begin at the course described above as "North 66°22'12" East, 18.06 feet" and its Easterly prolongation, and terminate at the Northerly line of said parcel of land as described in said Director's Deed (State Deed Number 19288-DD).

Said 12.00-foot-wide strip of land contains 2,294 square feet, more or less.

**PARCEL 2 (63155-4):**

A TEMPORARY EASEMENT for construction purposes and incidents thereto, upon, over, and across that parcel of land described as follows:

COMMENCING at the most Northerly corner of that parcel of land as described in that certain Director's Deed (State Deed Number 19288-DD-2) recorded November 9, 1967 in Volume 5492, at Page 238, Official Records of Contra Costa County; thence along the general Easterly lines of said parcel, South 18°42'16" West, 49.54 feet to an angle point and South 44°46'34" East, 63.69 feet to the most Northerly corner of PARCEL 1 as described in that Director's Deed (State Deed Number 19288-DD-1) recorded September 13, 1962 in Volume 4201, at Page 97, Official Records of Contra Costa County; thence along the Northeasterly line of said PARCEL 1, South 44°46'34" East, 22.35 feet to the Northeasterly corner thereof and the POINT OF BEGINNING; thence North 66°22'12" East, 23.87 feet; thence North 62°41'16" East, 23.57 feet; thence South 18°43'34" West, 106.51 feet; thence North 71°16'48" West, 34.00 feet to the Easterly line of said PARCEL 1 (Volume 4201, Page 97); thence along last said line, North 18°43'34" East, 73.46 feet to the POINT OF BEGINNING.

CONTAINING 3,041 square feet, more or less.

Rights to the above described temporary easement shall cease and terminate on December 31, 2021. Said right may also be terminated prior to the above date by STATE upon notice to GRANTOR.

**PARCEL 3 (63155-5):**

A TEMPORARY EASEMENT for construction purposes and incidents thereto, upon, over, and across that parcel of land described as follows:

Number
63155

-3-

COMMENCING at the most Northerly corner of that parcel of land as described in that certain Director's Deed (State Deed Number 19288-DD-2) recorded November 9, 1967 in Volume 5492, at Page 238, Official Records of Contra Costa County; thence along the general Easterly lines of said parcel, South 18°42'16" West, 49.54 feet to an angle point and South 44°46'34" East, 63.69 feet to the most Northerly corner of PARCEL 1 as described in that Director's Deed (State Deed Number 19288-DD-1) recorded September 13, 1962 in Volume 4201, at Page 97, Official Records of Contra Costa County; thence along the Northeasterly line of said PARCEL 1, South 44°46'34" East, 22.35 feet to the Northeasterly corner thereof; thence North 66°22'12" East, 23.87 feet; thence North 62°41'16" East, 230.71 feet; thence South 71°16'26" East, 20.87 feet to the POINT OF BEGINNING; thence continuing South 71°16'26" East, 20.00 feet to the Easterly line of that parcel of land as described in that certain Director's Deed (State Deed Number 19288-DD) recorded July 23, 1962 in Volume 4165, at Page 183, Official Records of Contra Costa County; thence along last said line, South 18°43'34" West, 87.26 feet; thence North 71°16'26" West, 20.00 feet; thence North 18°43'34" East, 87.26 feet to the POINT OF BEGINNING.

CONTAINING 1,745 square feet, more or less.

Rights to the above described temporary easement shall cease and terminate on December 31, 2021. Said right may also be terminated prior to the above date by STATE upon notice to GRANTOR.

The bearings and distances used in the above descriptions are on the California Coordinate System of 1983, Zone 3, Epoch 1991.35. Multiply the above distances by 1.0000574 to obtain ground level distances.

This real property description has been prepared by me, or under my direction, in conformance with the Professional Land Surveyors Act.

Signature:   
*Licensed Land Surveyor*

Date: 2/15/2018



**RIGHT OF WAY CONTRACT - STATE HIGHWAY**

RW 8-3 (6/95)

\_\_\_\_\_, California

Dist.	Co.	Rte.	P.M.	Exp. Auth.	Project
4	CC	4	12.9	229119	0414000130

\_\_\_\_\_, 2018

CONTRA COSTA COUNTY FLOOD  
CONTROL AND WATER CONSERVATION  
DISTRICT, a flood control district organized  
under the laws of the State of California  
Grantor

Document No. 63155 in the form of a GRANT DEED, covering the property particularly described in the above instruments has been executed and delivered to JASPREET SINGH, Right of Way Agent for the State of California.

In consideration of which, and the other considerations hereinafter set forth, it is mutually agreed as follows:

1. (A) The parties have herein set forth the whole of their agreement. The performance of this agreement constitutes the entire consideration for said documents and shall relieve the State of California ("State" or "Grantee") of all further obligation or claims on this account, or on account of the location, grade or construction of the proposed public improvement.
- (B) Grantee requires said property described in Document No. 63155 for State highway purposes, a public use for which Grantee has the authority to exercise the power of eminent domain. Grantor is compelled to sell, and Grantee is compelled to acquire the property.

Both Grantor and Grantee recognize the expense, time, effort, and risk to both parties in determining the compensation for the property by eminent domain litigation. The compensation set forth herein for the property is in compromise and settlement, in lieu of such litigation.

2. State shall:

- (A) Pay the Grantor the sum of \$7,500.00 for the property or interest conveyed by above documents when title to said property vests in State subject to all liens, encumbrances, assessments, easements and leases (recorded and/or unrecorded) and taxes.

- (B) Pay all escrow and recording fees incurred in this transaction, and, if title insurance is desired by State, the premium charged therefor. Said escrow and recording charges shall not, however, include documentary transfer tax.
3. This agreement shall be binding upon and inure to the benefit of the heirs, devisees, executors, administrators, legal representatives, successors and assigns of the Parties.
  4. The parties hereto agree that State, in acquiring title subject to unpaid assessments as set forth herein, is not assuming responsibility for payment or subsequent cancellation of such assessments. The assessments remain the obligation of the Grantor; and, as between State and Grantor, no contractual obligation has been made requiring their payment.
  5. Grantor shall provide the State with sufficiently recordable quitclaim deeds from Kinder Morgan and Philips 66 (collectively "Easement Holders") for the easements that are being relocated to a different location as part of this project. The new easement locations are directly being conveyed by the Grantor to the Easement Holders.
  6. The undersigned warrants that to the best of its knowledge, is the owner in fee simple of the property as described in Document No. 63155, and that they have the exclusive right to grant the so described property rights.
  7. It is agreed and confirmed by the parties hereto that notwithstanding other provisions in this contract, the legal possession and use of the subject property by State, including the right to remove and dispose of improvements shall commence at the close of escrow, and that the amount shown in Clause 2(A) herein includes, but is not limited to, full payment for such possession and use, including damages, if any, from said date.
  8. Until such time as State takes actual physical possession of any or all of the property acquired herein, the Grantor shall have the use and enjoyment of its surface in the same manner as now used except that in no event shall any advertizing sign of any nature whatsoever be placed upon or allowed to remain on the property. Grantor agrees to keep the property in a neat and clean condition.

Grantor agrees that no improvements other than those already on the property, shall be placed thereon; and the planting of any crops, trees, shrubs, or alterations, repairs, or additions to existing improvements which may hereafter be placed thereon are at Grantor's risk and without expectation of payment if removed by State.

9. In consideration of State's waiving the defects and imperfections in all matters of record title, the Grantor covenants and agrees to indemnify and hold the State of California harmless from any and all claims that other parties may make or assert on the title to the premises. The Grantor's obligation herein to indemnify State shall not exceed the amount paid to the Grantor under this contract.

10. State agrees to indemnify and hold harmless Grantor from any liability arising out of State's operations under this agreement. State further agrees to assume responsibility for any damages proximately caused by reason of State's operations under this agreement and State will, at its option, either repair or pay for such damage.
11. All work done under this agreement shall conform to all applicable building, fire and sanitary laws, ordinances, and regulations relating to such work, and shall be done in a good and workmanlike manner. All structures, improvements or other facilities, when removed, and relocated, or reconstructed by the State, shall be left in as good condition as found
12. Grantor warrants that there are no oral or written leases on all or any portion of the property exceeding a period of one month, and the Grantor agrees to hold State harmless and reimburse State for any and all of its losses and expenses occasioned by reason of any lease of said property held by any tenant of Grantor for a period exceeding one month.
13. The undersigned hereby represents and warrants to the best of its knowledge that during the period of Grantor's ownership of the property, there have been no disposals, releases or threatened releases of hazardous substances or hazardous waste on, from, or under the property. The undersigned further represents and warrants that Grantor has no knowledge of any disposal, release, or threatened release of hazardous substances or hazardous waste on, from, or under the property which may have occurred prior to Grantor taking title to the property.

The acquisition price of the property being acquired in this transaction reflects the fair market value of the property without the presence of contamination. If the property being acquired is found to be contaminated by the presence of hazardous waste which requires mitigation under Federal or State law, State may elect to recover its clean-up costs from those who caused or contributed to the contamination.

14. Upon completion of the project, State shall provide the Grantor with sufficiently recordable or recorded Quitclaim Deed for the Temporary Easements (63155-4 and 6315-5).
15. Except in an emergency situation, the Grantor, upon coordination with the the Resident Engineer, can use the property (63155-4 and 63155-5) for their maintenance purposes, as long it does not interfere with the State's operations. During the TCE period, State shall have priority to use said property.
16. The Grantor shall have the right to utilize the west bank access road as shown on layout sheet L-6 of the SR4 Phase 3 Widening Plans as cross-hatched, which is being built as part of this project.

16. This transaction will be handled through an internal escrow by the State of California, Department of Transportation, District 4 Office, Post Office Box 23440, Oakland, CA 94623-0440.

In Witness Whereof, the Parties have executed this agreement the day and year first above written.

RECOMMENDED FOR APPROVAL:

RECOMMENDED FOR APPROVAL:

**CONTRA COSTA COUNTY**

  
JESSICA L. DILLINGHAM  
Supervising Real Property Agent

\_\_\_\_\_  
JASPREET SINGH  
District Branch Chief  
Acquisition Services

  
KAREN A. LAWS  
Principal Real Property Agent

**APPROVED:**

**APPROVED:**

**OWNER**  
**CONTRA COSTA COUNTY FLOOD**  
**CONTROL AND WATER**  
**CONSERVATION DISTRICT, a flood control**  
**district organized under the laws of the State of**  
**California**

**STATE OF CALIFORNIA**  
**Department of Transportation**

By \_\_\_\_\_  
BRIAN M. BALBAS  
Chief Engineer

By \_\_\_\_\_  
MARK L. WEAVER  
Deputy District Director  
Right of Way and Land Surveys

No Obligation Other Than Those Set Forth Herein Will Be Recognized







**RECORDING REQUESTED BY**  
STATE OF CALIFORNIA

-----  
**WHEN RECORDED RETURN TO**  
DEPARTMENT OF TRANSPORTATION  
PO BOX 23440, MS-11A  
OAKLAND, CA 94623-0440  
Attn: Fiona Ho

Space above this line for Recorder's Use

## GRANT DEED

District	County	Route	Postmile	Number
04	CC	4	12.9	63155

CONTRA COSTA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT, a flood control district organized under the laws of the State of California, hereinafter called GRANTOR, hereby grants to the State of California, Department of Transportation, hereinafter called STATE, all that real property in the unincorporated area of Contra Costa County, State of California, described as follows:

See Exhibit "A", attached.

Transfer Tax Not Applicable: R & T Code 11922

STATE BUSINESS: Free

This is to certify that this document is presented for recordation by the State of California under Government Code 27383 and is necessary to complete the chain of title of the State to property acquired by the State of California.

DISTRICT DIRECTOR

BY \_\_\_\_\_

MARK L. WEAVER  
Deputy District Director  
Right of Way and Land Surveys

Number
63155

The GRANTOR further understands that the present intention of the STATE is to construct and maintain a public highway on the lands hereby conveyed in fee and the GRANTOR, for itself and its successors and assigns, hereby waives any claim for any and all damages to GRANTOR's remaining property contiguous to the property hereby conveyed by reason of the location, construction, landscaping or maintenance of the highway.

Dated: 3/13/18

For Contra Costa County Flood  
Control and Water Conservation  
District

  
Karen Mitchoff  
Chair, Board of Supervisors

## ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California } SS  
County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_  
*Here insert Name and Title of the Officer*  
personally appeared \_\_\_\_\_

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

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

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)

Number
63155

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This is to certify that the State of California, acting by and through the Department of Transportation (according to Section 27281 of the Government Code), accepts for public purposes the real property described in this deed and consents to its recordation.

Dated \_\_\_\_\_

MALCOLM DOUGHERTY  
Director of Transportation

By \_\_\_\_\_  
MARK L. WEAVER, Attorney in Fact  
Deputy District Director  
Right of Way and Land Surveys

Number
63155

## EXHIBIT "A"

All that real property situated in the unincorporated area of Contra Costa County, State of California, more particularly described as follows:

### PARCEL 1 (63155-1):

BEGINNING at the most Northerly corner of that parcel of land as described in that certain Director's Deed (State Deed Number 19288-DD-2) recorded November 9, 1967 in Volume 5492, at Page 238, Official Records of Contra Costa County; thence along the general Easterly lines of said parcel, South 18°42'16" West, 49.54 feet to an angle point and South 44°46'34" East, 63.69 feet to the most Northerly corner of PARCEL 1 as described in that Director's Deed (State Deed Number 19288-DD-1) recorded September 13, 1962 in Volume 4201, at Page 97, Official Records of Contra Costa County; thence along the Northeasterly line of said PARCEL 1, South 44°46'34" East, 22.35 feet to the Northeasterly corner thereof; thence North 66°22'12" East, 23.87 feet; thence North 62°41'16" East, 230.71 feet; thence South 71°16'26" East, 40.87 feet to a point on the general Westerly line of PARCEL B as shown on that certain Parcel Map filed on August 25, 1972 in Book 23 of Parcel Maps at Pages 43 and 44, in the Office of the County Recorder of Contra Costa County; thence along the last said line, North 18°43'34" East, 75.50 feet to the most Westerly corner of that parcel of land described in that Grant Deed recorded on November 26, 1979 in Book 9630 of Official Records at Page 546, in the Office of the County Recorder of Contra Costa County; thence along the Northwesterly line of last said parcel of land, North 18°43'34" East, 30.00 feet to the most Northerly corner thereof; thence along said general Westerly line of said PARCEL B, North 18°43'34" East, 73.33 feet to the Northeasterly corner of said PARCEL B, said corner being on the general Southerly line of State Route 4; thence along last said line South 67°43'41" West, 39.55 feet and South 65°49'02" West, 362.95 feet to the POINT OF BEGINNING.

CONTAINING 41,666 square feet, more or less.

There shall be no abutters rights, including rights of access, over and across the course hereinabove described with a length of 40.87 feet in and to the adjacent State freeway.

RESERVING an EASEMENT for ingress and egress purposes upon, over, and across a strip of land 12.00-foot-wide, the centerline of which being described as follows:

COMMENCING at the most Northerly corner of PARCEL 1 as described in that Director's Deed (State Deed Number 19288-DD-1) recorded September 13, 1962 in Volume 4201, at Page 97, Official Records of Contra Costa County; thence along the Northeasterly line of said PARCEL 1, South 44°46'34" East, 22.35 feet to the Northeasterly corner thereof; thence North 66°22'12" East, 18.06 feet to the POINT OF BEGINNING of herein described centerline; thence North 19°32'35" East, 30.43 feet; thence along a tangent curve to the right with a radius of 200.00 feet, through a central angle of 16°35'59", an arc length of 57.94 feet; thence North 36°08'34" East, 37.48 feet; thence along a tangent curve to the left with a radius of 200.00 feet,

Number
63155

-2-

through a central angle of 17°44'42", an arc length of 61.94 feet; thence North 18°23'52" East, 3.38 feet to a point on the Northerly line of that parcel of land as described in that Director's Deed (State Deed Number 19288-DD), recorded July 23, 1962, in Volume 4165, at Page 183, Official Records of Contra Costa County, said point being the terminus of herein described centerline.

The sidelines of said 12.00-foot-wide strip of land shall be prolonged or shortened so as to begin at the course described above as "North 66°22'12" East, 18.06 feet" and its Easterly prolongation, and terminate at the Northerly line of said parcel of land as described in said Director's Deed (State Deed Number 19288-DD).

Said 12.00-foot-wide strip of land contains 2,294 square feet, more or less.

**PARCEL 2 (63155-4):**

A TEMPORARY EASEMENT for construction purposes and incidents thereto, upon, over, and across that parcel of land described as follows:

COMMENCING at the most Northerly corner of that parcel of land as described in that certain Director's Deed (State Deed Number 19288-DD-2) recorded November 9, 1967 in Volume 5492, at Page 238, Official Records of Contra Costa County; thence along the general Easterly lines of said parcel, South 18°42'16" West, 49.54 feet to an angle point and South 44°46'34" East, 63.69 feet to the most Northerly corner of PARCEL 1 as described in that Director's Deed (State Deed Number 19288-DD-1) recorded September 13, 1962 in Volume 4201, at Page 97, Official Records of Contra Costa County; thence along the Northeasterly line of said PARCEL 1, South 44°46'34" East, 22.35 feet to the Northeasterly corner thereof and the POINT OF BEGINNING; thence North 66°22'12" East, 23.87 feet; thence North 62°41'16" East, 23.57 feet; thence South 18°43'34" West, 106.51 feet; thence North 71°16'48" West, 34.00 feet to the Easterly line of said PARCEL 1 (Volume 4201, Page 97); thence along last said line, North 18°43'34" East, 73.46 feet to the POINT OF BEGINNING.

CONTAINING 3,041 square feet, more or less.

Rights to the above described temporary easement shall cease and terminate on December 31, 2021. Said right may also be terminated prior to the above date by STATE upon notice to GRANTOR.

**PARCEL 3 (63155-5):**

A TEMPORARY EASEMENT for construction purposes and incidents thereto, upon, over, and across that parcel of land described as follows:

Number
63155

-3-

COMMENCING at the most Northerly corner of that parcel of land as described in that certain Director's Deed (State Deed Number 19288-DD-2) recorded November 9, 1967 in Volume 5492, at Page 238, Official Records of Contra Costa County; thence along the general Easterly lines of said parcel, South 18°42'16" West, 49.54 feet to an angle point and South 44°46'34" East, 63.69 feet to the most Northerly corner of PARCEL 1 as described in that Director's Deed (State Deed Number 19288-DD-1) recorded September 13, 1962 in Volume 4201, at Page 97, Official Records of Contra Costa County; thence along the Northeasterly line of said PARCEL 1, South 44°46'34" East, 22.35 feet to the Northeasterly corner thereof; thence North 66°22'12" East, 23.87 feet; thence North 62°41'16" East, 230.71 feet; thence South 71°16'26" East, 20.87 feet to the POINT OF BEGINNING; thence continuing South 71°16'26" East, 20.00 feet to the Easterly line of that parcel of land as described in that certain Director's Deed (State Deed Number 19288-DD) recorded July 23, 1962 in Volume 4165, at Page 183, Official Records of Contra Costa County; thence along last said line, South 18°43'34" West, 87.26 feet; thence North 71°16'26" West, 20.00 feet; thence North 18°43'34" East, 87.26 feet to the POINT OF BEGINNING.

CONTAINING 1,745 square feet, more or less.

Rights to the above described temporary easement shall cease and terminate on December 31, 2021. Said right may also be terminated prior to the above date by STATE upon notice to GRANTOR.

The bearings and distances used in the above descriptions are on the California Coordinate System of 1983, Zone 3, Epoch 1991.35. Multiply the above distances by 1.0000574 to obtain ground level distances.

This real property description has been prepared by me, or under my direction, in conformance with the Professional Land Surveyors Act.

Signature:   
*Licensed Land Surveyor*

Date: 2/15/2018





**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: March 13, 2018

Subject: APPROVE the Conveyance of a Pipeline Easement to SFPP, L.P., for pipeline purposes in connection with the SR4/I680 Widening Project Phase 3.

**RECOMMENDATION(S):**

As the governing body of the Contra Costa County Flood Control and Water Conservation District (District), APPROVE and AUTHORIZE the conveyance of a pipeline easement to SFPP, L.P., located near Grayson Creek adjacent to Highway 4 (SR-4) and Interstate 680 (I-680) Interchange in Martinez identified in Exhibit "A" of the Grant of Easement (State Parcel No. 63155-2), pursuant to Section 31 of the Contra Costa County Flood Control and Water Conservation District Act and Government Code Section 25526.6 (Project No. 7520-6B8721).

DETERMINE that the conveyance of the pipeline easement is in the public interest and that the interest in the land conveyed will not substantially conflict or interfere with the the Districts use of the property.

AUTHORIZE the Chair, Board of Supervisors, to execute the Grant of Easement on behalf of the District.

DIRECT the Real Estate Division of the Public Works Department to cause said Grant of Easement to be delivered to the grantees for acceptance and recording in the Office of the County Clerk-Recorder.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: Stacey M. Boyd, Deputy

Contact: Jessica Dillingham, 925.  
313-2224

cc:



RECOMMENDATION(S): (CONT'D)

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

The District acquired the real property in the 1960's and 1970's for Flood Control purposes. As part of the improvements for the SR-4/I-680 Widening Project Phase 3 the State requires said pipeline easement to be conveyed to SFPP, L.P. due to the relocation of the existing pipeline as part of the State's project. An Environmental Impact Report dated December 17, 2014, was completed by the State. The State has the power of Eminent Domain to acquire the necessary rights from the District. The easement document provides language so as to not substantially conflict or interfere with the Districts use of the property.

CONSEQUENCE OF NEGATIVE ACTION:

The Project will not have sufficient land rights to allow construction in accordance with the approved plans and specifications.

AGENDA ATTACHMENTS

Grant of Easement

MINUTES ATTACHMENTS

Signed: Grant of Easement

Recorded at the request of:  
Contra Costa County Flood Control  
And Water Conservation District

After recording return to:

Kinder Morgan, Inc.  
1100 Town & Country Road  
Orange, CA 92868

---

Ptn. Of Assessor's Parcel No.: 125-020-XXX

## **GRANT OF EASEMENT**

For good and valuable consideration, including but not limited to the agreements contained herein, the receipt and sufficiency of which are hereby acknowledged, CONTRA COSTA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT, a flood control district, organized under the laws of the State of California, (hereinafter "DISTRICT"), hereby grants to SFPP, L.P, a Delaware Limited Partnership (hereinafter "GRANTEE"), a nonexclusive perpetual easement and right of way (hereinafter "Easement ") for installing, constructing, reconstructing, removing, replacing, repairing, upgrading, maintaining, operating and using an 8-inch steel pipeline that will transport refined petroleum products, and appurtenances thereto, and for no other purposes whatsoever, along and in all of the hereinafter described parcel of land (the "Easement Area") situated in the County of Contra Costa, State of California, described as follows:

### **FOR DESCRIPTION AND PLAT MAP, SEE ATTACHED EXHIBITS "A' AND "B"**

The foregoing grant is made subject to the following terms and conditions:

1. **PRIMARY USE OF THE PROPERTY** The primary use of the Property subject to this easement (hereinafter the "Property") is for flood control conveyance of storm water and flood protection purposes, including, but not limited to, the right of channeling, impounding and otherwise controlling the flow of drainage waters, as well as performing any other activities, and construction or maintaining any facilities that the DISTRICT may be required to perform, construct or maintain by other agencies at Federal, State, Regional, or Local levels, including but not limited to, water quality and quantity control activities (such activities and those ancillary there to being hereinafter referred to as "Flood Control").

GRANTEE acknowledges and agrees that the use just described constitutes the primary use of the Property and that any and all rights granted or implied by this Grant of Easement are secondary and subordinate to the primary use of the Property by the DISTRICT, its successors and assigns. GRANTEE shall not, at any time, use or permit the public to use the Easement Area in any manner that will interfere with or impair the DISTRICT's primary use of the Property. GRANTEE shall

not fence the Easement Area without the prior written approval of the DISTRICT, and shall remove any fencing when requested by DISTRICT to do so. GRANTEE shall not otherwise obstruct the Easement Area.

2. **U. S. ARMY CORPS OF ENGINEER'S PROJECT:** The Property is part of the U. S. Army Corps of Engineers, (hereinafter "Corps"), "Walnut Creek Project". The Corps' Project provides flood protection to the surrounding communities. Approval by the Flood Protection and Navigation Section of the Sacramento District, U.S. Army Corps of Engineers is required under 33 USC (United States Code) 408 (Section 408) for any modification to "Corps Project".
3. **DISTRICT TITLE:** GRANTEE hereby acknowledges DISTRICT's title to the Property and agrees never to assail or resist said title.
4. **CONSTRUCTION AND MAINTENANCE ACTIVITIES:**
  - (a) Prior to any construction, reconstruction, remodeling, excavation, installation, or plantings within the Easement Area, GRANTEE shall submit specific plans and specifications to the DISTRICT for review and approval. Such approval, together with any additional DISTRICT requirements, will be in the form of a written permit issued by DISTRICT to GRANTEE.
  - (b) Normal maintenance by GRANTEE of its facilities within the Easement Area, including inspection and cleaning of the existing pipeline, shall not require prior notice to the DISTRICT. GRANTEE shall perform maintenance of its facilities so as to prevent damage to the Property.
  - (c) GRANTEE shall disclose to the DISTRICT the volume, pressure and type of substances being transported by Grantee's pipeline; the size, date of construction and material specifications of the pipeline; maximum pipeline pressure ratings; the date of the most recent pipeline inspection required by law; a copy of the most recent pipeline certifications from all applicable regulatory agencies; a detailed description of materials transported, maximum daily volumes, and certifications from all agencies responsible for permitting and operation of the pipeline , as applicable; and any other information as may be requested by the DISTRICT and the Corps.
  - (d) GRANTEE shall be responsible, at its sole expense, for all repair and maintenance directly caused by GRANTEE's use of the Easement Area. Except in the case of an emergency, the GRANTEE shall not make alterations to the Easement Area, including the installation of additional improvements or utilities or performance of any construction, reconstruction, remodeling, alteration, removal, landscaping, tree planting, major maintenance work, or other work, without obtaining the prior written consent of DISTRICT's Chief Engineer, or his or her designee, which shall be in the form of an "Encroachment Permit for Use of DISTRICT's Right of Way" ("Encroachment Permit"). The GRANTEE shall make every effort to report emergency work in the Easement Area to the DISTRICT within one (1) Business-day after commencing such activities. Only after DISTRICT obtains approval for all

proposed encroachments or revisions from the Corps, then GRANTEE shall obtain from DISTRICT the written consent for GRANTEE's alterations to the Easement Area in the form of an Encroachment Permit, which permission may be revoked at any time if necessary for or in furtherance of the DISTRICT'S uses of the Easement Area. Upon revocation or denial of consent, GRANTEE shall immediately remove any of such alterations. District may require GRANTEE to alter or remove any emergency work done by GRANTEE, at GRANTEE's sole cost and expense, if the emergency work interferes with DISTRICTS's use of the Easement Area or if such work is not permitted by the Corps, GRANTEE shall reimburse DISTRICT for all costs to process, issue, and inspect GRANTEE encroachments.

(e) GRANTEE shall test all pipelines as required by the State Fire Marshal or other state or federal agency with jurisdiction over the pipeline or by any applicable law, and must make available for inspection by the DISTRICT the results of all pipeline inspections and pipeline tests that are required by the State Fire Marshal and by all applicable laws within sixty (60) days after the GRANTEE'S receipt of those results.

(f) GRANTEE shall file, and thereafter annually keep on file with the DISTRICT, a pipeline emergency plan as may be required by 49 C.F.R. section 195.402, 49 C.F.R. section 192.615, the California Pipeline Safety Act of 1981 (Government Code sections 51010 et seq.), and all other applicable laws, regulations, and ordinances. GRANTEE shall update its pipeline emergency plan whenever it acquires, constructs, lays, removes, or abandons any facilities in the Easement Area, and shall file the plan with the DISTRICT within thirty (30) days after any update.

- 5 **MODIFICATION, RELOCATION, AND REMOVAL OF GRANTEE'S FACILITIES:** DISTRICT reserves the right to require GRANTEE to modify its facilities, to relocate said facilities within the Easement Area or, at DISTRICT's sole discretion, to remove its facilities from the Easement Area to another site selected by DISTRICT, all at GRANTEE's sole expense. If DISTRICT directs GRANTEE to remove its facilities from the Easement Area to a site outside the Easement Area, DISTRICT shall provide the GRANTEE with a similar easement for the new site. GRANTEE shall be responsible for all costs of relocating its facilities but shall not be required to pay for the relocated Easement Area. In the event that GRANTEE fails to commence the required modification, relocation or removal work within ninety days after being directed to do so by DISTRICT, or such reasonable extension as DISTRICT may agree to, or if GRANTEE fails to complete the required modification, relocation, or removal work within a reasonable time thereafter, as determined by the DISTRICT, the DISTRICT may perform or complete the work at the expense of GRANTEE, which expense GRANTEE agrees to pay to DISTRICT promptly upon demand, including but not limited to, engineering costs and any legal expenses incurred to collect such costs. If GRANTEE's facilities are removed from the current Easement Area to a new easement area, GRANTEE shall promptly quitclaim to DISTRICT its interest in the current Easement Area.

6. **DAMAGE TO DISTRICT PROPERTY:** Any and all DISTRICT property, facilities, landscaping, or other improvements removed or damaged as a result of the use of the Easement Area by GRANTEE, or any other person or entity acting under GRANTEE's direction or control, shall, at DISTRICT's discretion and direction, Either (a) be repaired or replaced by DISTRICT, and GRANTEE shall reimburse DISTRICT for all of DISTRICT'S reasonable repair or replacement costs with all of DISTRICT's costs and expenses to be paid by GRANTEE (including but not limited to engineering costs and legal costs of collecting any unpaid expenses), or (b) shall be repaired or replaced by GRANTEE, at the sole cost and expense of GRANTEE, equivalent to or better than their existing condition. In the event that GRANTEE fails to commence the required work within ninety days after being directed to do so by DISTRICT, or such reasonable extension as DISTRICT may agree to in writing, or fails to complete the required work within a reasonable time thereafter, as determined by the DISTRICT, the DISTRICT may perform or complete the work at the reasonable expense of GRANTEE, which expense GRANTEE agrees to pay to DISTRICT promptly upon demand, including but not limited to engineering costs and any legal expenses incurred to collect such costs.
7. **DAMAGE TO GRANTEE'S FACILITIES:** DISTRICT shall have no responsibility for the protection, maintenance, damage to, or removal of, GRANTEE's facilities, appurtenances, or improvements caused by or resulting from DISTRICT's use of the Property or its work or operations thereon. It shall be the sole responsibility of the GRANTEE to provide and maintain adequate protection and surface markings for its own facilities.
8. **NON-EXCLUSIVE EASEMENT:** The Easement granted hereunder is non-exclusive. This Easement is subject and subordinate to all existing rights, rights of way, licenses, reservations, franchises, and easements of record, or that would be evident from a physical inspection or accurate survey of the Property, in and to the Property ("each such right being held by an "Existing user"). DISTRICT shall have the right to require GRANTEE to modify, remove, or relocate its facility within the Easement Area or to a similar easement to be granted to GRANTEE by DISTRICT at no cost, in a timely manner at GRANTEE's sole cost as reasonably necessary to accommodate the DISTRICT's, or any other existing user's right to construct, replace, enlarge, repair, maintain and operate its facilities, in the same manner as required by Section 4 of this Easement, including the rights and remedies contained therein. GRANTEE agrees to take all precautions required to avoid damage to the facilities of the existing users. If GRANTEE damages the facilities or improvements of any existing user, GRANTEE shall repair or replace such facilities at GRANTEE's sole cost and expense. Nothing contained herein shall be construed to prevent DISTRICT from granting other easements, franchises, licenses or rights of way over said lands, provided however, that said subsequent uses do not unreasonably prevent or obstruct GRANTEE's easement rights hereunder.

9. **INDEMNIFICATION; USE AND CONDITION OF PROPERTY:**

(a) In the exercise of all rights under this Easement, GRANTEE shall be responsible for any and all injury to the public, to persons, and to property arising out of or connected with GRANTEE's use of the Property. GRANTEE shall indemnify, defend, save, protect, and hold harmless, DISTRICT, its officers, agents, employees, and contractors from and against any and all threatened or actual loss, damage, liability, claims, suits, demands, judgments, orders, costs, fines, penalties or expense of whatever character, including but not limited to those relating to inverse condemnation, and including attorneys' fees, (hereinafter collectively referred to as "Liabilities") to persons or property, direct, directly contributed to, or caused by , GRANTEE's operations, acts, or omissions pursuant to this Easement, or the GRANTEE's use of the Easement Area, save and except Liabilities arising from the sole negligence or sole willful misconduct of the DISTRICT, its officers, or its employees. GRANTEE acknowledges that the Property subject to this easement is in a flood control area. GRANTEE agrees that GRANTEE shall never have, claim, or assert any right or action against DISTRICT or the County of Contra Costa in the event of damage to or disruption of GRANTEE's facilities caused or contributed to by flooding or water, and GRANTEE shall indemnify, defend, save, protect and hold DISTRICT harmless from all Liabilities resulting from such damage or disruption.

b) GRANTEE further agrees to defend, indemnify, save, protect and hold harmless, DISTRICT from any and all actual or threatened claims, costs, actions or proceedings to attack, set aside, void, abrogate, or annul this grant of easement or any act or approval of DISTRICT related thereto.

c) GRANTEE accepts the Easement Area in an "as is" physical condition, with no warranty, guarantee, representation, or liability, express or implied on the part of the DISTRICT as to any matter, including but not limited to the physical condition of the Property and/or the condition and/or possible uses of the land or any improvements thereon, the condition of the soil, or the geology of the soil, the condition of the air, surface water or groundwater, the presence of known and unknown faults, the presence of any hazardous substance, materials, or other kinds of contamination or pollutants of any kind in the air, soil, groundwater or surface water, or the suitability of the Property for the construction and use of the improvements thereon. It shall be the sole responsibility of GRANTEE, at its sole cost and expense, to investigate and determine the suitability of the soil, water, geologic, environmental and seismic conditions of the Property for the intended use contemplated herein, and to determine and comply with all building, planning and zoning regulations relative to the Property and the uses to which it can be put. GRANTEE relies solely on GRANTEE's own judgment, experience and investigations as to the present and future condition of the Property or its suitability for GRANTEE's intended use and is not relying in any manner on any representation or warranty by DISTRICT. GRANTEE agrees that neither GRANTEE, its heirs, successors, or assigns shall ever claim have or assert any right or action against DISTRICT for any loss, damage, or other matter arising out of, or resulting from the presence of any hazardous substance or any other condition of the Property at the commencement of the Easement, or from the release of any hazardous substance in, on, or around

any part of the Property, or in the soil, water, subsurface strata, or ambient air, by any person or entity other than the DISTRICT following the commencement of this Easement. As used herein, "hazardous substance" means any substance, material, or waste which is or may become designated, classified, or regulated as being "toxic," "hazardous," or a "pollutant" under any federal, state, or local law, regulation, or ordinance. Nothing in this section is intended in any way to restrict the right of GRANTEE to seek contribution or indemnity from any person or entity other than DISTRICT whose activities are a cause of any discharge, leakage, spillage, or emission of hazardous materials on or to the Property.

d) To the extent permitted by law, GRANTEE shall indemnify, defend, save, protect and hold the DISTRICT harmless from and against any and all Liabilities (including but not limited to the costs of any required or necessary testing, remediation, repair, removal, cleanup or detoxification of the Property and surrounding properties and from and against the preparation of any cleanup, remediation, closure or other required plans whether such action is required or necessary prior to or following the termination of the easement), of any kind or nature, to the extent caused or contributed to by GRANTEE's operation or performance under this Easement, or GRANTEE's use, release, or disposal of any hazardous substance, including all costs, claims, damages (including property and personal injury) caused by the uncovering, release, or excavation of hazardous materials (including petroleum) as a result of GRANTEE's construction, reconstruction, maintenance, use, replacement, or removal of its facilities, to the extent that such activities increase the costs attributable to the cleanup or remediation of such hazardous materials.

e) **CONTAMINANTS:** Except as expressly authorized herein GRANTEE may not allow any hazardous substances to be generated, used, stored for any period of time, released on, under, or from the Easement Area. If any potential or known release, threatened release, generation, storage, disposal or placement of any hazardous substances occurs on, in, near, or from the Easement Area, the GRANTEE shall immediately notify appropriate emergency personnel, public agencies, and the DISTRICT.

f) The obligations contained in this section shall survive the abandonment, expiration, or other termination of this easement.

10. **ABANDONMENT:** In the event GRANTEE shall cease to use the Easement herein continuously for a period of one year, or in the event GRANTEE abandons its facilities or fails to use the Easement for the purpose for which it is granted, then all rights of GRANTEE in and to said lands shall thereupon cease and terminate and shall immediately revert to and vest in DISTRICT or its successors. Upon any such termination of GRANTEE's rights, GRANTEE shall, upon request by DISTRICT, and at GRANTEE's sole cost and expense, remove all of its facilities from the Easement Area and restore said Property to its original condition; or, if agreed upon in writing by the DISTRICT, the GRANTEE may abandon in place its facilities in the Easement



Area by taking all necessary industry practices to inactivate and remove hydrocarbons, and make the pipeline inert by agreeable means. Upon the failure of GRANTEE to complete the removal or abandonment work required by this section,, this work may be performed by DISTRICT at GRANTEE's own expense, which sole reasonable expense GRANTEE agrees to pay to DISTRICT within 30 days after request of DISTRICT's demand for payment . Upon request by district, GRANTEE shall execute any Quitclaim Deeds required by DISTRICT to relinquish GRANTEE's interest in the Easement Area following abandonment.

11. **NO ASSIGNMENT OF EASEMENT:** No rights granted hereunder shall be transferred, apportioned, or assigned without the prior written consent of DISTRICT.
12. **NO SECONDARY RIGHTS:** Nothing herein contained shall be deemed to construe that access or other secondary rights are conveyed by this Easement over any of DISTRICT's adjacent lands lying outside of the Easement Area.
13. **ENTIRE AGREEMENT:** This Grant of Easement contains the entire agreement between the parties hereto and shall not be modified in any manner except by an instrument in writing executed by the parties or their respective successors in interest.
14. **CONSTRUCTION:** This grant of easement shall not be construed as if it had been prepared by one of the parties, but rather as if both parties have prepared it. The parties to this grant of easement and their counsel have read and reviewed this grant of easement and agree that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply to the interpretation of this grant of easement.
15. **SUCCESSORS AND ASSIGNS:** This indenture and all of the covenants herein contained shall inure to the benefit of and be binding upon the heirs, successors and assigns of the respective parties hereto.

16. **NO THIRD-PARTY BENEFICIARIES:** Nothing in this Grant of Easement confers any rights on any persons or entities other than the Parties hereto.
17. **GOVERNING LAW:** This Grant of Easement shall be construed in accordance with the laws of the State of California.

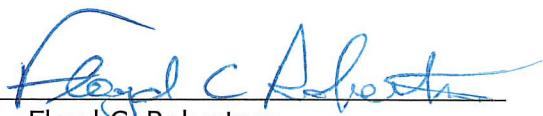
IN WITNESS WHEREOF, this Grant of Easement is signed and executed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

CONTRA COSTA COUNTY FLOOD  
CONTROL & WATER CONSERVATION  
DISTRICT

GRANTEE  
SFPP, L.P.

*By Kinder Morgan Operating L.P. "D"*  
*By Kinder Morgan G.P., Inc., its General Partner*

By \_\_\_\_\_  
Karen Mitchoff  
Chair, Board of Supervisors

By  \_\_\_\_\_  
Floyd C. Robertson  
Attorney-in-Fact

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA     )  
COUNTY OF CONTRA COSTA     )

On \_\_\_\_\_ before me, Clerk of the Board of Supervisors, Contra Costa County, personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.

Signature: \_\_\_\_\_  
Deputy Clerk

G:\realprop\Jewel\EA 17PA - Draft Pipeline Easement - District- Kinder Morgan - 5-17-17.doc

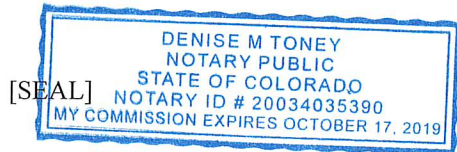
**(APPROVED AS TO FORM by County Counsel 07/99)**

ACKNOWLEDGEMENT

STATE OF COLORADO       )  
                                          ) SS  
COUNTY OF EL PASO       )

On the 1<sup>st</sup> day of October, 2017, before me the undersigned authority, appeared **Floyd C. Robertson** to me personally known, who, being sworn did say that he is an Attorney-in-Fact for SFPP, L.P., a Delaware limited partnership, and that the foregoing instrument was signed in behalf of said partnership and Appeared acknowledged to me that said instrument to be the free act and deed of the partnership.

Denise M Toney  
Notary Public



My Commission Expires: 10-17-19

EXHIBIT "A"

All that real property situated in the unincorporated area of Contra Costa County, State of California, being a portion of that parcel of land as described in that certain Director's Deed (State Deed Number 19288-DD) recorded July 23, 1962 in Volume 4165, at Page 183, Official Records of Contra Costa County, more particularly described as follows:

COMMENCING at the most Northerly corner of that parcel of land as described in that certain Director's Deed (State Deed Number 19288-DD-2) recorded November 9, 1967 in Volume 5492, at Page 238, Official Records of Contra Costa County; thence along the general Easterly lines of said parcel, South 18°42'16" West, 49.54 feet to an angle point and South 44°46'34" East, 63.69 feet to the most Northerly corner of PARCEL 1 as described in that Director's Deed (State Deed Number 19288-DD-1) recorded September 13, 1962 in Volume 4201, at Page 97, Official Records of Contra Costa County; thence along the Westerly line of said PARCEL 1, South 18°43'34" West, 166.09 feet; thence North 58°48'11" East, 31.06 feet to a point on the Easterly line of said PARCEL 1, said point being the POINT OF BEGINNING; thence continuing North 58°48'11" East, 339.64 feet to the Easterly line of said parcel (Volume 4165, Page 183); thence along last said line, North 18°43'34" East, 15.76 feet; thence South 58°48'11" West, 339.64 feet to said Easterly line of said PARCEL 1; thence along last said line, South 18°43'34" West, 15.76 feet to the POINT OF BEGINNING.

CONTAINING 3,447 square feet, more or less.

The bearings and distances used in the above description are on the California Coordinate System of 1983, Zone 3, Epoch 1991.35. Multiply the above distances by 1.0000574 to obtain ground level distances.

This real property description has been prepared by me, or under my direction, in conformance with the Professional Land Surveyors Act.

Signature: \_\_\_\_\_

*Licensed Land Surveyor*

Date: 1/9/2018





**CONTRA COSTA COUNTY**  
**SEE SHEET A-10649.2**

NOTES: The State of California or the officers or agents shall not be responsible for the accuracy or completeness of digital images or this map.

**REVISIONS**

DATE	BY	REVISIONS
5/15/16	J. MURPHY	Update Parcels 63155-2 and 63155-6 to reflect Utility Company Interest
12/20/17	J. ZHONG	REASSUE: SPLIT 63155 INTO 63155 AND 63155-1
01/09/18	J. ZHONG	Release CHANGE 63640-4 FROM TCE TO PREAC

**REVISIONS**

DATE	BY	REVISIONS
5/15/16	J. MURPHY	Split Parcel 63155-2 into 63155-2 and 63155-6 per Trans. No. 7
5/16/17	J. MURPHY	Extend TCE expiration date to 12/31/2021 for Parcel 63155-2, 63155-4, 63155-5 per Trans. No. 8
4/27/16	J. MURPHY	Corrections/Additions to Parcel 63155

**BASED ON ASSUMED INFORMATION**

**GRANTOR BOX (CONT'D)**

PARCEL #	TITLE	AREAS (square feet or as noted)	REMARKS
63155-1	GRANTOR	TOTAL REQUIRED 0 DUF 1	
63155-2	GRANTOR	TOTAL REQUIRED 0 DUF 1	
63155-3	GRANTOR	TOTAL REQUIRED 0 DUF 1	
63155-4	GRANTOR	TOTAL REQUIRED 0 DUF 1	
63155-5	GRANTOR	TOTAL REQUIRED 0 DUF 1	
63155-6	GRANTOR	TOTAL REQUIRED 0 DUF 1	

**REMARKS**

1) ALL WITH EXISTING ROADWAY EASEMENT (200 D.F. 97)  
2) ALL WITH EXISTING ROADWAY EASEMENT (4165 D.F. 183)

**NOTES:**

1) ALL WITH EXISTING ROADWAY EASEMENT (200 D.F. 97)  
2) ALL WITH EXISTING ROADWAY EASEMENT (4165 D.F. 183)

**LEGEND**

STATE OF CALIFORNIA  
COUNTY OF CONTRA COSTA  
DEPARTMENT OF TRANSPORTATION

**RIGHT OF WAY APPRAISAL MAP**

PROJECT: 2018-01-01  
SHEET: 10649.2  
TOTAL SHEETS: 10649.2

C-16  
Recorded at the request of:  
Contra Costa County Flood Control  
And Water Conservation District

After recording return to:

Kinder Morgan, Inc.  
1100 Town & Country Road  
Orange, CA 92868

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Ptn. Of Assessor's Parcel No.: 125-020-XXX

## GRANT OF EASEMENT

For good and valuable consideration, including but not limited to the agreements contained herein, the receipt and sufficiency of which are hereby acknowledged, CONTRA COSTA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT, a flood control district, organized under the laws of the State of California, (hereinafter "DISTRICT"), hereby grants to SFPP, L.P, a Delaware Limited Partnership (hereinafter "GRANTEE"), a nonexclusive perpetual easement and right of way (hereinafter "Easement ") for installing, constructing, reconstructing, removing, replacing, repairing, upgrading, maintaining, operating and using an 8-inch steel pipeline that will transport refined petroleum products, and appurtenances thereto, and for no other purposes whatsoever, along and in all of the hereinafter described parcel of land (the "Easement Area") situated in the County of Contra Costa, State of California, described as follows:

### **FOR DESCRIPTION AND PLAT MAP, SEE ATTACHED EXHIBITS "A' AND "B"**

The foregoing grant is made subject to the following terms and conditions:

1. **PRIMARY USE OF THE PROPERTY** The primary use of the Property subject to this easement (hereinafter the "Property") is for flood control conveyance of storm water and flood protection purposes, including, but not limited to, the right of channeling, impounding and otherwise controlling the flow of drainage waters, as well as performing any other activities, and construction or maintaining any facilities that the DISTRICT may be required to perform, construct or maintain by other agencies at Federal, State, Regional, or Local levels, including but not limited to, water quality and quantity control activities (such activities and those ancillary there to being hereinafter referred to as "Flood Control").

GRANTEE acknowledges and agrees that the use just described constitutes the primary use of the Property and that any and all rights granted or implied by this Grant of Easement are secondary and subordinate to the primary use of the Property by the DISTRICT, its successors and assigns. GRANTEE shall not, at any time, use or permit the public to use the Easement Area in any manner that will interfere with or impair the DISTRICT's primary use of the Property. GRANTEE shall



not fence the Easement Area without the prior written approval of the DISTRICT, and shall remove any fencing when requested by DISTRICT to do so. GRANTEE shall not otherwise obstruct the Easement Area.

2. **U. S. ARMY CORPS OF ENGINEER'S PROJECT:** The Property is part of the U. S. Army Corps of Engineers, (hereinafter "Corps"), "Walnut Creek Project". The Corps' Project provides flood protection to the surrounding communities. Approval by the Flood Protection and Navigation Section of the Sacramento District, U.S. Army Corps of Engineers is required under 33 USC (United States Code) 408 (Section 408) for any modification to "Corps Project".
3. **DISTRICT TITLE:** GRANTEE hereby acknowledges DISTRICT's title to the Property and agrees never to assail or resist said title.
4. **CONSTRUCTION AND MAINTENANCE ACTIVITIES:**
  - (a) Prior to any construction, reconstruction, remodeling, excavation, installation, or plantings within the Easement Area, GRANTEE shall submit specific plans and specifications to the DISTRICT for review and approval. Such approval, together with any additional DISTRICT requirements, will be in the form of a written permit issued by DISTRICT to GRANTEE.
  - (b) Normal maintenance by GRANTEE of its facilities within the Easement Area, including inspection and cleaning of the existing pipeline, shall not require prior notice to the DISTRICT. GRANTEE shall perform maintenance of its facilities so as to prevent damage to the Property.
  - (c) GRANTEE shall disclose to the DISTRICT the volume, pressure and type of substances being transported by Grantee's pipeline; the size, date of construction and material specifications of the pipeline; maximum pipeline pressure ratings; the date of the most recent pipeline inspection required by law; a copy of the most recent pipeline certifications from all applicable regulatory agencies; a detailed description of materials transported, maximum daily volumes, and certifications from all agencies responsible for permitting and operation of the pipeline , as applicable; and any other information as may be requested by the DISTRICT and the Corps.
  - (d) GRANTEE shall be responsible, at its sole expense, for all repair and maintenance directly caused by GRANTEE's use of the Easement Area. Except in the case of an emergency, the GRANTEE shall not make alterations to the Easement Area, including the installation of additional improvements or utilities or performance of any construction, reconstruction, remodeling, alteration, removal, landscaping, tree planting, major maintenance work, or other work, without obtaining the prior written consent of DISTRICT's Chief Engineer, or his or her designee, which shall be in the form of an "Encroachment Permit for Use of DISTRICT's Right of Way" ("Encroachment Permit"). The GRANTEE shall make every effort to report emergency work in the Easement Area to the DISTRICT within one (1) Business-day after commencing such activities. Only after DISTRICT obtains approval for all

proposed encroachments or revisions from the Corps, then GRANTEE shall obtain from DISTRICT the written consent for GRANTEE's alterations to the Easement Area in the form of an Encroachment Permit, which permission may be revoked at any time if necessary for or in furtherance of the DISTRICT'S uses of the Easement Area. Upon revocation or denial of consent, GRANTEE shall immediately remove any of such alterations. District may require GRANTEE to alter or remove any emergency work done by GRANTEE, at GRANTEE's sole cost and expense, if the emergency work interferes with DISTRICTS's use of the Easement Area or if such work is not permitted by the Corps, GRANTEE shall reimburse DISTRICT for all costs to process, issue, and inspect GRANTEE encroachments.

(e) GRANTEE shall test all pipelines as required by the State Fire Marshal or other state or federal agency with jurisdiction over the pipeline or by any applicable law, and must make available for inspection by the DISTRICT the results of all pipeline inspections and pipeline tests that are required by the State Fire Marshal and by all applicable laws within sixty (60) days after the GRANTEE'S receipt of those results.

(f) GRANTEE shall file, and thereafter annually keep on file with the DISTRICT, a pipeline emergency plan as may be required by 49 C.F.R. section 195.402, 49 C.F.R. section 192.615, the California Pipeline Safety Act of 1981 (Government Code sections 51010 et seq.), and all other applicable laws, regulations, and ordinances. GRANTEE shall update its pipeline emergency plan whenever it acquires, constructs, lays, removes, or abandons any facilities in the Easement Area, and shall file the plan with the DISTRICT within thirty (30) days after any update.

5 **MODIFICATION, RELOCATION, AND REMOVAL OF GRANTEE'S FACILITIES:**

DISTRICT reserves the right to require GRANTEE to modify its facilities, to relocate said facilities within the Easement Area or, at DISTRICT's sole discretion, to remove its facilities from the Easement Area to another site selected by DISTRICT, all at GRANTEE's sole expense. If DISTRICT directs GRANTEE to remove its facilities from the Easement Area to a site outside the Easement Area, DISTRICT shall provide the GRANTEE with a similar easement for the new site. GRANTEE shall be responsible for all costs of relocating its facilities but shall not be required to pay for the relocated Easement Area. In the event that GRANTEE fails to commence the required modification, relocation or removal work within ninety days after being directed to do so by DISTRICT, or such reasonable extension as DISTRICT may agree to, or if GRANTEE fails to complete the required modification, relocation, or removal work within a reasonable time thereafter, as determined by the DISTRICT, the DISTRICT may perform or complete the work at the expense of GRANTEE, which expense GRANTEE agrees to pay to DISTRICT promptly upon demand, including but not limited to, engineering costs and any legal expenses incurred to collect such costs. If GRANTEE's facilities are removed from the current Easement Area to a new easement area, GRANTEE shall promptly quitclaim to DISTRICT its interest in the current Easement Area.

6. **DAMAGE TO DISTRICT PROPERTY:** Any and all DISTRICT property, facilities, landscaping, or other improvements removed or damaged as a result of the use of the Easement Area by GRANTEE, or any other person or entity acting under GRANTEE's direction or control, shall, at DISTRICT's discretion and direction, Either (a) be repaired or replaced by DISTRICT, and GRANTEE shall reimburse DISTRICT for all of DISTRICT'S reasonable repair or replacement costs with all of DISTRICT's costs and expenses to be paid by GRANTEE (including but not limited to engineering costs and legal costs of collecting any unpaid expenses), or (b) shall be repaired or replaced by GRANTEE, at the sole cost and expense of GRANTEE, equivalent to or better than their existing condition. In the event that GRANTEE fails to commence the required work within ninety days after being directed to do so by DISTRICT, or such reasonable extension as DISTRICT may agree to in writing, or fails to complete the required work within a reasonable time thereafter, as determined by the DISTRICT, the DISTRICT may perform or complete the work at the reasonable expense of GRANTEE, which expense GRANTEE agrees to pay to DISTRICT promptly upon demand, including but not limited to engineering costs and any legal expenses incurred to collect such costs.
7. **DAMAGE TO GRANTEE'S FACILITIES:** DISTRICT shall have no responsibility for the protection, maintenance, damage to, or removal of, GRANTEE's facilities, appurtenances, or improvements caused by or resulting from DISTRICT's use of the Property or its work or operations thereon. It shall be the sole responsibility of the GRANTEE to provide and maintain adequate protection and surface markings for its own facilities.
8. **NON-EXCLUSIVE EASEMENT:** The Easement granted hereunder is non-exclusive. This Easement is subject and subordinate to all existing rights, rights of way, licenses, reservations, franchises, and easements of record, or that would be evident from a physical inspection or accurate survey of the Property, in and to the Property ("each such right being held by an "Existing user"). DISTRICT shall have the right to require GRANTEE to modify, remove, or relocate its facility within the Easement Area or to a similar easement to be granted to GRANTEE by DISTRICT at no cost, in a timely manner at GRANTEE's sole cost as reasonably necessary to accommodate the DISTRICT's, or any other existing user's right to construct, replace, enlarge, repair, maintain and operate its facilities, in the same manner as required by Section 4 of this Easement, including the rights and remedies contained therein. GRANTEE agrees to take all precautions required to avoid damage to the facilities of the existing users. If GRANTEE damages the facilities or improvements of any existing user, GRANTEE shall repair or replace such facilities at GRANTEE's sole cost and expense. Nothing contained herein shall be construed to prevent DISTRICT from granting other easements, franchises, licenses or rights of way over said lands, provided however, that said subsequent uses do not unreasonably prevent or obstruct GRANTEE's easement rights hereunder.

9. **INDEMNIFICATION; USE AND CONDITION OF PROPERTY:**

(a) In the exercise of all rights under this Easement, GRANTEE shall be responsible for any and all injury to the public, to persons, and to property arising out of or connected with GRANTEE's use of the Property. GRANTEE shall indemnify, defend, save, protect, and hold harmless, DISTRICT, its officers, agents, employees, and contractors from and against any and all threatened or actual loss, damage, liability, claims, suits, demands, judgments, orders, costs, fines, penalties or expense of whatever character, including but not limited to those relating to inverse condemnation, and including attorneys' fees, (hereinafter collectively referred to as "Liabilities") to persons or property, direct, directly contributed to, or caused by , GRANTEE's operations, acts, or omissions pursuant to this Easement, or the GRANTEE's use of the Easement Area, save and except Liabilities arising from the sole negligence or sole willful misconduct of the DISTRICT, its officers, or its employees. GRANTEE acknowledges that the Property subject to this easement is in a flood control area. GRANTEE agrees that GRANTEE shall never have, claim, or assert any right or action against DISTRICT or the County of Contra Costa in the event of damage to or disruption of GRANTEE's facilities caused or contributed to by flooding or water, and GRANTEE shall indemnify, defend, save, protect and hold DISTRICT harmless from all Liabilities resulting from such damage or disruption.

b) GRANTEE further agrees to defend, indemnify, save, protect and hold harmless, DISTRICT from any and all actual or threatened claims, costs, actions or proceedings to attack, set aside, void, abrogate, or annul this grant of easement or any act or approval of DISTRICT related thereto.

c) GRANTEE accepts the Easement Area in an "as is" physical condition, with no warranty, guarantee, representation, or liability, express or implied on the part of the DISTRICT as to any matter, including but not limited to the physical condition of the Property and/or the condition and/or possible uses of the land or any improvements thereon, the condition of the soil, or the geology of the soil, the condition of the air, surface water or groundwater, the presence of known and unknown faults, the presence of any hazardous substance, materials, or other kinds of contamination or pollutants of any kind in the air, soil, groundwater or surface water, or the suitability of the Property for the construction and use of the improvements thereon. It shall be the sole responsibility of GRANTEE, at its sole cost and expense, to investigate and determine the suitability of the soil, water, geologic, environmental and seismic conditions of the Property for the intended use contemplated herein, and to determine and comply with all building, planning and zoning regulations relative to the Property and the uses to which it can be put. GRANTEE relies solely on GRANTEE's own judgment, experience and investigations as to the present and future condition of the Property or its suitability for GRANTEE's intended use and is not relying in any manner on any representation or warranty by DISTRICT. GRANTEE agrees that neither GRANTEE, its heirs, successors, or assign shall ever claim have or assert any right or action against DISTRICT for any loss, damage, or other matter arising out of, or resulting from the presence of any hazardous substance or any other condition of the Property at the commencement of the Easement, or from the release of any hazardous substance in, on, or around

any part of the Property, or in the soil, water, subsurface strata, or ambient air, by any person or entity other than the DISTRICT following the commencement of this Easement. As used herein, "hazardous substance" means any substance, material, or waste which is or may become designated, classified, or regulated as being "toxic," "hazardous," or a "pollutant" under any federal, state, or local law, regulation, or ordinance. Nothing in this section is intended in any way to restrict the right of GRANTEE to seek contribution or indemnity from any person or entity other than DISTRICT whose activities are a cause of any discharge, leakage, spillage, or emission of hazardous materials on or to the Property.

d) To the extent permitted by law, GRANTEE shall indemnify, defend, save, protect and hold the DISTRICT harmless from and against any and all Liabilities (including but not limited to the costs of any required or necessary testing, remediation, repair, removal, cleanup or detoxification of the Property and surrounding properties and from and against the preparation of any cleanup, remediation, closure or other required plans whether such action is required or necessary prior to or following the termination of the easement), of any kind or nature, to the extent caused or contributed to by GRANTEE's operation or performance under this Easement, or GRANTEE's use, release, or disposal of any hazardous substance, including all costs, claims, damages (including property and personal injury) caused by the uncovering, release, or excavation of hazardous materials (including petroleum) as a result of GRANTEE's construction, reconstruction, maintenance, use, replacement, or removal of its facilities, to the extent that such activities increase the costs attributable to the cleanup or remediation of such hazardous materials.

e) **CONTAMINANTS:** Except as expressly authorized herein GRANTEE may not allow any hazardous substances to be generated, used, stored for any period of time, released on, under, or from the Easement Area. If any potential or known release, threatened release, generation, storage, disposal or placement of any hazardous substances occurs on, in, near, or from the Easement Area, the GRANTEE shall immediately notify appropriate emergency personnel, public agencies, and the DISTRICT.

f) The obligations contained in this section shall survive the abandonment, expiration, or other termination of this easement.

10. **ABANDONMENT:** In the event GRANTEE shall cease to use the Easement herein continuously for a period of one year, or in the event GRANTEE abandons its facilities or fails to use the Easement for the purpose for which it is granted, then all rights of GRANTEE in and to said lands shall thereupon cease and terminate and shall immediately revert to and vest in DISTRICT or its successors. Upon any such termination of GRANTEE's rights, GRANTEE shall, upon request by DISTRICT, and at GRANTEE's sole cost and expense, remove all of its facilities from the Easement Area and restore said Property to its original condition; or, if agreed upon in writing by the DISTRICT, the GRANTEE may abandon in place its facilities in the Easement

Area by taking all necessary industry practices to inactivate and remove hydrocarbons, and make the pipeline inert by agreeable means. Upon the failure of GRANTEE to complete the removal or abandonment work required by this section,, this work may be performed by DISTRICT at GRANTEE's own expense, which sole reasonable expense GRANTEE agrees to pay to DISTRICT within 30 days after request of DISTRICT's demand for payment . Upon request by district, GRANTEE shall execute any Quitclaim Deeds required by DISTRICT to relinquish GRANTEE's interest in the Easement Area following abandonment.

11. **NO ASSIGNMENT OF EASEMENT:** No rights granted hereunder shall be transferred, apportioned, or assigned without the prior written consent of DISTRICT.
12. **NO SECONDARY RIGHTS:** Nothing herein contained shall be deemed to construe that access or other secondary rights are conveyed by this Easement over any of DISTRICT's adjacent lands lying outside of the Easement Area.
13. **ENTIRE AGREEMENT:** This Grant of Easement contains the entire agreement between the parties hereto and shall not be modified in any manner except by an instrument in writing executed by the parties or their respective successors in interest.
14. **CONSTRUCTION:** This grant of easement shall not be construed as if it had been prepared by one of the parties, but rather as if both parties have prepared it. The parties to this grant of easement and their counsel have read and reviewed this grant of easement and agree that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply to the interpretation of this grant of easement.
15. **SUCCESSORS AND ASSIGNS:** This indenture and all of the covenants herein contained shall inure to the benefit of and be binding upon the heirs, successors and assigns of the respective parties hereto.

16. **NO THIRD-PARTY BENEFICIARIES:** Nothing in this Grant of Easement confers any rights on any persons or entities other than the Parties hereto.
17. **GOVERNING LAW:** This Grant of Easement shall be construed in accordance with the laws of the State of California.


IN WITNESS WHEREOF, this Grant of Easement is signed and executed this 13<sup>th</sup> day of March 2018.

CONTRA COSTA COUNTY FLOOD  
CONTROL & WATER CONSERVATION  
DISTRICT

GRANTEE  
SFPP, L.P.

*By Kinder Morgan Operating L.P. "D"*  
*By Kinder Morgan G.P., Inc., its General Partner*

By   
Karen Mitchoff  
Chair, Board of Supervisors

By   
Floyd C. Robertson  
Attorney-in-Fact



A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA )

COUNTY OF CONTRA COSTA ✓)

On March 13, 2018 before me, Clerk of the Board of Supervisors, Contra Costa County, personally appeared Karen Mitchoff, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.

Signature: Stacey M Boyd

Deputy Clerk

G:\realprop\Jewel\EA 17PA - Draft Pipeline Easement - District- Kinder Morgan - 5-17-17.doc

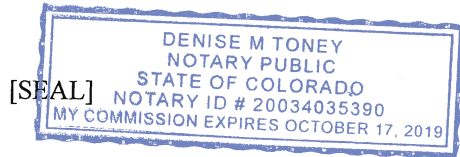
**(APPROVED AS TO FORM by County Counsel 07/99)**

ACKNOWLEDGEMENT

STATE OF COLORADO       )  
                                      ) SS  
COUNTY OF EL PASO       )

On the 11th day of October, 2017, before me the undersigned authority, appeared **Floyd C. Robertson** to me personally known, who, being sworn did say that he is an Attorney-in-Fact for SFPP, L.P., a Delaware limited partnership, and that the foregoing instrument was signed in behalf of said partnership and Appeared acknowledged to me that said instrument to be the free act and deed of the partnership.

Denise Toney  
Notary Public



My Commission Expires: 10-17-19

EXHIBIT "A"


All that real property situated in the unincorporated area of Contra Costa County, State of California, being a portion of that parcel of land as described in that certain Director's Deed (State Deed Number 19288-DD) recorded July 23, 1962 in Volume 4165, at Page 183, Official Records of Contra Costa County, more particularly described as follows:

COMMENCING at the most Northerly corner of that parcel of land as described in that certain Director's Deed (State Deed Number 19288-DD-2) recorded November 9, 1967 in Volume 5492, at Page 238, Official Records of Contra Costa County; thence along the general Easterly lines of said parcel, South 18°42'16" West, 49.54 feet to an angle point and South 44°46'34" East, 63.69 feet to the most Northerly corner of PARCEL 1 as described in that Director's Deed (State Deed Number 19288-DD-1) recorded September 13, 1962 in Volume 4201, at Page 97, Official Records of Contra Costa County; thence along the Westerly line of said PARCEL 1, South 18°43'34" West, 166.09 feet; thence North 58°48'11" East, 31.06 feet to a point on the Easterly line of said PARCEL 1, said point being the POINT OF BEGINNING; thence continuing North 58°48'11" East, 339.64 feet to the Easterly line of said parcel (Volume 4165, Page 183); thence along last said line, North 18°43'34" East, 15.76 feet; thence South 58°48'11" West, 339.64 feet to said Easterly line of said PARCEL 1; thence along last said line, South 18°43'34" West, 15.76 feet to the POINT OF BEGINNING.

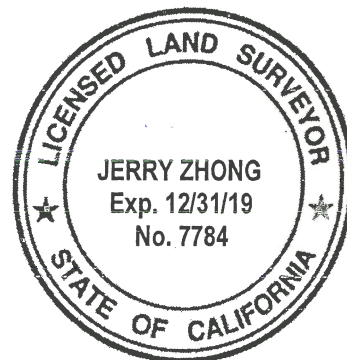
CONTAINING 3,447 square feet, more or less.

The bearings and distances used in the above description are on the California Coordinate System of 1983, Zone 3, Epoch 1991.35. Multiply the above distances by 1.0000574 to obtain ground level distances.

This real property description has been prepared by me, or under my direction, in conformance with the Professional Land Surveyors Act.

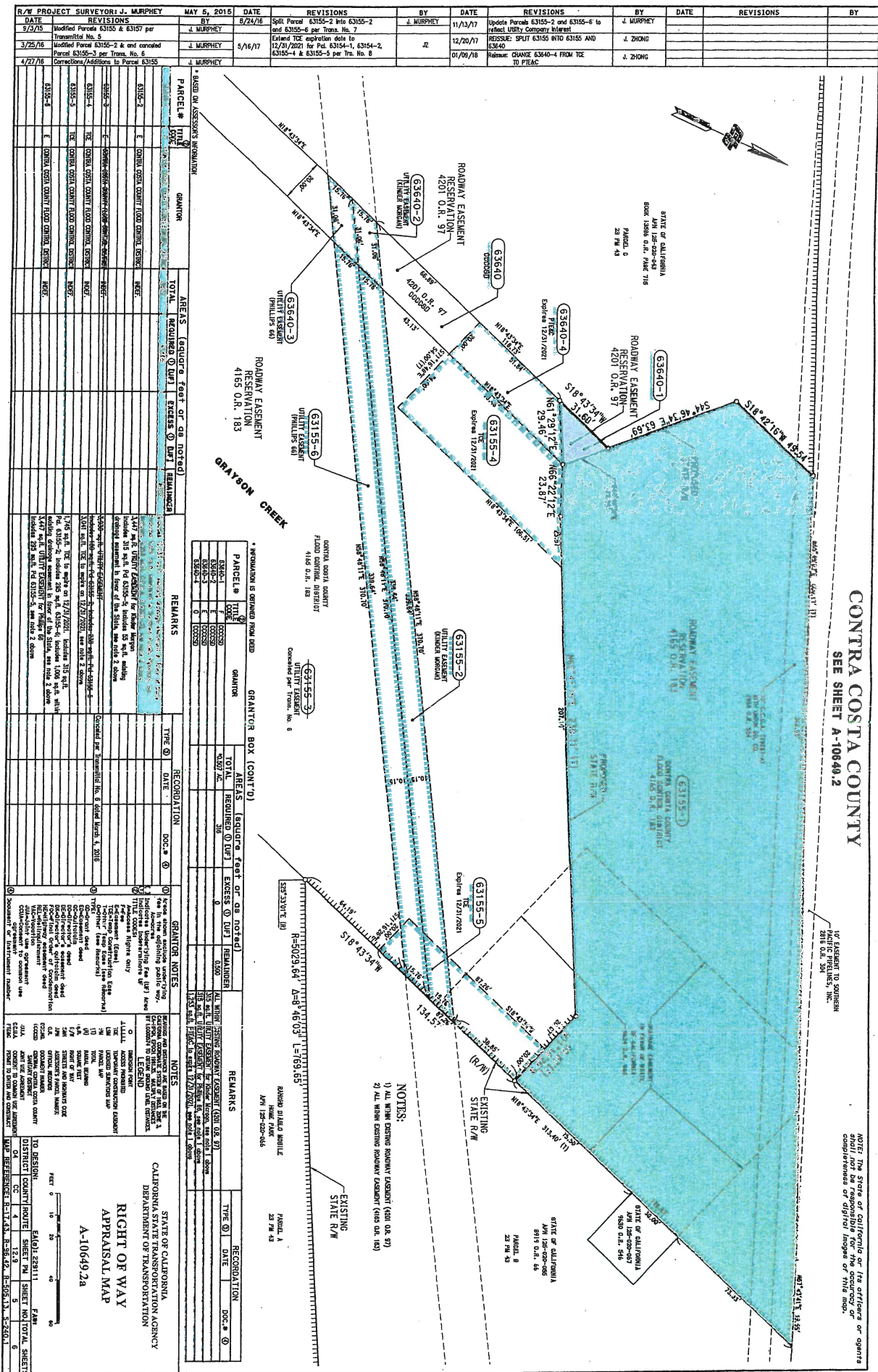
Signature:   
Licensed Land Surveyor

Date: 1/9/2018



# CONTRA COSTA COUNTY SEE SHEET A-10649.2

NOTES: The State of California or its officers or agents  
do not warrant the accuracy or completeness of digital images of this map.





# Contra Costa County

To: Board of Supervisors  
From: Joseph E. Canciamilla, Clerk-Recorder  
Date: March 13, 2018

Subject: Refund Overpayment of Documentary Transfer Tax

## **RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Auditor-Controller to issue a refund of overpayment of documentary transfer tax totaling \$605 to specified parties.

Orange Coast Title Company 4713 First Street #100 Pleasanton, CA 94566	Series #2015-0232930	Overpayment of \$577.50
Chicago Title Company 8630 Brentwood Blvd Ste A2 Brentwood, CA 94513	Series #2017-0124230	Overpayment of \$27.50

## **FISCAL IMPACT:**

The recommendation will result in reduction of \$605 to the County General Fund: \$27.50 was received in fiscal year 2017-18 and \$577.50 was received in fiscal year 2015-2016. \$605 will be refunded out of the current fiscal year budget (2017- 2018).

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

## **VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: Stacey M. Boyd, Deputy

Contact: 925-335-7921

cc:

**BACKGROUND:**

The County Clerk-Recorder received overpayment of documentary transfer tax from the specified parties and a refund of the overpayment is recommended.

**CONSEQUENCE OF NEGATIVE ACTION:**

Failure to reimburse the parties would cause them to pay more than legally required for documentary transfer tax.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: March 13, 2018

Subject: Claim for Refund Pace Hinton Veterans Exemption 2009

---

**RECOMMENDATION(S):**

1. GRANT eighty-five percent (85%) of the portion of the claim filed by Lanita Pace and Keith A. Hinton that relates to payment of the second installment of 2009 property taxes;
2. DENY remainder of the claim filed by Lanita Pace and Keith A. Hinton; and
3. AUTHORIZE and DIRECT the Auditor-Controller to refund eighty-five percent (85%) of monies paid for second installment of 2009 property taxes in the approximate amount of \$658.65, plus interest at the statutory rate if applicable.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: Stacey M. Boyd, Deputy

Contact: Beth Grose, (925)  
313-7463

cc: Robert Campbell, County Auditor-Controller



### FISCAL IMPACT:

The cost of ad valorem property tax refunds is shared among the County's jurisdictions pursuant to a statutory formula. The County's portion of the refund in the amount of approximately \$65 will be paid from the County General Fund.

### BACKGROUND:

On June 26, 2017, the Assessor's Office received a claim for exemption of property taxes relating to a residential property located at 1026 Ventura Street, Richmond, CA, APN 523-014-011-2 (the "Property"). The claimants, Lanita Pace and Keith A. Hinton, sought exemption of the Property from ad valorem property taxes for tax years 2009 through 2016 based on Hinton's entitlement to the exemption as a disabled veteran. [Cal. Const., art. XIII, sec. 3(o); *see also* Cal. Rev. & Tax. Code, §§ 205, 205.5.]

Based on the exemption claim and the information provided, the Assessor's Office granted the claim for tax years 2010 through 2016, which resulted in a refund for these years. [Cal. Rev. & Tax. Code, § 4831.1.] However, the Assessor's Office was unable to apply the exemption for tax year 2009 because the law does not permit the Assessor's Office to make corrections to the roll that relate to the disabled veteran's exemption more than eight years after the date of the assessment being corrected. [Rev. & Tax. Code, § 4831.1, subd. (a).]

On January 25, 2018, Claimants submitted a claim for a refund for tax year 2009 with the Board of Superiors. An eight year statute of limitations for claims for refunds runs from the date that the taxes, which are sought to be refunded, are paid. Here, Claimants paid the property taxes in two installments. Because the first installment of 2009 property taxes was paid more than 8 years before the claim was made on January 25, 2018, the claim as it relates to that payment is untimely. [Cal. Rev. & Tax. Code, §§ 276, 5097(a)(4).] However, the second installment of 2009 property taxes was paid less than 8 years before the claim was made on January 25, 2018. As such, the portion of the claim for refund relating to the payment of the second installment of property taxes is timely. [Cal. Rev. & Tax. Code, § 5097(a)(4).] For this reason, the Board of Supervisors may order a refund of the second installment of property taxes for tax year 2009

Property tax refunds ordered by the Board are paid by the Auditor-Controller. [Rev. & Tax. Code, § 5101.] The refunded amount will accrue interest until paid. [Rev. & Tax. Code, § 5151.] Claimants are only eligible for an 85 percent refund of the second installment of 2009 property taxes because the claim for exemption was not timely filed. [Cal. Rev. & Tax. Code, §§ 276, subd. (a)(2).]

The claim was also processed as a claim under the Government Claims Act. On February 27, 2018, the claim was denied as untimely under that Act.

### CONSEQUENCE OF NEGATIVE ACTION:

Failure to take the recommended action may prevent Claimants from realizing savings due to their entitlement to a partial property tax refund for 2009 and might increase the County's exposure to litigation.



# Contra Costa County

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: March 13, 2018

Subject: Claims

## **RECOMMENDATION(S):**

DENY claims filed by Griffin Bliss, Benjamin Crook, La'Shurn Ferrell, Dan O'Connor, Victor Orellana, Tyler Revels, Aileen Takeeta, and Philip Woosley.

## **FISCAL IMPACT:**

No fiscal impact.

## **BACKGROUND:**

Griffin Bliss: Property claim for loss of prescription eyeglasses in the amount of \$404  
Benjamin Crook: Property claim for damage to vehicle in the amount of \$5,117.31  
La'Shurn Ferrell: Personal injury claim for loss of job in an amount to be determined  
Dan O'Connor: Personal injury claim for alleged false imprisonment in an amount to be determined  
Victor Orellana: Personal injury claim for alleged assault in an amount to be determined  
Tyler Revels: Property claim for loss of orthodontic device in the amount of \$1200  
Aileen Takeeta: Personal injury claim for fall in an amount to exceed \$25,000  
Philip Woosley: Personal

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

## **VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: Stacey M. Boyd, Deputy

Contact: Scott Selby  
925.335.1400

cc:

BACKGROUND: (CONT'D)

injury claim for fall in an undisclosed amount



Contra  
Costa  
County

To: Board of Supervisors  
From: Beth Ward, Animal Services Director  
Date: March 13, 2018

Subject: ASD Service Award for Nicole Baptist

---

**RECOMMENDATION(S):**

ADOPT Resolution No. 2018/17 to recognize Nicole Baptist, Clerk-Senior Level, on the occasion of her 20 years of service with Contra Costa County Animal Services.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: Stacey M. Boyd, Deputy

Contact: Beth Ward,  
925-608-8470

cc:

AGENDA ATTACHMENTS

Resolution No. 2018/17

MINUTES ATTACHMENTS

Signed: Resolution No.

2018/17

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

In the matter of:

**Resolution No. 2018/17**

**Honoring Nicole Baptist Upon The Occasion of 20 Years of Service to Contra Costa County Animal Services.**

WHEREAS, Nicole Baptist began her career with Contra Costa County as an Animal Services Officer for Contra Costa Animal Services on October 28, 1996. Ms. Baptist then transitioned to a Senior Clerk on February 2, 2016, where she currently remains today; and

WHEREAS, the staff celebrate Ms. Baptist's contributions to performing her duties in accordance with the values of Contra Costa County Animal Service's mission statement through her dedicated work performance and outstanding work ethic; and

WHEREAS, Ms. Baptist is serving in the administration division in numerous capacities and as a result improving the department's financial unit; and WHEREAS, Ms. Baptist is a dedicated staff member and a valued asset to the department.

Now, Therefore, Be It Resolved that the Contra Costa County Board of Supervisors congratulate and thank Ms. Baptist for her 20 years of dedicated service.

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

Chair, District IV Supervisor

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

District I Supervisor

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

District II Supervisor

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

District III Supervisor

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

District V Supervisor

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

ATTESTED: March 13, 2018

David J. Twa,

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

# The Board of Supervisors of Contra Costa County, California

In the matter of honoring Nicole Baptist Upon The  
Occasion of 20 Years of Service to Contra Costa  
County Animal Services

Resolution No. 2018/17

WHEREAS, Nicole Baptist began her career with Contra Costa County as an Animal Services Officer for Contra Costa Animal Services on October 28, 1996. Ms. Baptist then transitioned to a Senior Clerk on February 2, 2016, where she currently remains today; and

WHEREAS, the staff celebrate Ms. Baptist's contributions to performing her duties in accordance with the values of Contra Costa County Animal Service's mission statement through her dedicated work performance and outstanding work ethic; and

WHEREAS, Ms. Baptist is serving in the administration division in numerous capacities and as a result improving the department's financial unit; and

WHEREAS, Ms. Baptist is a dedicated staff member and a valued asset to the department.


NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Contra Costa County does hereby congratulate and thank Ms. Baptist for her 20 years of dedicated service.

*PASSED by a unanimous vote of the Board of Supervisors members present this 13<sup>th</sup> day of March, 2018.*

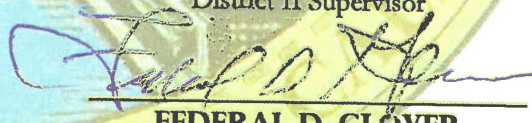
  
KAREN MITCHOFF

Chair,  
District IV Supervisor

  
JOHN GICLA  
District I Supervisor

  
DIANE BURGIS  
District III Supervisor

  
CANDACE ANDERSEN  
District II Supervisor

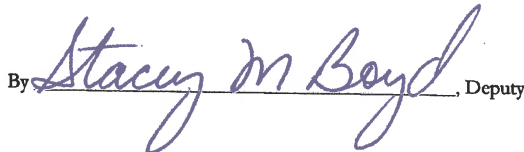
  
FEDERAL D. GLOVER  
District V Supervisor



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

ATTESTED: March 13, 2018

DAVID TWA, Clerk of the Board of Supervisors and County Administrator

By , Deputy





Contra  
Costa  
County

To: Board of Supervisors  
From: Beth Ward, Animal Services Director  
Date: March 13, 2018

Subject: ASD Service Award for Laurie Gilbert-Cameron

---

**RECOMMENDATION(S):**

ADOPT Resolution No. 2018/16 to recognize Laurie Gilbert-Cameron, Office Manager, on the occasion of 20 years of service with Contra Costa County Animal Services.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: Stacey M. Boyd, Deputy

Contact: Beth Ward,  
925-608-8470

cc:

AGENDA ATTACHMENTS

Resolution No. 2018/16

MINUTES ATTACHMENTS

Signed: Resolution No.  
2018/16

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

In the matter of:

**Resolution No. 2018/16**

**Honoring Laurie Gilbert-Cameron Upon The Occasion of 20 Years of Service to Contra Costa Animal Services.**

WHEREAS, Laurie Gilbert-Cameron began her career with Contra Costa County as an Animal Services Officer for Contra Costa Animal Services on May 11, 1987. Ms. Gilbert-Cameron then advanced to the Officer Manager position on October 15, 2007, where she currently remains today; and

WHEREAS, Contra Costa County Animal Services staff celebrate Ms. Gilbert-Cameron's contributions to performing her duties in accordance with the values of her department's mission through her dedicated work performance and outstanding work ethic; and

WHEREAS, Ms. Gilbert-Cameron has served in the administration division in numerous capacities and as a result has improved the department's operations and service capacity; and WHEREAS, Ms. Gilbert-Cameron is a valued resource, dedicated staff member, and model employee for the Contra Costa County Animal Services Department.

Now, Therefore, Be It Resolved that the Contra Costa County Board of Supervisors congratulate and thank Ms. Gilbert-Cameron for her 20 years of dedicated service.

---

**KAREN MITCHOFF**

Chair, District IV Supervisor

---

**JOHN GIOIA**

District I Supervisor

---

**CANDACE ANDERSEN**

District II Supervisor

---

**DIANE BURGIS**

District III Supervisor

---

**FEDERAL D. GLOVER**

District V Supervisor

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

ATTESTED: March 13, 2018

David J. Twa,

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

# The Board of Supervisors of Contra Costa County, California

In the matter of honoring Laurie Gilbert-Cameron  
upon the occasion of 20 Years of service to Contra  
Costa County Animal Services

Resolution No. 2018/16

WHEREAS, Laurie Gilbert-Cameron began her career with Contra Costa County as an Animal Services Officer for Contra Costa Animal Services on May 11, 1987. Ms. Gilbert-Cameron then advanced to the Officer Manager position on October 15, 2007, where she currently remains today; and

WHEREAS, Contra Costa County Animal Services staff celebrate Ms. Gilbert-Cameron's contributions to performing her duties in accordance with the values of her department's mission through her dedicated work performance and outstanding work ethic; and

WHEREAS, Ms. Gilbert-Cameron has served in the administration division in numerous capacities and as a result has improved the department's operations and service capacity; and WHEREAS, Ms. Gilbert-Cameron is a valued resource, dedicated staff member, and model employee for the Contra Costa County Animal Services Department.


NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Contra Costa County does hereby congratulate and thank Ms. Gilbert-Cameron for her 20 years of dedicated service.

*PASSED by a unanimous vote of the Board of Supervisors members present this 13<sup>th</sup> day of March, 2018.*

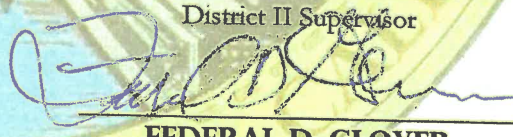
  
KAREN MITCHOFF

Chair,  
District IV Supervisor

  
JOHN GIOIA  
District I Supervisor

  
CANDACE ANDERSEN  
District II Supervisor

  
DIANE BURGIS  
District III Supervisor

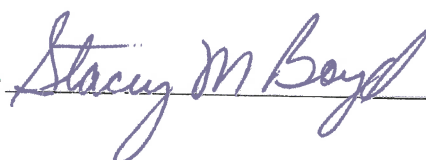
  
FEDERAL D. GLOVER  
District V Supervisor



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

ATTESTED: March 13, 2018

DAVID TWA, Clerk of the Board of Supervisors and County Administrator

By  Deputy



Contra  
Costa  
County

To: Board of Supervisors  
From: Beth Ward, Animal Services Director  
Date: March 13, 2018

Subject: ASD Service Award for Cynthia Grimley-Beason

---

**RECOMMENDATION(S):**

ADOPT Resolution No. 2018/37 to recognize Cynthia Grimley-Beason, Animal Services Officer, on the occasion of her 20 years of service with Contra Costa County Animal Services.

**FISCAL IMPACT:**

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: Stacey M. Boyd, Deputy

Contact: Beth Ward, (925)  
608-8470

cc:

AGENDA ATTACHMENTS

Resolution No. 2018/37

MINUTES ATTACHMENTS

Signed: Resolution No.

2018/37

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

In the matter of:

**Resolution No. 2018/37**

**Honoring Cynthia Grimley-Beason Upon The Occasion of 20 Years of Service to Contra Costa County Animal Services.**

WHEREAS, Cynthia Grimley-Beason began her career with Contra Costa County as an Animal Services Officer on January 9, 1995, where she currently remains today; and

WHEREAS, the staff celebrate Ms. Cynthia Grimley-Beason's contributions to performing her duties in accordance with the values of Contra Costa County Animal Services mission statement through her dedicated work performance and outstanding work ethic; and

WHEREAS, Ms. Cynthia Grimley-Beason is a dedicated staff member and a valued asset to the department.

Now, Therefore, Be It Resolved that the Contra Costa County Board of Supervisors congratulate and thank Ms. Cynthia Grimley-Beason for her 20 years of dedicated service.

\_\_\_\_\_  
**KAREN MITCHOFF**  
Chair, District IV Supervisor

\_\_\_\_\_  
**JOHN GIOIA**  
District I Supervisor

\_\_\_\_\_  
**CANDACE ANDERSEN**  
District II Supervisor

\_\_\_\_\_  
**DIANE BURGIS**  
District III Supervisor

\_\_\_\_\_  
**FEDERAL D. GLOVER**  
District V Supervisor

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

ATTESTED: March 13, 2018

David J. Twa,

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



# The Board of Supervisors of Contra Costa County, California

In the matter of honoring Cynthia Grimley-Beason  
upon the occasion of 20 Years of service to Contra  
Costa County Animal Services

Resolution No. 2018/37

WHEREAS, Cynthia Grimley-Beason began her career with Contra Costa County as an Animal Services Officer on January 9, 1995, where she currently remains today; and

WHEREAS, the staff celebrate Ms. Cynthia Grimley-Beason's contributions to performing her duties in accordance with the values of Contra Costa County Animal Services mission statement through her dedicated work performance and outstanding work ethic; and

WHEREAS, Ms. Cynthia Grimley-Beason is a dedicated staff member and a valued asset to the department.


NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Contra Costa County does hereby congratulate and thank Ms. Cynthia Grimley-Beason for her 20 years of dedicated service.

*PASSED by a unanimous vote of the Board of Supervisors members present this 13<sup>th</sup> day of March, 2018.*


  
KAREN MITCHOFF

Chair,  
District IV Supervisor

  
JOHN GIOIA  
District I Supervisor

  
DIANE BURGIS  
District III Supervisor

  
CANDACE ANDERSEN  
District II Supervisor

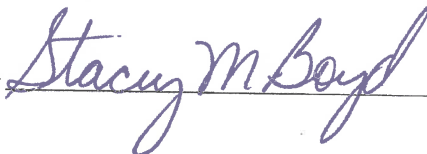
  
FEDERAL D. GLOVER  
District V Supervisor



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

ATTESTED: March 13, 2018

DAVID TWA, Clerk of the Board of Supervisors and County Administrator

By , Deputy



# Contra Costa County

To: Board of Supervisors  
 From: Karen Mitchoff, District IV Supervisor  
 Date: March 13, 2018

Subject: Resolution recognizing March as American Red Cross Month in Contra Costa County

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

## VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor  
 Candace Andersen, District II Supervisor  
 Diane Burgis, District III Supervisor  
 Karen Mitchoff, District IV Supervisor  
 Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: Stacey M. Boyd, Deputy

Contact: Lisa Chow, (925)  
 521-7100

cc:

AGENDA ATTACHMENTS

Resolution No. 2018/80

MINUTES ATTACHMENTS

Signed: Resolution No. 2018/80

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

In the matter of:

**Resolution No. 2018/80**

recognizing March as American Red Cross Month in Contra Costa County.

Whereas, in Contra Costa County, we have a long history of helping our neighbors in need; and

Whereas, the American Red Cross saw a record-breaking year in 2017 of challenging domestic and international response efforts. Through the support of its volunteers, in just 45 days, the Red Cross responded to six of the largest and most complex disasters of 2017 including back-to-back hurricanes, the deadliest week of wildfires in California history, and the horrific mass shooting in Las Vegas; and

Whereas, the Red Cross responded to nearly 50,000 home fires in 2017, providing casework assistance to help 76,000 families recover; and

Whereas, March is American Red Cross Month, a special time to recognize and thank the Red Cross volunteers and donors who give of their time and resources to help members of the community; and

Whereas, the Red Cross depends on local heroes to deliver help and hope during a disaster. We applaud our heroes here in Contra Costa County who give of themselves to assist their neighbors when they need a helping hand; and

Whereas, across the country and around the world, the American Red Cross responds to disasters big and small. It collects about 40 percent of the nation's blood supply; provides 24-hour support to military members, veterans and their families; teaches millions lifesaving skills such as lifeguarding and CPR; and through its Restoring Family Links program, connects family members separated by crisis, conflict or migration; and

Whereas, in 2017 in Contra Costa County, the Red Cross handled 113 local disasters affecting 202 families, 124 emergency military calls, assisted 471 military families and collected 15,937 units of blood from our generous blood donors. The Red Cross taught first aid, CPR and AED to 5,141 enrollees. Aquatic and water safety classes were taught to 4,464 enrollees; and

Whereas, we dedicate the month of March to all those who support the American Red Cross mission to prevent and alleviate human suffering in the face of emergencies. Our community depends on the American Red Cross, which relies on donations of time, money and blood to fulfill its humanitarian mission.

Now, Therefore, Be It Resolved that the Board of Supervisors of Contra Costa County do hereby proclaim March 2018 as American Red Cross Month in Contra Costa County and support this organization and its noble humanitarian mission.

---

**KAREN MITCHOFF**  
Chair, District IV Supervisor

**JOHN GIOIA**  
District I Supervisor

**CANDACE ANDERSEN**  
District II Supervisor

**DIANE BURGIS**  
District III Supervisor

**FEDERAL D. GLOVER**  
District V Supervisor

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

ATTESTED: March 13, 2018

David J. Twa,

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



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

In the matter of recognizing March as "American Red  
Cross Month" in Contra Costa County

Resolution No. 2018/80

WHEREAS, in Contra Costa County, we have a long history of helping our neighbors in need; and

WHEREAS, the American Red Cross saw a record-breaking year in 2017 of challenging domestic and international response efforts. Through the support of its volunteers, in just 45 days, the Red Cross responded to six of the largest and most complex disasters of 2017 including back-to-back hurricanes, the deadliest week of wildfires in California history, and the horrific mass shooting in Las Vegas; and

WHEREAS, the Red Cross responded to nearly 50,000 home fires in 2017, providing casework assistance to help 76,000 families recover; and

WHEREAS, March is American Red Cross Month, a special time to recognize and thank the Red Cross volunteers and donors who give of their time and resources to help members of the community; and

WHEREAS, the Red Cross depends on local heroes to deliver help and hope during a disaster. We applaud our heroes here in Contra Costa County who give of themselves to assist their neighbors when they need a helping hand; and

WHEREAS, across the country and around the world, the American Red Cross responds to disasters big and small. It collects about 40 percent of the nation's blood supply; provides 24-hour support to military members, veterans and their families; teaches millions lifesaving skills such as lifeguarding and CPR; and through its Restoring Family Links program, connects family members separated by crisis, conflict or migration; and

WHEREAS, in 2017 in Contra Costa County, the Red Cross handled 113 local disasters affecting 202 families, 124 emergency military calls, assisted 471 military families and collected 15,937 units of blood from our generous blood donors. The Red Cross taught first aid, CPR and AED to 5,141 enrollees. Aquatic and water safety classes were taught to 4,464 enrollees; and

WHEREAS, we dedicate the month of March to all those who support the American Red Cross mission to prevent and alleviate human suffering in the face of emergencies. Our community depends on the American Red Cross, which relies on donations of time, money and blood to fulfill its humanitarian mission.

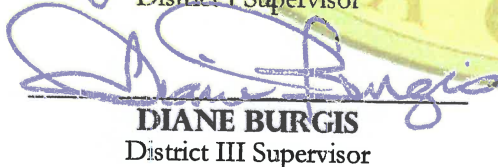
NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Contra Costa County does hereby proclaim March 2018 as "American Red Cross Month" in Contra Costa County and support this organization and its noble humanitarian mission.

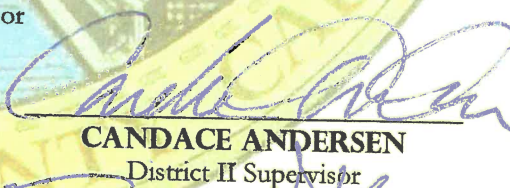
*PASSED by a unanimous vote of the Board of Supervisors members present this 13<sup>th</sup> day of March, 2018.*

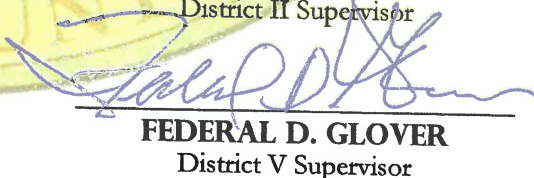
  
KAREN MITCHOFF

Chair,  
District IV Supervisor

  
JOHN GIOIA  
District I Supervisor

  
DIANE BURGIS  
District III Supervisor

  
CANDACE ANDERSEN  
District II Supervisor

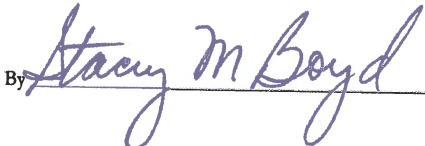
  
FEDERAL D. GLOVER  
District V Supervisor



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

ATTESTED: March 13, 2018

DAVID TWA, Clerk of the Board of Supervisors and County Administrator

By , Deputy



Contra  
Costa  
County

To: Board of Supervisors  
From: Karen Mitchoff, District IV Supervisor  
Date: March 13, 2018

Subject: Recognizing March 2018 as Prescription Drug Awareness Month

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: Stacey M. Boyd, Deputy

Contact: Colleen Isenberg,  
925-521-7100

cc:



AGENDA ATTACHMENTS

Resolution No. 2018/87

MINUTES ATTACHMENTS

Signed: Resolution No.

2018/87

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

In the matter of:

**Resolution No. 2018/87**

**Proclaiming March 2018 as Prescription Drug Abuse Awareness Month**

Whereas, drug overdose deaths are the leading cause of injury death in the United States and are highest among people aged 25 to 54 years; and

Whereas, most teenagers who abuse prescription opioid drugs get them for free from a friend or relative – but those at highest risk of overdose are as likely to get them from a doctor's prescription; and

Whereas, in 2016, in Contra Costa County there were 762,114 prescriptions given to patients for opioids which is an age-adjusted rate of 594.6 prescriptions per 1,000 residents which is higher than the state rate of 562.34; and

Whereas, among the more than 64,000 drug overdose deaths estimated nationally in 2016, the sharpest increase occurred among deaths related to fentanyl and fentanyl analogs (synthetic opioids) with over 20,000 overdose deaths; and

Whereas, in 2016, 42,249 Americans died from opioid overdoses, an average of 116 people every day and in 2016, 51 Contra Costa County residents died from an opioid overdose; and

Whereas, as many as 1 in 4 people who receive prescription opioids long term for non-cancer pain in primary care settings struggles with opioid addiction; and

Whereas, each day, more than 1,000 people are treated in emergency departments for not using prescription opioids as directed; and

Whereas, in 2016 it is estimated that America's opioid epidemic exacted at least \$504 billion in economic costs related to health care, crime and lost work productivity; and

Whereas, Americans that have participated in DEA's fourteen National Prescription Drug Take-Back Days have turned in more than 4,508 tons of medication over the past eight years at take-back sites available in all 50 states and U.S. territories, and in Contra Costa County, during the October 2017 DEA sponsored Take-Back Day, 1,628.2lbs of unwanted or unused prescription medication were removed; and

Whereas, the Contra Costa County Board of Supervisors supports April 28, 2018 as "National Prescription Drug Take Back Day" as declared by the DEA and encourages residents to locate their local collection site and safely dispose of their accumulated unwanted, unused prescription drugs; and

Whereas, the Contra Costa Medication Education and Disposal Safety (MEDS) Coalition engages youth and adults, schools, businesses, faith-based communities, law enforcement, medical professionals and local and county government officials to participate in Prescription Drug Abuse Awareness Month activities to raise awareness

about prescription drug dangers, promote safe medication storage and disposal and ensure Naloxone is available for those at high risk of overdose.

**Now, Therefore, Be It Resolved** that the Contra Costa County Board of Supervisors does hereby declare March 2018 as Prescription Drug Abuse Awareness Month in Contra Costa County, and encourages all citizens to participate in prescription drug related prevention programs and activities; Be it further resolved that the County Board of Supervisors encourages all community members to pledge, “Spread the Word... One Pill Can Kill”.

**KAREN MITCHOFF**  
Chair, District IV Supervisor

**JOHN GIOIA**  
District I Supervisor

**CANDACE ANDERSEN**  
District II Supervisor

**DIANE BURGIS**  
District III Supervisor

**FEDERAL D. GLOVER**  
District V Supervisor

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

ATTESTED: March 13, 2018

David J. Twa,

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

# The Board of Supervisors of Contra Costa County, California

In the matter of proclaiming March, 2018 as "Prescription Drug Abuse Awareness Month"

Resolution No. 2018/87

WHEREAS, drug overdose deaths are the leading cause of injury death in the United States and are highest among people aged 25 to 54 years; and

WHEREAS, most teenagers who abuse prescription opioid drugs get them for free from a friend or relative – but those at highest risk of overdose are as likely to get them from a doctor's prescription; and

WHEREAS, in 2016, in Contra Costa County there were 762,114 prescriptions given to patients for opioids which is an age-adjusted rate of 594.6 prescriptions per 1,000 residents which is higher than the state rate of 562.34; and

WHEREAS, among the more than 64,000 drug overdose deaths estimated nationally in 2016, the sharpest increase occurred among deaths related to fentanyl and fentanyl analogs (synthetic opioids) with over 20,000 overdose deaths; and

WHEREAS, in 2016, 42,249 Americans died from opioid overdoses, an average of 116 people every day and in 2016, 51 Contra Costa County residents died from an opioid overdose; and

WHEREAS, as many as 1 in 4 people who receive prescription opioids long term for non-cancer pain in primary care settings struggles with opioid addiction; and

WHEREAS, each day, more than 1,000 people are treated in emergency departments for not using prescription opioids as directed; and

WHEREAS, in 2016 it is estimated that America's opioid epidemic exacted at least \$504 billion in economic costs related to health care, crime and lost work productivity; and

WHEREAS, Americans that have participated in DEA's fourteen National Prescription Drug Take-Back Days have turned in more than 4,508 tons of medication over the past eight years at take-back sites available in all 50 states and U.S. territories, and in Contra Costa County, during the October 2017 DEA sponsored Take-Back Day, 1,628.2lbs of unwanted or unused prescription medication were removed; and

WHEREAS, the Contra Costa County Board of Supervisors supports April 28, 2018 as "National Prescription Drug Take Back Day" as declared by the DEA and encourages residents to locate their local collection site and safely dispose of their accumulated unwanted, unused prescription drugs; and


WHEREAS, the Contra Costa Medication Education and Disposal Safety (MEDS) Coalition engages youth and adults, schools, businesses, faith-based communities, law enforcement, medical professionals and local and county government officials to participate in Prescription Drug Abuse Awareness Month activities to raise awareness about prescription drug dangers, promote safe medication storage and disposal and ensure Naloxone is available for those at high risk of overdose.

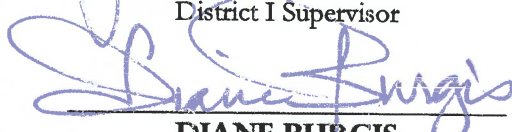
NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Contra Costa County does hereby declare March, 2018 as "Prescription Drug Abuse Awareness Month" in Contra Costa County, and encourages all citizens to participate in prescription drug related prevention programs and activities; BE IT FURTHER RESOLVED that the Board of Supervisors encourages all community members to pledge, "Spread the Word... One Pill Can Kill".


PASSED by a unanimous vote of the Board of Supervisors members present this 13<sup>th</sup> day of March, 2018.

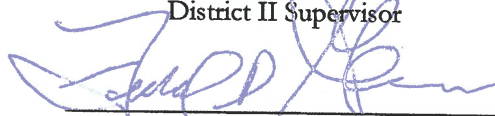
  
KAREN MITCHOFF

Chair,  
District IV Supervisor

  
JOHN GIOIA  
District I Supervisor

  
DIANE BURGIS  
District III Supervisor

  
CANDACE ANDERSEN  
District II Supervisor

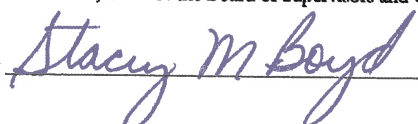
  
FEDERAL D. GLOVER  
District V Supervisor



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

ATTESTED: March 13, 2018

DAVID TWA, Clerk of the Board of Supervisors and County Administrator

By , Deputy



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: March 13, 2018

Subject: National Social Workers' Month

---

**RECOMMENDATION(S):**

National Social Workers' Month

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: Stacey M. Boyd, Deputy

Contact: Elaine Burres,  
608-4960

cc:

AGENDA ATTACHMENTS

Resolution No. 2018/86

MINUTES ATTACHMENTS

Signed: Resolution No.  
2018/86



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

In the matter of:

**Resolution No. 2018/86**

**National Social Workers' Month**

WHEREAS, the Social Work Profession is dedicated to enhancing the well-being of others and meeting the basic needs of all people, especially the most vulnerable in our society; and

WHEREAS, Social Workers embody this year's National Social Work Month theme Social Workers: Leaders, Advocates, Champions; and

WHEREAS, the Social Work Profession is expected to grow faster than average over the next seven years, with more than 649,000 people expected to be employed as social workers by 2024; and

WHEREAS, in Contra Costa County, we are creating new ways to recognize and appreciate current Social Work professionals, as well as to attract new Social Workers to vacant positions within Children and Family Services, Aging and Adult Services, Workforce Services, and Health Services; and

WHEREAS, Social Workers in Children and Family Services protect children from abuse and neglect; find foster and adoptive homes for children; and help families reunite; and

WHEREAS, Social Workers in Aging and Adult Services provide comprehensive assessment and intervention through In-Home Support Services, assessment and advocacy on behalf of disabled clients, investigate emotional abuse, sexual abuse, financial exploitation, neglect and isolation of elderly and disabled adults, and make referrals to resources and support to help ensure their safety and independence; and

WHEREAS, Social Workers in Workforce Services determine job readiness, and assist clients in finding resources to overcome employment barriers; and

WHEREAS, Medical Social Workers within Contra Costa Health Services help patients obtain needed services in the county's hospital and clinics by addressing both the medical and psychosocial needs, serving as liaisons to community services, working in partnership with health, education, and human service agencies; and

WHEREAS, Social Workers are present in times of crisis, helping people overcome issues such as death and grief and helping people and communities recover from natural disasters such as floods and hurricanes; and

WHEREAS, the Social Work Profession has helped bring about some of the most profound, positive changes in our society over the past century, including voting rights, improved workplace safety, minimum wage and social safety net programs that help prevent poverty and hunger; and

WHEREAS, Social Workers continue to engage and bring together individuals, communities, agencies, and government to help society solve some of the most pressing issues of the day, including immigration reform, equal rights for all, affordable and good health care and mental health care for all, and protecting the environment.

Now, Therefore, Be It Resolved: the Board of Supervisors in recognition of the numerous contributions made by Contra Costa County's Social Workers, proclaim the month of March 2018 as Social Worker Month in celebration and support of the Social Work Profession.

---



**KAREN MITCHOFF**  
Chair, District IV Supervisor

**JOHN GIOIA**  
District I Supervisor

**CANDACE ANDERSEN**  
District II Supervisor

**DIANE BURGIS**  
District III Supervisor

**FEDERAL D. GLOVER**  
District V Supervisor

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

ATTESTED: March 13, 2018

David J. Twa,

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

# The Board of Supervisors of Contra Costa County, California

In the matter of "National Social Workers' Month"

Resolution No. 2018/86

WHEREAS, the Social Work Profession is dedicated to enhancing the well-being of others and meeting the basic needs of all people, especially the most vulnerable in our society; and

WHEREAS, Social Workers embody this year's National Social Work Month Theme "Social Workers: Leaders, Advocates, Champions"; and

WHEREAS, the Social Work Profession is expected to grow faster than average over the next seven years, with more than 649,000 people expected to be employed as social workers by 2024; and

WHEREAS, in Contra Costa County, we are creating new ways to recognize and appreciate current Social Work professionals, as well as to attract new Social Workers to vacant positions within Children and Family Services, Aging and Adult Services, Workforce Services, and Health Services; and

WHEREAS, Social Workers in Children and Family Services protect children from abuse and neglect; find foster and adoptive homes for children; and help families reunite; and

WHEREAS, Social Workers in Aging and Adult Services provide comprehensive assessment and intervention through In-Home Support Services, assessment and advocacy on behalf of disabled clients, investigate emotional abuse, sexual abuse, financial exploitation, neglect and isolation of elderly and disabled adults, and make referrals to resources and support to help ensure their safety and independence; and

WHEREAS, Social Workers in Workforce Services determine job readiness, and assist clients in finding resources to overcome employment barriers; and

WHEREAS, Medical Social Workers within Contra Costa Health Services help patients obtain needed services in the county's hospital and clinics by addressing both the medical and psychosocial needs, serving as liaisons to community services, working in partnership with health, education, and human service agencies; and

WHEREAS, Social Workers are present in times of crisis, helping people overcome issues such as death and grief and helping people and communities recover from natural disasters such as floods and hurricanes; and

WHEREAS, the Social Work Profession has helped bring about some of the most profound, positive changes in our society over the past century, including voting rights, improved workplace safety, minimum wage and social safety net programs that help prevent poverty and hunger; and


WHEREAS, Social Workers continue to engage and bring together individuals, communities, agencies, and government to help society solve some of the most pressing issues of the day, including immigration reform, equal rights for all, affordable and good health care and mental health care for all, and protecting the environment.

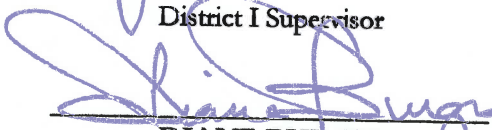
NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Contra Costa County does hereby proclaim the month of March, 2018 as "Social Worker Month" in celebration and support of the Social Work Profession, in recognition of the numerous contributions made by Contra Costa County's Social Workers.


*PASSED by a unanimous vote of the Board of Supervisors members present this 13<sup>th</sup> day of March, 2018.*


  
KAREN MITCHOFF

Chair,  
District IV Supervisor

  
JOHN GIOIA  
District I Supervisor

  
DIANE BURGIS  
District III Supervisor

  
CANDACE ANDERSEN  
District II Supervisor

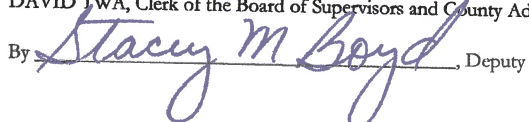
  
FEDERAL D. GLOVER  
District V Supervisor



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

ATTESTED: March 13, 2018

DAVID TWA, Clerk of the Board of Supervisors and County Administrator

By , Deputy



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: March 13, 2018

Subject: Recognizing Keith Freitas on his 20 years of service to Contra Costa County

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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ATTESTED: March 13, 2018

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

By: Stacey M. Boyd, Deputy

Contact: Steve Kowalewski  
925-313-2225

cc:

AGENDA ATTACHMENTS

Resolution No. 2018/90

MINUTES ATTACHMENTS

Signed: Resolution No.

2018/90

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

In the matter of:

**Resolution No. 2018/90**

**the contributions of Keith Freitas on his 20 years of service to Contra Costa County**

**WHEREAS** in 1997, Keith Freitas began his career with the Contra Costa County Public Works Department, Airport Division, as the Assistant Manager of Airports having received his Bachelor of Science degree in Aeronautics with a concentration in Airport Management from San Jose State University in 1989 and was a member of the American Association of Airport Executives Student Chapter; and

**WHEREAS** in 1989, Keith started his aviation career and held various positions focusing on noise abatement, airside operations, landside operations, facilities, construction and project management working at the Long Beach Municipal Airport and Norman Y. Mineta San Jose International Airport and in 1990, Keith received his single engine private pilot certificate issued by the Federal Aviation Administration; and

**WHEREAS** in 2003 Keith was promoted to Director of Airports overseeing both Buchanan Field Airport (Federal Airport Regulations Part 139 compliant) and Byron Airport; and

**WHEREAS** in December of 2003 Keith was nominated for the Contra Costa County Manager of the Year Award for providing extraordinary leadership, creativity, commitment, initiative, fiscal responsibility and customer service to Contra Costa County and its citizens; and

**WHEREAS** in June 2006 Keith was personally recognized by a member of the aviation community for his unending supply of knowledge, understanding and patience that Keith provides to Contra Costa County and its citizens; and

**WHEREAS** Keith has been designated by the American Association of Airport Executives and by the Southwest Association of Airport Executives as an Accredited Airport Executive (A.A.E.) and Certified Airport Executive (C.A.E.) respectively, demonstrating initiative, commitment, dedication, knowledge, skill, and stamina, all of which are hallmarks of a superior airport management professional, a distinct honor in the aviation industry; and

**WHEREAS** Keith and his team continue to raise public awareness of both County airports with promotional videos, new directional signage, and airport tours and their attention on customer service is reflected in continued high ratings shown in the Airport's annual stakeholder evaluation survey meeting which exceeds expectations of the various customers which include community members, aviation businesses, and based pilots; and

**WHEREAS** Keith and his team developed and continue to improve the airport viewing and playground area located at the end of John Glenn Drive receiving praise from aviation enthusiasts and children and continuously work to improve both Buchanan Field Airport and Byron Airport by upgrading security features, runway and taxiway pavement and lighting, pilot facilities, and runway signage making both airports premier facilities enjoyed by both businesses and aviation enthusiasts; and

**WHEREAS** Keith has successfully negotiated numerous leases for both aviation and non-aviation airport properties that has helped the airport operate as a self-sufficient enterprise with the airport generating approximately \$106 million in economic activity and supported approximately 800 jobs for the region; and

**WHEREAS** Keith works well with his staff, motivates them to perform well, works to develop and maintain a team environment, makes sure his staff has the resources, training, and tools to be successful, and leads by example ; and

**WHEREAS** under Keith's leadership and the hard work of the Airport staff, Buchanan Field Airport was recognized by Yelp in 2017 by presenting the Airport Team a "People Love Us on Yelp" sticker which is only awarded to the most highly rated and best reviewed businesses on Yelp, receiving a 4.5 out of 5.0 rating; and

**WHEREAS** under Keith's leadership, the Airport Operations staff received recognition in training excellence for six years in a row from the American Association of Airport Executives; and

**NOW, THEREFORE, BE IT RESOLVED** that Keith Freitas be recognized for 20 years of service to Contra Costa County and for the high quality of work performed by him during his career.

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**KAREN MITCHOFF**  
Chair, District IV Supervisor

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**JOHN GIOIA**  
District I Supervisor

---

**CANDACE ANDERSEN**  
District II Supervisor

**DIANE BURGIS**  
District III Supervisor

**FEDERAL D. GLOVER**  
District V Supervisor

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action taken  
and entered on the minutes of the Board of Supervisors on  
the date  
shown.

ATTESTED: March 13, 2018

David J. Twa,

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



# The Board of Supervisors of Contra Costa County, California

In the matter of the contributions of Keith Freitas on his 20 years of service to Contra Costa County

Resolution No. 2018/90

WHEREAS, in 1997, Keith Freitas began his career with the Contra Costa County Public Works Department, Airport Division, as the Assistant Manager of Airports having received his Bachelor of Science degree in Aeronautics with a concentration in Airport Management from San Jose State University in 1989 and was a member of the American Association of Airport Executives Student Chapter; and

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WHEREAS, Keith and his team continue to raise public awareness of both County airports with promotional videos, new directional signage, and airport tours and their attention on customer service is reflected in continued high ratings shown in the Airport's annual stakeholder evaluation survey meeting which exceeds expectations of the various customers which include community members, aviation businesses, and based pilots; and

WHEREAS, Keith and his team developed and continue to improve the airport viewing and playground area located at the end of John Glenn Drive receiving praise from aviation enthusiasts and children and continuously work to improve both Buchanan Field Airport and Byron Airport by upgrading security features, runway and taxiway pavement and lighting, pilot facilities, and runway signage making both airports premier facilities enjoyed by both businesses and aviation enthusiasts; and

WHEREAS, Keith has successfully negotiated numerous leases for both aviation and non-aviation airport properties that has helped the airport operate as a self-sufficient enterprise with the airport generating approximately \$106 million in economic activity and supported approximately 800 jobs for the region; and

WHEREAS, Keith works well with his staff, motivates them to perform well, works to develop and maintain a team environment, makes sure his staff has the resources, training, and tools to be successful, and leads by example; and

WHEREAS, under Keith's leadership and the hard work of the Airport staff, Buchanan Field Airport was recognized by Yelp in 2017 by presenting the Airport Team a "People Love Us on Yelp" sticker which is only awarded to the most highly rated and best reviewed businesses on Yelp, receiving a 4.5 out of 5.0 rating; and

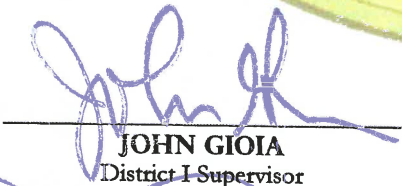
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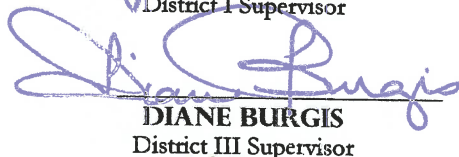
NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Contra Costa County does hereby recognize Keith Freitas for 20 years of service to Contra Costa County and for the high quality of work performed by him during his career.

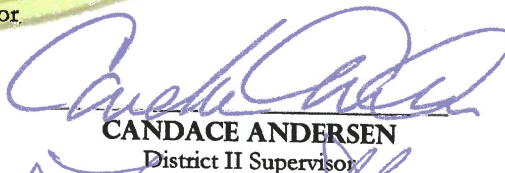
PASSED by a unanimous vote of the Board of Supervisors members present this 13<sup>th</sup> day of March, 2018.

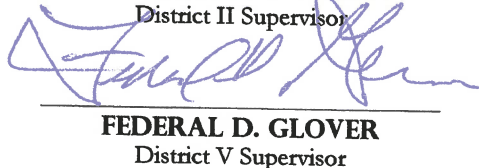
  
KAREN MITCHOFF

Chair,  
District IV Supervisor

  
JOHN GIOIA  
District I Supervisor

  
DIANE BURGIS  
District III Supervisor

  
CANDACE ANDERSEN  
District II Supervisor

  
FEDERAL D. GLOVER  
District V Supervisor



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

ATTESTED: March 13, 2018

DAVID TWA, Clerk of the Board of Supervisors and County Administrator

By  Deputy





Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: March 13, 2018

Subject: Recognizing Christy Pollock-Knopoff on her 30 years of service to Contra Costa County

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

### VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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ATTESTED: March 13, 2018

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

By: Stacey M. Boyd, Deputy

Contact: Joe Yee  
925-313-2104

cc:

AGENDA ATTACHMENTS

Resolution No. 2018/91

MINUTES ATTACHMENTS

Signed: Resolution No.  
2018/91

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

In the matter of:

**Resolution No. 2018/91**

**the contributions of Christy Pollock-Knopoff on her 30 years of service to Contra Costa County**

**WHEREAS** Christy Pollock-Knopoff began her career with Contra Costa County in 1988 as a Custodian I; and

**Whereas** in 1989 Christy was promoted to Custodian II; and

**WHEREAS** in 1998 Christy completed the Handling Chemical Materials class; and

**WHEREAS** Christy completed the Quality and Customer Service training in 2000; and

**WHEREAS** in 2000 Christy completed the Asbestos General Awareness training; and

**WHEREAS** Christy was a participant in the Strategic National Stockpile Exercise on May 4, 2006; and

**WHEREAS** on January 14, 2010 Christy was awarded the Recognition of Excellence Award for her Attendance and awarded again for her attendance on January 18, 2012; and

**WHEREAS** in August 2013 her position was retitled as A Recycle Attendant I; and

**WHEREAS** Christy attended Ethics in the Work in January 2016; and

**WHEREAS** in 2015 Christy completed her HIPAA training; and

**WHEREAS** Christy have announced her retirement date of March 30, 2018; and

**NOW, THEREFORE, IT IS BY THE BOARD RESOLVED,** that Christy Pollock-Knopoff be recognized for her 30 years of service to Contra Costa County and for the high quality of work performed by her during her career.

\_\_\_\_\_  
**KAREN MITCHOFF**  
Chair, District IV Supervisor

\_\_\_\_\_  
**JOHN GIOIA**  
District I Supervisor

\_\_\_\_\_  
**CANDACE ANDERSEN**  
District II Supervisor

\_\_\_\_\_  
**DIANE BURGIS**  
District III Supervisor

\_\_\_\_\_  
**FEDERAL D. GLOVER**  
District V Supervisor

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and entered on the minutes of the Board of Supervisors on  
the date  
shown.

ATTESTED: March 13, 2018

David J. Twa,

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

# The Board of Supervisors of Contra Costa County, California

In the matter of honoring the contributions of Christy Pollock-Knopoff on her 30 years of service to Contra Costa County

Resolution No. 2018/91

WHEREAS, Christy Pollock-Knopoff began her career with Contra Costa County in 1988 as a Custodian I; and

WHEREAS, in 1989 Christy was promoted to Custodian II; and

WHEREAS, in 1998 Christy completed the Handling Chemical Materials class; and

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WHEREAS, in 2015 Christy completed her HIPAA training; and

WHEREAS, Christy have announced her retirement date of March 30, 2018.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Contra Costa County does hereby recognize Christy Pollock-Knopoff for her 30 years of service to Contra Costa County and for the high quality of work performed by her during her career.

*PASSED by a unanimous vote of the Board of Supervisors members present this 13<sup>th</sup> day of March, 2018.*

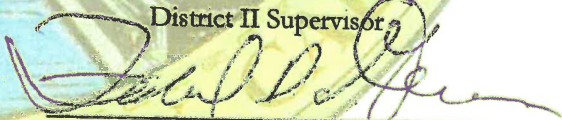
  
KAREN MITCHOFF

Chair,  
District IV Supervisor

  
JOHN GIOIA  
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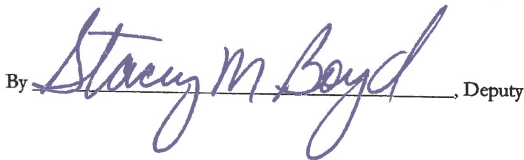
  
FEDERAL D. GLOVER  
District V Supervisor



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ATTESTED: March 13, 2018

DAVID TWA, Clerk of the Board of Supervisors and County Administrator

By , Deputy



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 13, 2018

Subject: Smokefree Multi-Unit Residences and Hotels/Motels Ordinance

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**RECOMMENDATION(S):**

ADOPT Ordinance No. 2018-07 to prohibit smoking in all dwelling units in any multi-unit residence and to prohibit smoking in all guest rooms in any hotel or motel; and DIRECT the Health Services Department to report back to Family and Human Services Committee on the implementation of the ordinance as part of its regular Annual Report on the Secondhand Smoke Protections Ordinance.

**FISCAL IMPACT:**

Minimal fiscal impacts to the County are expected. Should the Board adopt the ordinance, a portion of the Prop 99/Prop 56 funding that Contra Costa Health Services receives for its Tobacco Prevention Program can be utilized to implement the ordinance. Implementation of this ordinance will have no impact on the General Fund.

**BACKGROUND:**

At the April 2015 Family and Human Services Committee Meeting, Public Health presented its annual report on implementation of the County's Secondhand Smoke Ordinance and discussed challenges to protecting residents, workers and visitors from secondhand smoke and electronic smoking devices. Of specific concern were issues for residents living in multi-unit housing. The Committee directed staff to work with County Counsel to draft an ordinance that would create 100% smokefree multi-unit housing for the unincorporated communities.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Daniel Peddycord,  
925-313-6712

## BACKGROUND: (CONT'D)

Staff presented a draft ordinance and report to the Family and Human Services Committee on November 13, 2017. The Committee accepted the report and recommendations, and directed staff to broaden the ordinance to include 100% smokefree hotels/motels and take the revised ordinance to the full Board of Supervisors early in the new year. Staff was also directed to conduct outreach to the California Apartment Association, hotels in the unincorporated county, and home owner associations that may be affected.

The draft ordinance, titled "Smokefree Multi-Unit Residences", as well as the red-lined version of the relevant sections of Chapter 445, are attached to this report for review and consideration.

The definition of "multi-unit residence" in the ordinance is unchanged and means a building containing two or more dwelling units, including but not limited to apartments, condominiums, senior housing, nursing homes and single room occupancy hotels.

The attached draft ordinance revises the County Code to:

- Prohibit smoking in all dwelling units in multi-unit residences.
- Require every new, renewed, or continued lease or other rental agreement for the occupancy of a dwelling unit in a multi-unit residence to include terms that prohibit smoking in the dwelling unit.
- Prohibit smoking in all guest rooms in hotels and motels.

In order to provide for sufficient notification to landlords and owners, staff proposes that the requirement to modify leases and other rental agreements will go into effect on July 1, 2018. Beginning July 1, 2018, every new, renewed, or continued lease or other rental agreement for the occupancy of a dwelling unit in a multi-unit residence must include terms that prohibit smoking in the dwelling unit. After July 1, 2018, smoking will only be allowed in a dwelling unit (1) that is subject to a lease or other rental agreement that authorizes smoking and only until that agreement is modified as required by the ordinance, or (2) that is owner-occupied and only until July 1, 2019. Staff will develop an implementation plan that will provide outreach and education to landlords and occupants in anticipation that all multi-unit housing residences will be smoke-free by July 1, 2019.

## CONSEQUENCE OF NEGATIVE ACTION:

Residents of multi-unit housing residences will not be protected from secondhand smoke exposure to the fullest extent possible. Visitors and workers will not be protected from secondhand smoke exposure in hotels and motels to the fullest extent possible.

## CHILDREN'S IMPACT STATEMENT:

While the vast majority of Contra Costa residents do not smoke, many people are exposed to secondhand smoke where they live, especially children, the elderly and persons with vulnerable illness who spend much of their time at home. Secondhand smoke and the harmful chemicals contained in the smoke are associated with causation of sudden infant death syndrome, respiratory infections, ear infections and asthma attacks in infants and children. The proposed ordinance supports the following two children's outcomes: Children and Youth Healthy and Preparing for Productive Adulthood, and Communities that are Safe and Provide a High Quality of Life for Children and Families.

## AGENDA ATTACHMENTS



landlords brochure

secondhand smoke brochure

Smokefree Multi-unit residence Ordinance Redline

Smokefree Multi-unit residence final

Smokefree Hotel Staff Report

MINUTES ATTACHMENTS

Signed Ordinance No. 2018-07

## Landlord Liability

- Landlords are not liable for a tenant's breach of the smoking regulations if (1) the landlord has fully complied with all provisions of the law; and (2) upon receiving a signed written complaint regarding prohibited smoking, the landlord provides warning to the offending tenant. Upon receiving a second signed, written complaint against the offending tenant, the landlord may evict but is not liable for the failure to do so.

## Penalties for Non-compliance with the Ordinance

Failure to comply with the ordinance can result in administrative fines of \$100 for the first violation, \$200 for the second violation within a year and \$500 for each additional violation within a year. Landlords who fail to comply with this ordinance may be subject to other legal claims by tenants.



## Why is this Ordinance Important?

In 2006, the California Air Resources Board (CARB) designated secondhand smoke as a toxic air contaminant that may cause or contribute to an increase in deaths or in serious illness or pose a hazard to human health, particularly in children. The U.S. Surgeon General has declared that there is no safe level of exposure to secondhand smoke. Secondhand smoke causes as many as 53,000 deaths each year in the United States, approximately 6,000 of which occur in California.

Secondhand smoke has been shown to move through light fixtures, through ceiling crawl spaces, and into and out of doorways and windows. This ordinance helps to protect people who live in multi-unit housing in the unincorporated communities of Contra Costa County from the harmful effects of secondhand smoke.

For more information or to order signage (available as supplies last) for your multi-unit housing residence, contact the Tobacco Prevention Project or visit our website.



Tobacco Prevention Project  
Community Wellness and Prevention Programs  
Contra Costa Public Health  
597 Center Avenue, Suite 125 Martinez, CA 94553  
888-877-4202 Complaint line 925-313-6214 Office  
925-313-6864 Fax  
<http://www.cchealth.org/tobacco>

Many services are covered by Medi-Cal. If you would like to receive information regarding Medi-Cal eligibility call the Social Services office:  
**1-800-709-8348**

**For Property Managers,  
Developers and Landlords  
in unincorporated  
Contra Costa**

**Information on  
Contra Costa County's**

# Secondhand Smoke Protections Ordinance



**This is a  
smoke-free building**

## New Law in Effect

In March 2013, the Contra Costa County Board of Supervisors amended the County's Secondhand Smoke Protections Ordinance to include more protections for residents of multi-unit housing in unincorporated Contra Costa.

**Smoking of any tobacco product or other plant (including the use of a hookah pipe, medical marijuana or Electronic Nicotine Delivery System (ENDS) such as an e-cigarette) is prohibited in the following areas of multi-unit housing with 2 or more units:**

- Common indoor and outdoor areas;
- Within 20 feet of doors, windows, air ducts and ventilation systems, except while walking from one destination to another;
- On all balconies, patios, decks and in carports; and
- In 100% of all dwelling units of multi-unit housing residences that receive a building permit after January 1, 2011.



## Landlord Responsibilities

**Under the law, the Owner and Manager of a multi-unit housing building must:**

- Post "No smoking" signs with letters of not less than one inch in height, or the international "No Smoking" symbol (consisting of a burning cigarette in a red circle with a red bar across it). The sign must be visibly posted in every building or other place where smoking is prohibited by law;
- Not allow ashtrays or other receptacles for disposing of smoking material where smoking is prohibited;
- Not knowingly allow smoking in smoking prohibited areas; and
- Comply with lease/rental agreement requirements outlined in the next section.

## Lease/Rental Agreement Requirements

**Under the law, the Owner and Manager of a multi-unit housing building must:**

- Maintain and keep on file at the premises: (1) a list of all designated nonsmoking units at the residence; (2) a floor plan of the residence that identifies the location of all designated non-smoking units, any units where smoking is permitted and any designated outdoor smoking areas; and
- With every new lease or rental agreement for the occupancy of a unit in a multi-unit residence, include:
  - ◊ A copy of the list of nonsmoking units;
  - ◊ A copy of the floor plan;
  - ◊ Information indicating whether a policy for handling smoking complaints is in effect at the multi-unit residence, and if so, the terms of the policy; and
  - ◊ A clause stating it is a material breach of the lease to a) violate any law regarding smoking while on the premises; b) smoke in a non-smoking unit; or c) smoke in any multi-unit residence common area where smoking is prohibited. (The California Apartment Association's form 34.0 may be used for this purpose).

Under certain conditions, landlords may designate a common outdoor area of a multi-unit housing residence as a smoking area. For more information contact the Tobacco Prevention Project at 888-877-4202.

**In 2006, the California Air Resources Board (CARB) designated secondhand smoke as a toxic air contaminant that may cause or contribute to an increase in deaths or in serious illness or pose a hazard to human health, particularly in children.**

#### **Why is this Ordinance Important?**

There is no safe level of exposure to secondhand smoke. This ordinance helps to protect everyone who lives and works in the unincorporated communities of Contra Costa County from the harmful effects of secondhand smoke.

*Secondhand smoke causes as many as 53,000 deaths* each year in the United States, approximately 6,000 of which occur in California. Health impacts of Secondhand Smoke (SHS) in California each year include:

- Over 400 lung cancer deaths
- Over 3,600 cardiac deaths
- About 31,000 episodes of asthma
- About 1,600 cases of low birth weights in newborns
- Over 4,700 cases of premature births

**If you or someone you know would like to quit smoking, call  
1-800-NO BUTTS  
for free cessation services and more information.**

#### **Who do I call to make a complaint?**

Any person may call the Contra Costa Health Services Tobacco Prevention Project at 888-877-4202.

#### **What happens after a complaint is made?**

A warning letter will be sent to the business owner about a possible violation of the ordinance. Failure to comply with the ordinance may result in fines.

#### **Are there other remedies under the law?**

Under the Americans with Disabilities Act, violators may be sued for \$50,000 for the first violation and \$100,000 for the second violation, plus attorney's fees, if a member of the public experiences damage to their health due to secondhand smoke exposure.

For more information or to order signage for your business, contact the Tobacco Prevention Project or visit our website.



<http://www.cchealth.org/topics/tobacco>

Many services are covered by Medi-Cal. If you would like to receive information regarding Medi-Cal eligibility call the Social Services office: 1-800-709-8348.

## **A Guide to Contra Costa County's Secondhand Smoke Protections Ordinance**





## About the Ordinance

New laws in Contra Costa County reduce secondhand smoke exposure among residents, visitors and workers in all unincorporated communities of Contra Costa County (County Ordinance Code Chapter 445-4).

## Where Smoking is Prohibited

Smoking of any tobacco product or plant (including the use of a hookah pipe, medical marijuana or electronic smoking device such as an e-cigarette) is prohibited in the following areas:

### Indoor Areas

All workplaces and indoor areas open to the public, including tobacco shops, owner- or volunteer-operated businesses and hotel lobbies.

### Outdoor Areas

- All areas within 20 feet of the doors, operable windows, air ducts, and ventilation systems of any enclosed worksite or enclosed places open to the public, except while passing on the way to another destination;
- Outdoor dining areas at bars and restaurants and outdoor lounges and dining areas at places of employment;
- Public parks and on public trails;
- Outdoor public service areas (e.g., ATMs, ticket lines, and bus stops); and
- Outdoor public events (e.g., fairs, festivals, concerts, and farmers' markets).

### County Owned or Leased Properties

- Smoking is prohibited on the campus of County-owned or leased properties.



### Multi-Unit Housing (two or more units)

- Common indoor and outdoor areas;
- Within 20 feet of doors, windows, air ducts and ventilation systems of multi-unit housing residences, except while walking from one destination to another;
- On all balconies, patios, decks and in carports; and
- In 100% of all dwelling units of multi-unit housing residences that received a building permit after January 1, 2011.

### Multi-unit Housing Landlord Requirements

**Under the law, landlords are required to:**

- Maintain and keep on file at the premises: (1) a list of all designated non-smoking units at the residence; (2) a floor plan of the residence that identifies the location of all designated non-smoking units, any units where smoking is permitted and any designated outdoor smoking areas;
- Provide a copy of the list and floor plan, and a copy of any policy for addressing smoking complaints to each prospective tenant along with every new lease or rental agreement for the occupancy of a unit in a multi-unit residence; and
- Include lease terms with a clause stating it is a material breach of the lease to smoke in a non-smoking unit or in any indoor or outdoor common area where smoking is prohibited.

## Landlord, Owner and Manager Requirements

In every building or other place where smoking is prohibited by law, the owner, operator or manager must:

- Post “No smoking” signs with letters of not less than one inch in height, or the use of the international “No Smoking” symbol (consisting of a burning cigarette in a red circle with a red bar across it), visibly in every building or other place where smoking is regulated by the owner, operator, manager or other person having control of the building or other place.
- Not allow ashtrays or other receptacles for disposing of smoking material where smoking is prohibited; and
- Not knowingly allow smoking in smoking prohibited areas. The owner, operator or manager must request that the person stop smoking and if the person fails to stop, ask them to leave the premises.



## **Chapter 445-2**

### **GENERAL PROVISIONS**

#### **445-2.002 Title.**

This division is known as the secondhand smoke and tobacco product control ordinance of Contra Costa County.

(Ords. 2006-66 § 4, 98-43 § 2, 91-44 § 2)

#### **445-2.004 Purpose.**

The purposes of this division are to protect the public health, safety and welfare against the health hazards and harmful effects of the use of addictive tobacco products; and further to maintain a balance between the desires of persons who smoke and the need of nonsmokers to breathe smoke-free air, while recognizing that where these conflict, the need to breathe smoke-free air shall have priority.

(Ords. 2006-66 § 4, 98-43 § 2, 91-44 § 2)

#### **445-2.006 Definitions.**

For the purposes of this division, the following words and phrases have the following meanings:

- (a) "Characterizing flavor" means a distinguishable taste or aroma imparted by a tobacco product or any byproduct produced by the tobacco product that is perceivable by an ordinary consumer by either the sense of taste or smell, other than the taste or aroma of tobacco. A "characterizing flavor" includes, but is not limited to, a taste or aroma relating to a fruit, chocolate, vanilla, honey, candy, cocoa, dessert, alcoholic beverage, menthol, mint, wintergreen, herb, or spice.
- (b) "Cigar" means any roll of tobacco other than a cigarette wrapped entirely or in part in tobacco or any substance containing tobacco and weighing more than three pounds per thousand.
- (c) "Constituent" means any ingredient, substance, chemical, or compound, other than tobacco, water, or reconstituted tobacco sheet, that is added by the manufacturer to a tobacco product during the processing, manufacture, or packing of the tobacco product.
- (d) "Consumer" means a person who purchases a tobacco product for consumption and not for sale to another.
- (e) "Electronic smoking device" means an electronic device that can be used to deliver an inhaled dose of nicotine, or other substances. An "electronic smoking device" includes a device that is manufactured, distributed, marketed, or sold as an electronic cigarette, an electronic cigar, an electronic cigarillo, an electronic pipe, an electronic hookah, a vape pen, or a vapor pen.

- (f) "Enclosed" means all space between a floor and ceiling where the space is closed in on all sides by solid walls or windows that extend from the floor to the ceiling. An enclosed space may have openings for ingress and egress, such as doorways or passageways. An enclosed space includes all areas within that space, such as hallways and areas screened by partitions that do not extend to the ceiling or are not solid.
- (g) "Flavored tobacco product" means any tobacco product, other than cigarettes as defined by federal law, that contains a constituent that imparts a characterizing flavor. A tobacco product whose labeling or packaging contains text or an image indicating that the product imparts a characterizing flavor is presumed to be a flavored tobacco product.
- (h) "Little cigar" means any roll of tobacco other than a cigarette wrapped entirely or in part in tobacco or any substance containing tobacco and weighing no more than three pounds per thousand. "Little cigar" includes, but is not limited to, any tobacco product known or labeled as "small cigar" or "little cigar."
- (i) "Package" or "packaging" means a pack, box, carton, or container of any kind, or any wrapping, in which a tobacco product is sold or offered for sale to a consumer.
- (j) "Menthol cigarettes" means cigarettes as defined by federal law, that have a characterizing flavor of menthol, mint, or wintergreen, including cigarettes advertised, labeled, or described by the manufacturer as possessing a menthol characterizing flavor.
- (k) "Multi-unit residence" means a building that contains two or more dwelling units, including but not limited to apartments, condominiums, senior citizen housing, nursing homes, and single room occupancy hotels. A primary residence with an attached or detached accessory dwelling unit permitted pursuant to Chapter 82-24 is not a multi-unit residence for purposes of this division.
- (l) "Multi-unit residence common area" means any indoor or outdoor area of a multi-unit residence accessible to and usable by residents of different dwelling units, including but not limited to halls, lobbies, laundry rooms, common cooking areas, stairwells, outdoor eating areas, play areas, swimming pools, and carports.
- (m) "Place of employment" means any area under the control of an employer, business, or nonprofit entity that an employee, volunteer, or the public may have cause to enter in the normal course of operations, regardless of the hours of operation. Places of employment include, but are not limited to: indoor work areas; bars; restaurants; hotels and motels, including all guest rooms at least eighty percent of the guest rooms in any hotel and motel; vehicles used for business purposes; taxis; employee lounges and breakrooms; conference and banquet rooms; bingo and gaming facilities; long-term health care facilities; warehouses; retail or wholesale tobacco shops; and private residences used as licensed child-care or health-care facilities when employees, children or patients are present and during business hours. The places specified in subdivisions (e)(1), (2), (6), and (7) of Labor Code



section 6404.5 are places of employment for the purposes of this division and are regulated as specified in this division. The places specified in subdivisions (e)(3), (4), and (5) of Labor Code section 6404.5 are not places of employment for the purposes of this division.

- (n) "Public place" means any area to which the public is invited or in which the public is permitted. A private residence is not a public place.
- (o) "Self-service display" means the open display or storage of tobacco products or tobacco paraphernalia in a manner that is physically accessible in any way to the general public without the assistance of the retailer or employee of the retailer. A vending machine is a form of self-service display.
- (p) "Service area" means any area designed to be or regularly used by one or more persons to receive or wait to receive a service, enter a public place, or make a transaction, whether or not the service involves the exchange of money. "Service areas" include but are not limited to automatic teller machine waiting areas, bank teller windows, ticket lines, bus stops and taxi stands.
- (q) "Smoke" means the gases, particles, or vapors released into the air as a result of combustion, electrical ignition, or vaporization when the apparent or usual purpose of the combustion, electrical ignition, or vaporization is human inhalation of the byproducts, except when the combusting or vaporizing material contains no tobacco or nicotine or illegal substances, and the purpose of inhalation is solely olfactory, such as, for example, smoke from incense. The term "smoke" includes, but is not limited to, tobacco smoke, electronic smoking device vapors, marijuana smoke, and smoke from any illegal substance.
- (r) "Smoking" means inhaling, exhaling, burning, or carrying any lighted, heated, or ignited cigar, cigarette, cigarillo, pipe, hookah, electronic smoking device, or any plant product intended for human inhalation.
- (s) "Tobacco paraphernalia" means any item designed or marketed for the consumption, use, or preparation of tobacco products.
- (t) "Tobacco product" means any of the following:
  - (1) Any product containing, made from, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, and snuff.
  - (2) Any electronic smoking device.
  - (3) Any component, part, or accessory of a tobacco product, whether or not it is sold separately.

- (4) "Tobacco product" does not include any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for that approved purpose.
- (u) "Tobacco retailer" means any individual or entity who sells, offers for sale, or exchanges or offers to exchange for any form of consideration, tobacco, tobacco products, or tobacco paraphernalia. "Tobacco retailing" means the doing of any of these things. This definition is without regard to the quantity of tobacco products or tobacco paraphernalia sold, offered for sale, exchanged, or offered for exchange.

(Ords. No. 2018-07 § 2, 2017-01 § 2, 2013-10 § 2, 2010-10 § 2, 2006-66 § 4, 98-43 § 2, 91-44 § 2)

~~(Ord. No. 2017-01, § II, 7-18-17; Ord. No. 2013-10, § II, 4-9-13; Ord. No. 2010-10, § II, 10-12-10; Ord. No. 2006-66 § 4; Ord. No. 98-43 § 2; Ord. No. 91-44 § 2)~~

## **Chapter 445-4 SECONDHAND SMOKE**

### **445-4.002 County facilities.**

- (a) Smoking is prohibited in all buildings, vehicles, and other enclosed areas occupied by county employees, owned or leased by the county, or otherwise operated by the county.
- (b) Smoking is prohibited in all outdoor areas owned or leased by the county, including parking lots, the grounds of the county's hospital and health clinics, and the grounds of all other buildings owned or leased by the county.
- (c) Smoking is prohibited on the grounds of the county's jails and county juvenile system facilities to the extent allowed by law.

(Ords. 2014-06, § II, 6-17-14, 2006-66 § 5, 91-44 § 2)

### **445-4.004 Prohibition of smoking.**

Smoking is prohibited in the following places within the unincorporated area of Contra Costa County:

- (a) Enclosed places of employment.
- (b) Enclosed public places.
- (c) Service areas.

- (d) All areas within twenty feet of doors, windows, air ducts and ventilation systems of enclosed places of employment, except while passing on the way to another destination.
- (e) All areas within twenty feet of doors, windows, air ducts and ventilation systems of enclosed public places, except while passing on the way to another destination.
- (f) The following outdoor areas:
  - (1) Outdoor dining areas at bars and restaurants.
  - (2) Outdoor lounges and outdoor dining areas at places of employment.
  - (3) Public trails and public parks.
  - (4) Public event venues.
- (g) All multi-unit residence common areas, except that a landlord may designate a portion of an outdoor common area as a smoking area. A designated smoking area of an outdoor common area of a multi-unit residence must not overlap with any area where smoking is otherwise prohibited by local, state, or federal law; must be located at least twenty-five feet in all directions from non-smoking areas; must not include areas used primarily by children; must be no more than twenty-five percent of the total outdoor common area; must have a clearly marked perimeter; and must be identified by conspicuous signs.
- (h) All areas within twenty feet of doors, windows, air ducts and ventilation systems of multi-unit residences, except while passing on the way to another destination.
- (i) All outdoor balconies, porches, decks, patios, and carports of multi-unit residences.
- (j) All dwelling units in any ~~new~~ multi-unit residence, except as otherwise provided in Section 445-4.006 that receives a building permit on or after January 1, 2011.

(Ords. 2018-07 § 2, 2010-10 § 3, 2006-66 § 5, 91-44 § 2).

~~(Ords. 2010-10, § III, 10-12-10, 2006-66 § 5, 91-44 § 2)~~

#### **445-4.006 Exceptions.**

- (a) Smoking is permitted at any location within the county unless otherwise prohibited by this code or by state or federal law.
- (b) ~~Smoking is permitted in up to twenty percent of guest rooms in any hotel or motel, as long as the hotel or motel permanently designates at least eighty percent of its guest rooms as nonsmoking rooms, appropriately signs nonsmoking rooms, and permanently removes ashtrays from these rooms. Smoking rooms shall be segregated from nonsmoking rooms on separate floors, wings or portions of either. Smoking rooms and nonsmoking rooms shall not be interspersed. Nothing in this division requires a hotel or motel to provide smoking rooms~~

~~and the owner or operator of a hotel or motel may choose to prohibit smoking throughout the property.~~

~~(e) — If a dwelling unit in a multi-unit residence is subject to a lease or other rental agreement and smoking is authorized under the lease or rental agreement, smoking is permitted in the dwelling unit until the lease or rental agreement is modified to prohibit smoking in accordance with Section 445-4.014.~~

~~(e) If a dwelling unit in a multi-unit residence is owner-occupied, smoking is permitted in the owner-occupied dwelling unit until July 1, 2019.~~

~~(Ords. 2018-07 § 3, 2010-10 § 4, 2006-66 § 5, 91-44 § 2).~~

~~(Ords. 2010-10, § IV, 10-12-10, 2006-66 § 5, 91-44 § 2)~~

#### **445-4.008 Posting requirements.**

~~(a) — "Smoking" or "No Smoking" signs, whichever are appropriate, with letters of not less than one inch in height, or the international "No Smoking" symbol (consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it), shall be conspicuously posted in every building or other place where smoking is regulated by this division by the owner, operator, manager or other person having control of the building or other place. This section does not require the posting of "No Smoking" signs inside or on the doorway of any dwelling unit in a multi-unit residence.~~

~~(b) — Every hotel or motel regulated by this division shall post at its entrance a sign clearly stating that nonsmoking rooms are available, and every patron shall be asked as to his or her preference.~~

~~(Ords. 2018-07 § 4, 2006-66 § 5, 91-44 § 2)~~

#### **445-4.010 Ashtray placement.**

No ashtray or other receptacle used for disposing of smoking materials may be placed at any location where smoking is prohibited by this division or otherwise prohibited by law.

(Ord. No. 2009-26, § II, 10-20-09)

#### **445-4.012 Disclosure of ~~non-smoking~~ complaint policy residential units.**

In a multi-unit residence where units are rented or leased to tenants, the owner and manager of the residence shall ~~do all of the following~~:

~~(a) — Maintain and keep on file at the premises: (1) a list of all designated non-smoking units at the residence; and (2) a floor plan of the residence that identifies the location of all~~

~~designated non-smoking units, any units where smoking is permitted, and any designated outdoor smoking areas.~~

~~(b) — Disclose whether a policy for handling smoking complaints is in effect at the multi-unit residence, and if so, shall provide a copy the terms of that policy:~~

~~(c) — Provide a copy of the list and floor plan, and a copy of any policy for addressing smoking complaints in effect at a multi-unit residence, to each tenant along with every new lease or rental agreement for the occupancy of a unit in thea multi-unit residence.~~

(Ord. ~~No. 2018-07 § 5~~ 2009-26, § III, 10-20-09)

#### **445-4.014 Required lease terms.**

(a) Commencing ~~July 1, 2018~~January 1, 2011, every lease and other rental agreement for the occupancy of a dwelling unit in a multi-unit residence that is entered into, renewed, or continued month-to-month must include the terms specified in subsection (b) of this section on the earliest possible date allowed by law after providing any required legal notice.

(b) Required Terms.

(1) ~~For any multi-unit residence where the landlord has designated separate smoking and non-smoking dwelling units, a~~ A clause stating that smoking is prohibited in all dwelling units ~~that have been designated as non-smoking units~~ must be included in the written agreements specified in subsection (a) of this section.

~~(2) — For any multi-unit residence where the landlord has prohibited smoking in all dwelling units, a clause stating that smoking is prohibited in all dwelling units must be included in the written agreements specified in subsection (a) of this section.~~

~~(3) — For any new multi-unit residence that receives a building permit on or after January 1, 2011, a clause stating that smoking is prohibited in all dwelling units must be included in the written agreements specified in subsection (a) of this section.~~

~~(2)(4)~~ A clause stating that it is a material breach of the lease or rental agreement to: (i) violate any law regarding smoking while on the premises; (ii) smoke in ~~a non-smoking~~any dwelling unit; or (iii) smoke in any multi-unit residence common area where smoking is prohibited, must be included in the written agreements specified in subsection (a) of this section.

(c) The California Apartment Association's Form 34.0, revised ~~January 2010~~December 2016 and as amended from time to time, may be used to comply with this section.

(d) A landlord's failure to enforce any smoking regulation of a lease or agreement on one or more occasions does not constitute a waiver of the lease or agreement provisions required by

this section and does not prevent future enforcement of the lease or agreement provisions required by this section.

- (e) A landlord is not liable under this chapter to any person for a tenant's breach of smoking regulations if:
  - (1) The landlord has fully complied with all provisions of this chapter, and
  - (2) Upon receiving a signed written complaint regarding prohibited smoking, the landlord provides a warning to the offending tenant, stating that the tenant may be evicted if another complaint is received. Upon receiving a second signed, written complaint against the offending tenant, the landlord may evict the tenant, but is not liable for the failure to do so.

(Ords. 2018-07 § 4, 2010-10 § 5).

~~(Ord. No. 2010-10, § V, 10-12-10)~~

## **Chapter 445-8 ENFORCEMENT**

### **445-8.002 Compliance.**

- (a) A person may not smoke in any place where smoking is prohibited by this division.
- (b) A person who owns, manages, operates or otherwise controls the use of any place where smoking is prohibited by this division may not knowingly or intentionally permit smoking in those places. For purposes of this subsection, a person has acted knowingly or intentionally if he or she has not taken the following actions to prevent smoking by another person: (1) requested that a person who is smoking refrain from smoking; and (2) requested that a person who is smoking leave the place if the person refuses to stop smoking after being asked to stop. This section does not require physically ejecting a person from a place or taking steps to prevent smoking under circumstances that would involve risk of physical harm.
- (c) The presence or absence of the signs required by Section 445-4.008 is not a defense to the violation of any other provision of this division.

(Ords. 2006-66 § 7, 91-44 § 2)

(Ord. No. 2009-26, § IV, 10-20-09)

### **445-8.004 Remedies.**

The county may seek compliance with this division by any remedy allowed under this code, including but not limited to administrative fines (Chapter 14-12), infraction citations (Section 14-8.008), and any other remedy allowed by law.

(Ords. 2006-66 § 7, 2003-01 § 4, 98-43 § 2, 91-44 § 2)

ORDINANCE NO. 2018-07 REDLINE VERSION



**445-8.006 Initiation of enforcement.**

Any person may initiate enforcement of this division by notifying the director of health services or his or her designee of any violation.

(Ords. 2006-66 § 7, 91-44 § 2)

**445-8.008 Liability.**

For purposes of determining liability of persons, firms, corporations, or controlling franchises with business operations in multiple locations, each individual business location shall be deemed a separate entity.

(Ords. 2006-66 § 7, 2003-01 § 4, 98-43 § 2).

**445-8.010 No retaliation.**

No person shall retaliate against any employee or applicant for employment because the employee or applicant exercises any rights afforded by this division.

(Ords. 2006-66 § 7, 91-44 § 2)

**445-8.012 Other applicable laws.**

This division shall not be interpreted or construed to permit smoking where it is otherwise restricted by other applicable laws.

(Ords. 2006-66 § 7, 91-44 § 2)

ORDINANCE NO. 2018-07

SMOKEFREE MULTI-UNIT RESIDENCES

The Contra Costa County Board of Supervisors ordains as follows (omitting the parenthetical footnotes from the official text of the enacted or amended provisions of the County Ordinance Code):

**SECTION I. SUMMARY.** This ordinance amends Division 445 of the County Ordinance Code to prohibit smoking in all dwelling units in any multi-unit residence and to require that the prohibition be included in the terms of any new lease or rental agreement, and to prohibit smoking in all guest rooms in any hotel or motel.

**SECTION II.** Section 445-4.004 of the County Ordinance Code is amended to read:

**445-4.004 Prohibition of Smoking.** Smoking is prohibited in the following places within the unincorporated area of Contra Costa County:

- (a) Enclosed places of employment.
- (b) Enclosed public places.
- (c) Service areas.
- (d) All areas within twenty feet of doors, windows, air ducts, and ventilation systems of enclosed places of employment, except while passing on the way to another destination.
- (e) All areas within twenty feet of doors, windows, air ducts, and ventilation systems of enclosed public places, except while passing on the way to another destination.
- (f) The following outdoor areas:
  - (1) Outdoor dining areas at bars and restaurants.
  - (2) Outdoor lounges and outdoor dining areas at places of employment.
  - (3) Public trails and public parks.
  - (4) Public event venues.
- (g) All multi-unit residence common areas, except that a landlord may designate a portion of an outdoor common area as a smoking area. A designated smoking area of an outdoor common area of a multi-unit residence must not overlap with any area where smoking is otherwise prohibited by local, state, or federal law; must be located at least twenty-five

feet in all directions from non-smoking areas; must not include areas used primarily by children; must be no more than twenty-five percent of the total outdoor common area; must have a clearly marked perimeter; and must be identified by conspicuous signs.

- (h) All areas within twenty feet of doors, windows, air ducts, and ventilation systems of multi-unit residences, except while passing on the way to another destination.
- (i) All outdoor balconies, porches, decks, patios, and carports of multi-unit residences.
- (j) All dwelling units in any multi-unit residence, except as otherwise provided in Section 445-4.006. (Ords. 2018-07 § 2, 2010-10 § 3, 2006-66 § 5, 91-44 § 2).

**SECTION III.** Section 445-4.006 of the County Ordinance Code is amended to read:

**445-4.006 Exceptions.**

- (a) Smoking is permitted at any location within the county unless otherwise prohibited by this code or by state or federal law.
- (b) If a dwelling unit in a multi-unit residence is subject to a lease or other rental agreement and smoking is authorized under the lease or rental agreement, smoking is permitted in the dwelling unit until the lease or rental agreement is modified to prohibit smoking in accordance with Section 445-4.014.
- (c) If a dwelling unit in a multi-unit residence is owner-occupied, smoking is permitted in the owner-occupied dwelling unit until July 1, 2019. (Ords. 2018-07 § 3, 2010-10 § 4, 2006-66 § 5, 91-44 § 2).

**SECTION IV.** Section 445-4.008 of the County Ordinance Code is amended to read:

**445-4.008 Posting requirements.** "Smoking" or "No Smoking" signs, whichever are appropriate, with letters of not less than one inch in height, or the international "No Smoking" symbol (consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it), shall be conspicuously posted in every building or other place where smoking is regulated by this division by the owner, operator, manager or other person having control of the building or other place. This section does not require the posting of "No Smoking" signs inside or on the doorway of any dwelling unit in a multi-unit residence. (Ords. 2018-07 § 4, 2006-66 § 5, 91-44 § 2).

**SECTION V.** Section 445-4.012 of the County Ordinance Code is amended to read:

**445-4.012 Disclosure of smoking complaint policy.** In a multi-unit residence where units are rented or leased to tenants, the owner and manager of the residence shall disclose whether a policy for handling smoking complaints is in effect at the multi-unit residence, and if so, shall

provide a copy of that policy to each tenant along with every new lease or rental agreement for the occupancy of a unit in the multi-unit residence. (Ords. 2018-07 § 5, 2009-26, § III, 10-20-09)

**SECTION VI.** Section 445-4.014 of the County Ordinance Code is amended to read:

**445-4.014 Required lease terms.**

- (a) Commencing July 1, 2018, every lease and other rental agreement for the occupancy of a dwelling unit in a multi-unit residence that is entered into, renewed, or continued month-to-month must include the terms specified in subsection (b) of this section on the earliest possible date allowed by law after providing any required legal notice.
- (b) Required Terms.
  - (1) A clause stating that smoking is prohibited in all dwelling units must be included in the written agreements specified in subsection (a) of this section.
  - (2) A clause stating that it is a material breach of the lease or rental agreement to: (i) violate any law regarding smoking while on the premises; (ii) smoke in any dwelling unit; or (iii) smoke in any multi-unit residence common area where smoking is prohibited, must be included in the written agreements specified in subsection (a) of this section.
- (c) The California Apartment Association's Form 34.0, revised December 2016 and as amended from time to time, may be used to comply with this section.
- (d) A landlord's failure to enforce any smoking regulation of a lease or rental agreement on one or more occasions does not constitute a waiver of the lease or rental agreement provisions required by this section and does not prevent future enforcement of the lease or rental agreement provisions required by this section.
- (e) A landlord is not liable under this chapter to any person for a tenant's breach of smoking regulations if:
  - (1) The landlord has fully complied with all provisions of this chapter; and
  - (2) Upon receiving a signed, written complaint regarding prohibited smoking, the landlord provides a warning to the offending tenant, stating that the tenant may be evicted if another complaint is received. Upon receiving a second signed, written complaint against the offending tenant, the landlord may evict the tenant, but is not liable for the failure to do so. (Ords. 2018-07 § 6, 2010-10 § 5).

**SECTION VII.** Subsection (m) of Section 445-2.006 of the County Ordinance Code is amended to read:

- (m) “Place of employment” means any area under the control of an employer, business, or nonprofit entity that an employee, volunteer, or the public may have cause to enter in the normal course of operations, regardless of the hours of operation. Places of employment include, but are not limited to: indoor work areas; bars; restaurants; hotels and motels, including all guest rooms; vehicles used for business purposes; taxis; employee lounges and breakrooms; conference and banquet rooms; bingo and gaming facilities; long-term health care facilities; warehouses; retail or wholesale tobacco shops; and private residences used as licensed child-care or health-care facilities when employees, children, or patients are present and during business hours. The places specified in subdivisions (e)(1), (2), (6), and (7) of Labor Code section 6404.5 are places of employment for the purposes of this division and are regulated as specified in this division. The places specified in subdivisions (e)(3), (4), and (5) of Labor Code section 6404.5 are not places of employment for the purposes of this division.

(Ords. 2018-07 § 7, 2017-01 § 2, 2013-10 § 2, 4-9-13, 2010-10 § 2, 10-12-10, 2006-66 § 4, 98-43 § 2, 91-44 § 2)

**SECTION VIII. EFFECTIVE DATE.** This ordinance becomes effective 30 days after passage, and within 15 days after passage shall be published once with the names of supervisors voting for or against it in the Contra Costa Times, a newspaper published in this County.

PASSED on \_\_\_\_\_, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:     DAVID J. TWA,  
                  Clerk of the Board of Supervisors  
                  and County Administrator

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

By: \_\_\_\_\_  
          Deputy

[SEAL]

KCK:

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To: Contra Costa Board of Supervisors  
From: Daniel Peddycord, RN, MPA/HA, Director, Public Health  
Re: Smokefree Multi-unit Residences and Hotels Ordinance and Staff Report  
Date: 2/27/18

## **I. Background**

At the April 2015 Family and Human Services Committee Meeting, Public Health presented its annual report on implementation of the County's Secondhand Smoke Ordinance and discussed challenges to protecting residents, workers and visitors from secondhand smoke and electronic smoking devices. Of specific concern were issues for residents living in multi-unit housing. The Committee directed staff to work with County Counsel to draft an ordinance that would create 100% Smokefree Multi-unit housing for the unincorporated communities.

Staff presented a draft ordinance and report to the Family and Human Services Committee on November 13, 2017. The Committee accepted the report and recommendations, and directed staff to broaden the ordinance to include 100% smokefree hotels and take the revised ordinance to the full Board of Supervisors early in the new year. Staff was also directed to conduct outreach to the California Apartment Association, hotels in the unincorporated county, and home owner associations that may be affected.

*Addressing Secondhand Smoke in Contra Costa County.* The Board of Supervisors adopted a comprehensive Secondhand Smoke Protections Ordinance in 2006. This decision came on the heels of the California Air Resources Board report designating secondhand smoke as a toxic air contaminant based on a review of the research linking secondhand smoke with numerous adverse health effects. The same year, the US Surgeon General reported that there is no safe level of exposure to secondhand smoke. The World Health Organization issued a similar statement in 2007 and added that there is indisputable evidence that implementing 100% smoke-free environments is the only effective way to protect the population from the harmful effects of secondhand smoke. WHO went on to say that ventilation and smoking areas, whether separately ventilated from non-smoking areas or not, do not reduce exposure to a safe level of risk and are not recommended. Air filtration companies agree that ventilation systems do not eliminate health risks caused by secondhand smoke, and in 2015, the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) updated its ventilation standards and re-confirmed its 2006 position that acceptable indoor air quality is based on an environment that is completely free from secondhand tobacco smoke, secondhand marijuana smoke, and emissions from electronic smoking devices.

Secondhand smoke and the harmful chemicals contained in the smoke are associated with causation of sudden infant death syndrome, respiratory infections, ear infections and asthma attacks in infants and children. They also have a strong relationship with heart disease, stroke, and lung cancer in adult nonsmokers. The Board strengthened the County's secondhand smoke protections in October 2009, October 2010, April 2013, June 2014 and July 2017 in response to community complaints regarding drifting smoke and the need for additional policies to protect public health. These amendments to the county code included expanding secondhand smoke protections to make all County-owned outdoor





properties 100% smoke-free, and inclusion of electronic smoking devices in the definition of “secondhand smoke.”

While the vast majority of Contra Costans do not smoke, many people are exposed to secondhand smoke where they live, especially children, the elderly and persons with vulnerable illness who spend much of their time at home. Research also shows that lower-income populations and communities of color have markedly higher rates of exposure to and therefore greater health risks from secondhand smoke.<sup>1</sup> There are approximately 10,000 individual multi-unit housing units in the unincorporated county alone (California Department of Finance). Secondhand smoke can and does transfer between units, through wall cracks and under doors, with 65% of air in apartments coming from other units.<sup>2,3,4</sup> The majority of the 120 secondhand smoke complaints received by the Public Health Department’s Tobacco Prevention Program over the last three years continue to be from multi-family housing residents, with 96 complaints regarding unit-to-unit and outside-to-unit drifting smoke. For residents of the unincorporated county, staff follows up with landlords and property owners regarding compliance with the County’s current laws. However, since the County’s current ordinance does not include protections that address unit-to-unit drifting smoke, many of these residents are still exposed to secondhand smoke in their homes.

An increasing number of communities in California have moved to address the issue of drifting secondhand smoke between in multi-unit residences as an air quality and health issue. At least 90 communities statewide, including 27 jurisdictions in the Bay Area, have adopted 100% smokefree multi-unit housing laws, including Danville, El Cerrito, Richmond and Walnut Creek in Contra Costa, and the Counties of Sonoma, San Mateo and Santa Clara. Unit-to-unit drifting smoke exposure would be alleviated with a similar provision in the County’s ordinance.

## **II. Provisions of the Ordinance**

The draft ordinance, titled Smokefree Multi-Unit Residences, as well as the red-lined version of the relevant sections of Chapter 445, are attached to this report for review and consideration.

The definition of “multi-unit residence” in the ordinance is unchanged and means a building containing two or more dwelling units, including but not limited to apartments, condominiums, senior housing, nursing homes and single room occupancy hotels.

The attached draft ordinance revises the County Code to:

- Prohibit smoking in all dwelling units in multi-unit residences.
- Require every new, renewed, or continued lease or other rental agreement for the occupancy of a dwelling unit in a multi-unit residence to include terms that expressly prohibit smoking in the dwelling unit.
- Prohibit smoking in all hotel and motel guest rooms.

In order to provide for sufficient notification to landlords and owners, staff proposes that the requirement to modify leases and other rental agreements will go into effect on July 1, 2018. Beginning July 1, 2018, every new, renewed, or continued lease or other rental agreement for the occupancy of a dwelling unit in a multi-unit residence must include terms that prohibit smoking in the dwelling unit. After July 1, 2018, smoking will only be allowed in a dwelling unit (1) that is subject to a lease or other rental agreement that authorizes smoking and only until that agreement is modified as required by the ordinance, or (2) that is owner-occupied and only until July 1, 2019. Staff will develop an implementation plan that will provide outreach and education to landlords and occupants in anticipation that all multi-







unit housing residences will be smoke-free by July 1, 2019, one year from the effective date of the ordinance.

### **III. Outreach and Implementation Considerations**

In response to 11/13/17 Family and Human Services direction, outreach was conducted and information obtained from the following organizations:

- The California Apartment Association was consulted for feedback on the ordinance, and is supportive of smokefree multi-unit housing. The Association requested one modification to the ordinance, to explicitly exempt the signage posting requirements for individual units. This modification is included in the draft ordinance.
- Staff was asked to contact Home Owner Associations (HOAs) in the unincorporated county to get input on the proposed smokefree multi-unit residences ordinance. In the course of trying to identify these organizations, it was found that many HOAs represent single-family home owners, which are not covered under the draft ordinance. However, staff was able to make contact with representatives from three HOAs in the unincorporated county, as well as one property management company with close to 200 complexes in the East Bay. A brief interview with these representatives was conducted, with 2 representatives expressing concern and 2 representatives conveying enthusiastic support for smokefree multi-unit residences.
- Hotels located in the unincorporated county were identified and contacted about their existing smoking policies. There are 4 hotels (Burlington Hotel in Port Costa; Crown Plaza in Concord; Embassy Suites and The Renaissance Hotel in Walnut Creek) each have their own smoke-free rooms policy, and do not allow smoking anywhere inside the hotel.

If adopted, the Smokefree Multi-Unit Residences ordinance will be implemented through the Public Health Department's Tobacco Prevention Program. Compliance with the new smokefree multi-unit housing law will be achieved through educational efforts with owners, property managers and residents of multi-unit housing, and community groups. Educational efforts would include updating the County's brochures on Secondhand Smoke laws; an educational mailing to multi-unit housing managers, owners and associations; presentations to the Municipal Advisory Committees and community groups; and collaborations with the California Apartment Association to provide technical assistance to landlords in implementing the new law.

Outreach and education efforts to the community will include information on how to make a complaint about drifting smoke in multi-unit residences, and an educational approach will be employed to address non-compliance. This approach will include working with owners/managers to assure that requirements of owners/managers under the ordinance are met, and providing technical assistance to owners/managers on compliance issues. If the owner/manager has implemented the required lease terms and signage, staff will also correspond with the tenant to educate the tenant on the law. The Tobacco Prevention Program has utilized a similar approach for addressing violations of other multi-unit residence smoking restrictions under the County's ordinance, such as no smoking in common areas or near doors and windows of these buildings.

**IV. Fiscal Impact.** Minimal fiscal impacts to the County are expected. Should the Board adopt the ordinance, a portion of the Prop 99/Prop 56 funding received for Public Health's Tobacco Prevention Program can be utilized to implement the ordinance over the next year.







### Attachments:

1. Ordinance No. 2018-07 Draft Smokefree Multi-Unit Residences
2. Chapter 445-2 Smokefree Multi-Unit Residences Redline Version
3. Brochures titled “A Guide to Contra Costa County’s Secondhand Smoke Protections Ordinance” and “For Property Managers, Developers and Landlords in unincorporated Contra Costa.”

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<sup>1</sup> Chambers C, Sung H, Max W. Home Exposure to Secondhand Smoke among People Living in Multiunit Housing and Single Family Housing: A Study of California Adults, 2003 – 2012. *J Urban Heal*. 2014. doi:10.1007/s11524-014-9919-y

<sup>2</sup> Centers for Disease Control and Prevention (CDC). Secondhand Smoke: An Unequal Danger. *CDC Vital Signs*. 2015. Available at: [www.cdc.gov/vitalsigns/pdf/2015-02-vitalsigns.pdf](http://www.cdc.gov/vitalsigns/pdf/2015-02-vitalsigns.pdf).

<sup>3</sup> Snyder K, Vick JH, King BA. Smoke-free multiunit housing: a review of the scientific literature. *Tob Control*. 2015;0:1–12. doi:10.1136/tobaccocontrol-2014-051849.

<sup>4</sup> Martínez-Sánchez JM, Sureda X, Fu M, et al. Secondhand smoke exposure at home: Assessment by biomarkers and airborne markers. *Environ Res*. 2014;133:111–116. doi:10.1016/j.envres.2014.05.013.







ORDINANCE NO. 2018-07

SMOKEFREE MULTI-UNIT RESIDENCES

The Contra Costa County Board of Supervisors ordains as follows (omitting the parenthetical footnotes from the official text of the enacted or amended provisions of the County Ordinance Code):

**SECTION I. SUMMARY.** This ordinance amends Division 445 of the County Ordinance Code to prohibit smoking in all dwelling units in any multi-unit residence and to require that the prohibition be included in the terms of any new lease or rental agreement, and to prohibit smoking in all guest rooms in any hotel or motel.

**SECTION II.** Section 445-4.004 of the County Ordinance Code is amended to read:

**445-4.004 Prohibition of Smoking.** Smoking is prohibited in the following places within the unincorporated area of Contra Costa County:

- (a) Enclosed places of employment.
- (b) Enclosed public places.
- (c) Service areas.
- (d) All areas within twenty feet of doors, windows, air ducts, and ventilation systems of enclosed places of employment, except while passing on the way to another destination.
- (e) All areas within twenty feet of doors, windows, air ducts, and ventilation systems of enclosed public places, except while passing on the way to another destination.
- (f) The following outdoor areas:
  - (1) Outdoor dining areas at bars and restaurants.
  - (2) Outdoor lounges and outdoor dining areas at places of employment.
  - (3) Public trails and public parks.
  - (4) Public event venues.
- (g) All multi-unit residence common areas, except that a landlord may designate a portion of an outdoor common area as a smoking area. A designated smoking area of an outdoor common area of a multi-unit residence must not overlap with any area where smoking is otherwise prohibited by local, state, or federal law; must be located at least twenty-five

feet in all directions from non-smoking areas; must not include areas used primarily by children; must be no more than twenty-five percent of the total outdoor common area; must have a clearly marked perimeter; and must be identified by conspicuous signs.

- (h) All areas within twenty feet of doors, windows, air ducts, and ventilation systems of multi-unit residences, except while passing on the way to another destination.
- (i) All outdoor balconies, porches, decks, patios, and carports of multi-unit residences.
- (j) All dwelling units in any multi-unit residence, except as otherwise provided in Section 445-4.006. (Ords. 2018-07 § 2, 2010-10 § 3, 2006-66 § 5, 91-44 § 2).

**SECTION III.** Section 445-4.006 of the County Ordinance Code is amended to read:

**445-4.006 Exceptions.**

- (a) Smoking is permitted at any location within the county unless otherwise prohibited by this code or by state or federal law.
- (b) If a dwelling unit in a multi-unit residence is subject to a lease or other rental agreement and smoking is authorized under the lease or rental agreement, smoking is permitted in the dwelling unit until the lease or rental agreement is modified to prohibit smoking in accordance with Section 445-4.014.
- (c) If a dwelling unit in a multi-unit residence is owner-occupied, smoking is permitted in the owner-occupied dwelling unit until July 1, 2019. (Ords. 2018-07 § 3, 2010-10 § 4, 2006-66 § 5, 91-44 § 2).

**SECTION IV.** Section 445-4.008 of the County Ordinance Code is amended to read:

**445-4.008 Posting requirements.** "Smoking" or "No Smoking" signs, whichever are appropriate, with letters of not less than one inch in height, or the international "No Smoking" symbol (consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it), shall be conspicuously posted in every building or other place where smoking is regulated by this division by the owner, operator, manager or other person having control of the building or other place. This section does not require the posting of "No Smoking" signs inside or on the doorway of any dwelling unit in a multi-unit residence. (Ords. 2018-07 § 4, 2006-66 § 5, 91-44 § 2).

**SECTION V.** Section 445-4.012 of the County Ordinance Code is amended to read:

**445-4.012 Disclosure of smoking complaint policy.** In a multi-unit residence where units are rented or leased to tenants, the owner and manager of the residence shall disclose whether a policy for handling smoking complaints is in effect at the multi-unit residence, and if so, shall

provide a copy of that policy to each tenant along with every new lease or rental agreement for the occupancy of a unit in the multi-unit residence. (Ords. 2018-07 § 5, 2009-26, § III, 10-20-09)

**SECTION VI.** Section 445-4.014 of the County Ordinance Code is amended to read:

**445-4.014 Required lease terms.**

- (a) Commencing July 1, 2018, every lease and other rental agreement for the occupancy of a dwelling unit in a multi-unit residence that is entered into, renewed, or continued month-to-month must include the terms specified in subsection (b) of this section on the earliest possible date allowed by law after providing any required legal notice.
- (b) Required Terms.
  - (1) A clause stating that smoking is prohibited in all dwelling units must be included in the written agreements specified in subsection (a) of this section.
  - (2) A clause stating that it is a material breach of the lease or rental agreement to: (i) violate any law regarding smoking while on the premises; (ii) smoke in any dwelling unit; or (iii) smoke in any multi-unit residence common area where smoking is prohibited, must be included in the written agreements specified in subsection (a) of this section.
- (c) The California Apartment Association's Form 34.0, revised December 2016 and as amended from time to time, may be used to comply with this section.
- (d) A landlord's failure to enforce any smoking regulation of a lease or rental agreement on one or more occasions does not constitute a waiver of the lease or rental agreement provisions required by this section and does not prevent future enforcement of the lease or rental agreement provisions required by this section.
- (e) A landlord is not liable under this chapter to any person for a tenant's breach of smoking regulations if:
  - (1) The landlord has fully complied with all provisions of this chapter; and
  - (2) Upon receiving a signed, written complaint regarding prohibited smoking, the landlord provides a warning to the offending tenant, stating that the tenant may be evicted if another complaint is received. Upon receiving a second signed, written complaint against the offending tenant, the landlord may evict the tenant, but is not liable for the failure to do so. (Ords. 2018-07 § 6, 2010-10 § 5).

**SECTION VII.** Subsection (m) of Section 445-2.006 of the County Ordinance Code is amended to read:

- (m) "Place of employment" means any area under the control of an employer, business, or nonprofit entity that an employee, volunteer, or the public may have cause to enter in the normal course of operations, regardless of the hours of operation. Places of employment include, but are not limited to: indoor work areas; bars; restaurants; hotels and motels, including all guest rooms; vehicles used for business purposes; taxis; employee lounges and breakrooms; conference and banquet rooms; bingo and gaming facilities; long-term health care facilities; warehouses; retail or wholesale tobacco shops; and private residences used as licensed child-care or health-care facilities when employees, children, or patients are present and during business hours. The places specified in subdivisions (e)(1), (2), (6), and (7) of Labor Code section 6404.5 are places of employment for the purposes of this division and are regulated as specified in this division. The places specified in subdivisions (e)(3), (4), and (5) of Labor Code section 6404.5 are not places of employment for the purposes of this division.

(Ords. 2018-07 § 7, 2017-01 § 2, 2013-10 § 2, 4-9-13, 2010-10 § 2, 10-12-10, 2006-66 § 4, 98-43 § 2, 91-44 § 2)

**SECTION VIII. EFFECTIVE DATE.** This ordinance becomes effective 30 days after passage, and within 15 days after passage shall be published once with the names of supervisors voting for or against it in the Contra Costa Times, a newspaper published in this County.

PASSED on March 13, 2018, by the following vote:

AYES: Gioia, Andersen, Burgis, Mitchoff, Glover

NOES: None

ABSENT: None

ABSTAIN: None

ATTEST: DAVID J. TWA,  
Clerk of the Board of Supervisors  
and County Administrator

  
Board Chair Karen Mitchoff

By:

  
Deputy

[SEAL]

KCK:

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ORDINANCE NO. 2018-07



**Contra  
Costa  
County**

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: March 13, 2018

Subject: Introduce Ordinance 2018-09 to Exclude Chief of Plant Operations-Exempt classification from the Merit System

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**RECOMMENDATION(S):**

INTRODUCE Ordinance No. 2018-09 amending the County Ordinance Code to exclude from the Merit System the new classification of Chief of Plant Operations-Exempt, WAIVE READING and Fix March 20, 2018, for adoption.

**FISCAL IMPACT:**

No Fiscal Impact

**BACKGROUND:**

Human Resources supports the establishment of the Chief of Plant Operations-Exempt classification and is hereby introducing Ordinance 2018-09 to exempt the classification from the merit system to provide the Health Services Department the ability to direct operational and functional areas of Contra Costa Regional Medical Center (CCRMC) and its Health Centers. The incumbent will address urgent regulatory compliance to ensure the safe delivery of patient clinical care for County residents. This class requires a high level of skill, knowledge and ability to make independent decisions within established policies and procedures set forth by the CCRMC Chief Executive Officer, Board of Supervisors, and Federal, State and County laws, ordinances and regulations. The incumbent will report directly to the Health Services Director.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: D.Dinsmore (925)  
335-1766



CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, there will not be an exempt plant operations classification to oversee, direct and manage the variety and magnitude of plant operations at the County's Hospital and Clinics.

AGENDA ATTACHMENTS

Ordinance No. 2018-09

MINUTES ATTACHMENTS

Signed Ordinance 2018-07

**ORDINANCE NO. 2018-09**

**(Exclude from the Merit System the new classification of Chief of  
Plant Operations-Exempt)**

The Contra Costa County Board of Supervisors ordains as follows (omitting the parenthetical footnotes from the official text of the enacted or amended provisions of the County Ordinance Code):

**SECTION I:** Section 33-5.313 of the County Ordinance Code is amended to exclude from the merit system the new classification of Chief of Plant Operations-Exempt:

**33-5.313 - Health-medical.**

- (a) Classifications appointed by the Board of Supervisors
  - (1) The director of health services is excluded and is appointed by the board.
  - (2) The county health officer (Health and Safety Code Section 101000) is excluded and is appointed by the board.
  - (3) The county physician (Health and Safety Code Section 1441) is excluded and is appointed by the board.
  - (4) The county (local) director of mental health services (Welfare and Institutions Code Section 5607, 9 Cal. Code of Regulations Sections 620 et seq.) is excluded and is appointed by the board.
- (b) General Executive and Administrative classifications
  - (1) The assistant to the health services director-exempt is excluded and is appointed by the director of health services.
  - (2) The assistant directors of health services are excluded and are appointed by the director of health services.
  - (3) The health services administrative officer is excluded and is appointed by the director of health services.
  - (4) The health services personnel officer-exempt is excluded and is appointed by the director of health services.
  - (5) The chief operations officer-exempt is excluded and is appointed by the director of health services.
  - (6) The emergency medical services director-exempt is excluded and is appointed by the director of health services.
  - (7) The medical directors are excluded and are appointed by the director of health services.
  - (8) The chief deputy public administrator-exempt is excluded and is appointed by the director of health services.
  - (9) The county compliance and HIPAA privacy officer-exempt is excluded and is appointed by the director of health services.
  - (10) The chief of plant operations-exempt is excluded and is appointed by the director of health services.

- (c) County Hospital and Clinics classifications
  - (1) The Contra Costa Regional Medical Center chief executive officer-exempt is excluded and is appointed by the director of health services.
  - (2) The chief medical officer-exempt is excluded and is appointed by the director of health services.
  - (3) The residency director-exempt is excluded and is appointed by the director of health services.
  - (4) The chief quality officer-exempt is excluded and is appointed by the director of health services.
  - (5) The director of patient financial services is excluded and is appointed by the director of health services.
  - (6) The chief nursing officer-exempt is excluded and is appointed by the director of health services.
  - (7) Physicians and dentists serving the county (except those in the classifications of assistant health officer, and chief of community health services) are excluded and are appointed by the director of health services.
- (d) Contra Costa Health Plan (CCHP) classifications
  - (1) The chief executive officer, Contra Costa Health Plan-exempt is excluded and is appointed by the director of health services.
  - (2) The deputy executive director, Contra Costa Health Plan-exempt is excluded and is appointed by the director of health services.
  - (3) The director of marketing, member services, and public relations-Contra Costa Health Plan is excluded and is appointed by the director of health services.
  - (4) The health plan services assistant-exempt is excluded and is appointed by the director of health services.
- (e) Information Technology classifications
  - (1) The health services information technology director-exempt is excluded and is appointed by the director of health services.
  - (2) The assistant health services information technology director-project management-exempt is excluded and is appointed by the director of health services.
  - (3) The assistant health services information technology director-application development-exempt is excluded and is appointed by the director of health services.
  - (4) The assistant health services information technology director-customer support-exempt is excluded and is appointed by the director of health services.
  - (5) The assistant health services information technology director-infrastructure-exempt is excluded and is appointed by the director of health services.

- (6) The assistant health services information technology director-information security-exempt is excluded and is appointed by the director of health services.
- (f) Environmental & Mental Health classifications
  - (1) The mental health education liaison-exempt is excluded and is appointed by the director of health services.
  - (2) The director of environmental health services is excluded and is appointed by the director of health services.
  - (3) The director of hazardous materials programs-exempt is excluded and is appointed by the director of health services.
  - (4) The executive assistant to the hazardous materials commission-exempt is excluded and is appointed by the director of health services.

(Ord. No. 2018-09 § 1, 03-20-18; Ord. No. 2018-02 § 1, 01-09-18; Ord. No. 2017-06 § 1, 6-6-17; Ord. No. 2016-20 § I, 11-8-16; Ord. No. 2016-09 § I, 4-12-16; Ord. No. 2013-04 § I, 3-19-13; Ord. No. 2011-14 § 1, 8-9-11; Ord. No. 2011-06 § 1, 3-22-11; Ord. No. 2010-13 § 1, 9-28-10; Ord. No. 2009-16 § 1, 8-25-09; Ord. No. 2009-09 § 1, 4-28-09; Ord. No. 2008-11 § I, 9-16-08; Ords. 2007-37 § 1; 2005-28 § 1; 2004-11 § 1; 2003-32 § 1; 99-23; 98-11 § 1; 98-5 § 1; 97-25 § 1; 97-13 § 1; 96-31 § 1; 93-3 § 1; 92-2 § 1; 90-124 § 1; 90-55; 86-97; 86-32; 85-50 § 2; 83-9; 1-70 § 2; 81-32 § I[5]; 80-69 § 1; 80-34 § 1; 80-6; 79-29; 79-9 § 3: § 32-2.602 (7, 13, 16); prior code § 2413 (g, n, r); Ords. 69-81, 2030, 471: Bd. Sups. Resol. # 79/201)

**SECTION II: EFFECTIVE DATE.** This ordinance becomes effective 30 days after passage, and within 15 days of passage shall be published once with the names of the supervisors voting for and against it in the \_\_\_\_\_, a newspaper published in this County.

PASSED ON \_\_\_\_\_ by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: DAVID J. TWA, Clerk of the  
Board of Supervisors and County Administrator

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

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

[SEAL]

ORDINANCE NO. 2018-07

SMOKEFREE MULTI-UNIT RESIDENCES

The Contra Costa County Board of Supervisors ordains as follows (omitting the parenthetical footnotes from the official text of the enacted or amended provisions of the County Ordinance Code):

**SECTION I. SUMMARY.** This ordinance amends Division 445 of the County Ordinance Code to prohibit smoking in all dwelling units in any multi-unit residence and to require that the prohibition be included in the terms of any new lease or rental agreement, and to prohibit smoking in all guest rooms in any hotel or motel.

**SECTION II.** Section 445-4.004 of the County Ordinance Code is amended to read:

**445-4.004 Prohibition of Smoking.** Smoking is prohibited in the following places within the unincorporated area of Contra Costa County:

- (a) Enclosed places of employment.
- (b) Enclosed public places.
- (c) Service areas.
- (d) All areas within twenty feet of doors, windows, air ducts, and ventilation systems of enclosed places of employment, except while passing on the way to another destination.
- (e) All areas within twenty feet of doors, windows, air ducts, and ventilation systems of enclosed public places, except while passing on the way to another destination.
- (f) The following outdoor areas:
  - (1) Outdoor dining areas at bars and restaurants.
  - (2) Outdoor lounges and outdoor dining areas at places of employment.
  - (3) Public trails and public parks.
  - (4) Public event venues.
- (g) All multi-unit residence common areas, except that a landlord may designate a portion of an outdoor common area as a smoking area. A designated smoking area of an outdoor common area of a multi-unit residence must not overlap with any area where smoking is otherwise prohibited by local, state, or federal law; must be located at least twenty-five



feet in all directions from non-smoking areas; must not include areas used primarily by children; must be no more than twenty-five percent of the total outdoor common area; must have a clearly marked perimeter; and must be identified by conspicuous signs.

- (h) All areas within twenty feet of doors, windows, air ducts, and ventilation systems of multi-unit residences, except while passing on the way to another destination.
- (i) All outdoor balconies, porches, decks, patios, and carports of multi-unit residences.
- (j) All dwelling units in any multi-unit residence, except as otherwise provided in Section 445-4.006. (Ords. 2018-07 § 2, 2010-10 § 3, 2006-66 § 5, 91-44 § 2).

**SECTION III.** Section 445-4.006 of the County Ordinance Code is amended to read:

**445-4.006 Exceptions.**

- (a) Smoking is permitted at any location within the county unless otherwise prohibited by this code or by state or federal law.
- (b) If a dwelling unit in a multi-unit residence is subject to a lease or other rental agreement and smoking is authorized under the lease or rental agreement, smoking is permitted in the dwelling unit until the lease or rental agreement is modified to prohibit smoking in accordance with Section 445-4.014.
- (c) If a dwelling unit in a multi-unit residence is owner-occupied, smoking is permitted in the owner-occupied dwelling unit until July 1, 2019. (Ords. 2018-07 § 3, 2010-10 § 4, 2006-66 § 5, 91-44 § 2).

**SECTION IV.** Section 445-4.008 of the County Ordinance Code is amended to read:

**445-4.008 Posting requirements.** "Smoking" or "No Smoking" signs, whichever are appropriate, with letters of not less than one inch in height, or the international "No Smoking" symbol (consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it), shall be conspicuously posted in every building or other place where smoking is regulated by this division by the owner, operator, manager or other person having control of the building or other place. This section does not require the posting of "No Smoking" signs inside or on the doorway of any dwelling unit in a multi-unit residence. (Ords. 2018-07 § 4, 2006-66 § 5, 91-44 § 2).

**SECTION V.** Section 445-4.012 of the County Ordinance Code is amended to read:

**445-4.012 Disclosure of smoking complaint policy.** In a multi-unit residence where units are rented or leased to tenants, the owner and manager of the residence shall disclose whether a policy for handling smoking complaints is in effect at the multi-unit residence, and if so, shall

provide a copy of that policy to each tenant along with every new lease or rental agreement for the occupancy of a unit in the multi-unit residence. (Ords. 2018-07 § 5, 2009-26, § III, 10-20-09)

**SECTION VI.** Section 445-4.014 of the County Ordinance Code is amended to read:

**445-4.014 Required lease terms.**

- (a) Commencing July 1, 2018, every lease and other rental agreement for the occupancy of a dwelling unit in a multi-unit residence that is entered into, renewed, or continued month-to-month must include the terms specified in subsection (b) of this section on the earliest possible date allowed by law after providing any required legal notice.
- (b) Required Terms.
  - (1) A clause stating that smoking is prohibited in all dwelling units must be included in the written agreements specified in subsection (a) of this section.
  - (2) A clause stating that it is a material breach of the lease or rental agreement to: (i) violate any law regarding smoking while on the premises; (ii) smoke in any dwelling unit; or (iii) smoke in any multi-unit residence common area where smoking is prohibited, must be included in the written agreements specified in subsection (a) of this section.
- (c) The California Apartment Association's Form 34.0, revised December 2016 and as amended from time to time, may be used to comply with this section.
- (d) A landlord's failure to enforce any smoking regulation of a lease or rental agreement on one or more occasions does not constitute a waiver of the lease or rental agreement provisions required by this section and does not prevent future enforcement of the lease or rental agreement provisions required by this section.
- (e) A landlord is not liable under this chapter to any person for a tenant's breach of smoking regulations if:
  - (1) The landlord has fully complied with all provisions of this chapter; and
  - (2) Upon receiving a signed, written complaint regarding prohibited smoking, the landlord provides a warning to the offending tenant, stating that the tenant may be evicted if another complaint is received. Upon receiving a second signed, written complaint against the offending tenant, the landlord may evict the tenant, but is not liable for the failure to do so. (Ords. 2018-07 § 6, 2010-10 § 5).

**SECTION VII.** Subsection (m) of Section 445-2.006 of the County Ordinance Code is amended to read:

- (m) "Place of employment" means any area under the control of an employer, business, or nonprofit entity that an employee, volunteer, or the public may have cause to enter in the normal course of operations, regardless of the hours of operation. Places of employment include, but are not limited to: indoor work areas; bars; restaurants; hotels and motels, including all guest rooms; vehicles used for business purposes; taxis; employee lounges and breakrooms; conference and banquet rooms; bingo and gaming facilities; long-term health care facilities; warehouses; retail or wholesale tobacco shops; and private residences used as licensed child-care or health-care facilities when employees, children, or patients are present and during business hours. The places specified in subdivisions (e)(1), (2), (6), and (7) of Labor Code section 6404.5 are places of employment for the purposes of this division and are regulated as specified in this division. The places specified in subdivisions (e)(3), (4), and (5) of Labor Code section 6404.5 are not places of employment for the purposes of this division.

(Ords. 2018-07 § 7, 2017-01 § 2, 2013-10 § 2, 4-9-13, 2010-10 § 2, 10-12-10, 2006-66 § 4, 98-43 § 2, 91-44 § 2)

**SECTION VIII. EFFECTIVE DATE.** This ordinance becomes effective 30 days after passage, and within 15 days after passage shall be published once with the names of supervisors voting for or against it in the Contra Costa Times, a newspaper published in this County.

PASSED on March 13, 2018, by the following vote:

AYES: Gioia, Andersen, Burgis, Mitchoff, Glover

NOES: None

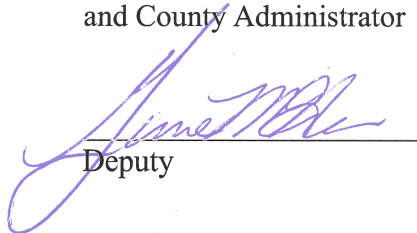
ABSENT: None

ABSTAIN: None

ATTEST: DAVID J. TWA,  
Clerk of the Board of Supervisors  
and County Administrator

  
Board Chair Karen Mitchoff

By:

  
Deputy

[SEAL]

KCK:

H:\Client Matters\2018\HS\Ordinance No. 2018-07 Smokefree Multi-unit Residences.wpd

ORDINANCE NO. 2018-07



Contra  
Costa  
County

To: Board of Supervisors  
From: John Gioia, District I Supervisor  
Date: March 13, 2018

Subject: Appoint Lloyd Cowell to Seat 1 of the Kensington Municipal Advisory Council (KMAC)

---

**RECOMMENDATION(S):**

APPOINT Lloyd Cowell to Appointee 1 seat on the Kensington Municipal Advisory Council (KMAC) for four years coterminous with the term of Supervisor Gioia starting on January 1, 2015 and ending on December 31, 2018.

Lloyd Cowell  
Kensington 94707

**FISCAL IMPACT:**

None.

**BACKGROUND:**

Lloyd Cowell has been serving on the KMAC in an alternate seat. Supervisor Gioia recommends appointing him to a regular seat.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: Stacey M. Boyd, Deputy

Contact: Kate Rauch  
510-231-8691

cc:

AGENDA

ATTACHMENTS

Cowell, Lloyd (KMAC)

MINUTES

ATTACHMENTS

Vacancy Notice

# BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:

Contra Costa County

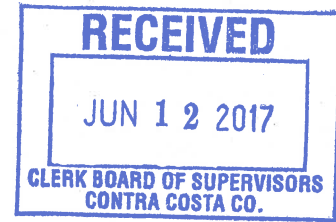
CLERK OF THE BOARD

651 Pine Street, Rm. 106

Martinez, California 94553-1292

PLEASE TYPE OR PRINT IN INK

(Each Position Requires a Separate Application)



BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Kensington Municipal Advisory Council

Alternate

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Cowell, Lloyd Deming  
(Last Name) (First Name) (Middle Name)

2. Address: Kensington California 94707  
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: (Home No.) (Work No.) (Cell No.)

4. Email Address:

5. EDUCATION: Check appropriate box if you possess one of the following:

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

Give Highest Grade or Educational Level Achieved Post-Graduate Degree

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Golden Gate University School of Law, San Francisco, CA	Taxation Law	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			LLM	12/2016
B) Capital University Law School, Columbus, Ohio	Law	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			JD	05/1990
C) Miami University, Oxford, Ohio	Political Science & History	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			BA	05/1987
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

THIS FORM IS A PUBLIC DOCUMENT



<p>A) Dates (Month, Day, Year)</p> <p>From <u>12/31/2016</u> To <u>Present</u></p> <p>Total: Yrs. <u>0</u> Mos. <u>6</u></p> <p>Hrs. per week <u>40+</u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Attorney at Law</p> <p>Employer's Name and Address</p> <p>Law Offices of Lloyd D. Cowell 107 Arlington Avenue Kensington, California 94707</p>	<p>Duties Performed</p> <p>Attorney representing clients in civil litigation and tax matters.</p>
<p>B) Dates (Month, Day, Year)</p> <p>From <u>10/2/2014</u> To <u>12/31/2016</u></p> <p>Total: Yrs. <u>2</u> Mos. <u>2</u></p> <p>Hrs. per week <u>40+</u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>General Counsel</p> <p>Employer's Name and Address</p> <p>Arlington Designs, LLC 107 Arlington Avenue Kensington, California 94707</p>	<p>Duties Performed</p> <p>Advised company on legal matters related to operating the business.</p>
<p>C) Dates (Month, Day, Year)</p> <p>From <u>9/2003</u> To <u>10/2/2014</u></p> <p>Total: Yrs. <u>11</u> Mos. <u>1</u></p> <p>Hrs. per week <u>40+</u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Of Counsel</p> <p>Employer's Name and Address</p> <p>Vasquez Estrada &amp; Conway LLP Courthouse Square 1000 4th Street, Suite 500 San Rafael, California 94901</p>	<p>Duties Performed</p> <p>Attorney representing companies in civil litigation matters.</p>
<p>D) Dates (Month, Day, Year)</p> <p>From <u>7</u> <u>2001</u></p> <p>Total: Yrs. <u>9</u> Mos. <u>2003</u></p> <p>Hrs. per week <u>40+</u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Associate</p> <p>Employer's Name and Address</p> <p>Severson &amp; Werson, PC One Embarcadero, 26th Floor San Francisco, California 94111</p>	<p>Duties Performed</p> <p>Attorney representing companies in civil litigation matters</p>

THIS FORM IS A PUBLIC DOCUMENT

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

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

Sign Name: \_\_\_\_\_



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

11 June 2017

### Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: 651 Pine Street, Room 106, Martinez, CA 94553.
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

THIS FORM IS A PUBLIC DOCUMENT

APPOINTING AUTHORITY

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;  
NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.

II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships:

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

**THIS FORM IS A PUBLIC DOCUMENT**

# Contra Costa County



## Notice

The Board of Supervisors will make appointments to fill existing advisory body vacancies. Interested citizens may submit written applications for vacancies to the following address:

Clerk of the Board of Supervisors  
651 Pine Street, Rm. 106  
Martinez, CA 94553

### Advisory Body and Seat Title

Kensington Municipal Advisory Council

*Seat: Alternate Seat #2*

### Appointments will be made after

March 27, 2018

I, David J. Twa, Clerk of the Board of Supervisors and the County Administrator, hereby certify that, in accordance with Section 54974 of the Government Code, the above notice of vacancy will be posted on March 13, 2018.

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

Attested March 13, 2018:

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

By:

*Stacey M Boyd*  
Deputy Clerk



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: March 13, 2018

Subject: Declare Vacancy on the In-Home Supportive Services Public Authority Advisory Committee

---

**RECOMMENDATION(S):**

ACCEPT the resignation of Sarah Birdwell, DECLARE a vacancy in Consumer Any Age, Seat 3 on the In-Home Supportive Services Public Authority Advisory Committee, and DIRECT the Clerk of the Board to post the vacancy, as recommended by the Employment and Human Services Department Director.

**FISCAL IMPACT:**

None

**BACKGROUND:**

Ms. Birdwell notified the Executive Director of the In-Home Supportive Services (IHSS) Public Authority (PA) of her resignation from the IHSS PA Advisory Committee via email on January 16, 2018. Ms. Birdwell was appointed to her position on March 25, 2014 with an expiration date of March 6, 2018.

**CONSEQUENCE OF NEGATIVE ACTION:**

The IHSS PA Advisory Committee will be unable to conduct day-to-day operations.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: Stacey M. Boyd, Deputy

Contact: Gina Chenoweth  
8-4961

cc:

## ATTACHMENTS

S.Birdwell Resignation Email



## Elizabeth Dondi

---

**From:** Sarah Birdwell <sbirdwell.ihss@gmail.com>  
**Sent:** Tuesday, January 16, 2018 2:20 PM  
**To:** Elizabeth Dondi  
**Cc:** Beatriz Salgado  
**Subject:** Meetings

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Elizabeth,

As you know I haven't been able to attend the meetings as often as I would like to given my work schedule. I've been able to call in a couple of times but honestly I completely forget sometimes, hence why I was absent today I totally forgot to call in. I've been on the Committee for quite a while now so I think it's time for me to give up my seat, especially since I cannot be as present as I would like. Maybe sometime in the future I can come back or if you ever decide to change the day and time. LOL. It was great to be a part of the committee for as long as I was and I enjoyed seeing you guys. I'd be happy to come in and help with anything or just come and say hi sometime.

Beatriz, would it be possible for you to tell me when I started sitting on the committee? I'd like to have my start and end time for future reference. Also let me know if there is any outstanding paperwork or anything I need to take care of.

I'll miss you guys!

--

Thanks,  
Sarah Birdwell  
Advisory Committee Member

**Contra Costa County**  
**IHSS Public Authority**  
<http://chsd.org/>



Contra  
Costa  
County

To: Board of Supervisors  
From: John Gioia, District I Supervisor  
Date: March 13, 2018

Subject: APPOINT Shoshana Wechsler to the District 1 alternate seat of the Sustainability Commission

---

**RECOMMENDATION(S):**

APPOINT the following individual to the District 1 Alternate Seat on the Contra Costa County Sustainability Commission to a term expiring on 3/31/2019 as recommended by Supervisor Gioia:

Shoshana Wechsler  
Kensington, CA 94708

**FISCAL IMPACT:**

None.

**BACKGROUND:**

The Sustainability Commission provides advice to staff and the Board on successful implementation of the Climate Action Plan, advise the Board on opportunities to realize equity and fairness across the diverse communities of CCC in sustainability programs, and provides suggestions on how to engage CCC residents and businesses on sustainability issues.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: Stacey M. Boyd, Deputy

Contact: James Lyons,  
510-231-8692

cc:

## ATTACHMENTS

Wechsler, Shshana  
(SC)

## Application Form

---

### Profile

#### Which Boards would you like to apply for?

---

Sustainability Commission: Submitted

District 1 Alternate

Seat Name (if applicable)

#### Describe why you are interested in serving on this advisory board/commission (please limit your response to one paragraph).

---

I have been heavily involved on the grassroots level with county sustainability issues. I am an active member of the Contra Costa Local Clean Energy Alliance, and am currently assisting with Marin Clean Energy roll out as a member of their Contra Costa West County Advisory Group (CLAG). I have been at the forefront of public campaigns to improve air quality and protect the public health of impacted communities in the refinery corridor. I want to see this county become a state leader in the development of renewable resources. I am acutely aware of the intersection of housing, transportation, employment and environmental justice issues in Contra Costa and feel that I can bring a useful perspective to this citizens advisory commission. Participating in it will also help upgrade my understanding of technical issues, which will in turn enable more effective citizen activism.

#### This application is used for all boards and commissions

Shoshana

First Name

Wechsler

Last Name

[REDACTED]

Email Address

[REDACTED] [REDACTED]

Home Address

Suite or Apt

Kensington

City

CA

State

94708

Postal Code

[REDACTED]

Primary Phone

retired (full-time volunteer)

Employer

Job Title

Occupation

**Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?**

---

☐ Yes ☒ No

**Is a member of your family (or step-family) employed by Contra Costa Co.?**

---

☐ Yes ☒ No

---

## Education History

**Select the highest level of education you have received:**

---

☒ Other

ABD (all but 1 chapter of Ph.d dissertation)

---

If "Other" was Selected Give Highest Grade or Educational Level Achieved

---

## College/ University A

Stanford

---

Name of College Attended

American Literature

---

Course of Study / Major

---

Units Completed

## Type of Units Completed

---

None Selected

## Degree Awarded?

---

☐ Yes ☒ No

---

Degree Type

---

Date Degree Awarded

---

## College/ University B

Univeristy of Texas at Austin

Name of Co ege Attended

English

Course of Study / Major

Units Comp eted

## Type of Units Completed

None Selected

## Degree Awarded?

☒ Yes ☐ No

M.A.

Degree Type

1986

Date Degree Awarded

---

## College/ University C

UC Berkeley

Name of Co ege Attended

English

Course of Study / Major

Units Comp eted

## Type of Units Completed

None Selected

## Degree Awarded?

☒ Yes ☐ No



B.A.

Degree Type

1975

Date Degree Awarded

---

## Other schools / training completed:

Spanish language

Course Studied

recent semester @ Berkeley City  
College

Hours Completed

## Certificate Awarded?

☐ Yes ☒ No

---

## Work History

Please provide information on your last three positions, including your current one if you are working.

### 1st (Most Recent)

01/2011 - present

Dates (Month Day Year) From To

30+

Hours per Week Worked?

## Volunteer Work?

☒ Yes ☐ No

Steering committee member /  
Communications

Position Title

## Employer's Name and Address

350 Bay Area - <https://350bayarea.org/> Sunflower Alliance - <http://www.sunflower-alliance.org/>

## Duties Performed

---

Community organizing, organizational leadership, liaison to other non-profit and grassroots organizations, writing, editing, website production

---

2nd

1997-2010

---

Dates (Month Day Year) From To

35+

---

Hours per Week Worked?

## Volunteer Work?

---

☐ Yes ☒ No

Freelance writer/editor

---

Position Title

## Employer's Name and Address

---

Self

## Duties Performed

---

3rd

Dates (Month Day Year) From To

Hours per Week Worked?

## Volunteer Work?

---

☐ Yes ☐ No

Position Title

**Employer's Name and Address**

---

**Duties Performed**

---

---

Upload a Resume

---

**Final Questions**

**How did you learn about this vacancy?**

---

☒ District Supervisor

---

If "Other" was selected please explain

**. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?**

---

☐ Yes ☒ No

**If Yes, please identify the nature of the relationship:**

---

**Do you have any financial relationships with the County such as grants, contracts, or other economic relations?**

---

☐ Yes ☒ No

**If Yes, please identify the nature of the relationship:**

---



Contra  
Costa  
County

To: Board of Supervisors  
From: FAMILY & HUMAN SERVICES COMMITTEE  
Date: March 13, 2018

Subject: APPOINTMENTS TO THE MANAGED CARE COMMISSION

---

**RECOMMENDATION(S):**

APPOINT Frances Trant to the Member At-Large 1 seat on the Managed Care Commission with a term expiring August 31, 2019.

**FISCAL IMPACT:**

There is no fiscal impact.

**BACKGROUND:**

The Managed Care Commission (MCC) was established in May 1995 and replaced the Contra Costa Health Plan Advisory Board and the Medi-Cal Advisory Planning Commission. The purpose of the Commission is to make recommendations to the Board of Supervisors, Health Services Director and Chief Executive Officer of the Contra Costa Health Plan (CCHP) on operational objectives, policies and procedures as well as revised service, product development, marketing, and data-gathering priorities. Additionally, the MCC assures effectiveness, quality, efficiency, access, acceptability of CCHP services by ongoing as well as periodic formal reviews of Management Information System data.

The Managed Care Commission met on January 17, 2018 and recommended the appointment of Frances Trant to the Family and Human Services Committee, which reviewed and approved the recommendation at their February 20, 2018 meeting. No other applications were received for open commission seats.

---

☒ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY ADMINISTRATOR

☒ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: Stacey M. Boyd, Deputy

Contact: Susan Smith, (925)  
335-1042

cc:

CONSEQUENCE OF NEGATIVE ACTION:

The seat will remain vacant.

ATTACHMENTS

MCC Recommendation of Frances Trant

Commissioner Application

PATRICIA TANQUARY, MPH, PhD  
Chief Executive Officer  
GERALD BOURNE, MD  
Medical Director



ADMINISTRATION  
595 Center Avenue, Suite 100  
Martinez, California 94553  
Main Number: 925-313-6000  
Member Call Center: 877-661-6230  
Provider Call Center: 877-800-7423

Se Habla Español

Date: February 2, 2018

To: Family and Human Services Committee, Contra Costa Board of Supervisors  
Susan Smith, County Administrator's Office

From: Deboran Everist, Staff contact for Managed Care Commission

**RE: MANAGED CARE COMMISSION – APPOINTMENT**

The Managed Care Commission (MCC), in its continued efforts to recommend commissioners that are able to articulate concerns of health care recipients as well as represent the diverse population within our community, hereby makes the following recommendation for appointment to the MCC.

<u>NOMINEE</u>	<u>SEAT</u>	<u>TERM EXPIRATION</u>
<b>Frances (Fran) Trant</b> [REDACTED] <b>Pittsburg, CA 94565</b>	<b>Member-at-Large 1</b>	<b>Three years</b> <b>Vacant since expiration</b> <b>on 8/31/2016</b>

Fran resides in Pittsburg, California. Our other commissioners reside:

Member-at-Large 3	San Ramon	Member-at-Large 9	San Ramon
Member-at-Large 5	Pleasant Hill	Medicare Subscriber	San Pablo
Member-at-Large 6	Walnut Creek	Other Provider	Lafayette
Member-at-Large 7	Richmond	Medi-Cal Subscriber	Pleasant Hill
Member-at-Large 8	Walnut Creek		

There were no other applications received for open commission seats at this time.

Fran's application is attached. Fran did serve previously on the Commission as the CCHP Commercial Subscriber but had to vacate her position when she no longer met the requirements. She is returning as a Member-At-Large. The MCC By-Laws, Article III: MEMBERSHIP states that (E.) The term of office is for three years.

The Managed Care Commission supports this recommendation with a unanimous vote at the January 17, 2018 meeting and hopes to announce this appointment at their March 21, 2018 meeting. My contact information is:

Phone: 925-313-6035  
Email: [Deboran.Everist@hsd.cccounty.us](mailto:Deboran.Everist@hsd.cccounty.us)

Thank you in advance for your kind consideration in this matter.





Contra  
Costa  
County

For Office Use Only  
Date Received:

For Reviewers Use Only:  
Accepted Rejected

## BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

**MAIL OR DELIVER TO:**

Contra Costa County  
CLERK OF THE BOARD  
651 Pine Street, Rm. 106  
Martinez, California 94553-1292

**PLEASE TYPE OR PRINT IN INK**

(Each Position Requires a Separate Application)

**BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:**

MANAGED CARE COMMISSION  
OF BOARD, COMMITTEE, OR COMMISSION

MEMBER-AT-LARGE #1 PRINT EXACT NAME  
PRINT EXACT SEAT NAME (if applicable)

1. Name:	Trant	Frances (Fran)	
	(Last Name)	(First Name)	(Middle Name)
2. Address:			
	(No.)	(Street)	(Apt.)
		Pittsburg	CA
		(City)	(State)
			94565
			(Zip Code)
3. Phones:			
	(Home No.)	(Work No.)	(Cell No.)
4. Email Address:			

5. **EDUCATION:** Check appropriate box if you possess one of the following:

High School Diploma ☐ G.E.D. Certificate ☐ California High School Proficiency Certificate ☐

Give Highest Grade or Educational Level Achieved

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) University of Toronto, Rotman School of Business, Executive Series	Mini-MBA	No X Completion Certificate				1994
B) University of Ottawa, Ottawa, Canada	Labor Relations, Organizational Development	Yes post BA Certificate			Post BA Certificate	1982



C) University of Guelph, Guelph, Canada	Social Sciences	<u>Yes</u> X			Hon. BA	1976
D) Other schools / training completed:  American National Certifications in Human Resources following 4 hour qualifying exam and regular renewals Senior Professional HR (SPHR); and SHRM-SCP	Course Studied  Human Resources	Hours Completed  60 CEUs every 3 years	Certificate Awarded: <u>Yes</u>			

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

A) Dates (Month, Day, Year)  <u>From</u> 11/1/2016  <u>To</u> 12/31/2017  Total: 1 year 2 months  Hrs. per week <u>50 – 60</u>	Title  <b>Executive HR Director/Special HR Advisor (Interim);</b> <hr/> Employer's Name and Address <b>UC Hastings College of the Law</b> 200 McAllister St., San Francisco, CA 94102	Duties Performed  <ul style="list-style-type: none"> <li>• Member of College's Executive Leadership team;</li> <li>• Directed delivery of numerous people management projects.</li> <li>• Improved quality and quantity across full range HR services with existing team members for 425 faculty, staff and student employees.</li> </ul>
B) Dates (Month, Day, Year)  <u>From</u> 5/2016  <u>To</u> 8/2016  Total: 3 <u>Mos.</u>  Hrs. per week <u>50 - 60</u>	Title  <b>Director, Human Resources</b> <hr/> Employer's Name and Address <b>UCSF Benioff Physicians Group</b>  6475 Christie Ave, Suite 300, Emeryville, CA 94608	Duties Performed  <ul style="list-style-type: none"> <li>• Established the organization's comprehensive HR program: created job descriptions, conducted salary research, recruited clinic professional/support personnel, managed leave, and coached leaders.</li> <li>• Implemented e-time and attendance system to ensure optimum deployment of hourly paid staff</li> <li>• HR leadership for acquisition of large clinic and merged staff into UCBP environment.</li> </ul>
C) Dates (Month, Day, Year)  <u>From</u> 10/2015	Title  <b>HR Generalist</b>	Duties Performed  <ul style="list-style-type: none"> <li>• Delivered full range of benefit services in open enrollment</li> </ul>

<p><u>To</u> 1/2016</p> <p>Total: <u>4 Mos.</u></p> <p>Hrs. per week <u>40</u></p>	<p>Employer's Name and Address</p> <p>Tenderloin Neighborhood Development Corporation (TNDC)</p> <p>201 Eddy St, San Francisco, CA 94102</p>	<p>environment of new broker and new health plans; 100% employees understood what was best plan(s) for them.</p> <ul style="list-style-type: none"> <li>• Designed and implemented process to identify employee funds allowed to be borrowed from 403(b) program mitigating risks identified by auditors.</li> <li>• Marketed organization to potential employees through facilitation of two career fairs; ensuring more diverse candidates applied to opportunities.</li> </ul>
<p>D) Dates (Month, Day, Year)</p> <p><u>From</u> 2/2009</p> <p><u>To</u> 9/2015</p> <p>Total: <u>6 Yrs.</u> <u>7 Mos.</u></p> <p>Hrs. per week <u>50 - 60+</u></p>	<p>Title</p> <p><b>HR &amp; Training Officer</b></p> <p>Contra Costa Housing Authority</p> <p>Employer's Name and Address</p> <p>3133 Estudillo Street, PO Box 2759 , Martinez, CA 94553</p>	<p>Duties Performed</p> <ul style="list-style-type: none"> <li>• <b>Directed delivery of all HR responsibilities and:</b></li> <li>• Increased team capacity by 60% by automating and moving payroll, time reporting and applicant tracking from spreadsheet to the cloud in unionized environment.</li> <li>• Automated applicant system to reduce recruitment costs by 50%.</li> <li>• Executed transition from expensive self-insured health benefits to joining CalPERS Health benefits saving \$200 to \$800 a month for each enrolled employee.</li> <li>• Negotiated 3 sets of collective agreements without any work action or strikes.</li> <li>• Researched and presented information to Board of Supervisors during union negotiations and CalPERS health benefits implementation.</li> <li>• Initiated and maintained consistent processes to improve performance and effect discipline of employees.</li> </ul>

How did you learn about this vacancy? CCC Homepage Walk-In Newspaper Advertisement District Supervisor

Other Invitation from CCHP Chief Executive Officer, Patricia Tanguary

7. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No X Yes \_\_\_\_\_

If Yes, please identify the nature of the relationship: \_\_\_\_\_

8. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No X Yes \_\_\_\_\_

If Yes, please identify the nature of the relationship: \_\_\_\_\_

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

Sign Name

[REDACTED]

Date: January 17, 2018

*Frances Trant*

### Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA and for  
Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution no.  
2011/55 on 2/08/2011 as follows:**

IN THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE APPOINTING AUTHORITY

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;  
NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

- I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.
- II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships:
  1. Mother, father, son, and daughter;
  2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
  3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
  - 4 . First cousin;
  5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
  6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson; 7 . Registered domestic partner, pursuant to California Family Code section 297.
  8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
  9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

***NATIONALLY CERTIFIED TRANSFORMATIONAL HUMAN RESOURCES EXECUTIVE***

- Established and automated best-practice human resources programs to increase capacity by 60% and reduce department costs by 50% within multiple organizations.
- Track record in skillful employee and labor relations negotiations; negotiated 5 collective agreements in 12 years without work action or strikes; compensation and benefits kept within viable economic ranges.
- Negotiated agreements to implement affirmative action programs and new business needs.
- Business oriented approach to employee engagement, people development and coaching that measurably increases organizational productivity, improved patient/customer focus and reduced complaints by 90%.

**EXPERIENCE & RESULTS:**

**Executive HR Director/Special HR Advisor (Interim); UC Hastings College of the Law 11/2016 – 12/2017**

*Member of Executive Leadership team; successfully delivered numerous people management projects.*

*Improved quality and quantity across full range HR services with existing team members for 425 faculty, staff and student employees.*

- Implemented quality control processes to improve payroll input quality and timeliness by >98%.
- Co-led implementation of time and attendance system to accurately record hourly paid and salaried employees' time.
- Communicated College-wide focus on being accountable for assigned work schedule and allayed employee's fears about change. Conducted meet and confer sessions with unions to explain new system.
- Negotiated administrative staff and Librarians' collective agreements, ensuring wage and benefit plans are sustainable within College financial ecosystem and agreement language focuses on College success.
- Implemented State and Federal risk mitigation/legal compliance: Harassment-Discrimination prevention training; comprehensive Fair Labor Standard review in preparation for accurate bi-weekly and monthly pay periods; ensured faculty and staff followed FMLA processes, Workers' Compensation processes; annual and probation period evaluations conducted; and EAP services delivered as needed.

**HR DIRECTOR, UCSF Benioff Children's Physicians (UCBP) (200 + employees) 2016 – 2016**

- Established the organization's comprehensive HR program: created job descriptions, conducted salary research, recruited clinic professional/support personnel, managed leave, and coached leaders.
- Implemented e-time and attendance system to ensure optimum deployment of hourly paid staff
- HR leadership for acquisition of large clinic and merged staff into UCBP environment.

**HR GENERALIST, Tenderloin Neighborhood Development Corporation (300+ employees) 2015 – 2016**

- Delivered full range of benefit services in open enrollment environment of new broker and new health plans; 100% employees understood what was best plan(s) for them.
- Designed and implemented process to identify employee funds allowed to be borrowed from 403(b) program mitigating risks identified by auditors.
- Marketed organization to potential employees through facilitation of two career fairs; ensuring more diverse candidates applied to opportunities.

Frances Trant  
SPHR, SHRM-SCP

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**HR & TRAINING OFFICER/DIRECTOR, Housing Authority of the County of Contra Costa 2009 – 2015**

- *Delivered comprehensive Director level HR services: employee / labor relations, State and Federal risk mitigation/legal compliance, staffing, benefits, all types of employee leave, and safety program.*
- Increased team capacity by 60% by automating and moving payroll, time reporting and applicant tracking from spreadsheet to the cloud in unionized environment.
- Automated applicant system to reduce recruitment costs by 50%. Executed transition from expensive self-insured health benefits to joining CalPERS Health benefits saving \$200 to \$800 a month for each enrolled employee.
- Negotiated 3 sets of collective agreements without any work action or strikes.
- Researched and presented information to Board of Supervisors during union negotiations and CalPERS health benefits implementation.
- Initiated and maintained consistent processes to improve performance and effect discipline of employees.

**PERSONNEL ANALYST III - Contra Costa County, Health Services Department (4,000+ employees)**

**Organization Development:**

**2006 – 2009**

- Initiated and executed strategic evaluation, design and implementation of organizational development and effectiveness programs.
- Awarded **GEM (Going the Extra Mile)** distinction for impact of Department-wide effectiveness interventions and nominated 'Manager of the Year' in 2007 out of pool of 250 possible candidates.

**Employee Relations:**

**2004 – 2006**

- Negotiated collective agreement with California Nurses Assoc. without any work action or strike.
- Conducted salary analysis for nurses and other health care professionals resulting in 5-10% pay increases despite 'no salary increases' decree by County Board of Supervisors.

**Training Coordinator; Mt Diablo Unified School District (59 schools), Concord, CA**

**2002 – 2003**

- Analyzed needs, designed, delivered and evaluated training programs including: new teacher orientation, administrative staff professional development and safety. Assisted in design of new classroom assistant program.
- Recognized by Superintendent Leadership team and unions as 'Delivering Best Training Ever!'

**Trant and Associates; Strategic OD/HR Consulting**

**1997 – 2002**

- Clients included Canadian Blood Services, World Bank assignments in Washington and Brazil, and organization effectiveness for various owner operated businesses.

**Civil Service Co-op (Credit Union) now Alterna Savings, (350+ employees)**

**1996 – 1997**

- Corporate Manager, HR & Admin. Services; directed team of 15 who delivered HR, admin services to branches in myriad cities.

**Corporate HR Management, Canadian Broadcasting Corporation (17,000+ employees) 1986 – 1996**

- Designed and executed **country-wide** programs by leveraging positive working relationships with executive team, senior staff and HR colleagues throughout the country, and 26 different national level union leaders.
- **Initiated Employment Equity Office**; directed team of 10 that designed and delivered leading edge national recruitment/OD/data analysis programs increasing hiring and retention of all protected groups throughout all levels.
- Initiated **Workforce Planning and Policy Development** programs and directed teams that designed and delivered national multi-input performance evaluation, succession planning programs and revised HR policies and created innovative on-line policy system with IT colleagues.

**Education:**

- Executive Program, University of Toronto Rotman School of Business, Toronto, Canada; four-month highly focused mini MBA for senior managers.
- Certificate in Labor Management Relations, Post BA; University of Ottawa, Ottawa, Canada
- Honors B.A. University of Guelph, Guelph, Canada.



**Industry Contributions and Accreditations**

**Facilitate both National HR Certification Preparation courses**

**2003 – Current**

Through Northern California Human Resources Association (NCHRA).

- 36 – 40 hours of content covering whole spectrum of best practice HR professional knowledge and competencies for Society of Human Resource Management (SHRM) and Human Resource Certification Institute (HRCI) certifications.
- 98% of students pass demanding four (4) hour national certification exams.

**Member of Contra Costa Health Plan Board of Commissioners.**

**2009 – 2017**

- CCHP is a HMO that delivers wrap around health services for county residents.

**Professional Development:**

- 2015 – 2018: **SHRM-SCP** - Senior Certified Professional; Society for Human Resources Management (SHRM)
- 2002 – 2018: **SPHR** – Senior Professional Human Resources; Human Resources Certification Institute (HRCI)
- 2008 – Ongoing: **Appreciative Inquiry**, Certified facilitator through Company of Experts
- 2007 – 2014: **CPLP – Certified Professional in Learning and Performance**; American Society for Training and Development Certification Institute.





Contra  
Costa  
County

To: Board of Supervisors

From: FAMILY & HUMAN SERVICES COMMITTEE

Date: March 13, 2018

Subject: APPOINTMENTS TO THE CONTRA COSTA COUNCIL ON HOMELESSNESS

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**RECOMMENDATION(S):**

APPOINT the following individuals to the indicated seats on the Contra Costa Council on Homelessness with terms expiring as specified below:

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☒ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY ADMINISTRATOR

☒ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: Stacey M. Boyd, Deputy

Contact: Susan Smith, (925)  
335-1042

cc:

RECOMMENDATION(S): (CONTD)

Seat Title	Appointee	Term Expiration Date
Affordable Housing Director	Dan Sawislak	12/31/2020
Behavioral Health Representative	Miguel Hidalgo-Barnes	12/31/2020
City Government Seat	Teri House	12/31/2020
Consumer/Consumer Advocate	Candace Collier	12/31/2020
Education and Vocational Services Representative	Alejandra Chamberlain	12/31/2020
Emergency Solutions Grants Representative	Gabriel Lemus	12/31/2020
Homeless Service Provider	Deanne Pearn	12/31/2020
Public Safety Representative #1	Manjit Sappal	12/31/2020
Public Safety Representative #2	Bradley Lindblom	12/31/2019
Reentry Services Representative	Patrice Guillory	12/31/2019
Veterans Administration Representative	Tracy Pullar	12/31/2020

FISCAL IMPACT: There is no fiscal impact. BACKGROUND: The Contra Costa Continuum of Care is governed by the Contra Costa Council on Homelessness ("Council"). The Council is appointed by the Contra Costa County Board of Supervisors to assist and provide guidance in the development and implementation of long-range planning and policy formulation of homeless issues in Contra Costa County. The Council also provides a forum for communication and coordination of the County's Strategic Plan to End Homelessness, educate the community on homeless issues, and advocate on federal, state and local policy issues affecting people who are homeless or at-risk of homelessness.

The Council consists of 17 seats representing homeless or formerly homeless persons, community members, educational/vocational services, health care, housing providers, law enforcement, local government, the faith community, and homeless service providers including the Veterans Administration. Following a close review of applications and interviews with candidates, the Council on Homelessness recommended appointing these 11 individuals for its open seats. On February 20, 2018, the Family and Human Services Committee reviewed and approved the recommendations.

CONSEQUENCE OF NEGATIVE ACTION: These seats will remain vacant.  
ATTACHMENTS COH Recommendation Memo A Chamberlain Application C Collier Application P Guillory Application M Hidalgo-Barnes Application G Lemus Application B Lindblom Application D Pearn Application T Pullar Application M Sappal Application D Sawislak Application T House Application



Date: February 2, 2018  
To: Family and Human Services Committee  
Supervisor John Gioia, District I, Chair  
Supervisor Candace Anderson, District II, Co-Chair  
From: Lavonna Martin, Director, Health, Housing and Homeless Services Division  
CC: Anna Roth, RN, MS, MPH Health Services Director  
Subject: Vacant Council on Homelessness Seat Membership Recommendations

The Director of Health, Housing and Homeless Services, Lavonna Martin, respectfully requests that the Family and Human Services Committee accepts the recommendation to appoint eleven (11) individuals for open seats on the Contra Costa Council on Homelessness (aka the Homelessness Advisory Board).

#### PURPOSE OF COUNCIL ON HOMELESSNESS

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

The Contra Costa Council on Homelessness provides a forum for communication and coordination of the County's Strategic Plan to End Homelessness, educate the community on homeless issues, and advocate on federal, state and local policy issues affecting people who are homeless or at-risk of homelessness.

#### **Governance**

The Council on Homelessness is appointed by the Board of Supervisors and consists of 17 seats representing homeless or formerly homeless persons, community members, educational/vocational services, health care, housing providers, law enforcement, local government, the faith community, and homeless service providers including the Veterans Administration. All Council members reside in or are employed in Contra Costa County, demonstrate a professional interest in or personal commitment to addressing and alleviating the impact of homelessness, and be able to contribute unique expertise, opinions and viewpoints on homeless issues. Candidates will serve two-year terms.

#### SUMMARY OF RECRUITMENT EFFORTS/NOMINEES FOR MEMBERSHIP

The Council on Homelessness continues to make every effort to fill its vacant seats. These efforts include sending a targeted email solicitation via the Continuum of Care mailing list (800+ contacts that include each Supervisor's office), announcing vacancies at public Council on Homelessness meetings and posting information about the vacancies and application materials on the Council on Homelessness website.



Following a close review of applications and interviews with the candidates by a nominating committee, the Council on Homelessness recommends appointing the following eleven (11) nominees:

1. Affordable Housing Developer

Dan Sawislak  
Executive Director  
Resources for Community Development  
Berkeley, CA

2. Behavioral Health Representative

Miguel Hidalgo-Barnes  
Program Manager/Psychologist  
Portia Bell Hume Center  
Concord, CA

3. City Government Seat

Teri House  
CDBG Consultant  
City of Antioch  
Antioch, CA

4. Consumer/Consumer Advocate

Candace Collier  
Mental Health Community Support Worker/CCBHS  
Contra Costa County Health Services  
Antioch, CA

5. Education and Vocational Services Representative

Alejandra Chamberlain  
Youth Development Services Manager/Program Manager  
Contra Costa County Office of Education  
Pleasant Hill, CA

6. Emergency Solutions Grants Representative

Gabriel Lemus  
Principal Planner  
Contra Costa County  
Martinez, CA

7. Homeless Service Provider

Deanne Pearn  
Executive Director/Social Service Executive  
Contra Costa Interfaith Housing  
Moraga, CA



8. Public Safety Representative #1

Manjit Sappal  
Police Chief  
Martinez Police Department  
Martinez, CA

9. Public Safety Representative #2

Bradley Lindblom  
Priority Oriented Policing Sergeant  
City of San Pablo  
San Pablo, CA

10. Reentry Services Representative

Patrice Guillory  
Reentry Network Manager  
HealthRIGHT 360  
Antioch, CA

11. Veterans Administration Representative

Tracy Pullar  
Homeless Program Manager  
VA Northern California Health Care  
Martinez, CA

The candidates have expressed a sincere interest in serving on the Council and are dedicated to fulfilling the mission and goals as outlines in the Council on Homelessness by-laws.

Based on the above information, the Director of Health, Housing and Homeless Services Division, on behalf of the Council on Homelessness respectfully recommends that the FHS Committee appoint the above listed people to the Council on Homelessness.





# Application Form

## Profile

### Which Boards would you like to apply for?

Contra Costa Council on Homelessness: Submitted

Seat Name (if applicable)

### This application is used for all boards and commissions

Alejandra

First Name

Chamberlain

Last Name

Middle Initial

Email Address

Home Address

Suite or Apt

Pleasant Hill

City

CA

State

94523

Postal Code

Primary Phone

Contra Costa County Office of Education

Employer

Youth Development Services Manager

Job Title

Program Manager

Occupation

### Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☒ Yes ☐ No

### Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

## Education History



Select the highest level of education you have received:

---

☒ Other

MS

---

If "Other" was Selected Give Highest Grade or  
Educational Level Achieved

---

**College/ University A**

California State University,  
Sacramento

---

Name of College Attended

Counseling

---

Course of Study / Major

---

Units Completed

**Type of Units Completed**

---

☒ Semester

**Degree Awarded?**

---

☒ Yes ☐ No

Master of Science

---

Degree Type

2009

---

Date Degree Awarded

---

**College/ University B**

California State University,  
Sacramento

---

Name of College Attended

Child Development

---

Course of Study / Major

---

Units Completed

## Type of Units Completed

---

## Degree Awarded?

---

☒ Yes ☐ No

Bachelor of Arts

---

Degree Type

2006

---

Date Degree Awarded

---

## College/ University C

Name of College Attended

---

Course of Study / Major

---

Units Completed

---

## Type of Units Completed

---

None Selected

## Degree Awarded?

---

☐ Yes ☐ No

Degree Type

---

Date Degree Awarded

---

---

## Other schools / training completed:

Course Studied

---

---

Hours Completed

## Certificate Awarded?

---

☐ Yes ☐ No

---

## Work History

Please provide information on your last three positions, including your current one if you are working.

### 1st (Most Recent)

6/2014-Present

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

## Volunteer Work?

---

☐ Yes ☒ No

Youth Development Services  
Manager

Position Title

## Employer's Name and Address

---

Contra Costa County Office of Education 77 Santa Barbara Road Pleasant Hill Ca 94523

## Duties Performed

---

•Manage, plan, organize, control and direct Youth Development Services operations and activities including educational and vocational training programs and services to enhance learning, achievement and educational outcomes among identified high-risk students (Foster youth, homeless youth and youth on probation). •Coordinate and direct communications, information, personnel and budgets to meet student needs and assure smooth and efficient programs and services. •Coordinate homeless and foster youth quarterly meetings with the 18 district in the county.

---

2nd

1/2013-06/2014

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

## Volunteer Work?

☐ Yes ☒ No

Youth Services Program  
Coordinator

Position Title

## Employer's Name and Address

City of San Pablo 13831 San Pablo Avenue San Pablo, CA 94806

## Duties Performed

• Plan, organize, and direct City of San Pablo Youth Services operations and activities: educational and vocational training programs and services to enhance learning, achievement and educational outcomes among high-risk youth such as foster and homeless youth. • Manage the Team For Youth (TFY) grant funded programs; includes maintaining related time lines to assure related activities comply with established standards, requirements, policies and procedures.

3rd

11/2010-01/2013

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

## Volunteer Work?

☐ Yes ☒ No

Youth Development Services  
Specialist

Position Title

## Employer's Name and Address

Contra Costa County Office of Education 77 Santa Barbara Road Pleasant Hill Ca 94523

## Duties Performed

---

- Assisted with planning and implementation of youth services: academic and career counseling-related programs and events for high-risk and at-risk youth such as WIA, foster and homeless youth.
  - Coordinated youth services information between teachers, administrators, staff, outside agencies, students, parents, community resources, educational institutions, and others to establish and maintain partnerships to facilitate and enhance support and services for at-risk youth.
- 

## Final Questions

How did you learn about this vacancy?

---

☒ Other

Jaime

If "Other" was selected please explain

**. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?**

---

☐ Yes ☒ No

**If Yes, please identify the nature of the relationship:**

---

**Do you have any financial relationships with the County such as grants, contracts, or other economic relations?**

---

☒ Yes ☐ No

**If Yes, please identify the nature of the relationship:**

---

Contracts to provide services for foster youth through EHSD and services for WIOA through the WDB.

## Application Form

### Profile

#### Which Boards would you like to apply for?

Contra Costa Council on Homelessness: Submitted

Consumer

Seat Name (if applicable)

#### This application is used for all boards and commissions

Candace

First Name

C

Middle Initial

Collier

Last Name

Email Address

Home Address

Suite or Apt

Antioch

City

CA

State

94509

Postal Code

Primary Phone

Contra Costa County health services

Employer

Mental Health Community Support Worker

Job Title

CCBHS

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

### Education History

Select the highest level of education you have received:

---

☒ High School Diploma

If "Other" was Selected Give Highest Grade or Educational Level Achieved

---

College/ University A

Contra Costa College

---

Name of College Attended

Psychology

---

Course of Study / Major

73

---

Units Completed

Type of Units Completed

---

☒ Semester

Degree Awarded?

---

☐ Yes ☒ No

Degree Type

---

Date Degree Awarded

---

College/ University B

Name of College Attended

---

Course of Study / Major

---

Units Completed

---



## Type of Units Completed

---

None Selected

## Degree Awarded?

---

☐ Yes ☐ No

---

Degree Type

---

Date Degree Awarded

---

## College/ University C

---

Name of College Attended

---

Course of Study / Major

---

Units Completed

## Type of Units Completed

---

None Selected

## Degree Awarded?

---

☐ Yes ☐ No

---

Degree Type

---

Date Degree Awarded

---

## Other schools / training completed:

---

Course Studied

---

Hours Completed

## Certificate Awarded?

---

☐ Yes ☐ No

---

## Work History

Please provide information on your last three positions, including your current one if you are working.

### 1st (Most Recent)

08/08/2016-present

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

## Volunteer Work?

---

☐ Yes ☒ No

Mental health community support  
worker

Position Title

## Employer's Name and Address

---

Office for consumer empowerment 1330 Arnold Dr Martinez, ca

## Duties Performed

---

Peer support, facilitate meetings, transportation peer support. I also help my peers share their lived recovery story. Use my lived experience to help my peers overcome their obstacles.

---

## 2nd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☐ No

Position Title

Employer's Name and Address

Duties Performed

3rd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☐ No

Position Title

Employer's Name and Address

Duties Performed

Final Questions

How did you learn about this vacancy?

---

☒ Other

Jamie Jennett

---

If "Other" was selected please explain

**. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?**

---

☐ Yes ☒ No

**If Yes, please identify the nature of the relationship:**

---

**Do you have any financial relationships with the County such as grants, contracts, or other economic relations?**

---

☒ Yes ☐ No

**If Yes, please identify the nature of the relationship:**

---

I am employed with the county

## Application Form

---

### Profile

#### Which Boards would you like to apply for?

---

Contra Costa Council on Homelessness: Submitted

#### Reentry Services

Seat Name (if applicable)

#### This application is used for all boards and commissions

Patrice

First Name

Guillory

Last Name

Middle Initial

Email Address

Home Address

Suite or Apt

Antioch

City

CA

State

94531

Postal Code

Primary Phone

HealthRIGHT 360

Employer

Reentry Network Manager

Job Title

Occupation

---

#### Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

#### Is a member of your family (or step-family) employed by Contra Costa Co.?

---

☐ Yes ☒ No

---

### Education History

Select the highest level of education you have received:

---

☒ Other

Some Graduate School

---

If "Other" was Selected Give Highest Grade or  
Educational Level Achieved

---

College/ University A

Northwestern University

---

Name of College Attended

Public Policy & Administration

---

Course of Study / Major

---

Units Completed

Type of Units Completed

---

None Selected

Degree Awarded?

---

☐ Yes ☒ No

M.A.

---

Degree Type

---

Date Degree Awarded

---

College/ University B

Spelman College

---

Name of College Attended

Comparative Women's Studies

---

Course of Study / Major

---

Units Completed

## Type of Units Completed

---

None Selected

## Degree Awarded?

---

☒ Yes ☐ No

B.A.

Degree Type

Date Degree Awarded

---

## College/ University C

Name of College Attended

Course of Study / Major

Units Completed

## Type of Units Completed

---

None Selected

## Degree Awarded?

---

☐ Yes ☐ No

Degree Type

Date Degree Awarded

---

## Other schools / training completed:

Course Studied



---

Hours Completed

## Certificate Awarded?

---

☐ Yes ☐ No

---

## Work History

Please provide information on your last three positions, including your current one if you are working.

### 1st (Most Recent)

11/1/2016 - Present

Dates (Month, Day, Year) From - To

40 hrs

Hours per Week Worked?

## Volunteer Work?

---

☐ Yes ☒ No

Network Manager

Position Title

## Employer's Name and Address

---

HealthRIGHT 360 - 5119 Lone Tree Way, Antioch, CA 94531

## Duties Performed

---

• Provide oversight and manage day to day operations of the Reentry Network collaborative system including managing project budget, assessing reentry service quality and efficiency, and monitoring system and client outcomes. • Supervise a dedicated direct service and administrative support staff, and successfully manage contract deliverables resulting in multi-year renewal. • In partnership with Contra Costa Behavioral Health and the City of Antioch's Police Department, received a \$6 million three-year grant from the California Board of State and Community Corrections' Prop 47 funds to implement a local criminal justice diversion pilot for arrestees with a history of mental illness or substance use disorder. - Provide continuous quality improvement through system-wide and interagency training and capacity building opportunities.

---

2nd

August 2015 - September 2016

Dates (Month, Day, Year) From - To

40 hrs.

Hours per Week Worked?

### Volunteer Work?

☐ Yes ☒ No

Field Operations Coordinator,  
Central-East Reentry Network

Position Title

### Employer's Name and Address

Contra Costa County (Independent Contractor) 651 Pine St. 10th Floor, Martinez CA

### Duties Performed

• Managed direct service coordination and communications between contracted service providers as they offer reentry services in Antioch and far East Contra Costa County with a specific emphasis on clients with low-level, drug-related felonies. • Develop local mentoring and community-responsive programs to enhance service navigation as a support mechanism for jail-to-community transitions into the far East Contra Costa region. • Worked collaboratively with County agencies, the County Reentry Coordinator, the County Administrator's Office, local CBOs and FBOs, and local law enforcement agencies to implement the County adopted Plan for an East & Central County Networked System of Services for Returning Citizens

3rd

April 2015 - August 2015

Dates (Month, Day, Year) From - To

40 hrs

Hours per Week Worked?

### Volunteer Work?

☐ Yes ☒ No

Program Manager

Position Title

## Employer's Name and Address

---

CCHS - Community Wellness & Prevention Programs 597 Center Avenue - Suite 125 Martinez, CA 94553

## Duties Performed

---

• Managed strategic planning process of emerging local community health project that promote chronic disease prevention, healthy built environment, and reducing health inequities in east Contra Costa County. • Managed a multi-sectoral collaborative in partnership with healthcare providers, social service agencies, business leaders, FBOs and CBOs, elected officials and public sector agencies to implement the Healthy and Livable Pittsburg Action Plan. • Oversaw program budget, grant management duties, and provide technical assistance to local CBOs.

---

## Final Questions

### How did you learn about this vacancy?

---

☒ Other

### CCP-CAB Meeting Announcement

---

If "Other" was selected please explain

### . Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

---

☐ Yes ☒ No

### If Yes, please identify the nature of the relationship:

---

### Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

---

☒ Yes ☐ No

### If Yes, please identify the nature of the relationship:

---

Employer has contracts with CCC Office of Reentry & Justice and CCHS-Behavioral Health Division.

## Application Form

### Profile

#### Which Boards would you like to apply for?

Contra Costa Council on Homelessness: Submitted

#### Behavioral Health

Seat Name (if applicable)

#### This application is used for all boards and commissions

Miguel

First Name

K

Middle Initial

Hidalgo-Barnes

Last Name

Email Address

Home Address

Suite or Apt

Richmond

City

CA

State

94806

Postal Code

Primary Phone

Hume Center

Employer

Program Manager

Job Title

Psychologist

Occupation

#### Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

#### Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

### Education History

## Select the highest level of education you have received:

---

☒ Other

Doctorate

If "Other" was Selected Give Highest Grade or  
Educational Level Achieved

---

## College/ University A

UCSC

Name of College Attended

Psychology

Course of Study / Major

Enough

Units Completed

## Type of Units Completed

---

☒ Semester

## Degree Awarded?

---

☒ Yes ☐ No

BA

Degree Type

2003

Date Degree Awarded

---

## College/ University B

Pacific University

Name of College Attended

Clinical Psychology

Course of Study / Major

Enough

Units Completed

## Type of Units Completed

---

☒ Quarter

## Degree Awarded?

---

☒ Yes ☐ No

PsyD

---

Degree Type

9/31/2010

---

Date Degree Awarded

---

## College/ University C

Miguel

---

Name of College Attended

---

Course of Study / Major

---

Units Completed

## Type of Units Completed

---

None Selected

## Degree Awarded?

---

☐ Yes ☐ No

---

Degree Type

---

Date Degree Awarded

---

## Other schools / training completed:

---

Course Studied

---

Hours Completed

## Certificate Awarded?

---

☐ Yes ☐ No

---

## Work History

Please provide information on your last three positions, including your current one if you are working.

### 1st (Most Recent)

10/2009-Current

---

Dates (Month, Day, Year) From - To

40

---

Hours per Week Worked?

### Volunteer Work?

---

☐ Yes ☒ No

Program Manager

---

Position Title

### Employer's Name and Address

---

Portia Bell Hume Center 3095 Richmond PkWy #201

### Duties Performed

---

Psychologist

---

### 2nd

---

Dates (Month, Day, Year) From - To

---

Hours per Week Worked?



## Volunteer Work?

---

☐ Yes ☐ No

---

Position Title

## Employer's Name and Address

---

## Duties Performed

---

---

3rd

---

Dates (Month, Day, Year) From - To

---

Hours per Week Worked?

## Volunteer Work?

---

☐ Yes ☐ No

---

Position Title

## Employer's Name and Address

---

## Duties Performed

---

---

## Final Questions

### How did you learn about this vacancy?

---

☒ Other

## Sitting Member

---

If "Other" was selected please explain

**. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?**

---

☐ Yes ☒ No

**If Yes, please identify the nature of the relationship:**

---

**Do you have any financial relationships with the County such as grants, contracts, or other economic relations?**

---

☒ Yes ☐ No

**If Yes, please identify the nature of the relationship:**

---

Hume Center has county grants and I work there.

## Application Form

### Profile

#### Which Boards would you like to apply for?

Contra Costa Council on Homelessness: Submitted

Emergency Solutions Grant Seat

Seat Name (if applicable)

#### This application is used for all boards and commissions

Gabriel

First Name

Lemus

Last Name

Middle Initial

Email Address

Home Address

Suite or Apt

Martinez

City

CA

State

94553

Postal Code

Primary Phone

Contra Costa County

Employer

Principal Planner

Job Title

Occupation

#### Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

#### Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

### Education History

Select the highest level of education you have received:

---

☒ Other

Master's Degree

---

If "Other" was Selected Give Highest Grade or  
Educational Level Achieved

---

College/ University A

Gabriel Lemus

---

Name of College Attended

History and Chicana/o Studies

---

Course of Study / Major

---

Units Completed

Type of Units Completed

---

☒ Quarter

Degree Awarded?

---

☒ Yes ☐ No

B.A.

---

Degree Type

6/2000

---

Date Degree Awarded

---

College/ University B

Cornell University

---

Name of College Attended

City and Regional Planning

---

Course of Study / Major

---

Units Completed

## Type of Units Completed

---

## Degree Awarded?

---

☒ Yes ☐ No

## Master's in Regional Planning

---

Degree Type

8/2002

---

Date Degree Awarded

---

## College/ University C

---

Name of College Attended

---

Course of Study / Major

---

Units Completed

## Type of Units Completed

---

None Selected

## Degree Awarded?

---

☐ Yes ☐ No

---

Degree Type

---

Date Degree Awarded

---

## Other schools / training completed:

---

Course Studied

---

Hours Completed

## Certificate Awarded?

---

☐ Yes ☐ No

---

## Work History

Please provide information on your last three positions, including your current one if you are working.

### 1st (Most Recent)

12/2/2002 - Present

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

## Volunteer Work?

---

☐ Yes ☒ No

Principal Planner

Position Title

## Employer's Name and Address

---

Contra Costa County, 30 Muir Road, Martinez CA

## Duties Performed

---

Principal Planner: Primary administrator of various community development federal programs (CDBG and ESG Programs) for Contra Costa County

---

### 2nd

---

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☐ No

Position Title

Employer's Name and Address

Duties Performed

3rd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☐ No

Position Title

Employer's Name and Address

Duties Performed

Final Questions



**How did you learn about this vacancy?**

---

☒ Contra Costa County Homepage

---

If "Other" was selected please explain

**. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?**

---

☐ Yes ☒ No

**If Yes, please identify the nature of the relationship:**

---

**Do you have any financial relationships with the County such as grants, contracts, or other economic relations?**

---

☐ Yes ☒ No

**If Yes, please identify the nature of the relationship:**

---

## Application Form

---

### Profile

#### Which Boards would you like to apply for?

---

Contra Costa Council on Homelessness: Submitted

Law Enforcement representative

Seat Name (if applicable)

#### This application is used for all boards and commissions

Bradley

First Name

R

Middle Initial

Lindblom

Last Name

[REDACTED]

Email Address

[REDACTED]

Home Address

Suite or Apt

San Pablo

City

CA

State

94806

Postal Code

[REDACTED]

Primary Phone

City of San Pablo

Employer

Priority Oriented Policing  
Sergeatn

Job Title

Police Sergeant for San Pablo  
Police Department

Occupation

---

**Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?**

---

☐ Yes ☒ No

**Is a member of your family (or step-family) employed by Contra Costa Co.?**

---

☐ Yes ☒ No

---

### Education History

Select the highest level of education you have received:

---

☒ Other

Masters Degree

---

If "Other" was Selected Give Highest Grade or  
Educational Level Achieved

---

College/ University A

California State Univ Chico

---

Name of College Attended

Public Administration

---

Course of Study / Major

Bachelors Degree

---

Units Completed

Type of Units Completed

---

☒ Semester

Degree Awarded?

---

☒ Yes ☐ No

Bachleor Degree

---

Degree Type

May 2003

---

Date Degree Awarded

---

College/ University B

University of Phoenix

---

Name of College Attended

Criminal Justice

---

Course of Study / Major

Masters Degree

---

Units Completed

## Type of Units Completed

---

☒ Quarter

## Degree Awarded?

---

☒ Yes ☐ No

## Masters Degree

---

Degree Type

## November 2010

---

Date Degree Awarded

---

## College/ University C

---

Name of College Attended

---

Course of Study / Major

---

Units Completed

## Type of Units Completed

---

None Selected

## Degree Awarded?

---

☐ Yes ☐ No

---

Degree Type

---

Date Degree Awarded

---

## Other schools / training completed:

---

Course Studied

---

Hours Completed

## Certificate Awarded?

---

☐ Yes ☐ No

---

## Work History

Please provide information on your last three positions, including your current one if you are working.

### 1st (Most Recent)

5/1/2003-present

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

### Volunteer Work?

---

☐ Yes ☒ No

Police Sergeant

Position Title

### Employer's Name and Address

---

City of San Pablo (Police Department) 13880 San Pablo Avenue. San Pablo CA, 94806

### Duties Performed

---

I currently supervise our Priority Oriented Policing Unit which is comprised of three separate units to include: Gang Unit, School Resource Officers and Code Enforcement. My duties supervising the Code Enforcement Unit address our homeless population with regard to care and cleanup.

---

### 2nd

---

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☐ No

Position Title

Employer's Name and Address

Duties Performed

3rd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☐ No

Position Title

Employer's Name and Address

Duties Performed

Final Questions

**How did you learn about this vacancy?**

---

☒ Other

---

If "Other" was selected please explain

**. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?**

---

☐ Yes ☒ No

**If Yes, please identify the nature of the relationship:**

---

**Do you have any financial relationships with the County such as grants, contracts, or other economic relations?**

---

☒ Yes ☐ No

**If Yes, please identify the nature of the relationship:**

---

I oversee our AVAP (abandoned vehicle abatement program) which is economically funded through the County AVAP authority.



# Application Form

## Profile

Which Boards would you like to apply for?

Contra Costa Council on Homelessness: Submitted

Homeless Service Provider

Seat Name (if applicable)

This application is used for all boards and commissions

Deanne

First Name

M

Middle Initial

Pearn

Last Name

Email Address

Home Address

Suite or Apt

Moraga

City

CA

State

94556

Postal Code

Primary Phone

Contra Costa Interfaith Housing

Employer

Executive Director

Job Title

Social Service Executive

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☒ Yes ☐ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

## Education History

Select the highest level of education you have received:

---

☒ Other

Masters in Public Policy

---

If "Other" was Selected Give Highest Grade or  
Educational Level Achieved

---

College/ University A

Stanford University

---

Name of College Attended

Human Biology

---

Course of Study / Major

180

---

Units Completed

Type of Units Completed

---

☒ Quarter

Degree Awarded?

---

☒ Yes ☐ No

BA

---

Degree Type

June 1993

---

Date Degree Awarded

---

College/ University B

University of California at Berkeley

---

Name of College Attended

Masters in Public Policy

---

Course of Study / Major

60

---

Units Completed

## Type of Units Completed

---

## Degree Awarded?

---

☒ Yes ☐ No

## Masters in Public Policy (MPP)

---

Degree Type

June 1998

---

Date Degree Awarded

---

## College/ University C

---

Name of College Attended

---

Course of Study / Major

---

Units Completed

## Type of Units Completed

---

None Selected

## Degree Awarded?

---

☐ Yes ☐ No

---

Degree Type

---

Date Degree Awarded

---

## Other schools / training completed:

---

Course Studied

---

Hours Completed

## Certificate Awarded?

---

☐ Yes ☐ No

---

## Work History

Please provide information on your last three positions, including your current one if you are working.

### 1st (Most Recent)

4/15/2017-Present

Dates (Month, Day, Year) From - To

Full time

Hours per Week Worked?

### Volunteer Work?

---

☐ Yes ☒ No

Executive Director

Position Title

### Employer's Name and Address

---

CCIH 399 Taylor Blvd. #115 Pleasant Hill, CA 94523

### Duties Performed

---

Oversee all aspects of agency performance, including governance, fundraising, contract management, program operations, agency operations, personnel

---

### 2nd

June 1998- April 2017

Dates (Month, Day, Year) From - To

---

## Full time

Hours per Week Worked?

---

## Volunteer Work?

☐ Yes ☒ No

---

## Co-Founder, VP Policy

Position Title

---

## Employer's Name and Address

First Place for Youth 426 17th Street, #100 Oakland, CA 94612

---

## Duties Performed

Serve as member of executive team. Shape strategy and direction for agency. Oversee government relations and policy agenda for agency

---

3rd

---

Dates (Month, Day, Year) From - To

---

Hours per Week Worked?

---

## Volunteer Work?

☐ Yes ☐ No

---

Position Title

---

## Employer's Name and Address

---

## Duties Performed

---

---

## Final Questions

**How did you learn about this vacancy?**

---

☒ Other

Attending COH meetings as a  
community member

---

If "Other" was selected please explain

**. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?**

---

☐ Yes ☒ No

**If Yes, please identify the nature of the relationship:**

---

**Do you have any financial relationships with the County such as grants, contracts, or other economic relations?**

---

☒ Yes ☐ No

**If Yes, please identify the nature of the relationship:**

---

Contra Costa Interfaith Housing is a private, non-profit community based agency providing permanent housing and vital support services to the county's most vulnerable families and individuals. CCIH has a number of contracts with the County to pay for housing and services for residents.



CLERK OF THE BOARD OF SUPERVISORS  
CONTRA COSTA CO.  
Office Use Only  
Date Received:

RECEIVED

MAY 10 2017

Print Form

For Reviewers Use Only:  
Accepted Rejected

## BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:

Contra Costa County  
CLERK OF THE BOARD  
651 Pine Street, Rm. 106

Martinez, California 94553-1292

PLEASE TYPE OR PRINT IN INK

(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Council on Homelessness Executive Board

Health Care Representative

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Casclo Tracy  
(Last Name) (First Name) (Middle Name)

2. Address: Martinez CA 94553  
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: (Home No.) (Work No.) (Cell No.)

4. Email Address:

5. EDUCATION: Check appropriate box if you possess one of the following:

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

Give Highest Grade or Educational Level Achieved Graduate School

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Western Washington Univ.	Psychology	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	64		BA	1986
B) UC Berkeley, School of SW	MSW	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	6		MSW	1991
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			



6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year)</p> <p>From <input type="text"/> To <input type="text"/></p> <p><input type="text"/> 2/05 <input type="text"/> Present</p> <p>Total: Yrs. <input type="text"/> Mos. <input type="text"/></p> <p><input type="text"/> 10 <input type="text"/> 7</p> <p>Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Homeless Program Manager</p> <p>Employer's Name and Address</p> <p>VA Northern California Health Care 150 Muir Road Martinez, CA 94553</p>	<p>Duties Performed</p> <p>Supervise staff and manage a continuum of services for homeless Veterans in the region of NCHCS, including permanent supportive housing, contracted emergency and transitional housing, justice outreach and employment services. Team size is 73 staff, 1340 units of permanent housing, 221 transitional, 121 emergency.</p>
<p>B) Dates (Month, Day, Year)</p> <p>From <input type="text"/> To <input type="text"/></p> <p><input type="text"/> 9/91 <input type="text"/> 2/05</p> <p>Total: Yrs. <input type="text"/> Mos. <input type="text"/></p> <p><input type="text"/> 13 <input type="text"/> 5</p> <p>Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Homeless Program Coordinator</p> <p>Employer's Name and Address</p> <p>San Francisco VA 401 3rd St. San Francisco, CA 94103</p>	<p>Duties Performed</p> <p>Supervised a team of social workers and operated a continuum of services for Veterans in the SF Bay area. Team size was 10, number of transitional and emergency beds totaled 50.</p>
<p>C) Dates (Month, Day, Year)</p> <p>From <input type="text"/> To <input type="text"/></p> <p><input type="text"/> <input type="text"/></p> <p>Total: Yrs. <input type="text"/> Mos. <input type="text"/></p> <p><input type="text"/> <input type="text"/></p> <p>Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p><input type="text"/></p> <p>Employer's Name and Address</p> <p><input type="text"/></p>	<p>Duties Performed</p> <p><input type="text"/></p>
<p>D) Dates (Month, Day, Year)</p> <p>From <input type="text"/> To <input type="text"/></p> <p><input type="text"/> <input type="text"/></p> <p>Total: Yrs. <input type="text"/> Mos. <input type="text"/></p> <p><input type="text"/> <input type="text"/></p> <p>Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p><input type="text"/></p> <p>Employer's Name and Address</p> <p><input type="text"/></p>	<p>Duties Performed</p> <p><input type="text"/></p>

7. How did you learn about this vacancy?

☒ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☐ Other

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No ☐ Yes ☒

If Yes, please identify the nature of the relationship: Contract with CCC for emergency beds.

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

Sign Name: [REDACTED]

Date: 10/7/15

### Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: 651 Pine Street, Room 106, Martinez, CA 94553.
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA and for  
Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution  
no. 2011/55 on 2/08/2011 as follows:**

IN THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE APPOINTING AUTHORITY

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;  
NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

- I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.
- II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships:
  1. Mother, father, son, and daughter;
  2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
  3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
  4. First cousin;
  5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
  6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
  7. Registered domestic partner, pursuant to California Family Code section 297.
  8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
  9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

## Application Form

---

### Profile

#### Which Boards would you like to apply for?

---

Contra Costa Council on Homelessness: Submitted

#### Public Safety

Seat Name (if applicable)

#### This application is used for all boards and commissions

Manjit

First Name

Sappal

Last Name

Middle Initial

[REDACTED]  
Email Address

[REDACTED]  
Home Address

Suite or Apt

Martinez

City

CA

State

94553

Postal Code

[REDACTED]  
Primary Phone

Martinez Police Department

Employer

Police Chief

Job Title

Police

Occupation

---

#### Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

#### Is a member of your family (or step-family) employed by Contra Costa Co.?

---

☐ Yes ☒ No

---

### Education History

Select the highest level of education you have received:

---

☒ Other

Masters Public Administration

---

If "Other" was Selected Give Highest Grade or  
Educational Level Achieved

---

**College/ University A**

Golden Gate University

---

Name of College Attended

Public Administration

---

Course of Study / Major

36

---

Units Completed

**Type of Units Completed**

---

☒ Semester

**Degree Awarded?**

---

☒ Yes ☐ No

Masters Public Administration

---

Degree Type

April 26, 2014

---

Date Degree Awarded

---

**College/ University B**

University of Phoenix

---

Name of College Attended

Business Administration

---

Course of Study / Major

57

---

Units Completed

## Type of Units Completed

---

## Degree Awarded?

---

☒ Yes ☐ No

Business Administration

---

Degree Type

2003

---

Date Degree Awarded

---

## College/ University C

San Francisco State University

---

Name of College Attended

Biology

---

Course of Study / Major

39

---

Units Completed

## Type of Units Completed

---

☒ Semester

## Degree Awarded?

---

☐ Yes ☒ No

Degree Type

---

Date Degree Awarded

---

---

## Other schools / training completed:

FBI National Academy

---

Course Studied

400  
Hours Completed

Certificate Awarded?

☒ Yes ☐ No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

8/31/2015 to current  
Dates (Month, Day, Year) From - To

60  
Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Police Chief  
Position Title

Employer's Name and Address

City of Martinez Police Department 525 Henrietta Street Martinez, CA 94549

Duties Performed

Lead and manage the Martinez Police Department with a focus on providing public safety services to the community. Focus on policy implementation, problem solving, and collaboration with the community as well as other agencies and entities.

2nd

7/23/1997 to 8/28/2015  
Dates (Month, Day, Year) From - To



50

Hours per Week Worked?

## Volunteer Work?

☐ Yes ☒ No

Police Captain

Position Title

## Employer's Name and Address

City of Richmond Police Department 1701 Regatta Boulevard Richmond, CA 94804

## Duties Performed

Began as a police officer and worked numerous assignments to include: METRO, NITRO, Intelligence, Homicide Detective, SWAT, Mobile Field Force, Firearms Instructor, Patrol Sergeant, Crime Analysis and COMPSTAT Manager, Patrol Lieutenant, Internal Affairs Commander, and District Captain that oversaw policing services for two different geographical areas during my tenure.

3rd

7/1995 to 6/1997

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

## Volunteer Work?

☐ Yes ☒ No

Police Officer

Position Title

## Employer's Name and Address

City of Pittsburg Police Department 65 Civic Avenue Pittsburg, CA 94565

## Duties Performed

Patrol officer and School Resource Officer

---

## Final Questions

How did you learn about this vacancy?

---

☒ Other

Email from Jaime Jenett

---

If "Other" was selected please explain

**. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?**

---

☐ Yes ☒ No

**If Yes, please identify the nature of the relationship:**

---

**Do you have any financial relationships with the County such as grants, contracts, or other economic relations?**

---

☒ Yes ☐ No

**If Yes, please identify the nature of the relationship:**

---

The City of Martinez has a contract with the Contra Costa County Division of Health, Housing, and Homeless Services as well as with the Pleasant Hill Police Department for CORE Team services for the homeless population.

## Application Form

---

### Profile

#### Which Boards would you like to apply for?

---

Contra Costa Council on Homelessness: Submitted

Affordable Housing Developer

Seat Name (if applicable)

#### This application is used for all boards and commissions

Daniel

First Name

Sawislak

Last Name

Middle Initial

[REDACTED]

Email Address

[REDACTED]

Home Address

Suite or Apt

Berkeley

City

CA

State

94703

Postal Code

[REDACTED]

Primary Phone

Resources for Community  
Development

Employer

Housing Developer

Job Title

Housing Developer/Operator

Occupation

---

#### Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

---

☐ Yes ☒ No

#### Is a member of your family (or step-family) employed by Contra Costa Co.?

---

☐ Yes ☒ No

---

### Education History

Select the highest level of education you have received:

---

☒ High School Diploma

---

If "Other" was Selected Give Highest Grade or  
Educational Level Achieved

---

## College/ University A

Daniel Sawislak

---

Name of College Attended

Urban and Regional Planning

---

Course of Study / Major

---

Units Completed

## Type of Units Completed

---

☒ Semester

## Degree Awarded?

---

☒ Yes ☐ No

Bachelor's

---

Degree Type

May 1983

---

Date Degree Awarded

---

## College/ University B

University of California, Berkeley

---

Name of College Attended

City and Regional Planning

---

Course of Study / Major

---

Units Completed

## Type of Units Completed

---

None Selected

## Degree Awarded?

---

☒ Yes ☐ No

Master's

---

Degree Type

1988

---

Date Degree Awarded

---

## College/ University C

Name of College Attended

---

Course of Study / Major

---

Units Completed

---

## Type of Units Completed

---

None Selected

## Degree Awarded?

---

☐ Yes ☐ No

Degree Type

---

Date Degree Awarded

---

---

## Other schools / training completed:

Course Studied

---

---

Hours Completed

## Certificate Awarded?

---

☐ Yes ☐ No

---

## Work History

Please provide information on your last three positions, including your current one if you are working.

### 1st (Most Recent)

10/15/98-1/3/18

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

### Volunteer Work?

---

☐ Yes ☒ No

Executive Director

Position Title

### Employer's Name and Address

---

Resources for Community Development 2220 Oxford St. Berkeley CA 94703

### Duties Performed

---

Responsible for leadership and management of a non-profit housing development corporation,  
Responsible for all housing development, asset management, and supportive services programs.  
Provides operational, financial, and staff leadership for a growing organization.

---

### 2nd

2-1-93-10/14/88

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

## Volunteer Work?

☐ Yes ☒ No

Housing Development  
Director/Project Manager

Position Title

## Employer's Name and Address

Resources for Community Development 2220 Oxford St. Berkeley CA 94703

## Duties Performed

Led a staff of affordable housing managers in the development of affordable housing in Alameda and Contra Costa Counties.

3rd

2/1/89-1/31/93

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

## Volunteer Work?

☐ Yes ☐ No

Project Developer

Position Title

## Employer's Name and Address

Housing for Independent People

## Duties Performed

Managed the development of supportive housing for a non-profit developer in Northern California.



---

## Final Questions

How did you learn about this vacancy?

---

☒ Other

Current member of the  
commission.

---

If "Other" was selected please explain

**. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?**

---

☐ Yes ☒ No

**If Yes, please identify the nature of the relationship:**

---

**Do you have any financial relationships with the County such as grants, contracts, or other economic relations?**

---

☒ Yes ☐ No

**If Yes, please identify the nature of the relationship:**

---

My organization, Resources for Community Development, works with the County (acting as a lender/grantor) as a non-profit developer and operator of affordable housing.



## Form Center

### Form Submission Confirmation

Your Form Has Been Submitted Successfully

Thank you for your submission.

If you have additional questions, please contact our office.

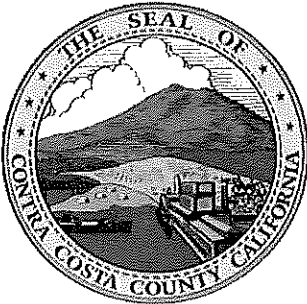
0



Form Center

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

Contra Costa County BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION



MAIL OR DELIVER TO :  
Contra Costa County CLERK OF THE BOARD 651  
Pine Street, Rm. 106 Martinez, California 94553-  
1292 PLEASE TYPE (Each Position Requires a  
Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

PRINT EXACT NAME OF BOARD,  
COMMITTEE , OR COMMISSION  
Council on Homelessness

PRINT EXACT SEAT NAME (if applicable)  
Government Seat

Last Name  
House

First Name  
Teri

Middle Name

Address1  
[Redacted]

City  
Pittsburg

State  
CA

Zip  
94565

Home Number

Work Number

Cell Number

[REDACTED]

[REDACTED]

[REDACTED]

**EDUCATION:****Check appropriate box if you possess one of the following:**☒ High School Diploma☐ G.E.D. Certificate☐ California High School  
Proficiency Certificate**Give Highest Grade or Educational Level Achieved**

MS degree and post Masters 1 year certificate program

**A) Names of College/University attended**

Cal State Hayward

**Course of Study/Major**

Counseling Psychology

**Degree Awarded**☒ Yes☐ No**Semesters  
Completed****Degree Type**

MS

**Date Degree  
Awarded**

1994

**Enter Another College/University?**☒ Yes☐ No**B) Name of College/University**

Cal State Hayward

**Course of Study/Major**

Psychology

**Degree Awarded**☒ Yes☐ No**Semesters  
Completed****Degree Type**

BA

**Date Awarded**

1992

**Enter Another College/University**☒ Yes☐ No

**C) Name of College/University**

Bassist College, Portland OR

**Course of Study/Major**

Apparel Design

**Degree Awarded**☒ Yes☐ No**Semesters Completed****Degree Type**

BA

**Date Awarded**

1982

**Other:****School/Training Completed**

University of San Francisco

**Course Studied**

Fund Development

**Hours Completed**

Certificate

**Certificate Awarded**☒ Yes☐ No**EXPERIENCE:****THIS FORM IS A PUBLIC DOCUMENT**

PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body . Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

**Employer**

Self-Employed - Consultant for CDBG/Housing. Primary contract

**Address1**

City of Antioch

**Address2**

200 H. Street

City	State	Zip
Antioch	CA	94509

From	To	Total Time (Years/Months)
10/01/2010	12/20/2017	7 years 2 months

Hours Per Week	Volunteer
32	<input type="radio"/> Yes <input checked="" type="radio"/> No

**Duties Performed**

Administer federal Community Development Block Grant (CDBG), Neighborhood Stabilization Program (NSP), as well as Housing Successor funding for homeless programs, affordable housing

**Employer**

City of Concord

**Address1**

1950 Parkside Drive

**Address2**

City	State	Zip
Concord	CA	94519

From	To	Total Time (Years/Months)
01/01/1999	09/30/2010	11 years/9 months

Hours Per Week

Volunteer

☐ Yes☒ No**Duties Performed**

Administer federal CDBG program grants, Child Care Developer fee grants, and housing rehabilitation program loans.

**Employer****Address1****Address2****City****State****Zip****From****To****Total Time (Years/Months)****Hours Per Week****Volunteer**☐ Yes☒ No**Duties Performed**

Assist in administration of CDBG program, first year after transition from State CDBG to Entitlement with federal government.



**Employer**

Mt. Diablo Habitat for Humanity, Executive Director

**Address1**

Walnut Creek Methodist Church

**Address2**

1543 Sunnyvale Ave.

**City**

Walnut Creek

**State**

CA

**Zip**

94597

**From**

mm/dd/yyyy

**To**

mm/dd/yyyy

**Total Time (Years/Months)****Hours Per Week**

50

**Volunteer**

☐ Yes

☒ No

**Duties Performed**

Executive Director of housing construction nonprofit, administration including fundraising, board development, family application and selection process, construction activities, and more.

**How did you learn about this vacancy ?**

☐ CCC Homepage

☐ Walk - In

☐ Newspaper  
Advertisement

☐ District Supervisor

**Other**

Current member of Council on Homelessness

**Do you have a familial or financial**

**Relationship with a member of the Board of Supervisors ? (Please see Board Resolution no. 2011/55, attached ) :**

☒ No

☐ Yes

**Do you have any financial relationships with the County such as grants, contracts, or other economic relations ?**

☒ No

☐ Yes

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

**Sign Name :**

Teri House

**Date :**

12/20/17

### **Important Information**

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code § 6250 - 6270). 2. Send the completed paper application to the Office of the Clerk of the Board at: 651 Pine Street, Room 106, Martinez , CA 94553 . 3. A résumé or other relevant information may be submitted with this application. 4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training. 5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234. 6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation. 7. Meeting dates and times are subject to change and may occur up to two days per month. 8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA and for Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution no. 2011/55 on 2/08/2011 as follows :**

IN THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE APPOINTING AUTHORITY NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted: 1. Mother, father, son, and daughter; 2. Brother, sister, grandmother, grandfather, grandson, and granddaughter; I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority. II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships: 3. Great - grandfather, great - grandmother, aunt, uncle, nephew, niece, great - grandson, and great - granddaughter; 4. First cousin; 5. Husband, wife, father - in - law, mother - in - law, son - in - law, daughter - in - law, stepson, and stepdaughter; 6. Sister - in - law (brother's spouse or spouse's sister), brother - in - law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson; 7. Registered domestic partner, pursuant to California Family Code section 297. 8. The relatives, as defined in 5 and 6 above, for a registered domestic partner. 9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

☒ Receive email copy

**Email address**

[REDACTED]

This field is not part of the form submission.

3



Contra  
Costa  
County

To: Board of Supervisors  
From: Keith Freitas, Airports Director  
Date: March 13, 2018

Subject: REAPPOINTMENT TO THE AVIATION ADVISORY COMMITTEE AT-LARGE SEAT

---

**RECOMMENDATION(S):**

REAPPOINT the following individual to the At-Large #1 seat on the Aviation Advisory Committee to a term expiring March 1, 2021, as recommended by the Airports Committee:

Mr. Maurice Gunderson  
Orinda, CA 94563

**FISCAL IMPACT:**

None.

**BACKGROUND:**

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

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: Stacey M. Boyd, Deputy

Contact: Beth Lee, (925)  
681-4200

cc:

#### BACKGROUND: (CONT'D)

of aviation; and protect the general welfare of the people living and working near the airport and the County in general.

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

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

The AAC comprises 11 members: one appointed by each Supervisor; one from and nominated to the Board by the City of Concord; one from and nominated to the Board by the City of Pleasant Hill; one from and nominated to the Board by the Contra Costa County Airports Business Association; and three At-Large to represent the general community, to be nominated by the Airports Committee. At least one of the above shall be a member of the Airport Land Use Commission.

Terms for the AAC seats are three years ending March 1.

The seat will expire March 1, 2021. Applications were accepted and the recommendation to reappoint the above individual was then determined.

#### CONSEQUENCE OF NEGATIVE ACTION:

The At-Large #1 seat on the Aviation Advisory Committee will be vacant.



Contra  
Costa  
County

To: Board of Supervisors  
From: Diane Burgis, District III Supervisor  
Date: March 13, 2018

Subject: APPOINTMENTS TO DISCOVERY BAY P6 CAC

---

**RECOMMENDATION(S):**

REAPPOINT the following individuals to the Discovery Bay P-6 Citizen Advisory Committee to a term expiring December 31, 2019, as recommended by Supervisor Diane Burgis.

Appointee 1  
Lesley Belcher  
Discovery Bay, CA 94505

Appointee 5  
Richard Kane  
Discovery Bay, CA 94505

APPOINT the following individual to the Discovery Bay P-6 Citizen Advisory Committee to a term expiring December 31, 2019, as recommended by Supervisor Diane Burgis.

Appointee 3  
Joseph Selby  
Discovery Bay, CA 94505

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: Stacey M. Boyd, Deputy

Contact: Lea Castleberry, (925)  
252-4500

cc:

FISCAL IMPACT:

None.

BACKGROUND:

The Appointee seats 1, 3 and 5 terms had expired December 31, 2017. Applications were accepted and the recommendation to reappoint the above individuals was then determined.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: March 13, 2018

Subject: APPOINT Chief Information Officer/Director of Information Technology - Marc Shorr

---

**RECOMMENDATION(S):**

APPOINT Marc Shorr to the position of Chief Information Officer/Director of Information Technology - Exempt (LTA1) at Step 4 of the salary range effective March 19, 2018, with the following additional terms of employment:

- a. One-time accrual of 80 hours of vacation time
- b. Vacation accrual rate at time of appointment to be rate for 11 years of service, pursuant to Section 1.17 of the Management Resolution
- c. All other benefits as provided in the current Management Resolution applicable to the position of Chief Information Officer/Director of Information Technology - Exempt.

**FISCAL IMPACT:**

No additional fiscal impact as this action fills a budgeted vacant position. The annual estimated cost of the position is \$326,000 for salary and benefits, including \$78,000 for pension costs and will be recovered through service fees charged to user departments.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: Stacey M. Boyd, Deputy

Contact: Dianne Dinsmore (925)  
335-1766

cc: Robert Campbell, County Auditor-Controller



## BACKGROUND:

In July of 2017, the County commenced its recruitment to fill the Chief Information Officer/Director of Information Technology - Exempt position which has been vacant since the retirement of Ed Woo, former Chief Information Officer/Director of Information Technology - Exempt, in June 2017.

The County contracted with Alliance Recruiting Resources, Inc. (AR) to conduct the recruitment AR. Invitation letters and copies of the recruitment brochure were sent to 100 potential CIO candidates. This outreach list was national. The position was advertised nationwide, including at Careersingovernment.com, Dice.com, LinkedIn, and the Municipal Information Systems Association of California. By the end of the five week recruiting period, a total of 284 resumes were received. Of these resumes, 109 applicants met the minimum qualifications. These 109 candidates were asked to complete supplemental information forms. After additional candidate screening and interviews, six finalists were chosen to be interviewed by the County's Management and Technical panels on October 30, 2017. The County made an offer of employment to an out of state candidate who declined the offer after evaluating the impact of pension reform on her final compensation and benefit formula. On February 16, 2018, a new slate of finalists was interviewed for the Assistant CIO position, some of whom had also applied for CIO. Mr. Shorr was recommended to me for consideration.

Following a series of interviews, reference checks and other background investigation, I selected Marc Shorr for the position.

Mr. Shorr holds a Bachelor's Degree in Business Administration and Information Systems from University of Phoenix and a Master of Public Administration from Golden Gate University. He currently serves as the Director of Corporate Technology/CIO for Golden Gate Bridge, Highway and Transportation District, after serving as Assistant Director of Information Technology for San Joaquin County from 2006 to 2013, and Information Systems Manager from 2001 to 2006. Prior to working for San Joaquin County, Mr. Shorr served as Director of Information Systems at MicroAge Information Systems and Northwest Regional Manager at CompUSA. Mr. Shorr is the recipient of the 2012 AIIM Carl E. Nelson Best Practices Award, the 2011 Gold and 2009 Silver Winner of the BPM-Focus/WFMC Global Excellence in Workflow Award, Local Area Warrant System and SOA Implementation Project, and the 2004 Innovation Award for demonstrated leadership in management and IT for PeopleSoft implementation. Mr. Shorr co-chaired the Capital Bay Planning Area, which includes representatives planning and developing strategic technology and policy initiatives for Northern California County's first responders, and is active in the California County Information Services Directors Association and the Project Management Institute, Sacramento Valley Chapter. Mr. Shorr has successfully led large-scale organization-wide projects, including the rollout of PeopleSoft HRMS, Financials, Budgeting PeopleSoft Portal, and property tax system while at San Joaquin. In addition, he played a significant role in construction of the San Joaquin County Administration Building. Mr. Shorr is passionate about the value of information technology in the public sector and looks forward to applying energies to the benefit of Contra Costa County.

I am recommending Marc Shorr be appointed Chief Information Officer/Director of Information Technology - Exempt at Step 4 of the salary range effective March 19, 2018.

## CONSEQUENCE OF NEGATIVE ACTION:

The County will not have a Chief Information Officer to lead the Department of Information Technology and envision of technology needed to position the County for success into the future.



Contra  
Costa  
County

To: Board of Supervisors  
From: FAMILY & HUMAN SERVICES COMMITTEE  
Date: March 13, 2018  
Subject: Appointment to the Family and Children's Trust Committee

---

**RECOMMENDATION(S):**

APPOINT Jackelynn Campos to the Seat 5 - Mental Health seat on the Family and Children's Trust (FACT) Committee, as recommended by the Family and Human Services Committee.

**FISCAL IMPACT:**

None.

**BACKGROUND:**

The Family and Children's Trust Committee (FACT), was established in 1982 by the Contra Costa County Board of Supervisors to make funding recommendations on the allocation of a variety of funds for prevention and intervention services to reduce child abuse and neglect, provide supportive services to families and children, and promote a more coordinated, seamless system of services for families. Funding for FACT supported projects derived from federal and state program legislation, and donations to the County's Family and Children's Trust Fund.

Every two years, the members of the FACT establish a series of County priorities for the use of these funds through review of existing data and reports and by holding Public Hearings in various areas of the county. The Committee then develops a competitive bidding process to select non-profit, community-based agencies that can best provide the services determined to be most important.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: Stacey M. Boyd, Deputy

Contact: Kristen Lackey,  
925-335-1043

cc:

### BACKGROUND: (CONT'D)

Program recommendations are made to the Board of Supervisors which makes the final funding decisions. The Committee continues to evaluate these funded programs to ensure continued provision of quality service and achievement of stated goals. Programs currently being supported include countywide parenting classes, therapeutic day care for emotionally disturbed children, treatment for families, young children and teens with both substance abuse and child abuse issues, services for homeless families, and projects to support children whose mothers have been victims of domestic violence and sexual assault.

The FACT has up to fifteen members who are appointed by the Board and include citizens with expertise in children's issues, education, law, non-profit agency management, public health, and program research/evaluation. In addition, the Director of the Child Abuse Prevention Council sits as ex-officio member of the Committee and participates in all matters except actually voting on funding recommendations. Terms for all Commission seats are two years. FACT Committee membership consists of the following: five At-Large seats; one representative from each of the five Supervisorial Districts; five discipline/sector specific seats.

There are currently 11 seats filled and there are four vacancies on FACT. The Committee has vacancies in the District I Seat, Seat 3, Local Planning Council, Seat 5, Mental Health and one At-Large Seat. Seat 3, Local Planning Council was declared vacant due to committee member resignation on October 18, 2016. The FACT Committee is actively recruiting to fill Seat 3 and the At-Large Seat.

At it's February 20, 2018 meeting, the Family and Human Services Committee approved the recommendation of the appointment of Jackelynn Campos to the Seat 5 - Mental Health seat on the FACT Committee. The current term for this seat is October 1, 2017 to September 30, 2019. Ms. Campos will serve for the remainder of the current term.

### CONSEQUENCE OF NEGATIVE ACTION:

Committee Seat 5 - Mental Health will remain vacant.

### ATTACHMENTS

Campos Application

Campos Recommendation

## Application Form

---

### Profile

#### Which Boards would you like to apply for?

---

Family & Children's Trust Committee: Submitted

Category 1. Mental Health  
Commission

Seat Name (if applicable)

**Describe why you are interested in serving on this advisory board/commission (please limit your response to one paragraph).**

---

#### This application is used for all boards and commissions

Jackelynn

First Name

m

Middle Initial

Campos

Last Name

  
Email Address

  
Home Address

Suite or Apt

concord

City

CA

State

94518

Postal Code

  
Primary Phone

Youth Homes

Employer

Residential Behavior Specialist

Job Title

Mental Health

Occupation

---

**Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?**

---

☐ Yes ☒ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☒ Yes ☐ No

---

## Education History

Select the highest level of education you have received:

☒ High School Diploma

---

If "Other" was Selected Give Highest Grade or Educational Level Achieved

---

## College/ University A

Saint Mary's College

Name of College Attended

Bachelors of Science in Nursing

Course of Study / Major

---

Units Completed

## Type of Units Completed

☒ Semester

## Degree Awarded?

☒ Yes ☐ No

Associates

Degree Type

May 2011

Date Degree Awarded

---

## College/ University B

Samuel Merritt University

Name of College Attended

Nursing

Course of Study / Major

Units Completed

Type of Units Completed

☒ Semester

Degree Awarded?

☒ Yes ☐ No

Bachelor

Degree Type

May 2013

Date Degree Awarded

College/ University C

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

---

Date Degree Awarded

---

## Other schools / training completed:

---

Course Studied

---

Hours Completed

## Certificate Awarded?

☐ Yes ☐ No

---

## Work History

Please provide information on your last three positions, including your current one if you are working.

### 1st (Most Recent)

2/19/16-ongoing

---

Dates (Month, Day, Year) From - To

40

---

Hours per Week Worked?

## Volunteer Work?

☐ Yes ☒ No

Residential Behavior Specialist

---

Position Title

## Employer's Name and Address

---

Linda Callahan Youth Homes 3480 Buskirk Ave #210, Pleasant Hill, CA 94523

## Duties Performed

---

Provide interventions to foster kids based on assessment plan. Effectively teach and coach skills related to activities of Daily living. Assess clients and report findings to Clinician to discuss clients progress and regress. Formulate ideas to improve and manage client's behaviors. Communicate with team member in the program and outside the program. Connect with a diverse and challenging client population. Use computer skills, including knowledge (Word, Excel) to writer billing notes. Manage crisis situations and adjust schedule to meet the needs of clients and program.

---

**2nd**

9/1/2015-05/1/2016

Dates (Month, Day, Year) From - To

16

Hours per Week Worked?

## Volunteer Work?

---

☐ Yes ☒ No

Family Support Counselor

Position Title

## Employer's Name and Address

---

Alternative Family Services 401 Roland Way Suite 100, Oakland, CA 94621

## Duties Performed

---

Structure supportive, non-judgmental teaching visits between parents and children after the removal of a child due to abuse, neglect, or where children are experiencing mental health related issues. Teach parenting skills in controlled home setting at the Gathering Place office, also in homes, and communities. Elicit permanent pertinent information concerning family support systems, learning disabilities, financial obligations, and parenting knowledge. Record and Document summarized of visits with families. Review visit summaries and review them with parents, caregivers and social workers. Assess and Implement the family goals planned made in family orientation meeting.

---

**3rd**

6/1/2014-5/1/2016

Dates (Month, Day, Year) From - To



40

Hours per Week Worked?

## Volunteer Work?

☐ Yes ☒ No

Behavior Technician

Position Title

## Employer's Name and Address

STE Consultants 3650 Mt Diablo Blvd Suite 107, Lafayette, CA 94549

## Duties Performed

Work with children/adolescent whom fall anywhere on the autistic spectrum. I am a behavioral aide and help develop positive relationships with clients. Use opportunistic teaching to teach families behavioral management and about ABA. Use ABA (Applied Behavioral Analysis) in our client's behavioral program and also use our rapport to help our clients grow and develop great behavioral and social skills.



Upload a Resume

## Final Questions

### How did you learn about this vacancy?

☒ Other

It was recommended to me by a  
board member

If "Other" was selected please explain

### . Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

**Do you have any financial relationships with the County such as grants, contracts, or other economic relations?**

---

☐ Yes ☒ No

**If Yes, please identify the nature of the relationship:**

---



EMPLOYMENT &  
HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

40 Douglas Drive, Martinez, CA 94553 • (925) 608-5000 • Fax (925) 313-9748 • [www.ehsd.org](http://www.ehsd.org)

---

To: Family and Human Services Committee  
Supervisor Candace Andersen, District II, Chair  
Supervisor John Gioia, District I, Vice-Chair

Date: February 20, 2018

CC:

From: Kathy Gallagher, EHSD Director  
Juliana Mondragon, FACT Staff

Subject: Family and Children's Trust (FACT) Committee Seat Membership Recommendation

---

The Employment and Human Services Department Director, Kathy Gallagher, respectfully requests that the Family and Human Services Committee accepts this recommendation to appoint the following new applicant to the discipline specific seat 5 (Mental Health) on the Family and Children's Trust (FACT) Committee.

Name	Seat	Area
Jackelynn Campos	Seat 5, Mental Health	Central County

Seat 5, Mental Health was declared vacant due to committee member resignation on July 7, 2015.

**PURPOSE OF COMMITTEE**

The purpose of this Committee is to establish priorities and make funding recommendations to the Board of Supervisors on the allocation of specific funds for the prevention/amelioration of child abuse and neglect, and the promotion of positive family functioning. These funds include: Child Abuse Prevention, Intervention, and Treatment funds (CAPIT) funds, (AB 1733), Birth Certificate revenue to the County Children's Trust (AB2994), the Ann Adler Children's Trust funds, Community-Based Child Abuse Prevention funds (CBCAP) and other funds as may be subsequently directed by the Board of Supervisors.

The FACT Committee also provides information and data to the Employment and Human Services Department on the effectiveness of current and proposed programs for families and children and on recent or pending legislation that would potentially impact family and children's services programs, clients, or funding mechanisms.

**SUMMARY OF RECRUITMENT EFFORTS/NOMINEES FOR MEMBERSHIP**

The FACT Committee, in conjunction with the County Administrator's Office, continues to make every effort to fill its vacant seats. These efforts include contacting each district Supervisor's office

and releasing a public notice, inviting interested parties to consider membership and soliciting the support of current members to outreach to potential candidates for consideration for membership.

FACT Committee membership consists of the following:

- Five At-Large seats
- One representative from each of the five Supervisorial Districts
- Five discipline/sector specific seats

There are currently 11 seats filled and there are four vacancies on FACT. The Committee has vacancies in the District I Seat, Seat 3, Local Planning Council, Seat 5, Mental Health and one At-Large Seat. Seat 3, Local Planning Council was declared vacant due to committee member resignation on October 18, 2016. The FACT Committee is actively recruiting to fill Seat 3 and the At-Large Seat.

Current FACT Committee seat members live or work in the following areas of the county:

- East (2): One At-Large, District III
- Central/South (9): Three discipline specific, Three At-Large, Districts II, IV and V

Candidates for appointment to the FACT Committee will serve a two-year term. Seat 5, Mental Health is set to expire on September 30, 2019.

Ms. Campos has expressed a sincere interest in serving on the Committee and is dedicated to fulfilling the mission and goals as outlined in the Committees' policies and procedures.

Based on the above information, the Director of EHSD on behalf of the FACT Committee respectfully recommends that the FHS Committee appoint Ms. Campos to membership on the FACT Committee.

Enc.

Board, Committees, and Commission Application for *Jackelynn Campos*



Contra  
Costa  
County

To: Board of Supervisors  
From: FAMILY & HUMAN SERVICES COMMITTEE  
Date: March 13, 2018

Subject: APPOINTMENT TO THE WORKFORCE DEVELOPMENT BOARD

---

**RECOMMENDATION(S):**

APPOINT Melissa Johnson to the Business #13 seat on the Workforce Development Board with a term expiration of June 30, 2020, as recommended by the Family and Human Services Committee.

**FISCAL IMPACT:**

There is no fiscal impact.

**BACKGROUND:**

The Workforce Development Board implements federal requirements for programs to address the education, skills, and employment needs for a skilled workforce, and that lead to an increase in the skills and earnings of Contra Costa County residents.

Under the new standards in the Workforce Innovation and Opportunity Act, the new Workforce Development Board structure is comprised of 23 required seats consisting of: 13 business representatives, five workforce representatives, and five education and training representatives. In addition, there are two optional seats that may be filled from any of the three categories listed. There are currently four vacancies and the Workforce Development Board has made the recommendation to appoint Melissa Johnson. At their February 20, 2018 meeting, the Family and Human Services reviewed and approved the appointment recommendation.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: Stacey M. Boyd, Deputy

Contact: Kristen Lackey,  
925-335-1043

cc:

CONSEQUENCE OF NEGATIVE ACTION:

The seat will remain vacant.

ATTACHMENTS

M Johnson Application

M Johnson Recommendation



Contra  
Costa  
County

For Office Use Only

Date Received:

For Reviewers Use Only:

Accepted

Rejected

## BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

**MAIL OR DELIVER TO:**

Contra Costa County  
CLERK OF THE BOARD  
651 Pine Street, Rm. 106  
Martinez, California 94553-1292

**PLEASE TYPE OR PRINT IN INK**

(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Workforce Development Board of CCC

PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Johnson-Scranton Melissa S.  
(Last Name) (First Name) (Middle Name)

2. **Address:** [Redacted] [Redacted] [Redacted]  
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. **Phones:** [Redacted] [Redacted] [Redacted]  
(Home No.) (Work No.) (Cell No.)

4. **Email Address:** [Redacted]

5. **EDUCATION:** Check appropriate box if you possess one of the following:

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

Give Highest Grade or Educational Level Achieved Master's Degree

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) University of Minnesota	Healthcare & Business Administration	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	MHA/ME	2001
B) University of Iowa	Biology	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	B.A.	1997
C) <input type="text"/>	<input type="text"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			
<input type="text"/>	<input type="text"/>	<input type="text"/>				

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div>2/2014</div> <div>10/2017</div> <p>Total: <u>Yrs.</u>    <u>Mos.</u>  <div>3</div> <div>8</div> <p>Hrs. per week <div>40</div> . Volunteer <input type="checkbox"/></p> </p></p>	<p>Title  <div>Assistant Medical Group Administrator</div> <p>Employer's Name and Address  <div>Kaiser Permanente</div> <div></div> <div></div> </p></p>	<p>Duties Performed  <div>Line of Sight accountability for KP Walnut Creek Campus, Emergency Department, Neurology, Nephrology, Neuroscience and Internal Consultants. Previous duties included Outpatient Quality (HEDIS), population management programs, Talent Development programs, and various clinic operations accountability.</div> </p>
<p>B) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div>2/2011</div> <div>2/2014</div> <p>Total: <u>Yrs.</u>    <u>Mos.</u>  <div>3</div> <div>0</div> <p>Hrs. per week <div>40</div> . Volunteer <input type="checkbox"/></p> </p></p>	<p>Title  <div>Director, Kaiser Permanente Diablo Service</div> <p>Employer's Name and Address  <div>Kaiser Permanente</div> <div></div> <div></div> </p></p>	<p>Duties Performed  <div>Accountable for strategic initiatives and oversight of daily clinical operations of Neurology, Nephrology and Memory Center clinics.</div> </p>
<p>C) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div>7/2007</div> <div>2/2011</div> <p>Total: <u>Yrs.</u>    <u>Mos.</u>  <div>3</div> <div>7</div> <p>Hrs. per week <div>40</div> . Volunteer <input type="checkbox"/></p> </p></p>	<p>Title  <div>Director, TPMG Revenue Cycle</div> <p>Employer's Name and Address  <div>Kaiser Permanente</div> <div></div> <div></div> </p></p>	<p>Duties Performed  <div>Managed team of professional consultants with a portfolio of over 100 projects focusing on revenue cycle improvements for Northern California clinics, Laboratories, Imaging and Emergency Departments.</div> </p>
<p>D) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div>6/2003</div> <div>7/2007</div> <p>Total: <u>Yrs.</u>    <u>Mos.</u>  <div>4</div> <div>1</div> <p>Hrs. per week <div>40</div> . Volunteer <input type="checkbox"/></p> </p></p>	<p>Title  <div>Manager and Director, Kaiser Permanente</div> <p>Employer's Name and Address  <div>Kaiser Permanente</div> <div></div> <div></div> </p></p>	<p>Duties Performed  <div>Oversight of all registration practices of 170 receptionists. Managed the Cardiology and Physician Schedule Creation Departments. Managed a variety of strategic projects.</div> </p>



7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☒ Other

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

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

Sign Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA and for  
Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution  
no. 2011/55 on 2/08/2011 as follows:**

IN THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE APPOINTING AUTHORITY

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;  
NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

- I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.
- II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships:
1. Mother, father, son, and daughter;
  2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
  3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
  4. First cousin;
  5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
  6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
  7. Registered domestic partner, pursuant to California Family Code section 297.
  8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
  9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

**MEMORANDUM**

**DATE:** February 9, 2018  
**TO:** Family and Human Services Committee  
**CC:** Enid Mendoza, CAO Sr. Deputy County Administrator  
**FROM:** Donna Van Wert, Interim Executive Director  
**SUBJECT:** **Appointment to Workforce Development Board**

This memorandum requests the Family and Human Services Committee recommend to the Contra Costa County Board of Supervisors the appointment of the following candidates to the new WIOA compliant Workforce Development Board of Contra Costa County.

**Background:**

Local board structure and size:

Compared to predecessor legislation, the Workforce Innovation and Opportunity Act (WIOA) substantially changes Local Board composition by reducing local workforce development board size while maintaining a business and industry majority and ensuring representation from labor and employment and training organizations.

The Executive Committee of the local WIOA board met January 21, 2016 and approved a recommended WIOA Board configuration, subsequently approved by the Board of Supervisors on March 29, 2016. To meet the categorical membership percentages, the WDB recommended a board of twenty-five (25) members. This option represents the minimum required local board size under WIOA plus an additional six (6) optional representatives in the following enumerated categories: 1) business; 2) workforce; 3) education and training.

Category – Representatives of Business (WIOA Section 107(b)(2)(A))

- Thirteen (13) representatives (52%)

Category – Representatives of Workforce (WIOA Section 107(b)(2)(A))

- Five (5) representatives (20%)

Category – Representatives of Education and Training (WIOA Section 107(b)(2)(C))

- One (1) Adult Education/Literacy Representative (WIOA title II)
- One (1) Higher Education Representative
- One (1) Economic and Community Development Representative
- One (1) Wagner Peyser Representative
- One (1) Vocational Rehabilitation Representative

Two (2) additional seats from the above categories, including constituencies referenced in Attachment III of Training Employment & Guidance Letter (TEGL) 27-14.

**Recommendation:**

- a) Recommend approval of local board candidate for the vacant Business Seat # 13 to the new WIOA-compliant board (*Attached application & board roster*)
- Interview Date – December 4, 2017
  - Melissa Johnson-Scranton- Approved on January 17, 2018 at the Executive Committee Meeting
  - No other candidate competed for the vacant Business Seat # 13

**NEW APPOINTMENT**

<b>Seat</b>	<b>Last Name</b>	<b>First Name</b>	<b>Address &amp; District #</b>	<b>Term of Expiration</b>	<b>District (Resident)</b>
Business Seat #13	Johnson-Scranton	Melissa	1425 S. Main St. Walnut Creek, CA District # 4	6/30/2020	Oakland, CA

Thank you

DVW/rms  
attachment



**Contra  
Costa  
County**

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: March 13, 2018

Subject: SB 833 (McGuire): Emergency Alerts: Evacuation Orders: Operators--SUPPORT

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**RECOMMENDATION(S):**

ADOPT a position of "Support" on SB 833 (McGuire): Emergency Alerts: Evacuation Orders, a bill that would provide for a red alert system designed to issue and coordinate alerts following an evacuation order and requires the red alert system to incorporate a variety of notification resources and developing technologies that may be tailored to the circumstances and geography of the underlying evacuation, as recommended by the Fire Chief of the Contra Costa County Fire Protection District.

**FISCAL IMPACT:**

It is not anticipated that the passage of this bill would have a fiscal impact on Contra Costa County.

**BACKGROUND:**

**SB 833**

**Author:**

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: L. DeLaney,  
925-335-1097

cc:

**BACKGROUND:**

**(CONT'D)**

Mike McGuire  
(D-002)

**Coauthor** [Hill \(D\)](#) , [Levine \(D\)](#) , [Wood \(D\)](#) , [Aguiar-Curry \(D\)](#) , [Dodd \(D\)](#)  
**Title:** Emergency Alerts: Evacuation Orders: Operators  
**Fiscal** yes  
**Committee:**  
**Urgency Clause:** no  
**Introduced:** 01/04/2018  
**Disposition:** Pending  
**Location:** Senate Governmental Organization Committee  
**Summary:** Provides for a red alert system designed to issue and coordinate alerts following an evacuation order. Requires the red alert system to incorporate a variety of notification resources and developing technologies that may be tailored to the circumstances and geography of the underlying evacuation, as appropriate.  
**Status:** 01/16/2018 [To SENATE Committee on GOVERNMENTAL ORGANIZATION.](#)

Chief Carman and the Metro Fire Chiefs are in support of SB 833 and recommend that the Board of Supervisors support the bill as well. Though there are some amendments that the Chiefs will be seeking, including the requirement of an "opt-out" enrollment for mobile device users, the general framework of the bill is supported.

The County's Community Warning System Manager indicated that the requirements in the bill are in line with Contra Costa County's system implementation and would not require substantive changes.

The text of the bill is included in Attachment A. The Fact Sheet for the bill is Attachment B.

Due to the cancellation of the March meeting of the Legislation Committee, there is no Committee recommendation on the bill. It is recommended by staff that the Board of Supervisors adopt a position of "Support" on the bill.

CONSEQUENCE OF NEGATIVE ACTION: There will be no official position of "Support" on this bill.

ATTACHMENTS Attachment A: SB 833 Bill Text Attachment B: SB 833 Fact Sheet

**SENATE BILL****No. 833****Introduced by Senators McGuire, Dodd, and Hill**

(Principal coauthors: Assembly Members Aguiar-Curry, Levine, and Wood)

January 4, 2018

An act to add Sections 8588.4 and 8594.6 to the Government Code, relating to emergency services.

**LEGISLATIVE COUNSEL'S DIGEST**

SB 833, as introduced, McGuire. Emergency alerts: evacuation orders: operators.

The California Emergency Services Act establishes the Office of Emergency Services (OES) in the office of the Governor and provides that OES is responsible for the state's emergency and disaster response services for natural, technological, or manmade disasters and emergencies. The act also provides for systems for the public dissemination of alerts regarding missing children, attacks upon law enforcement officers, and missing persons who are 65 years of age or older, among others, and requires the Department of the California Highway Patrol to activate these systems and issue alerts upon the request of a law enforcement agency if certain conditions are met.

This bill would provide for a red alert system designed to issue and coordinate alerts following an evacuation order, as specified. The bill would require the red alert system to incorporate a variety of notification resources and developing technologies that may be tailored to the circumstances and geography of the underlying evacuation, as appropriate. The bill would require a local government agency or state agency that uses the federal Wireless Emergency Alert (WEA) system to alert a specified area of an evacuation order to use the term "red alert" in the alert and notify OES of the alert.

The bill would further require, on or before January 1, 2019, OES to both include a red alert link on its Internet Web site and establish standards, guidelines, and procedures for the red alert system. On or before July 1, 2019, the bill would require OES to both ensure that each emergency management office within a county or city is a registered WEA operator and has up-to-date WEA software and equipment. The bill also would require OES to ensure that emergency management personnel trained on the WEA system receive yearly training in WEA software and equipment operation.

The bill, upon appropriation by the Legislature, would require an emergency management office within a county or city and county to be provided moneys for the purposes of implementing this provision. The bill also would authorize the state and local government agencies to receive in-kind contributions or donations from the private sector, or grant funds from the federal government for this provision. By increasing the duties of local governments, this bill would impose a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to the statutory provisions noted above.

Vote: majority. Appropriation: no. Fiscal committee: yes.  
State-mandated local program: yes.

*The people of the State of California do enact as follows:*

- 1 SECTION 1. The Legislature finds and declares as follows:
- 2 (a) The size and scope of wildland fires in California have grown
- 3 significantly over the past decade. These disasters have put the
- 4 lives of millions at risk and the need to alert residents of danger
- 5 from these unprecedented disasters has never been greater.
- 6 (b) While opt-in emergency alert systems, such as Nixel, are
- 7 critical to the safety of residents, it has become clear that the state
- 8 must develop an emergency alert system that is deployed to all
- 9 residents on multiple communication mediums and not just to
- 10 those who subscribe to opt-in systems.



1 (c) The Northern California firestorm of 2017 is the most  
2 destructive and deadly wildland fire disaster in American history.

3 (d) The death toll from blazes in northern California remains at  
4 44 people, including 24 people in the County of Sonoma, nine  
5 people in the County of Mendocino, seven people in the County  
6 of Napa, and four people in the County of Yuba.

7 (e) About 170,000 acres were burned in the northern California  
8 fires.

9 (f) The Southern California wildfires of December 2017,  
10 including the Thomas Fire, burned over 307,000 acres.

11 (g) The Thomas Fire is the largest wildland fire in California's  
12 modern history, burning at least 281,620 acres.

13 (h) The federal Wireless Emergency Alert (WEA) system is a  
14 public safety system that allows customers who own certain  
15 wireless telephones and other enabled mobile devices to receive  
16 geographically targeted, text-like messages alerting them of  
17 imminent threats to safety in their area. The WEA system was  
18 established in 2008 pursuant to the federal Warning, Alert, and  
19 Response Network (WARN) Act and became operational in 2012.  
20 Since then, over 21,000 WEA alerts have been issued.

21 (i) Authorized national, state, or local government authorities  
22 may send alerts regarding public safety emergencies—such as  
23 evacuation orders or shelter-in-place orders due to severe weather,  
24 a terrorist threat, or chemical spill—using WEA.

25 (j) The alerts from authenticated public safety officials are sent  
26 through the Federal Emergency Management Agency's (FEMA's)  
27 Integrated Public Alert and Warning System (IPAWS) to  
28 participating wireless carriers, which then push the alerts to mobile  
29 devices in the affected area.

30 (k) It is the intent of the Legislature that every tool be used to  
31 prevent another catastrophe like the north coast firestorm.

32 SEC. 2. Section 8588.4 is added to the Government Code, to  
33 read:

34 8588.4. (a) On or before July 1, 2019, the Office of Emergency  
35 Services (OES) shall ensure both of the following:

36 (1) That each emergency management office within a county  
37 or city and county is a registered federal Wireless Emergency Alert  
38 (WEA) operator.

39 (2) That each emergency management office within a county  
40 or city and county has functional, up-to-date WEA software or

1 state-sanctioned equivalent software along with suitable ancillary  
2 equipment needed to operate the WEA system or state-sanctioned  
3 equivalent emergency alert software.

4 (b) The Office of Emergency Services shall ensure that the  
5 personnel of each emergency management office within a county  
6 that are trained on the WEA system receive training in WEA  
7 equipment and software operation at least once each year.

8 SEC. 3. Section 8594.6 is added to the Government Code, to  
9 read:

10 8594.6. (a) For purposes of this section, “red alert” system  
11 means a quick response system designed to issue and coordinate  
12 alerts following an evacuation order.

13 (b) The red alert system shall incorporate a variety of notification  
14 resources and developing technologies that may be tailored to the  
15 circumstances and geography of the underlying evacuation. The  
16 red alert system shall utilize the state-utilized emergency  
17 notification systems, including but not limited to, local digital  
18 signs, radio, television, focused text, automated emergency  
19 notification systems, or other technologies, as appropriate, in  
20 addition to the federal Wireless Emergency Alert (WEA) system,  
21 if authorized and under conditions permitted by the federal  
22 government.

23 (c) A local government agency or state agency that uses the  
24 federal WEA system to alert a specified area of an evacuation  
25 order shall both use the term “red alert” in the alert and notify the  
26 Office of Emergency Services of the alert. Upon receiving this  
27 notification, the Office of Emergency Services shall utilize the  
28 state-utilized emergency notification systems, including, but not  
29 limited to, local digital signs, radio, television, focused text, or  
30 other technologies, as appropriate, in addition to the federal WEA  
31 system for the alert.

32 (d) When the emergency management office within a county  
33 or city and county uses the federal WEA system to alert a specified  
34 area of an evacuation order, the emergency management office  
35 shall also send an equivalent alert to all landline phones within  
36 that specified area.

37 (e) On or before January 1, 2019, the Office of Emergency  
38 Services shall augment the office’s public Internet Web site to  
39 include a red alert link that describes the red alert process,  
40 objectives, and available quick responses. The Internet Web site

1 shall explain that the term “red alert” will communicate that an  
2 evacuation is underway and that the scope of an alert will be  
3 tailored to the circumstances of the evacuation and available  
4 technologies.

5 (f) On or before January 1, 2019, the Office of Emergency  
6 Services shall establish the following for the red alert system:

7 (1) Standards for when counties should use and deploy the  
8 system.

9 (2) Guidelines and protocols for when and how the alerts should  
10 be sent.

11 (3) Guidelines for sending alerts to cell phones and landline  
12 phones.

13 (4) Procedures for verifying, initiating, modifying, and canceling  
14 alerts transmitted via an alert system.

15 (5) Guidelines for the technical capabilities of an alert system.

16 (6) Guidelines for the technical capability that provides for the  
17 priority transmission of alerts.

18 (7) Guidelines for other capabilities of an alert system.

19 (8) Standards for equipment and technologies used by an alert  
20 system.

21 (9) Cost estimates for technology purchasing.

22 (g) Upon appropriation by the Legislature, an emergency  
23 management office within a county or city and county shall be  
24 provided moneys for the purpose of implementing this section.  
25 The state and local government agencies also may receive in-kind  
26 contributions or donations from the private sector, or grant funds  
27 from the federal government, for these purposes.

28 (h) This section shall not be construed to limit the ability of  
29 emergency management offices or other WEA operators to use  
30 the WEA system for other emergency purposes.

31 SEC. 4. If the Commission on State Mandates determines that  
32 this act contains costs mandated by the state, reimbursement to  
33 local agencies and school districts for those costs shall be made  
34 pursuant to Part 7 (commencing with Section 17500) of Division  
35 4 of Title 2 of the Government Code.

# Senate Bill 833

## Red Alerts: Statewide Emergency Alert Protocols

### Senator McGuire, Dodd, and Hill

#### Summary

The size and scope of wildland fire events in California are only getting worse, and the Golden State is facing a new normal when it comes to these fire events. 2017 was an unprecedented year for wildland fire events in California; the North Bay Area Firestorm is ranked as the most destructive and deadly in American history with 44 lives lost and some residents still missing. Last year also saw the largest wildland fire in our state's history with the Thomas Fire in Southern California and the mudslides that followed, tragically killing at least 21 residents.

Through all of these massive disasters, it has become clear there are shortcomings in our emergency alert system and residents deserve timely notifications and up-to-date information. Lives depend on the Legislature and Governor taking swift action to ensure that statewide emergency alert standards are adopted, additional training is implemented and more funding is secured so that communities big and small have reliable alert systems deployed.

There are currently no statewide standards for how emergency alerts should go out, and that has led to inconsistency on how residents are notified for evacuation. SB 833 will create statewide protocols that will make sure all tools available are used during future natural and man-made disasters and ensure residents have the information they need to stay safe.

#### Background

The firestorm that ravaged Sonoma, Napa, Lake and Mendocino counties destroyed over 6,000 homes, and scorched more than 170,000 acres, causing billions in damage and resulting in the death of 44 residents. The Southern California wildfires of December 2017 burned over 307,000 acres, including the Thomas Fire, which is the largest wildland fire in California's modern history, burning 281,893 acres.

The federal Wireless Emergency Alert (WEA) system is a public safety system that allows residents who own certain wireless telephones and other enabled mobile devices to receive geographically targeted, text-like messages alerting them of imminent threats to safety in their area. The WEA system was established in 2008 pursuant to the federal Warning Alert and Response Network (WARN) Act and became operational in 2012. Since then, over 21,000 WEA alerts have been issued.

#### Problem

In California, we have 58 different sets of procedures and protocols for how emergency evacuation alerts are deployed. With each of the Golden State's counties deploying differently, there is no statewide standard for alerts or the equipment that broadcasts them. This leaves tens of millions of lives vulnerable to an impending disaster.

Thousands of residents were caught unaware that a massive wildland fire, burning approximately 200 feet per minute, was about to engulf their home/business in the North Bay because they did not receive an emergency alert. While there are hundreds of harrowing stories of bravery that night, regrettably, not everyone received a warning. Residents reported that they did not receive emergency alerts either by phone or landline during the peak of the evacuations. After initial review, it has become obvious a statewide standard for emergency alerts must be established.

#### Solution

SB 833 will create a framework for how large emergency evacuation alerts will go out. Specifically, the bill would:

- Require county offices of emergency management, by July 1, 2019, to have the equipment and WEA software or state sanctioned equivalent emergency alert software.
- Require OES, by January 1, 2019, to establish standards on issuing warnings.
- Mandate that landline alerts must be sent by county offices of emergency management to areas where a WEA or equivalent alert is sent.
- Require ongoing training for personnel within county offices of emergency management that are tasked with using the software.
- Require OES to be notified when the WEA or equivalent alerts are used. Upon receiving notification, OES shall utilize the state-utilized emergency notification systems. This would include, but not limited to, digital highway signs, radio, television, or other technologies, as appropriate, in addition to the WEA or equivalent system of the initial alert.
- Provide funds to counties for the purpose of implementing the bill upon appropriation by the legislature, and allow locals to receive private donations to implement the WEA or equivalent system.

While it may be impossible to stop the new reality California faces with these unprecedented natural disasters, the statewide protocols for emergency alerts created by SB 833 will save lives. California must upgrade from 20<sup>th</sup> century technology and invest in tools that will help tackle 21<sup>st</sup> century challenges that threaten the safety of our communities.

#### Contact

Chris Nielsen, Legislative Director  
Office of Senator McGuire  
Phone: 916-651-4002  
[Christopher.nielsen@sen.ca.gov](mailto:Christopher.nielsen@sen.ca.gov)



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: March 13, 2018

Subject: Add One Automated Call Distribution Coordinator I (represented) position and Cancel One Clerical Supervisor position (represented)

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22228 to add one Automated Call Distribution Coordinator I (LBWB) (represented) position at Salary Plan and Grade ZB5 1636 (\$6,024 - \$7,322) and cancel one Clerical Supervisor (JWHF) (represented) vacant position #16096 at Salary Plan and Grade K6X 1290 (\$4,266-\$5,447) in the Employment and Human Services Department, Workforce Services Bureau.

**FISCAL IMPACT:**

Approval of this action will have a net annual county cost increase of \$2,322. The position is funded 42% Federal, 48% State, and 10% County. The annual pension cost of the Automated Call Distribution Coordinator I is \$41,317, which is \$7,431 more than the Clerical Supervisor position.

**BACKGROUND:**

The Employment and Human Services Department is requesting to cancel one vacant Clerical Supervisor (JWHF) position and add one (1) Automated Call Distribution Coordinator I (LBWB)) position to the Workforce Services Bureau. The new position will report to the Division Manager.

Currently, the Employment and Human Services Department has one (1) Automated Call Distribution Coordinator I (LBWB) supporting three (3) service centers: the Medi-Cal/Cal-Fresh Service Center located in Antioch and Richmond, the Health Care Access Center, and the Medi-Cal Mail Intake Unit.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Swashant'e Dillon, (925)  
608-5042

#### BACKGROUND: (CONT'D)

The duties required to support the three (3) service centers are beyond the capacity of one (1) Automated Call Distribution Coordinator I. Service centers in the Workforce Services Bureau have grown from one (1) to three (3) centers that are geographically spread across the county. As the service centers have multiplied, so has the demand and need for Automated Call Distribution Coordinator I support at a local level. Upcoming enhancements to the telephony system at all service centers, workforce management systems, and quality monitoring systems, will require additional Automated Call Distribution Coordinator I support.

#### CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the department will be unable to provide adequate telephony support to all service centers resulting in substandard customer service and hinder the department's ability to meet key performance indicators for service center metrics.

#### AGENDA ATTACHMENTS

P300 #22228 (EHSD)

#### MINUTES ATTACHMENTS

Signed P300 22228

# POSITION ADJUSTMENT REQUEST

NO. 22228  
DATE 12/28/2017

Department Employment and Human Services Department No./  
Budget Unit No. 0504 Org No. 5450 Agency No. A19

Action Requested: Cancel one Clerical Supervisor (JWHF) (position #16096) and add one Automated Call Distribution Coordinator I (LBWB) position in the Workforce Services Bureau.

Proposed Effective Date: 1/9/2018

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$23,222.00

Net County Cost \$2,322.00

Total this FY \$9,676.00

N.C.C. this FY \$968.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Federal 42%, State 48%, County 10%

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Swashant'e Dillon 925-608-5042

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kristen Lackey

1/12/2018

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 2/13/2018

Add one Automated Call Distribution Coordinator I (LBWB) (represented) position at Salary Plan and Grade ZB5 1636 (\$6,024 - \$7,322) and cancel one Clerical Supervisor (JWHF) (represented) vacant position #16096 at Salary Plan and Grade K6X 1290 (\$4,266-\$5,447) in the Workforce Services Bureau of the Employment and Human Services Department

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.

☐ \_\_\_\_\_(Date)

OParra

2/13/2018

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE \_\_\_\_\_

☐ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: \_\_\_\_\_

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

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

DATE \_\_\_\_\_

BY \_\_\_\_\_

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

## REQUEST FOR PROJECT POSITIONS

Department \_\_\_\_\_

Date 2/13/2018

No. xxxxxx

1. Project Positions Requested:
2. Explain Specific Duties of Position(s)
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
4. Duration of the Project: Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
5. Project Annual Cost
  - a. Salary & Benefits Costs: \_\_\_\_\_
  - b. Support Costs: \_\_\_\_\_  
(services, supplies, equipment, etc.)
  - c. Less revenue or expenditure: \_\_\_\_\_
  - d. Net cost to General or other fund: \_\_\_\_\_
6. Briefly explain the consequences of not filling the project position(s) in terms of:
  - a. potential future costs
  - b. legal implications
  - c. financial implications
  - d. political implications
  - e. organizational implications
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
9. How will the project position(s) be filled?
  - ☐ a. Competitive examination(s)
  - ☐ b. Existing employment list(s) Which one(s)? \_\_\_\_\_
  - ☐ c. Direct appointment of:
    - ☐ 1. Merit System employee who will be placed on leave from current job
    - ☐ 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



# POSITION ADJUSTMENT REQUEST

C.41

NO. 22228  
DATE 12/28/2017

Department Employment and Human Services Department No./  
Budget Unit No. 0504 Org No. 5450 Agency No. A19  
Action Requested: Cancel one Clerical Supervisor (JWHF) (position #16096) and add one Automated Call Distribution Coordinator I (LBWB) position in the Workforce Services Bureau.

Proposed Effective Date: 1/9/2018

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$23,222.00

Net County Cost \$2,322.00

Total this FY \$9,676.00

N.C.C. this FY \$968.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Federal 42%, State 48%, County 10%

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Swashant'e Dillon 925-608-5042

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kristen Lackey

1/12/2018

Deputy County Administrator

Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 2/13/2018

Add one Automated Call Distribution Coordinator I (LBWB) (represented) position at Salary Plan and Grade ZB5 1636 (\$6,024 - \$7,322) and cancel one Clerical Supervisor (JWHF) (represented) vacant position #16096 at Salary Plan and Grade K6X 1290 (\$4,266-\$5,447) in the Workforce Services Bureau of the Employment and Human Services Department

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.

☐ \_\_\_\_\_(Date)

OParra

2/13/2018

(for) Director of Human Resources

Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

DATE \_\_\_\_\_

- ☐ Approve Recommendation of Director of Human Resources  
☐ Disapprove Recommendation of Director of Human Resources  
☐ Other: \_\_\_\_\_

(for) County Administrator

## BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ DISAPPROVED ☐

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

DATE March 13 2018

BY 

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Sharon L. Anderson, County Counsel  
Date: March 13, 2018

Subject: ADD one (1) Deputy County Counsel-Advanced Exemp position and CANCEL one Deputy County Counsel-Advanced position in the Office of the County Counsel

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22247 to add one (1) full-time Deputy County Counsel-Advanced Exempt (2ET3) (unrepresented) position at salary plan and grade B8B 2297 (\$12,354 - 14,685) and cancel one (1) full-time Deputy County Counsel-Advanced (2ETK) (unrepresented) vacant position No 5771 at salary plan and grade B8B 2297 (\$12,354- \$14,685) in the Office of the County Counsel.

**FISCAL IMPACT:**

Cost neutral.

**BACKGROUND:**

The purpose of this action is to enable the Office of the County Counsel to hire an attorney who has the specialized training and/or expertise in specified areas of civil law, so that the Office can efficiently and effectively satisfy the County's legal needs.

**CONSEQUENCE OF NEGATIVE ACTION:**

The Office of the County Counsel will not be able to hire attorneys in specialized civil areas of the law that are required to satisfy the County's legal needs.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Wanda McAdoo (925)  
335-1811

cc: Wanda McAdoo

AGENDA

ATTACHMENTS

P300 No. 22247 Add/Cancel

MINUTES

ATTACHMENTS

Signed P300 232247

# POSITION ADJUSTMENT REQUEST

C.42

NO. 22247  
DATE 3/13/2018

Department Office of the County Counsel Department No. /  
Budget Unit No. 0030 Org No. 1700 Agency No. 17

Action Requested: ADOPT Position Adjustment Resolution No. 22247 to ADD one (1) full-time Deputy County Counsel - Advanced Exempt (2ET3) (unrepresented) position at salary level B8B 2097 (\$12,354.26-14,685.34) and CANCEL one (1) full-time Deputy County Counsel -Advanced (2ETK) (unrepresented) vacant position No.5771 at salary level B8B 2297 (\$12,354.26-\$14,685.34) in the Office of the County Counsel.

Proposed Effective Date: 3/13/2018

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost <u>(\$0.00)</u>	Net County Cost <u>\$0.00</u>
Total this FY <u>(\$0.00)</u>	N.C.C. this FY <u>\$0.00</u>

SOURCE OF FUNDING TO OFFSET ADJUSTMENT No fiscal impact

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Sharon L. Anderson

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

L.Strobel

3/5/18

Deputy County Administrator

Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 3/5/2018

Add one (1) full-time Deputy County Counsel- Advanced Exempt (2ET3) (unrepresented) position at salary level B8B 2297 (\$12,354.27 - 14,685.34) and cancel one (1) full-time Deputy County Counsel- Advanced (2ETK) (unrepresented) vacant position No 5771 at salary level B8B 2297 (\$12,354.27-14,685.34)

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.  
☐ \_\_\_\_\_(Date)

Lauren Ludwig

3/5/2018

(for) Director of Human Resources

Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

DATE \_\_\_\_\_

- ☐ Approve Recommendation of Director of Human Resources  
☐ Disapprove Recommendation of Director of Human Resources  
☐ Other: \_\_\_\_\_

(for) County Administrator

## BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ DISAPPROVED ☐

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

DATE March 13 2018

BY [Signature]

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION  
Adjust class(es) / position(s) as follows:



**Contra  
Costa  
County**

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: March 13, 2018

Subject: Facilities Maintenance Management of the Hospitals and Clinics

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22241 to establish the classification of Chief of Plant Operations-Exempt (VAD3) (unrepresented) at salary plan and grade level B85-1005 (\$12,583-\$15,295) and add one full-time position in the Health Services Department; and Position Adjustment Resolution No. 22242 to add one full-time Facilities Maintenance Manager (GFDG)(represented) in the Health Services Department. (100% Hospital Enterprise Fund I)

**FISCAL IMPACT:**

Approximately annual cost of \$432,000, including \$113,000 in pension costs (100% Hospital Enterprise Funds).

**BACKGROUND:**

In fiscal year 2018-19, the Public Works and Health Services Departments have committed to improving the delivery of maintenance and constructions services for the facilities in the County's Hospital and Clinics. In order to improve management and communication between the departments, especially in the area of prioritization of work, Health Services is adding a Chief of Plant Operations (Exempt) position and a Facilities Maintenance Manager. Both departments

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

Contact: Lisa Driscoll, County Finance  
Director 925-335-1023

By: June McHuen, Deputy

cc: Anna Roth, Director of Health Services, Brian Balbas, Public Works Director

#### BACKGROUND: (CONT'D)

are also conducting ongoing discussions about the structure and staffing required to maintain the Health Services facilities at the needed levels for certification from the appropriate authorities. These interdepartmental discussions may lead to recommendations for structural or staffing changes in one, or both, departments in the future.

Creating a management structure within the Health Services department would provide the control of the maintenance of the Hospital and Clinics facilities needed to maintain licensing. A Health Services reporting structure would allow Health Services the ability to direct the operational and functional areas of the Contra Costa Regional Medical Center and Health Centers. These additions are anticipated to reduce, over a period of time, emergency maintenance work and allow the Department to make independent decisions set forth by the CCRMC Chief Executive Officer, Board of Supervisors, and Federal, State and County laws, ordinances and regulations.

#### CONSEQUENCE OF NEGATIVE ACTION:

Continued sharing of management resources between the Hospital and Clinics and other facilities of the County, which is inefficient.

#### AGENDA ATTACHMENTS

P300 No. 22241 Chief of Plant Operations

P300 No. 22242 Facilities Maintenance Manager

#### MINUTES ATTACHMENTS

Signed P300 22241

Signed P300 22242

# POSITION ADJUSTMENT REQUEST

NO. 22241  
DATE 2/21/2018

Department Health Services

Department No./  
Budget Unit No. 0540 Org No. \_\_\_\_\_ Agency No. 18

Action Requested: Establish the classification of Chief of Plant Operations - Exempt at salary plan and grade level B85-1005 (\$12,583-\$15,295) and add one permanent full time position in the Health Services Department.

Proposed Effective Date: 3/14/2018

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$266,133.00

Net County Cost \$0.00

Total this FY \$22,177.00

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Hospital Enterprise Funds

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

.0Dorette McCollum, HS P/P Director

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Lisa Driscoll, County Finance Director

2/21/2018

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 3/1/2018

Establish the classification of Chief of Plant Operations-Exempt (VAD3) (unrepresented) at salary plan and grade level B85-1005 (\$12,583-\$15,295) and add one full-time position

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.

☐ \_\_\_\_\_(Date)

Gladys Scott-Reid

3/1/2018

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE \_\_\_\_\_

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: \_\_\_\_\_

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

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

DATE \_\_\_\_\_

BY \_\_\_\_\_

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

## REQUEST FOR PROJECT POSITIONS

Department \_\_\_\_\_

Date 3/2/2018

No. xxxxxx

1. Project Positions Requested:
2. Explain Specific Duties of Position(s)
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
4. Duration of the Project: Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
5. Project Annual Cost
  - a. Salary & Benefits Costs: \_\_\_\_\_
  - b. Support Costs: \_\_\_\_\_  
(services, supplies, equipment, etc.)
  - c. Less revenue or expenditure: \_\_\_\_\_
  - d. Net cost to General or other fund: \_\_\_\_\_
6. Briefly explain the consequences of not filling the project position(s) in terms of:
  - a. potential future costs
  - b. legal implications
  - c. financial implications
  - d. political implications
  - e. organizational implications
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
9. How will the project position(s) be filled?
  - ☐ a. Competitive examination(s)
  - ☐ b. Existing employment list(s) Which one(s)? \_\_\_\_\_
  - ☐ c. Direct appointment of:
    - ☐ 1. Merit System employee who will be placed on leave from current job
    - ☐ 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



# POSITION ADJUSTMENT REQUEST

NO. 22242  
DATE 2/21/2018

Department Health Services

Department No./

Budget Unit No. 0540 Org No. \_\_\_\_\_ Agency No. 18

Action Requested: Add one Facilities Maintenance Manager (GFDG) position

Proposed Effective Date: 3/14/2018

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: \_\_\_\_\_

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$165,936.00

Net County Cost \$0.00

Total this FY \$14,000.00

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Hospital Enterprise Funds

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

Anna Roth, Health Services Director

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Lisa Driscoll, County Finance Director

2/21/2018

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 3/1/2018

ADOPT Position Adjustment Resolution No. 22242 to add one full-time Facilities Maintenance Manager (GFDG)(represented) at salary plan and grade ZA5 1960 (\$8302-\$10,091) in the Health Services Department.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.

☐ \_\_\_\_\_(Date)

Marta Goc

3/1/2018

\_\_\_\_\_  
(for) Director of Human Resources

\_\_\_\_\_  
Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE \_\_\_\_\_

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: \_\_\_\_\_

\_\_\_\_\_  
(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

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

DATE \_\_\_\_\_

BY \_\_\_\_\_

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

## REQUEST FOR PROJECT POSITIONS

Department \_\_\_\_\_

Date 3/1/2018

No. xxxxxx

1. Project Positions Requested:
2. Explain Specific Duties of Position(s)
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
4. Duration of the Project: Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
5. Project Annual Cost
  - a. Salary & Benefits Costs: \_\_\_\_\_
  - b. Support Costs: \_\_\_\_\_  
(services, supplies, equipment, etc.)
  - c. Less revenue or expenditure: \_\_\_\_\_
  - d. Net cost to General or other fund: \_\_\_\_\_
6. Briefly explain the consequences of not filling the project position(s) in terms of:
  - a. potential future costs
  - b. legal implications
  - c. financial implications
  - d. political implications
  - e. organizational implications
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
9. How will the project position(s) be filled?
  - ☐ a. Competitive examination(s)
  - ☐ b. Existing employment list(s) Which one(s)? \_\_\_\_\_
  - ☐ c. Direct appointment of:
    - ☐ 1. Merit System employee who will be placed on leave from current job
    - ☐ 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY

# POSITION ADJUSTMENT REQUEST

C.43

NO. 22241  
DATE 2/21/2018Department Health ServicesDepartment No./  
Budget Unit No. 0540 Org No. \_\_\_\_\_ Agency No. 18

Action Requested: Establish the classification of Chief of Plant Operations - Exempt at salary plan and grade level B85-1005 (\$12,583-\$15,295) and add one permanent full time position in the Health Services Department.

Proposed Effective Date: 3/14/2018Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$266,133.00Net County Cost \$0.00Total this FY \$22,177.00N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT Hospital Enterprise FundsDepartment must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Dorette McCollum, HSP/P Director

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Lisa Driscoll, County Finance Director

2/21/2018

Deputy County Administrator

Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 3/1/2018

Establish the classification of Chief of Plant Operations-Exempt (VAD3) (unrepresented) at salary plan and grade level B85-1005 (\$12,583-\$15,295) and add one full-time position

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.☐ \_\_\_\_\_ (Date)

Gladys Scott-Reid

3/1/2018

(for) Director of Human Resources

Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

DATE \_\_\_\_\_

- ☒ Approve Recommendation of Director of Human Resources  
☐ Disapprove Recommendation of Director of Human Resources  
☐ Other: \_\_\_\_\_

(for) County Administrator

## BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ DISAPPROVED ☐David J. Twa, Clerk of the Board of Supervisors  
and County AdministratorDATE March 13 2018BY 

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

# POSITION ADJUSTMENT REQUEST

C.43

NO. 22242  
DATE 2/21/2018

Department Health Services Department No./  
Budget Unit No. 0540 Org No. \_\_\_\_\_ Agency No. 18  
Action Requested: Add one Facilities Maintenance Manager (GFDG) position

Proposed Effective Date: 3/14/2018

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: \_\_\_\_\_

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$165,936.00 Net County Cost \$0.00

Total this FY \$14,000.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Hospital Enterprise Funds

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Anna Roth, Health Services Director

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Lisa Driscoll, County Finance Director

2/21/2018

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 3/1/2018

ADOPT Position Adjustment Resolution No. 22242 to add one full-time Facilities Maintenance Manager (GFDG)(represented) at salary plan and grade ZA5 1960 (\$8302-\$10,091) in the Health Services Department.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.

☐ \_\_\_\_\_(Date)

Marta Goc

3/1/2018

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE \_\_\_\_\_

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: \_\_\_\_\_

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ ~~DISAPPROVED~~ ☐

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

DATE March 13 2018

BY 

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:



# Contra Costa County

To: Board of Supervisors  
From: Anna Roth, Health Services  
Date: March 13, 2018

Subject: Cancel one Pharmacist I position and add one Clinical/Drug Information Coordinator in the Health Services Department.

## **RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22244 to cancel one vacant full time Pharmacist I (VYWA) position (#7567) at salary plan and grade TC5 1998 (\$10,345 - \$11,975) and add one full time Clinical/Drug Information Coordinator (VYSD) position at salary plan and grade TC5 1923 (\$9,604 - \$12,257) in the Health Services Department. (Represented)

## **FISCAL IMPACT:**

Upon approval, there is an annual cost of approximately \$4,960, which includes estimated pension costs of \$1,197. The cost will be funded 100% by Hospital Enterprise Fund I.

## **BACKGROUND:**

Health Services Pharmacy Division is in need of a lead position to provide oversight on all clinical drugs and regulatory processes. The cancellation of the vacant Pharmacist I position and adding one Clinical/Drug Information Coordinator position will fulfill this need and improve oversight in all clinical drug monitoring, protocols, and clinical duties at the hospital and clinics. The Pharmacy Division plays an important role and continues to be a critical asset to Contra Costa Regional Medical Center and Health Centers when it comes to regulatory awareness and state of readiness to respond to audit inquiries. Health Services has evaluated the needs of the Pharmacy Division and has determined the a Clinical/Drug Information Coordinator would best fulfill this demand.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

## **VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Melissa Carofanello,  
925-957-5248

cc:

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Health Services' Pharmacy Division will not have appropriate staffing in place nor the necessary level of oversight for its clinical drug monitoring and regulatory awareness in addition to its day to day operations and during audit periods.

AGENDA ATTACHMENTS

P300 22244 - Cancel one Pharmacist I and add one Clinical-Drug Info Coordinator in HSD

MINUTES ATTACHMENTS

Signed P300 22244

# POSITION ADJUSTMENT REQUEST

NO. 22244  
DATE 2/26/2018

Department HEALTH SERVICES

Department No./  
Budget Unit No. 0540 Org No. 6345 Agency No. A18

Action Requested: Cancel one vacant full time Pharmacist I (VYSD) position (#7567) and add one full time Clinical/Drug Information Coordinator (VYSD) position in the Health Services Department. (Represented)

Proposed Effective Date: 3/14/2018

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$4,960.54

Net County Cost \$0.00

Total this FY \$1,653.51

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Hospital Enterprise Fund I

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Melissa Carofanello

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Susan Smith

2/26/2018

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Exempt from Human Resources review under delegated authority.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☐ Day following Board Action.

☐ \_\_\_\_\_(Date)

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 3/6/18

☐ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☒ Other: Approve as recommended by the Dept.

/s/ Julie DiMaggio Enea

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

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

DATE \_\_\_\_\_

BY \_\_\_\_\_

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

## REQUEST FOR PROJECT POSITIONS

Department \_\_\_\_\_

Date 3/6/2018

No. \_\_\_\_\_

1. Project Positions Requested:
2. Explain Specific Duties of Position(s)
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
4. Duration of the Project: Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
5. Project Annual Cost
  - a. Salary & Benefits Costs: \_\_\_\_\_
  - b. Support Costs: \_\_\_\_\_  
(services, supplies, equipment, etc.)
  - c. Less revenue or expenditure: \_\_\_\_\_
  - d. Net cost to General or other fund: \_\_\_\_\_
6. Briefly explain the consequences of not filling the project position(s) in terms of:
  - a. potential future costs
  - b. legal implications
  - c. financial implications
  - d. political implications
  - e. organizational implications
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
9. How will the project position(s) be filled?
  - ☐ a. Competitive examination(s)
  - ☐ b. Existing employment list(s) Which one(s)? \_\_\_\_\_
  - ☐ c. Direct appointment of:
    - ☐ 1. Merit System employee who will be placed on leave from current job
    - ☐ 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



# POSITION ADJUSTMENT REQUEST

C.44

NO. 22244  
DATE 2/26/2018Department HEALTH SERVICESDepartment No./  
Budget Unit No. 0540 Org No. 6345 Agency No. A18

Action Requested: Cancel one vacant full time Pharmacist I (VYSD) position (#7567) and add one full time Clinical/Drug Information Coordinator (VYSD) position in the Health Services Department. (Represented)

Proposed Effective Date: 3/14/2018Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$4,960.54Net County Cost \$0.00Total this FY \$1,653.51N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Hospital Enterprise Fund IDepartment must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Melissa Carofanello

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Susan Smith

2/26/2018

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Exempt from Human Resources review under delegated authority.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.☐ \_\_\_\_\_ (Date)

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 3/6/18☐ Approve Recommendation of Director of Human Resources☐ Disapprove Recommendation of Director of Human Resources☒ Other: Approve as recommended by the Dept.

/s/ Julie DiMaggio Enea

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ ~~DISAPPROVED~~ ☒David J. Twa, Clerk of the Board of Supervisors  
and County AdministratorDATE March 13 2018BY 

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services  
Date: March 13, 2018

Subject: Cancel one permanent intermittent MH Clinical Specialist and add one permanent full time MH Clinical Specialist in Health Services Department.

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22246 to cancel one permanent intermittent Mental Health Clinical Specialist (VQSB) position #9899 and add one full time Mental Health Clinical Specialist (VQSB) position at salary plan and grade TC2 1384 (\$4,835 - \$7,178) in the Health Services Department. (Represented)

**FISCAL IMPACT:**

Upon approval, there is no fiscal impact for this position adjustment request.

**BACKGROUND:**

Health Services Department's Psychiatric Emergency Services (PES) Unit is experiencing an increase in the number of patients being processed and admitted. The department believes by canceling a permanent intermittent Mental Health Clinical Specialist position and adding a permanent full time Mental Health Clinical Specialist position will help address part of this increased need. Traditionally, permanent intermittent positions have proven to be more difficult to fill than permanent full time positions. Based upon the department's evaluation of the needs of the unit and its patient population, it has determined converting this Mental Health Clinical Specialist position from permanent intermittent to permanent full time would address the recruitment issue in filling the position.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Melissa Carofanello -  
925-957-5248

cc:

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Department will not be able to adequately hire and staff its Psychiatric Emergency Services Unit at Contra Costa Regional Medical Center.

AGENDA ATTACHMENTS

P300 22246 Cancel Intermittent MH Clinical Specialist and Add Full-Time MH Clinical Specialist in HSD

MINUTES ATTACHMENTS

Signed P300 22246

# POSITION ADJUSTMENT REQUEST

NO. 22246  
DATE 2/26/2018

Department HEALTH SERVICES

Department No./  
Budget Unit No. 0540 Org No. 6381 Agency No. A18

Action Requested: Cancel one permanent intermittent Mental Health Clinical Specialist (VQSB) position #9899 and add one permanent full time Mental Health Clinical Specialist (VQSB) position at salary plan and grade TC2 1384 (\$4,835 - \$7,178) in the Health Services Department. (Represented)

Proposed Effective Date: 3/14/2018

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$0.00

Net County Cost \$0.00

Total this FY \$0.00

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost neutral

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Melissa Carofanello

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Susan Smith

3/2/2018

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Exempt from Human Resources review under delegated authority.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☐ Day following Board Action.

☐ \_\_\_\_\_(Date)

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 3/6/18

☐ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☒ Other: Approve as recommended by the Department.

/s/ Julie DiMaggio Enea

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

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

DATE \_\_\_\_\_

BY \_\_\_\_\_

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

## REQUEST FOR PROJECT POSITIONS

Department \_\_\_\_\_

Date 3/6/2018

No. \_\_\_\_\_

1. Project Positions Requested:
2. Explain Specific Duties of Position(s)
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
4. Duration of the Project: Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
5. Project Annual Cost
  - a. Salary & Benefits Costs: \_\_\_\_\_
  - b. Support Costs: \_\_\_\_\_  
(services, supplies, equipment, etc.)
  - c. Less revenue or expenditure: \_\_\_\_\_
  - d. Net cost to General or other fund: \_\_\_\_\_
6. Briefly explain the consequences of not filling the project position(s) in terms of:
  - a. potential future costs
  - b. legal implications
  - c. financial implications
  - d. political implications
  - e. organizational implications
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
9. How will the project position(s) be filled?
  - ☐ a. Competitive examination(s)
  - ☐ b. Existing employment list(s) Which one(s)? \_\_\_\_\_
  - ☐ c. Direct appointment of:
    - ☐ 1. Merit System employee who will be placed on leave from current job
    - ☐ 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY

# POSITION ADJUSTMENT REQUEST

C.45

NO. 22246  
DATE 2/26/2018

Department HEALTH SERVICES

Department No./  
Budget Unit No. 0540 Org No. 6381 Agency No. A18

Action Requested: Cancel one permanent intermittent Mental Health Clinical Specialist (VQSB) position #9899 and add one permanent full time Mental Health Clinical Specialist (VQSB) position at salary plan and grade TC2 1384 (\$4,835 - \$7,178) in the Health Services Department. (Represented)

Proposed Effective Date: 3/14/2018

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$0.00

Net County Cost \$0.00

Total this FY \$0.00

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost neutral

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Melissa Carofanello

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Susan Smith

3/2/2018

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Exempt from Human Resources review under delegated authority.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.

☐ \_\_\_\_\_(Date)

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 3/6/18

☐ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☒ Other: Approve as recommended by the Department.

/s/ Julie DiMaggio Enea

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ ~~DISAPPROVED~~ ☐

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

DATE March 13 2018

BY 

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: March 13, 2018

Subject: APPROVE a Second Amendment to Lease with the City of Pittsburg for the Sheriff-Coroner's Law Enforcement Training Center, District V.

**RECOMMENDATION(S):**

APPROVE a Second Amendment to Lease with the City of Pittsburg, for a five-year term, for continued use of an approximately 16,000 square foot training facility for the Sheriff-Coroner's Law Enforcement Training Center located at 340 Marina Boulevard, Pittsburg, at a starting rent of \$9,285.57 per month with annual increases under the terms and conditions set forth in the First Amendment to Lease. (WLP189)

AUTHORIZE the Public Works Director, or designee, to EXECUTE the Second Amendment to Lease on behalf of the County.

**FISCAL IMPACT:**

The second amendment to lease will obligate the County to pay a total rent of \$579,870 during the five-year term. The second amendment to lease was anticipated and budgeted in the Sheriff-Coroner's approved 2017/2018 budget. 100% General Fund.



APPROVE



OTHER



RECOMMENDATION OF CNTY ADMINISTRATOR



RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Dave Silva, 925.  
313-2132

cc:

### BACKGROUND:

The Second Amendment to Lease will provide for the continued use of a training facility, owned by the City of Pittsburgh, for use by the Sheriff-Coroner's Law Enforcement Training Center. The training facility will be used for the Sheriff's basic academy, advanced officer training, and as a regional training center for in-service training courses as requested by the Sheriff-Coroner.

### CONSEQUENCE OF NEGATIVE ACTION:

Without the Board's approval to amend the lease for the continued operation of the Sheriff-Coroner's Law Enforcement Training Center at this location would require finding another suitable location at significantly increased rent, together with the associated expenses for moving and constructing new tenant improvements.

### ATTACHMENTS

Second Amendment to Lease



## SECOND AMENDMENT TO LEASE

340 Marina Boulevard

Pittsburg, California

For The

Contra Costa County Sheriff-Coroner

THIS SECOND AMENDMENT TO LEASE AGREEMENT (the "**Amendment**"), is effective as of January 1, 2018 (the "**Effective Date**"), and is between the CITY OF PITTSBURG, a municipal corporation ("**Lessor**") and the COUNTY OF CONTRA COSTA, a political subdivision of the State of California (the "**County**").

### RECITALS

A. Lessor and County entered into that certain Lease dated December 17, 2002 (the "**Original Agreement**"), in connection with the lease of certain real property located at 340 Marina Boulevard in the City of Pittsburg, California.

B. County exercised its first option to extend the lease for a five-year term on January 1, 2008 by means of notice dated May 24, 2007.

C. County exercised its second option to extend the lease for a five-year term by execution of the First Amendment to Lease dated January 1, 2013 (the "**First Amendment**").

D. County wishes to exercise its third option to extend the lease for a five-year term and amend the Original Agreement as set forth below.

NOW, THEREFORE, for and in consideration of the covenants and agreements hereinafter set forth, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Lessor and County hereby agree as follows:

### AGREEMENT

1. Definitions. All capitalized terms used in this Amendment and not defined in this Amendment will have the meanings ascribed in the Original Agreement. From and after the date of this Amendment, all references to the "Lease" in the Original Agreement will be deemed to refer to the Lease, as amended by this Amendment.

2. Section A.3. is deleted in its entirety and replaced with the following:

A.3. **TERM.** The term of this lease ("**Lease**") is twenty (20) years, commencing January 1, 2003, and ending December 31, 2022. Either party may terminate the Lease without penalty as long as written notice is provided no less than six (6) months in advance.

3. Section A.6.c. is deleted in its entirety and replaced with the following:

c. Third Option: For a five year term, as follows:

Second Option	Base rent
Jan 1, 2018 to Dec 31, 2018	\$ 9,285.57
Jan 1, 2019 to Dec 31, 2019	\$ 9,471.29
Jan 1, 2020 to Dec 31, 2020	\$ 9,660.71
Jan 1, 2021 to Dec 31, 2021	\$ 9,853.93
Jan 1, 2022 to Dec 31, 2022	\$10,051.00

4. Continuing Effectiveness of Lease; Conflict. Lessor and County acknowledge, agree and confirm that the Lease is in full force and effect. Except as specifically modified by the First Amendment and this Amendment, all other terms of the Lease remain unchanged. In the event of any conflict between the provisions of the Original Agreement and this Amendment, the provisions of this Amendment govern and control.

5. Counterparts. This Amendment may be executed in any number of counterparts and by different parties hereto in separate counterparts, each of which will be deemed an original, and all of which, when taken together, will constitute a single instrument. Signatures on executed counterparts sent by electronic transmission will have the same force and effect as original signatures.

(Remainder Of Page Intentionally Left Blank)

6. Authority. Each individual executing this Amendment on behalf of a party hereto represents and warrants that such party has full right and authority to execute and deliver this Amendment and that each person signing on behalf of such party is authorized to do so.

IN WITNESS WHEREOF, the County and Lessor are signing this Amendment as of the Effective Date.

**LESSOR:**

CITY OF PITTSBURG,  
a municipal corporation

By: \_\_\_\_\_  
Joe Sbranti  
City Manager

APPROVED AS TO FORM

By: \_\_\_\_\_  
City Attorney  
City of Pittsburg

By: \_\_\_\_\_  
City Clerk  
City of Pittsburg

**COUNTY:**

COUNTY OF CONTRA COSTA, a  
political subdivision of the State of  
California


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

RECOMMENDED FOR APPROVAL:

By:  \_\_\_\_\_  
Karen Laws  
Principal Real Property Agent

By:  \_\_\_\_\_  
Dave Silva  
Supervisory Real Property Agent

APPROVED AS TO FORM  
SHARON L. ANDERSON, County  
Counsel

By:  \_\_\_\_\_  
Kathleen M. Andrus  
Deputy County Counsel



**Contra  
Costa  
County**

To: Board of Supervisors

From: Matt Slattengren

Date: March 13, 2018

Subject: CACASA - County MOU for Pesticide Use Reporting

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Agricultural Commissioner, or designee, to execute a Memorandum of Understanding with the California Agricultural Commissioners and Sealers Association (CACASA) to accept an amount not to exceed \$3,186 to provide pesticide use reporting activities for the period January 1, 2018 through June 30, 2018.

**FISCAL IMPACT:**

The Agriculture Department will be reimbursed in an amount not to exceed \$3,186 for activities related to pesticide use reporting. There is no county match of funds nor grant monies involved. The amount has been anticipated and budgeted for FY 17/18.

**BACKGROUND:**

The California Department of Pesticide Regulations (CDPR) no longer offers individual data submission contracts to counties and has contracted with CACASA to provide the data storage, software and data communication infrastructure for the reporting of pesticide use data. CACASA has simplified the overall process of the statistical submission contracts and is providing the online support to maintain the enhanced reporting capabilities. In order to ease the transition from County personnel input to input by the user of the pesticide, CACASA is providing funding to counties during the transition period to provide interim data input and training.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor

Candace Andersen, District II  
Supervisor

Diane Burgis, District III  
Supervisor

Karen Mitchoff, District IV  
Supervisor

Federal D. Glover, District V  
Supervisor

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

ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: 646-5250

cc:

CONSEQUENCE OF NEGATIVE ACTION:

A negative action would result in loss of revenue to the department for the pesticide use reporting program.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 13, 2018

Subject: Agreement #29-818 with Public Health Foundation Enterprises, Inc.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Agreement #29-818 with Public Health Foundation Enterprises, Inc., a nonprofit organization, to pay County an amount not to exceed \$28,125 for participation in the FoodNet Expanded Case Exposure Ascertainment (eCEA) Project for the period from January 1, 2018 through July 31, 2018.

**FISCAL IMPACT:**

The agreement will result in an amount not to exceed \$28,125 in funding by Public Health Foundation Enterprises, Inc. (No County match required)

**BACKGROUND:**

The Health Services Department's Public Health Division receives hundreds of reports of Salmonellosis and Shigellosis cases annually. There are likely many cases that do not get reported because community members do not see their doctor or confirmatory testing is not performed. These infections can result in serious illness and hospitalization across the age spectrum.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Daniel Peddycord, (925)  
313-6712

BACKGROUND: (CONT'D)

Administering the expanded case report and the eCEA questionnaire will allow health officials to gathering additional information that could result in enhanced disease prevention and control activities.

The Health Services Department's Public Health Division's Disease Investigation and Control Unit staff routinely work with the California Emerging Infections Program, the California Department of Public Health, and other local health departments to control and prevent communicable diseases and to gather additional information that can enhance disease prevention and control activities.

Approval of this Agreement #29-818 will allow additional interview questions to support the eCEA Project, through July 31, 2018. This agreement includes mutual indemnification.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, the County will not receive funding to provide services for the eCEA Project.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 13, 2018

Subject: Amendment Agreement #28-528-56 with the County of Alameda Health Care Services Agency

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or his designee, to execute on behalf of the County Amendment Agreement #28-528-56 with the County of Alameda Health Care Services Agency, effective March 13, 2018, to increase the total payment to County by \$14,623 from \$1,690,718, to a new amount not to exceed \$1,705,341 for additional coordination of essential services to Contra Costa County residents with HIV disease and their families, with no change in the original term of March 1, 2017 through February 28, 2018.

**FISCAL IMPACT:**

Approval of this amendment agreement will result in an increase of \$14,623 from the County of Alameda, as the Grantee of federal funds under the Ryan White HIV/AIDS Treatment Modernization Act of 2009, Part A. No County match is required.

**BACKGROUND:**

The U.S. Department of Health and Human Services has designated the County of Alameda as "Grantee" for the purpose of administering the Ryan White HIV/AIDS Treatment Modernization Act of 2009, Part A, funds for coordination of essential services to Contra Costa County residents with HIV Disease and their families.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Dan Peddycord, (925)  
313-6712



**BACKGROUND: (CONT'D)**

On October 17, 2017, the Board of Supervisors approved Contract #28-528-55 with the County of Alameda Health Care Services Agency, as the fiscal agent for Ryan White CARE Act, Title I and Minority AIDS Initiative funds, for coordination of services to Contra Costa residents with HIV disease and their families, for the period from March 1, 2017 through February 28, 2018.

Approval of Amendment Agreement #28-528-56 will provide additional funding to allow the County to continue providing coordination of services to Contra Costa residents with HIV disease and their families through February 28, 2018.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this amendment agreement is not approved, the County will not receive additional funds to provide continuous coordination of essential services to Contra Costa County residents with HIV disease and their families.



# Contra Costa County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 13, 2018

Subject: Submission of Application #28-825-10 to the National Association of County and City Health Officials

---

## **RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to submit funding application #28-825-10 to the National Association of County and City Health Officials (NACCHO), in an amount not to exceed \$7,500, for the Contra Costa Medical Reserve Corps (MRC) Non-Competitive Capacity Building Grant Project, for the period from February 12, 2018 through August 31, 2018.

## **FISCAL IMPACT:**

Approval of this funding application will result in a maximum amount of \$7,500 from NACCHO to support the County's MRC Non-Competitive Capacity Building Grant Project. No County match required.

## **BACKGROUND:**

The Contra Costa MRC is housed under the Health Services Department's Emergency Medical Services (EMS) Division. MRC is part of the County's emergency planning and response system and addresses the need for additional medical professionals to respond to a medical surge event or an event requiring the mass distribution of pharmaceuticals. Additionally, the MRC participates in trainings, health fairs, flu clinics, first aid, and community service. The NACCHO award will provide funding to allow MRC to acquire medical supply cases and an assistant MRC Coordinator to manage community/hospital outreach training.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

## **VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Patricia Frost,  
925-313-9554

**BACKGROUND: (CONT'D)**

The funds will be used to provide continuous support to County's MRC Non-Competitive Capacity Building Grant Project to enhance the Contra Costa MRC unit through August 31, 2018.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this application is not accepted, the County's Emergency Medical Services will not receive funding to support its Non-Competitive Capacity Building Grant Project to continue enhancement of the MRC.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 13, 2018

Subject: Grant Award #28-369 from the Tides Foundation

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director or designee to accept, on behalf of the County, Grant Award #28-369 from the Tides Foundation, to pay the County \$15,000 to support the 2018 Catalyst Program to provide training and technical assistance to improve integration of data from the Whole Person Care Program, for the period January 1 through June 30, 2018.

**FISCAL IMPACT:**

Approval of this award will result in an amount not to exceed \$15,000 payable to the County, from the Tides Foundation.

**BACKGROUND:**

The Contra Costa County Health Services Department (HSD) was awarded a five (5) year Whole Person Care Program grant to enhance health outcomes for a targeted population of high delivery system users. The Tides Foundation, in partnership with the Center for Care Innovations Fund, has decided to award HSD a 2018 Catalyst Program grant to support the integration of Whole Person Care data into existing HSD data systems. The grant funds will be used to support existing staff to dedicate time to the project.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Dan Peddycord,  
925-313-6712

cc: Tasha Scott, Marcy Wilhelm

**BACKGROUND: (CONT'D)**

Acceptance of Grant Award #28-369 will allow the County to receive funding to provide training and technical assistance to improve integration of data from the Whole Person Care Program, through June 30, 2018.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this award is not accepted, the County will not receive funding to support data integration for the Whole Person Care grant.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: March 13, 2018

Subject: 2018-19 Early Head Start Childcare Partnerships grant

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Employment & Human Services Department Director, or designee, to apply for and accept funding from the Department of Health and Human Services Administration for Children and Families in an amount not to exceed \$1,091,378 for Early Head Start supplemental funding for the term July 1, 2018 through June 30, 2019.

**FISCAL IMPACT:**

The County, as Grantee, is required to generate a 20% non-federal match not to exceed \$272,845 (see chart below). This match is achieved through in-kind volunteer hours accrued by Head Start parents and community partners.

**Early Head Start Childcare Partnership Funding:**

Federal (80%)	1,091,378
Match (In-Kind, 20%)	272,845
Grand Total	\$1,364,223

CFDA # 93.708

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: CSB (925) 681-6389

cc: Nasim Eghlima, Christina Reich, Haydee Ilan

#### BACKGROUND:

Contra Costa County submits an application annually to the U.S. Health and Human Services Department, Administration for Children and Families (ACF) as the Head Start grantee. The Board of Supervisors (Board) approved the 2018 grantee application on September 12, 2017 (C. 66). ACF developed an additional funding opportunity for Early Head Start in 2016 - Early Head Start - Childcare Partnership funding. The County applied for and was awarded these funds in 2016 and 2017. This board order seeks approval to submit the application for the third year of funding, due April 1, 2018. The Policy Council will review the grant application for approval on March 21, 2018.

#### CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the County would forego funding used to enhance services within the County Early Head Start program.

#### CHILDREN'S IMPACT STATEMENT:

The Community Services Bureau of the Employment & Human Services Department's Head Start program supports three of Contra Costa County's community outcomes - Outcome 1: Children Ready for and Succeeding in School, Outcome 3: Families that are Economically Self-sufficient, and Outcome 4: Families that are Safe, Stable, and Nurturing. These outcomes are achieved by offering comprehensive services, including high quality early childhood education, nutrition, and health services to low-income children throughout Contra Costa County.

#### ATTACHMENTS

Funding letter

16 PT Budget Narrative



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Head Start | Region IX | 90 Seventh Street, Room 450, San Francisco, CA 94103 |  
[www.eclkc.ohs.acf.hhs.gov](http://www.eclkc.ohs.acf.hhs.gov)

Karen Mitchoff  
Board Chair  
Contra Costa County Community Services  
1470 Civic Court, Suite 200  
Concord, CA 94520

JAN 12 2018

Re: Grant No. 09HP0012

Dear Ms. Mitchoff:

A grant application must be completed for the upcoming budget period. Please consult the grant application instructions to determine the type of application required. The application for the Head Start grant is due 04/01/2018.

The following table reflects the projected funding and enrollment levels for the 07/01/2018 – 06/30/2019 budget period.

Funding Type	Funding Level	Funded Federal Enrollment
Early Head Start Program Operations	\$1,065,471	72
Early Head Start Training and Technical Assistance	\$25,907	
<b>TOTAL</b>	<b>\$1,091,378</b>	<b>72</b>

### Application Submission Requirements

The application must be prepared and submitted in accordance with the *Head Start Grant Application Instructions with Guidance, Version 3 (Application Instructions)*. It must be submitted on behalf of the Authorizing Official registered in the HSES.

**Incomplete applications will not be processed.**

The *Application Instructions* are available on the home page of HSES. Please review the instructions carefully prior to preparing the application. Submission guidance can be found in the "Instructions" section of the HSES.

Please contact Maureen Burns-Vermette, Head Start Program Specialist, at (415) 437-8452 or [maureen.burns@acf.hhs.gov](mailto:maureen.burns@acf.hhs.gov) or Frank Olguin, Grants Management Specialist, at (415) 437-8415 or [frank.olguin@acf.hhs.gov](mailto:frank.olguin@acf.hhs.gov) with questions regarding the *Application Instructions*.

For assistance submitting the application in HSES, contact [help@hsesinfo.org](mailto:help@hsesinfo.org) or 1-866-771-4737.



Funding is contingent upon the availability of federal funds and satisfactory performance under the terms and conditions of the Head Start grant in the current budget period.

Thank you for your cooperation and timely submission of the grant application.

Sincerely,



Jan Len  
Regional Program Manager  
Office of Head Start

cc:  
Kathy Gallagher, Executive Director  
Camilla Rand, Head Start Director

**Contra Costa County Employment & Human Services Department  
Community Services Bureau  
FY 2018-2019 Early Head Start-Child Care Partnerships Funding Application**

**EXECUTIVE SUMMARY  
INCOMING FUNDS NARRATIVE STATEMENT**

**1. PROJECT/PROGRAM TITLE.** Early Head Start-Child Care Partnerships Funding Application for **Budget Period July 1, 2018 through June 30, 2019.**

**2. FUNDING AGENCY.** Department of Health and Human Services, Administration for Children and Families (ACF), Office of Head Start (OHS).

**3. SUBMITTAL STATUS.** This is a submission of application for Early Head Start Child Care Partnership grant funding for Budget Period **July 1, 2018 through June 30, 2019.**

**4. PROPOSED TERM.** Funding must be requested annually. The standard one year budget period is from **July 1, 2018 through June 30, 2019.** The budget summary is below.

**5. CURRENT FUNDING.** Funding for Early Head Start is provided by federal dollars. Contra Costa County, as Grantee, is required to generate a 20% non-federal match of the total project budget, which may be in cash or in-kind contributions, fairly valued.

**6. FUTURE FUNDING.** An application for continuation grant funding must be submitted each year.

**7. BUDGET SUMMARY**

<b>Budget Categories:</b>	<b>FY 2018-19 OPERATION EHS Child Care Partnership #1</b>
Personnel	\$ 286,133
Fringe Benefits	\$ 206,574
T & TA	\$ 25,907
Travel	\$ - 0 -
Supplies	\$ 6,900
Contractual	\$ 467,260
Other	\$ 30,243
<b>Sub-Total of Direct Charges</b>	<b>\$1,022,997</b>
Indirect Costs	\$ 68,381
<b>Total Federal Amount Being Requested</b>	<b>\$1,091,378</b>
<b>Non-Federal Share</b>	<b>\$ 272,845</b>
<b>Total Federal and Non-Federal</b>	<b>\$1,364,223</b>

**8. STAFFING REQUIREMENTS.** As Grantee, Contra Costa County operates the Head Start Program, which is administered and staffed by the Employment & Human Services Department, Community Services Bureau.

**9. PROGRAM NEED.** The Community Services Bureau serves the needs of low-income children (3-5 years of age under Head Start, and prenatal - 3 yrs under Early Head Start) and their families, by providing quality childcare, child development, and other services such as medical, mental health and dental needs.

**10. RELATIONSHIP TO OTHER PROGRAMS.** The Community Services Bureau's Head Start program combines Federal Head Start and State Child Development funding into one cohesive program. The Bureau also has strong collaborations with other departments within the County and partners with community based organizations, local private businesses, schools, non-profits, and volunteer organizations.

**11. PROJECT GOALS. (Same goals and objectives for both Head Start and Early Head Start)**

**Goal 1:** Poor health and nutrition are significantly correlated to children and families living in poverty. CSB will address the need to improve indicators of nutritional health through increased education, and physical activity.

**Goal 2:** Disabilities and mental health needs continue to trend upwards. CSB will expand mental health and disabilities assessment, treatment and case management linkage opportunities for children and families.

**Goal 3:** Exposure to violence has a lasting impact on children's development including their emotional, mental and physical health. CSB seeks to provide positive and enduring change that increases child attachment by providing services to promote the safety and well-being of children and families.

**Goal 4:** CSB will provide ongoing learning opportunities to enhance employees' career development and assist in meeting new job requirements.

**12. STATED OBJECTIVES.**

- By July 2017, CSB will engage in an obesity prevention and early intervention program which will focus on physical activity and healthy eating habits.
- By July 2017, CSB will implement a family education component to its curriculum that focuses on the importance of being physically active and eating nutritious meals and snacks.
- By July 2017, CSB will collaborate with community partners to provide classroom-based support in understanding and supporting the social-emotional development of children.
- By December 2017, CSB will implement the use of Otoacoustic Emissions (OAE) screenings for all infants/toddlers and preschool-age children who are non-responsive to audiometric screenings.
- By July 2017, CSB will implement an autism screening in an effort to link children and families to the appropriate interventions.
- By December 2017, CSB will implement an in-reach program at the Contra Costa County Detention Facilities in partnership with Contra Costa County Probation and the County Office of Education.

- By July 2017, CSB will enhance its violence prevention and safety program for children, families, and staff.
- By December 2017, CSB will begin the Family Development Credential training program to Comprehensive Services staff.
- Through September 30, 2018, CSB will continue to support teaching staff in pursuit of their degrees through leveraging of resources and ongoing partnerships with community colleges.

**13. ACTIVITY SUMMARY.** Program continues to provide high-quality services.

**14. EVALUATION METHOD(S).** Measurable, results-based child and family outcomes have been implemented, such as the required State of California's Desired Results Developmental Profile, for programs providing services through collaboration with the State of California Department of Education.

**15. CHANGES COMPARED TO PRIOR YEAR (if any).** Goals and Objectives cover FY 2013 – FY 2018. Policy Council has been involved in the development, review and evaluation process of the goals and objectives.

**16. POTENTIAL CONTROVERSIAL ISSUES.** None. Public perception of the Head Start and Early Head Start programs remain positive. The Policy Council will approve submission of this grant at their August 17, 2016 meeting.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 13, 2018

Subject: Payment to Metropolitan Van & Storage, Inc.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Auditor-Controller, or designee, to pay an amount not to exceed \$991.30 to Metropolitan Van & Storage Inc., for storing and delivering equipment, furniture, files, and products for Contra Costa Regional Medical Center (CCRMC) and Contra Costa Health Centers during the month of September 2017.

**FISCAL IMPACT:**

100% funding is included in the Hospital Enterprise Fund I budget.

**BACKGROUND:**

Metropolitan Van & Storage, Inc. receives and stores equipment, furniture, files, and products that the CCRMC and Health Centers don't have room to store. The vendor then delivers and installs the items which had been stored. Owing to the expansion of the clinics and the new equipment purchased in response to various surveys, more money is required to pay the vendor for the final invoices of the term.

Metropolitan Van & Storage, Inc., has continued to store and deliver equipment and products though it has not been possible to pay them. They are entitled to payment for the reasonable value of their services

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Jaspreet Benepal,  
925-370-5101

BACKGROUND: (CONT'D)

under the equitable relief theory of quantum meruit. This theory provides that where a person has been asked to provide goods without a valid contract and does so to the benefit of the recipient, the provider is entitled to recover the reasonable value of those products.

CONSEQUENCE OF NEGATIVE ACTION:

If this payment is not approved, the Health Services Department will be unable to pay the final invoices and would not be able to use the vendor again, resulting in a need to store the items elsewhere.



**Contra  
Costa  
County**

To: Board of Supervisors

From: Brian M. Balbas, Public Works Director/Chief Engineer

Date: March 13, 2018

Subject: Approve and Authorize on-call contract with Terri Oyarzun d/b/a Goats R Us for vegetation management services

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with Terri Oyarzun d/b/a Goats R Us (Goats R Us), in an amount not to exceed \$400,000 for vegetation management services, for the period from April 1, 2018 to March 31, 2021, and FIND that the sites to be maintained by the contractor's goats are remote and the County's economic interests are served by the contract, Countywide. (100% Local Flood Control District Funds)

**FISCAL IMPACT:**

The cost is to be funded through 100% Flood Control District Funds.

**BACKGROUND:**

In 2014, Contra Costa

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Ronald Thai 925  
313-7003

cc:

**BACKGROUND: (CONT'D)**

entered into an On-Call Contract with Goats R Us to provide vegetation management services on a variety of County and Contra Costa County Flood Control & Water Conservation District (District) rights of way and parcels using goats and/or sheep. The District has determined a need for continued vegetation management services. Goats R Us performed well, reducing fire fuel loads and optimizing vegetation levels to provide flood and soil erosion protection. The District intends to utilize Goats R Us to manage vegetation in locations where herbicide applications and/or mowing is not allowed, infeasible, or not cost effective. The contract was advertised on Bid-sync under bid number 1711-263. Goats R Us was the only vendor to submit a bid.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this contract is not approved, then use of Goats R Us for vegetation management will discontinue.





Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 13, 2018

Subject: Amendment #77-083-1 with Prohealth Home Care, Inc.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County, Contract Amendment Agreement #77-083-1 with Prohealth Home Care, Inc., a corporation, effective November 1, 2017, to amend Contract #77-083 to add hospice care and increase rates for home health services for Contra Costa Health Plan members, with no change in the Payment Limit of \$800,000, and no change in the original term of August 1, 2017 through July 31, 2019.

**FISCAL IMPACT:**

This amendment is funded 100% by Contra Costa Health Plan Enterprise Fund III. (Rate increase)

**BACKGROUND:**

On August 15, 2017, the Board of Supervisors approved Contract #77-083 with Prohealth Home Care, Inc., for the provision of home healthcare services for Contra Costa Health Plan (CCHP) members, for the period from August 1, 2017 through July 31, 2019.

Approval of Contract Amendment Agreement #77-083-1 will allow the Contractor to provide hospice and home health services for CCHP members through July 31, 2019.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Patricia Tanquary (925)  
313-6004

cc: A Floyd, M Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, certain specialty health care services for its members under the terms of their Individual and Group Health Plan membership contracts with the County will not be provided.



Contra  
Costa  
County

To: Board of Supervisors  
From: Sharon Offord Hymes, Risk Manager  
Date: March 13, 2018

Subject: Contract with Contra Costa County Schools Insurance Group

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Director of Risk Management to execute a contract with Contra Costa County Schools Insurance Group in an amount not to exceed \$188,686 to perform medical billing reviews for the period effective January 1, 2018 through December 31, 2018.

**FISCAL IMPACT:**

100% funded by the Workers' Compensation Internal Service Fund.

**BACKGROUND:**

Contra Costa County Schools Insurance Group (CCCSIG) and Contra Costa County Risk Management created a joint partnership public entities in 2003 so that CCCSIG could provide workers' compensation medical billing reviews for Risk Management at a lower annual review cost than the previous provider. This contract allows the County to continue receiving the same services.

**CONSEQUENCE OF NEGATIVE ACTION:**

The County would not be able to maintain compliance of the California Department of Industrial Relations.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Sharon Hymes-Offord  
925.335.1450

cc:



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 13, 2018

Subject: Contract #23-629 with Associated Consultants, LLC

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #23-629 with Associated Consultants, LLC, a limited liability company, in an amount not to exceed \$385,000, to provide data analytics consultation and technical assistance to the Health Services Department's Information Systems Unit for the period March 1, 2018 through August 31, 2019.

**FISCAL IMPACT:**

This contract is funded 100% by Hospital Enterprise Fund I.

**BACKGROUND:**

Under Contract #23-629, the contractor will provide data analytics consultation and technical assistance in addition to industry best practices for business software applications and report writing to the Health Services Department's Information Systems Unit for the period March 1, 2018 through August 31, 2019.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this contract is not approved, the County will not have access to the contractor's expertise in data analytics consulting and technical assistance to support the Health Services Department's Information Systems Unit.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Patrick Wilson,  
925-335-8700



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 13, 2018

Subject: Amendment/Extension #77-003-3 with Brighter Beginnings

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute Contract Amendment/Extension Agreement #77-003-3 with Brighter Beginnings, a non-profit corporation, effective April 1, 2018, to amend Contract #77-003 (as amended by #77-003-1 and #77-003-2) to increase the payment limit by \$70,784 from \$154,560 to a new payment limit of \$225,344, and to extend the termination date from December 31, 2018 to December 31, 2019, for the provision of primary care medical services for the Contra Costa Cares Program.

**FISCAL IMPACT:**

This contract is funded 100% by Contra Costa Cares Program (25% CCHP Community Enterprise Fund III, 25% General Fund, 50% local hospitals match). (No rate increase)

**BACKGROUND:**

In November 2015, the County Administrator approved and the Purchasing Services Manager executed Contract #77-003, as amended by Amendment/Extension Agreements #77-003-1 and #77-003-2, with Brighter Beginnings, for the provision of primary care medical services for the Contra Costa Cares Program for the period from November 1, 2015 through December 30, 2018.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Patricia Tanquary,  
925-313-6004

**BACKGROUND: (CONT'D)**

Approval of Contract #77-003-3 will allow Contractor to continue providing primary care services to Contra Costa Cares Program participants through December 31, 2019.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this amendment is not approved, low-income, uninsured families will not have access to primary care services in Contra Costa County.

**CHILDREN'S IMPACT STATEMENT:**

This program supports the following Board of Supervisors' community outcomes: "Families that are Safe, Stable, and Nurturing"; and "Communities that are Safe and Provide a High Quality of Life for Children and Families". Expected program outcomes include an increase in positive social and emotional development as measured by the Child and Adolescent Functional Assessment Scale (CAFAS).



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: March 13, 2018

Subject: APPROVE and AUTHORIZE a contract amendment with Plan B Works

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Plan B Works, to increase the payment limit by \$300,000, to a new payment limit of \$1,185,000, effective March 13, 2018, and to extend the contract termination date from June 30, 2018 to June 30, 2019, to assist in the creation of asset management decision support tools, Countywide.

**FISCAL IMPACT:**

The increase of \$300,000 will be funded 100% by the General Fund. Original contract costs were funded 50% from the General Fund and 50% by various Public Works Special Revenue Funds.

**BACKGROUND:**

On November 17, 2015, the Public Works Director approved the initial contract with Plan B Works for \$235,000 to provide business analysis services for the creation of asset management decision support tools.

On August 9, 2016, the Board of Supervisors approved an amendment for \$150,000, primarily to account for two new deliverables that were not covered in the original contract's scope of work:

1. A new application for transmittal of building cost data into the Finance system
2. A 5-year "Capital Renewal Budget" for Contra Costa County owned buildings

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
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Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Barry Schamach (925)  
313-2185

#### BACKGROUND: (CONT'D)

On January 10, 2017 the Board of Supervisors approved a second amendment for \$250,000 to allow for the completion of the Facilities Condition Assessment (FCA) interviews; this FCA data has become the primary input into the 'Capital Renewal Budget' deliverable.

On September 12, 2017 the Board of Supervisors approved a third amendment for \$250,000 to allow for the handoff of the FCA process to PW staff, implementation of Sage estimating software, and the re-engineering of the CAO's "Capital Improvements Approval" process.

This amendment allows for the completion of existing project deliverables that took longer than expected:

1. The development of an FCA process;
2. The Re-engineering of the "Capital Improvements Approval" process; and
3. The creation of dashboards that will be used for asset management decision support.

This amendment will also allow for the creation of a "Work Prioritization" process, allowing for more operational efficiency among Facilities Services staff.

The Public Works Department respectfully requests the approval of this amendment to provide funding and time to complete the remaining business analysis required for Public Works to create decision support software for asset management, and to implement the associated processes.

#### CONSEQUENCE OF NEGATIVE ACTION:

Without approval from the Board of Supervisors, key components of an Asset Management Solution will not be created, including processes for Public Works staff to perform Facility Condition Assessments, and a data-driven process for the approval of Capital Improvement Requests. Without these processes established, the County will continue to rely on consultant resource (ISES) to perform facility assessment work on an 'as needed' basis, and Capital Improvement Request/Approval process will remain unchanged.





Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 13, 2018

Subject: Approval of Contract #74-424-7 with David A. Schwartz, M.D.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #74-424-7 with David A. Schwartz, M.D., an individual, in an amount not to exceed \$145,600, to provide outpatient psychiatric services for adults in Central Contra Costa County, for the period from May 1, 2018 through April 30, 2019.

**FISCAL IMPACT:**

This contract is funded 100% by Mental Health Realignment. (No rate increase)

**BACKGROUND:**

On March 14, 2017, the Board of Supervisors approved Contract #74-424-6 with David A. Schwartz, M.D., for the provision of outpatient psychiatric services including, but not limited to diagnosing, counseling, evaluating, and providing medical and therapeutic treatment to mentally ill adults in Central Contra Costa County for the period May 1, 2017 through April 30, 2018.

Approval of Contract #74-424-7 will allow the contractor to continue providing outpatient psychiatric services through April 30, 2019.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Cynthia Belon,  
925-957-5201

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the County's clients will not have access to the contractor's outpatient psychiatric services.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 13, 2018

Subject: Amendment #23-538-8 with Allegis Group Holdings, Inc. (dba TEK Systems, Inc.)

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute Contract Amendment Agreement #23-538-8 with Allegis Group Holdings, Inc. (dba TEK Systems, Inc.), a corporation, effective January 1, 2018, to amend Contract #23-538-5 (as amended by #23-538-7), to increase the payment limit by \$1,500,000 to a new payment limit of \$5,856,785 for additional recruitment services and hours of temporary help services and/or direct placement candidates, with no change in the term of July 1, 2016 through June 30, 2018.

**FISCAL IMPACT:**

This amendment is funded 100% by Hospital Enterprise Fund I. (No rate increase)

**BACKGROUND:**

On July 19, 2016, the Board of Supervisors approved Contract #23-538-5 (as amended by Amendment Agreement #23-538-7) with Allegis Group Holdings, Inc. (dba TEK Systems, Inc.), for the provision of qualified contract-to-hire and/or direct placement candidates for hard to fill positions in the Health Services Department's Information Systems Unit, for the period from July 1, 2016 through June 30, 2018.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Patrick Wilson,  
925-335-8700

**BACKGROUND: (CONT'D)**

Approval of Contract Amendment Agreement #23-538-8 will allow the contractor to provide additional recruitment services and hours of temporary help services and/or direct placement candidates through June 30, 2018.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this amendment is not approved, the Division will not have access to the contractor's staffing services for hard to fill positions in its Information Systems Unit.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 13, 2018

Subject: Amendment Agreement #23-593-3 with QlikTech, Inc.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute Contract Amendment Agreement #23-593-3 with QlikTech, Inc., a corporation, effective March 1, 2018, to amend contract #23-593 (as amended by #23-593-1 and #23-593-2) to increase the payment limit by \$15,680, from \$553,000 to a new payment limit of \$568,680 for additional services required to complete a complex upgrade, additional software support, and data analysis for the Health Services Department's Information Systems Unit, for the period June 1, 2016 through May 31, 2018.

**FISCAL IMPACT:**

This contract is funded 100% by Hospital Enterprise Fund I. (Rate increase)

**BACKGROUND:**

On May 10, 2016, the Board of Supervisors approved Contract #23-593 (as amended by Amendment/Extension Agreement #23-593-1 and Amendment Agreement #23-593-2), with QlikTech Inc. to provide Contra Costa Health Services with software that would allow it to analyze its clinical, financial and operational data for insights that would lead to improvements in care, reduced cost, and higher value to patients, for the period from June 1, 2016 through May 31, 2018. This contract includes mutual indemnification.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Patrick Wilson,  
925-335-8700

BACKGROUND: (CONT'D)

Approval of Contract Amendment Agreement #23-593-3 will allow the contractor to provide additional architectural review and optimization assistance for Health Services Department's Information Systems Unit through May 31, 2018.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, the contractor will not provide review and optimization services which lead to improvements in care, reduced cost, and higher value to patients.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 13, 2018

Subject: Amendment/Extension #77-001-3 with La Clinica De La Raza, Inc.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or his designee, to execute Contract Amendment/Extension Agreement #77-001-3 with La Clinica De La Raza, Inc., a non-profit corporation, effective April 1, 2018, to amend Contract #77-001 (as amended by #77-001-1 and #77-001-2), to increase the payment limit by \$261,464, from \$1,154,104 to a new payment limit of \$1,415,568 and extend the termination date from December 31, 2018 to December 31, 2019, for the provision of primary care medical services for the Contra Costa Cares Program.

**FISCAL IMPACT:**

This contract is funded 100% by Contra Costa Cares Program (25% CCHP Community Enterprise Fund III, 25% General Fund, 50% local hospitals match). (No rate increase)

**BACKGROUND:**

On December 6, 2016, the Board of Supervisors approved Contract #77-001, as amended by Amendment/Extension Agreements #77-001-1 and #77-001-2, with La Clinica De La Raza, Inc. for the provision of primary care medical services for the Contra Costa Cares Program, for the period from November 1, 2015 through December 31, 2018.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Patricia Tanquary,  
925-313-6004

**BACKGROUND: (CONT'D)**

Approval of Contract Amendment/Extension Agreement #77-001-3 will allow the contractor to continue providing primary care services through December 31, 2019.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this amendment is not approved, low-income, uninsured adults will not have access to primary care services in Contra Costa County.





Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 13, 2018

Subject: Amendment/Extension #77-002-3 with Lifelong Medical Care

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract Amendment/Extension Agreement #77-002-3 with Lifelong Medical Care, a non-profit corporation, effective April 1, 2018, to amend Contract #77-002 (as amended by #77-002-1 and #77-002-2), to increase the payment limit by \$167,748, from \$1,191,232 to a new payment limit of \$1,358,980, and extend the termination date from December 31, 2018 to December 31, 2019 for the provision of primary care medical services for the Contra Costa Cares Program.

**FISCAL IMPACT:**

This contract is funded 100% by the Contra Costa Cares Program (25% CCHP Community Enterprise Fund III, 25% General Fund, and 50% local hospitals match). (No rate increase)

**BACKGROUND:**

On December 6, 2016, the Board of Supervisors approved Contract #77-002, as amended by Amendment/Extension Agreements #77-002-1 and #77-002-2, with Lifelong Medical Care, for the provision of primary care medical services for the Contra Costa Cares Program, for the period from November 1, 2015 through December 31, 2018.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Patricia Tanquary,  
925-313-6004

**BACKGROUND: (CONT'D)**

Approval of Contract Amendment/Extension Agreement #77-002-3 will allow the contractor to continue providing primary care services through December 31, 2019.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this amendment is not approved, low-income, uninsured adults will not have access to primary care services in Contra Costa County.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 13, 2018

Subject: Contract #77-153 with Antioch Physical Therapy & Sports Injury Center, Inc.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute Contract #77-153 with Antioch Physical Therapy & Sports Injury Center, Inc., a corporation, in an amount not to exceed \$300,000 to provide physical therapy services to Contra Costa Health Plan (CCHP) members, for the period June 1, 2018 through May 31, 2020.

**FISCAL IMPACT:**

This contract is funded 100% by CCHP Enterprise Fund III.

**BACKGROUND:**

Under Contract #77-153 this contractor will provide physical therapy services for CCHP members for the period June 1, 2018 through May 31, 2020.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this contract is not approved, certain specialty health care services for its members under the terms of their Individual and Group Health Plan membership contracts with the County will not be provided.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Patricia Tanquary, (925)  
313-6004



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Dianne Dinsmore, Human Resources Director  
Date: March 13, 2018

Subject: APPROVE and AUTHORIZE the Human Resources Director, or designee, to execute a contract with Segal Consulting

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Human Resources Director, or designee, to execute a three year contract with Segal Consulting, effective March 1, 2018, to February 28, 2021, in an amount not to exceed \$400,000 with the option of two (2) one-year renewal periods.

**FISCAL IMPACT:**

The cost of this contract is 100% funded through the Benefits Administration Fee which is charged to Departments.

**BACKGROUND:**

A Request for Proposals (RFP) for the County's Health and Welfare Consulting services was issued in July 2017. The County received four proposals. A panel was convened to individually score each proposal against the criteria laid out in the RFP. The three companies that received the highest ratings were invited to provide on-site presentations.

Segal Consulting was determined to best match the requirements of the County. Segal's pricing is competitive and locked in for the full three years available under the contract. Segal will provide Health and Welfare consulting services including:

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Ann Elliott  
925-335-1747

cc: Laura Strobel, Senior Deputy County Administrator

#### BACKGROUND: (CONT'D)

1) strategic review of all current health and welfare benefit programs including advice on industry best practices, trends and developments and benchmarking; 2) Benefits education and training to staff and committees as required by the County; 3) Technical review of all the County's employee benefits communications; 4) Negotiation of all annual vendor and insurance carrier renewals; 5) Actuarial services including budget projections; 6) Employee contribution strategies, Medicare Part D attestation, and reserve projections for self-funded plans; 7) Compliance assistance; 8) Employee benefits communications assistance; 9) Assistance with preparation of materials for labor negotiations; 10) Vendor management, including coordination of periodic meetings and resolution of service issues; 11) Negotiation and evaluation of Health Plan performance guarantees; 12) RFP preparation and evaluation of responses for all health and welfare benefit plans; 13) Attendance at meetings, presentations, negotiation sessions and formal presentations to the County Board of Supervisors; and 14) Monitoring utilization data.

A three-year contract, with an option for two one-year renewal periods, has been negotiated. This action authorizes the Human Resources Director or designee to execute the contract with Segal Consulting.

#### CONSEQUENCE OF NEGATIVE ACTION:

If the contract is not approved, the County will not be able to access the expertise and support of a Health and Welfare Consulting relationship to assist the County in providing the most appropriate benefits to employees and maintain compliance with all applicable legal requirements.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Todd Billeci, County Probation Officer  
Date: March 13, 2018

Subject: Blanket Purchase Order for Victory Supply

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent to execute a purchase order with Victory Supply Inc., on behalf of the Chief Probation Officer, in an amount not to exceed \$350,000 to purchase detention supplies for the period of January 1, 2018 through December 31, 2020.

**FISCAL IMPACT:**

100% General Fund.

**BACKGROUND:**

The Probation Department is required to provide residents detained at the Juvenile Hall and the Orin Allen Youth Rehabilitation Facility with bedding, well-fitting clothing and personal hygiene items in accordance with the Title 15 CCR Minimum Standards for Juvenile Facilities.

**CONSEQUENCE OF NEGATIVE ACTION:**

The Probation Department would be out of compliance with the clothing and personal care mandates of Title 15 CCR and subject to sanction by the Board of State & Community Corrections.

**CHILDREN'S IMPACT STATEMENT:**

The Probation Department recognizes that clean, well-fitting clothing and bedding in good condition along with access to hygiene and personal care items are an important component in the rehabilitation process.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Danielle Fokkema,  
925-313-4195

cc:





**Contra  
Costa  
County**

To: Board of Supervisors  
From: Todd Billeci, County Probation Officer  
Date: March 13, 2018

Subject: Blanket Purchase Order for Bob Barber Inc.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent to execute a purchase order with Bob Barker Inc., on behalf of the Chief Probation Officer, in an amount not to exceed \$175,000 to purchase detention supplies for the period of January 1, 2018 through December 31, 2020.

**FISCAL IMPACT:**

100% General Fund.

**BACKGROUND:**

The Probation Department is required to provide residents detained at the Juvenile Hall and the Orin Allen Youth Rehabilitation Facility with bedding, well-fitting clothing and personal hygiene items in accordance with the Title 15 CCR Minimum Standards for Juvenile Facilities.

**CONSEQUENCE OF NEGATIVE ACTION:**

The Probation Department would be out of compliance with the clothing and personal care mandates of Title 15 CCR and subject to sanction by the Board of State & Community Corrections.

**CHILDREN'S IMPACT STATEMENT:**

The Probation Department recognizes that clean, well-fitting clothing and bedding in good condition along with access to hygiene and personal care items are an important component in the rehabilitation process.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Danielle Fokkema,  
925-313-4195

cc:







Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 13, 2018

Subject: Purchase Order with Mesa Laboratories, Inc.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent, on behalf of the Health Services Director, to execute a purchase order with Mesa Laboratories, Inc., in the amount of \$150,000 for calibration of thermometers for the Contra Costa Regional Medical Center (CCRMC) Nutritional Services and Laboratories for the period of March 1, 2018 through February 28, 2019.

**FISCAL IMPACT:**

100% funded by Hospital Enterprise Fund I.

**BACKGROUND:**

CCRMC is required to have thermometers for refrigerators and freezers calibrated regularly to ensure that food, medications, and cultures are kept at the correct temperature. CCRMC has expanded and upgraded its nutritional services and laboratories, and now requires more of this work to be done due to the additional units.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this purchase order is not approved, the CCRMC will not be able to have all of its refrigerating units thermometers calibrated, which could expose patients to harm or create non-compliance with current regulations.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Jaspreet Benepal,  
925-370-5101



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: March 13, 2018

Subject: Contract Amendment with Amec Foster Wheeler Environment & Infrastructure, Inc., Countywide. Project No. 7517-6W7085

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Amec Foster Wheeler Environment & Infrastructure, Inc., to extend the term from March 31, 2018, through March 31, 2020, and to increase the payment limit by \$100,000 to a new payment limit of \$350,000, to provide professional stormwater quality services for a variety of National Pollutant Discharge Elimination System (NPDES) Permit requirements, Countywide.

**FISCAL IMPACT:**

Contract will be paid for with Stormwater Utility Assessment revenue from the unincorporated areas (Fund No. 251700) designated to the County Watershed Program.

**BACKGROUND:**

The County Watershed Program is responsible for ensuring the County's compliance with two state mandated municipal stormwater discharge permits under the NPDES: the Municipal Regional Permit (MRP) No. CAS612008 and the East Contra Costa County Municipal NPDES Permit No. CAS083313.

Amec Foster Wheeler

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Cece Sellgren, (925)  
313-2296

**BACKGROUND: (CONT'D)**

Environment & Infrastructure, Inc., shall provide professional stormwater quality services for a variety of NPDES Permit requirements, including grant writing and support; new and redevelopment site control review; Total Maximum Daily Load (TMDL) compliance; and water quality and sediment sampling, monitoring, analysis, and reporting.

**CONSEQUENCE OF NEGATIVE ACTION:**

Without the approval of the Board of Supervisors, the County will be unable to meet its requirements under the MRP No. CAS612008 and the East Contra Costa County Municipal NPDES Permit No. CAS083313.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Joseph E. Canciamilla, Clerk-Recorder  
Date: March 13, 2018

Subject: Contract with K&H Printers-Lithographers, Inc., to Print and Mail Ballots and Other Election Materials

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the County Clerk-Recorder, or designee, to execute a contract with K&H Printers-Lithographers, Inc., in an amount not to exceed \$4,200,000 to provide printed ballots, mailing services, and other election materials for the period of January 1, 2018 through December 31, 2020.

**FISCAL IMPACT:**

The contract total is \$4,200,000 and is funded within the Election Division budget over the fiscal years 2017-2018, 2018-2019, and 2019-2020. A portion of the cost is reimbursable by those agencies for whom we conduct elections.

**BACKGROUND:**

California Administrative Code, Title 2, Division 7, Section 20220 provides that printers must be certified by the Secretary of State's Office in order to print ballots for a particular voting system. K&H Printers-Lithographers, Inc., is a certified printer for our election ballot tabulation system. K&H Printers-Lithographers, Inc., has successfully provided printed ballots, mailing services, and other election materials to Contra Costa since November 2013.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: 925-335-7807

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Accurate and timely printing and mailing of election ballots and related material are critical components of conducting successful elections. Failure to accurately print or distribute election materials could jeopardize our mandated function to conduct elections in a fair and accurate manner. An error or omission could force the department to conduct an election over again at a substantial cost to the County.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: March 13, 2018

Subject: Contract Amendment with Larry Walker Associates, Incorporated, Countywide. Project No. 7517-6W7241

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Larry Walker Associates, Incorporated, to extend the term from March 31, 2018, through March 31, 2020, and to increase the payment limit by \$300,000 to a new payment limit of \$700,000, to provide professional stormwater quality services for a variety of National Pollutant Discharge Elimination System (NPDES) Permit requirements, Countywide.

**FISCAL IMPACT:**

This project is funded by Stormwater Utility Assessment Revenue Funds (100%).

**BACKGROUND:**

The County Watershed Program is responsible for ensuring the County's compliance with two state mandated municipal stormwater discharge permits under the NPDES: the Municipal Regional Permit (MRP) No. CAS612008 and the East Contra Costa County Municipal NPDES Permit No. CAS083313.

Larry Walker Associates, Incorporated shall provide professional stormwater quality services for a variety of NPDES Permit requirements, including Total Maximum Daily Load (TMDL) compliance and trash reduction.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Cece Sellgren, (925)  
313-2296

CONSEQUENCE OF NEGATIVE ACTION:

Without the approval of the Board of Supervisors, the County will be unable to meet its requirements under the MRP No. CAS612008 and the East Contra Costa County Municipal NPDES Permit No. CAS083313.





Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 13, 2018

Subject: Contract #23-630 with Henry Schein, Inc.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute (1) Software and Services Agreement #23-630 with Henry Schein, Inc., a Delaware corporation, in an amount not to exceed \$542,641, for the purchase and installation of dental imaging equipment and software for the period of March 13, 2018 through March 12, 2021, and (2) a Software License and Support Agreement with Medicor Imaging, Inc.

**FISCAL IMPACT:**

100% funded by Hospital Enterprise Fund I.

**BACKGROUND:**

Digital dental x-rays are standard care in the healthcare industry. Contra Costa County Health Services Department has some digital dental equipment but need to continue the implementation throughout the rest of the dental clinics. Switching from manual to digital setup will allow for 30 – 40% less radiation delivered to the patient, an unlimited number of x-rays to be made available rather than incurring the cost of \$32 per patient for a full set of x-rays and eliminate real-estate space costs with not having to house file cabinets with paper films. The existing problems with the support and equipment with the current Planmeca x-ray machines will be resolved by switching to Henry Schein, Inc.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Patrick Wilson,  
925-335-8700

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the problems with the existing Planmeca x-ray machines and vendor support will not be addressed and result in loss of money due to the associated costs with the current equipment.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 13, 2018

Subject: Contract #26-614-12 with Sodexo America, LLC

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute Contract #26-614-12 with Sodexo America, LLC, a limited liability company, in an amount not to exceed \$420,000 for the provision of management and oversight of the Environmental Services Unit at Contra Costa Regional Medical Center (CCRMC) and Health Centers, for the period January 1, 2018 through December 31, 2018.

**FISCAL IMPACT:**

This contract is funded 100% by Hospital Enterprise Fund I. (Rate increase)

**BACKGROUND:**

On January 6, 2017, the Board of Supervisors approved Contract #26-614-11 with Sodexo America, LLC, for the provision of management and oversight of the Environmental Services Unit at CCRMC and Health Centers, for the period January 1, 2017 through December 31, 2017.

Approval of Contract #26-614-12 will allow the contractor to continue to provide management and oversight of the Environmental Services Unit through December 31, 2018.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Jaspreet Benepal,  
925-370-5741

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, CCRMC and Health Centers will not receive management and oversight of the Environmental Services Unit from this contractor.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Joseph E. Canciamilla, Clerk-Recorder  
Date: March 13, 2018

Subject: Contract Amendment for NetFile, Inc., to provide Electronic Campaign Disclosure and Statement of Economic Interests System

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the County Clerk-Recorder, or designee, to execute a contract amendment with NetFile, Inc., to extend the term from March 31, 2018 through March 31, 2021 and increase the payment limit by \$170,000 to a new payment limit of \$280,000 for on-line filing services for California Fair Political Practice Commission (FPPC) Statements of Economic Interest (Form 700) and FPPC Campaign Finance Disclosure.

**FISCAL IMPACT:**

The costs of the contract are shared by the Clerk of the Board and the County Clerk-Recorder, Elections Division. The amounts have been budgeted and appropriated for FY 2017-18 and planned for future fiscal years.

**BACKGROUND:**

Certain elected and appointed County and Special District officials are required to file annual Statements of Economic Interest (SEI) with the Clerk of the Board or with the Elections Division of the Clerk-Recorder's Office. Candidates for elective office and committees supporting or opposing ballot measures are required by FPPC to file Campaign Finance Disclosure Reports (CFD) with the Elections Division of the Clerk-Recorder's Office. These SEI and CFD reports are required to be made public. Services provided

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Sara Brady,  
925-335-7807

cc:

**BACKGROUND: (CONT'D)**

by NetFile will permit these types of reports to be submitted electronically, online, and makes them publicly available on-line. In addition, County Ordinance No. 2016-05 requires the CFD to be filed electronically. NetFile provides this capability and makes the information available on-line in a redacted form.

**CONSEQUENCE OF NEGATIVE ACTION:**

Currently, the Clerk of the Board and the County Clerk-Recorder, Elections Division can only receive and disclose these reports in a paper format. Should the Board not approve the recommendation, the information will remain unavailable on-line.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 13, 2018

Subject: Amendment to Purchase Order with Interline Brands, Inc.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Health Services Director, an amendment to Purchase Order #F55700 with Interline Brands, Inc., to increase the payment limit by \$100,000 to a new payment limit of \$1,600,000 for the purchase of janitorial supplies, minor equipment, paper products, and other items as needed by Contra Costa Regional Medical Center (CCRMC) and Contra Costa Health Centers, with no change in the original term of March 1, 2015 through March 31, 2018.

**FISCAL IMPACT:**

100% funded by Hospital Enterprise Fund I.

**BACKGROUND:**

Interline Brands, Inc. provides maintenance, repair, and operation products that are required for CCRMC and Health Centers to keep its facilities clean and sanitized, as well as address the needs of staff and patients. The recent surveys by the Department of Health and Human Services Centers for Medicare and Medicaid Services required the purchase of a much greater quantity of product and, consequently, money must be added to the existing purchase order.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Jaspreet Benepal,  
925-370-5101

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, CCRMC and Health Centers will not be able to purchase more products which will impact patient care.





Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 13, 2018

Subject: Amendment to Purchase Order with Medical Information Technology, Inc.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Health Services Director, an amendment to Purchase Order #F008195 with Medical Information Technology, Inc., to increase the payment limit by \$7,969 to a new payment limit of \$111,048, for support and maintenance fees for software modules newly acquired during the term of the contract, with no change in the original term of April 1, 2017 through March 31, 2018.

**FISCAL IMPACT:**

100% funded by Hospital Enterprise Fund I.

**BACKGROUND:**

The Health Services Department uses Medical Information Technology Inc.'s software modules as the primary point of care information system for its clinical laboratory. Pursuant to a Program License Agreement date July 16, 1992, and a Health Care Information System Software Agreement dated April 28, 2003, the County purchased software modules from Medical Information Technology. Modules presently in use include Laboratory Module, Microbiology Module, Anatomical Pathology Module, Blood Bank Module, Materials Management Module, Data Repository and MAGIC Operating Systems (Disaster Recovery).

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Patrick Wilson,  
925-335-8700

**BACKGROUND: (CONT'D)**

Health Services' clinical laboratory uses these modules, which allow an exchange of and immediate access to real-time patient medical information among the clinical labs. The County pays Medical Information Technology, Inc., annually for the continued use of the software modules.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this purchase order is not approved, real-time patient data exchange between clinical laboratories could be disrupted and result in data loss.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 13, 2018

Subject: Purchase Order for Beckman Coulter, Inc.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Health Services Director, a purchase order with Beckman Coulter, Inc. in the amount not to exceed \$622,860 for the rental of the DXH800, DXH801 and consumables for the clinical laboratory at Contra Costa Regional Medical Center (CCRMC) and Health Centers, for the period from November 15, 2017 to November 14, 2022.

**FISCAL IMPACT:**

100% funded by Hospital Enterprise Fund I.

**BACKGROUND:**

The clinical laboratory at CCRMC and Health Centers needs to rent hematology analyzers to analyze samples, in addition to purchasing supplies and reagents for the analyzers. The lab uses the analyzers to perform various hematology tests for patients. The current analyzers were purchased back in 2012 and now require an upgrade. The new equipment will allow the lab to use current technology and cut down on false test results, which leads to less manual intervention.

The division is requesting a retroactive start date of November 15, 2017 on the blanket purchase order due to delays in the divisions' internal processing of the purchase order request.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

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Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Jaspreet Benepal,  
925-370-5101

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the CCRMC clinical laboratory will not be able to perform patient testing. These reagents and supplies are exclusive for these analyzers.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: March 13, 2018

Subject: 2017-18 Fairgrounds Center Childcare Services Operation, Amendment 2

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment with First Baptist Church of Pittsburg, California, to increase the payment limit by \$26,311 to a new payment limit of not to exceed \$1,627,707 for the provision of five additional childcare slots at Fairgrounds Children's Center, with no change to the term of July 1, 2017 through June 30, 2018.

**FISCAL IMPACT:**

This action will increase expenditures by an amount not to exceed \$26,311 (resulting in a total contract payment limit of not to exceed \$1,627,707). The contract is 21% funded by the Federal Administration for Children and Families and 79% by the California Department of Education.

\$341,813 / Federal funds / CFDA # 93.600 Federal Administration for Children and Families (21%)  
\$1,285,894 / State funds / California Department of Education (79%)

**BACKGROUND:**

On September 25, 2007, the Board of Supervisors approved the award of the operation of childcare services at the County-owned facility, Fairgrounds Children's Center, as a result of a Request for Proposal (RFP). First Baptist Church of Pittsburg was the successful respondent to the RFP. The first nine (9) months of the contract was approved by the Board on the above date, and the contract has been renewed annually since.

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☒ APPROVE

☐ OTHER

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☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
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Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: CSB (925) 681-6334

cc: Nelly Ige, Ressie Dayco, Haydee Ilan

#### BACKGROUND: (CONT'D)

Contra Costa County receives funds from the Administration for Children and Families (ACF) to provide Head Start program services to program eligible County residents. The County also receives funds from the California Department of Education (CDE) Child Development program for State Preschool and General Childcare and Development program services. The State requires an indemnification clause with County subcontractors wherein the subcontractor holds harmless the State and its officers for any losses.

The Board approved the FY 2017/18 contract on July 18, 2017 (c.56). This proposed amendment is to pass through a cost of living adjustment to the program slots funded by the State. The Board approved an amendment to provide funding for the Quality Rating & Improvement Service (QRIS) plan for the State Preschool funded sites to help keep staff-to-child ratios low to maintain a quality program on December 5, 2017 (C.63). This amendment is to add 5 childcare slots to the State Preschool program.

#### CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the Contractor would not be able to add five childcare slots to its program.

#### CHILDREN'S IMPACT STATEMENT:

The Employment & Human Services Department Community Services Bureau supports three of Contra Costa County's community outcomes: (1) Children Ready for and Succeeding in School; (3) Families that are Economically Self-sufficient; and (4) Families that are Safe, Stable, and Nurturing. These outcomes are achieved by offering comprehensive services, including high quality early childhood education, nutrition, and health services to low-income children throughout Contra Costa County.



# Contra Costa County

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: March 13, 2018

Subject: Purchase Order with Media Control Systems

---

## **RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the County Administrator's Office, a purchase order with Media Control Systems, in an amount not to exceed \$180,000 for the purchase of a Tightrope Cablecast system to replace the existing broadcast automation system.

## **FISCAL IMPACT:**

98% funded by the Public, Education and Government (PEG) Fees, 2% Cable Franchise Fees

## **BACKGROUND:**

The Tightrope Cablecast Flex4-16 system is being selected to replace the existing broadcast automation system for three primary reasons:

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

## **VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Chris Verdugo (925)  
313-1182

cc:

## BACKGROUND: (CONT'D)

>

1. It meets existing and future needs for the five channels that are now operated;
2. The existing system is no longer supported (company has gone out of business and it uses Windows XP, an unsupported operating system) and further expansion is impossible; and
3. The local body of Community Television operators, comprised of the Cities of Walnut Creek, Richmond and Concord and the community of Rossmoor, are all using smaller versions of this system. This allows the County to tap into their collective knowledge and experience as well as offer a common interface and resource set for end users within the community.

The community TV operators in Contra Costa County collaborate and communicate frequently. Their knowledge and support of this system will be a valuable resource as the County learns and adopts best practices.

## CONSEQUENCE OF NEGATIVE ACTION:

If this purchase order is not approved, the County will be using an unsupported broadcast automation system.





**Contra  
Costa  
County**

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: March 13, 2018

Subject: Purchase of Palo Alto Networks PA5250 Firewalls

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Department of Information Technology, a purchase order with SSP Data in the amount of \$251,530 for Network Security Devices.

**FISCAL IMPACT:**

The cost of \$251,530 is budgeted in FY 2017/2018 and charged back to user departments through Department of Information Technology WAN charges.

**BACKGROUND:**

Department of Information Technology (DOIT) is currently using outdated security devices, the amount of network traffic now passing through existing security devices has increased as the County's use of technology grows. The devices currently in place have aged and the demand for additional capacity continues to increase so we find it necessary to replace the security devices. These new devices will allow for additional capacity.

In accordance with Administrative Bulletin No 611.0, County Departments are required to obtain Board approval for single item purchases over \$100,000. The County Administrator's Office has reviewed this request and recommends approval.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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ATTESTED: March 13, 2018

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

Contact: Joanne Buenger, Deputy CIO  
925-313-1202

By: June McHuen, Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

If existing devices remain in use, they will be unable to meet the capacity requirements of the network resulting in reduced performance and inability to deploy additional services.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: March 13, 2018

Subject: EEO Officer

---

**RECOMMENDATION(S):**

ACCEPT the Office of Equal Employment Opportunity's Annual Outreach Report and Departmental Outreach Plans as recommended by the Hiring Outreach Oversight Committee.

**FISCAL IMPACT:**

There is no fiscal impact.

**BACKGROUND:**

In April of 2014, the County Administrator's Office created the Recruitment Opportunities Work Group consisting of representatives from the Human Resources Department, the Office of the County Counsel, and the Equal Employment Opportunity Office. The Work Group successfully researched and developed more robust and engaging outreach and recruitment strategies to underrepresented groups within the community. The goal is to promote equal employment opportunities, diversity and cultural competency within our workforce to qualified applicants who reside in the communities that we serve.

**CONSEQUENCE OF NEGATIVE ACTION:**

The County will not take proactive measures to help diversify our job applicants and workforce which could negatively affect racial and gender equity in all positions.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
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ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Antoine Wilson  
925-335-1455

cc:

## ATTACHMENTS

EEO Outreach  
Report

**CONTRA COSTA COUNTY**  
**OFFICE OF EQUAL EMPLOYMENT**  
**OPPORTUNITY**



**FY 2016-2017 OUTREACH REPORT**  
**FY 2017-2018 OUTREACH PLANS**

## **TABLE OF CONTENTS**

Hiring Outreach Oversight Committee Report.....	1
Contra Costa County	
2016 Outreach Cover Page .....	10
2016 Outreach Data.....	11
Department of Agriculture/Weights & Measures	
2016 Outreach Cover Page .....	15
2016 Outreach Data.....	16
FY 2017-2018 Outreach and Recruitment Plan .....	18
Animal Services Department	
2016 Outreach Cover Page .....	20
2016 Outreach Data.....	21
FY 2017-2018 Outreach and Recruitment Plan .....	23
Office of the Assessor	
2016 Outreach Cover Page .....	26
2016 Outreach Data.....	27
FY 2017-2018 Outreach and Recruitment Plan .....	29
Office of the Auditor-Controller	
2016 Outreach Cover Page .....	32
2016 Outreach Data .....	33
FY 2017-2018 Outreach and Recruitment Plan .....	35
Department of Child Support Services	
2016 Outreach Cover Page .....	38
2016 Outreach Data.....	39
FY 2017-2018 Outreach and Recruitment Plan .....	41
Clerk Recorder – Elections Department	
2016 Outreach Cover Page .....	43
2016 Outreach Data.....	44
FY 2017-2018 Outreach and Recruitment Plan .....	46
Conservation and Development	
2016 Outreach Cover Page .....	48
2016 Outreach Data.....	49
FY 2017-2018 Outreach and Recruitment Plan .....	51

## County Administrator's Office

2016 Outreach Cover Page .....	54
2016 Outreach Data.....	55
FY 2017-2018 Outreach and Recruitment Plan .....	57

## Office of the County Counsel

2016 Outreach Cover Page .....	60
2016 Outreach Data.....	61
FY 2017-2018 Outreach and Recruitment Plan .....	63
Recruitment and Outreach Contact List .....	65

## District Attorney's Office

2016 Outreach Cover Page .....	70
2016 Outreach Data.....	71
FY 2017-2018 Outreach and Recruitment Plan .....	73

## Employment and Human Services

2016 Outreach Cover Page .....	77
2016 Outreach Data.....	78
FY 2017-2018 Outreach and Recruitment Plan .....	80

## Fire Protection Districts

2016 Outreach Cover Page .....	83
2016 Outreach Data.....	84
FY 2017-2018 Outreach and Recruitment Plan .....	86

## Health Services Department

2016 Outreach Cover Page .....	89
2016 Outreach Data.....	90
FY 2017-2018 Outreach and Recruitment Plan .....	92

## Human Resources Department

2016 Outreach Cover Page .....	95
2016 Outreach Data.....	96
FY 2017-2018 Outreach and Recruitment Plan .....	98

## Contra Costa County Library

2016 Outreach Cover Page .....	100
2016 Outreach Data.....	101
FY 2017-2018 Outreach and Recruitment Plan .....	103

## Probation

2016 Outreach Cover Page .....	106
2016 Outreach Data.....	107
FY 2017-2018 Outreach and Recruitment Plan .....	109

## Office of the Public Defender

2016 Outreach Cover Page .....	111
2016 Outreach Data.....	112
FY 2017-2018 Outreach and Recruitment Plan .....	114

## Department of Public Works

2016 Outreach Cover Page .....	116
2016 Outreach Data.....	117
FY 2017-2018 Outreach and Recruitment Plan .....	119

## Office of the Sheriff

2016 Outreach Cover Page .....	122
2016 Outreach Data.....	123
FY 2017-2018 Outreach and Recruitment Plan .....	127

## Office of the Treasurer/Tax Collector

2016 Outreach Cover Page .....	129
2016 Outreach Data.....	130
FY 2017-2018 Outreach and Recruitment Plan .....	132

## Veterans Service Office

2016 Outreach Cover Page .....	134
2016 Outreach Data.....	135
FY 2017-2018 Outreach and Recruitment Plan .....	137



## **BACKGROUND**

In April of 2014, the Human Resources (HR) Department convened a Recruitment Opportunities Work Group consisting of representatives from the Human Resources Department, Office of the County Counsel, and the Office of Equal Employment Opportunity (EEO). The County Administrator tasked the group with establishing a post-Consent Decree framework to ensure that the County's workforce reflected the demographics of the communities we serve. The goal was to provide equal employment opportunities for all qualified persons seeking employment with the County and in special districts governed by the Board of Supervisors. Outreach was created to explore new and innovative ways to access people who are underrepresented<sup>1</sup> in the County's workforce.

On July 1, 2016, the County implemented its outreach and recruitment plans for Fiscal Year (FY) 15-16. The goal of the plans was to promote equity and inclusion throughout the County's workforce. County departments, along with EEO, were instructed to conduct strategic outreach and recruitment efforts that were specifically designed to reach qualified underrepresented groups within the communities we serve.

## **METHODOLOGY**

In order to determine underrepresentation in each department, the EEO Officer annually compares the County's workforce data to the availability of qualified people, 16 years or older, within the local labor market. The County's workforce data within this report is derived from employment records from the Human Resources database. The local labor market data is compiled by the 2010 United States Department of Census Bureau (Census) using the Equal Employment Opportunity Tabulation (EEO Tabulation), which is a benchmark for comparing the gender and racial makeup of an organization's workforce. EEO Tabulation examines labor force diversity using Census data and is produced for federal agencies responsible for monitoring employment practices and enforcing civil rights laws for the workforce.

The current County reporting format showcases the use of statistical data to determine underrepresentation within a given department. In an effort to better identify where underrepresentation manifests within each department, EEO conducted a utilization analysis by gender and race/ethnicity as defined by the occupational categories within each department. An occupational category is a broad grouping of job classes that require similar levels of skill and training. The County's job classes are determined by HR and assigned to an occupational category based upon the United States Equal Employment Opportunity Commission's definitions<sup>2</sup>.

---

<sup>1</sup> Dictionary.com defines underrepresentation as giving inadequate representation to; represent in numbers that are disproportionately low.

<sup>2</sup> See Page 12 of this report for the definitions of the 8 occupational categories.

## **OUTREACH**

As of December 31, 2016, Contra Costa County employed 7,964 employees. Each department with underrepresentation of 10% or more in gender and race/ethnicity<sup>3</sup> categories is required to create a strategic outreach and recruitment plan that addresses the deficiencies and outreach needed. Representation rates, which are presented in percentages, are estimated indicators of whether or not a particular racial/ethnic or gender group is represented at a level comparable to the group's presence in the labor market. Referencing this data, departments provide steps that will be taken to assist in increasing the applicant flow of qualified individuals for the underrepresented group(s).

Applicant flow is the analysis of selection rate adjustments for a particular job and is used for record keeping and statistical purposes<sup>4</sup>. Employers are to provide applicants with the options of self-identifying or declining to submit the supplemental classification information, which identifies gender, race, and/or ethnicity. If an individual declines to self-identify, the reporting data will not be included in the final tally.

The departments are required to reach out to males, females, Whites, Blacks, Hispanics, and Asians, depending on where their underrepresentation exists. Each racial/ethnic and gender category varies from the other and requires departments to participate in outreach to all groups where it has been determined that low representation exists.

As the County's EEO Officer, I am responsible for conducting outreach efforts to Community Based Organizations (CBO's). The outreach efforts place an emphasis on attracting underrepresented groups within the County's workforce through ongoing marketing efforts. The efforts are designed to meet the CBO'S at the transaction level in order to provide the County's employment information to management teams, employees, and the agency's clientele.

The ongoing outreach efforts have produced a partnership between Human Resources (HR) and the Office of EEO. HR often accompanies EEO to onsite meetings with local CBO's in order to explain the hiring process, answer recruitment questions and provide customized tutorials on completing the County's online application.

Outreach is specific to organizations whose clientele consists of veterans, women, Hispanics, Blacks, and Asians, as well as disabled, re-entry, low income, faith-based, and homeless individuals. The organizations we reached out to in the past two years are listed below.

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<sup>3</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably.

<sup>4</sup> All institutions receiving federal contracts are obligated by federal law to track gender and race data for all candidates submitting applications for employment to the business. By law, the information cannot be a component of the employment determination, nor can it be used for consideration.

## COMMUNITY BASED ORGANIZATIONS

1. Education	Contact
<ul style="list-style-type: none"><li>Diablo Valley Community College</li></ul>	Tina Dodson, Workforce Development Manager
<ul style="list-style-type: none"><li>Los Medanos College</li></ul>	Professor Silvester Henderson, Instructor of Music
2. Faith Based	Contact
<ul style="list-style-type: none"><li>Contra Costa County Interfaith Council</li></ul>	Donnell Jones, Interim Executive Director
<ul style="list-style-type: none"><li>Contra Costa Interfaith Housing</li></ul>	DeAnn Pearn, Executive Director
<ul style="list-style-type: none"><li>Shepherd's Gate</li></ul>	Confidential Contact
<ul style="list-style-type: none"><li>Victory Outreach</li></ul>	Tony Valenzuela, Senior Pastor
3. Re-Entry	Contact
<ul style="list-style-type: none"><li>Bay Area Chaplains</li></ul>	Mike Lafferty, President and CEO Lance Marshall, Senior Chaplain
<ul style="list-style-type: none"><li>East Bay Goodwill</li></ul>	Devon Powers, Senior Director of Contracts
<ul style="list-style-type: none"><li>Family Justice Center</li></ul>	Susun Kim, Executive Director
<ul style="list-style-type: none"><li>Men and Women of Purpose</li></ul>	Rick Fortenberry, CEO Antwain Cloird, Chief Operating Officer
<ul style="list-style-type: none"><li>Reach Project, Inc.</li></ul>	Mickie Marchetti, Director
<ul style="list-style-type: none"><li>Rubicon Programs</li></ul>	Traci Rodarte, Workforce Services Manager
<ul style="list-style-type: none"><li>Salvation Army (Antioch)</li></ul>	Nicole Scales, Employment Services Specialist

<b>4. Social Services</b>	<b>Contact</b>
• Anka Behavioral Health	Kimberly Sayler, Job Developer
• Bay Area Rescue Mission	Tim Hammack, Vice President of Programs
• Community Housing Development	Janine Shaheed, Senior Resident Services Coordinator
• Department of Rehabilitation	Erica Watkins, Employment Coordinator
• Dream Catchers	Leslie Descans, Employment Specialist
• Food Bank	Larry Sly, Executive Director
• Futures Explored	Will Sanford, Executive Director
• Hispanic Chamber of Commerce	Raymundo Villanueva, President
• Laos Family Community Development	Brad Meyer, Executive Director
• Latina Center	Miriam Wong, Executive Director
• Men and Women of Valor	Pamela Bilbo-Saucer, CEO
• Monument Impact	Mike Van Hofwegen, Executive Director
• NAACP (East County)	Odessa LeFrancois, Former President
• Opportunity Junction	Shannel Arce, Outreach Employment Specialist
• Radio Fusion Latina	Diana Trujillo, Commentator
• Shelter Inc.	Lindsey Drolette, Project Manager
• SOFTECH	Elaine LaVan, Director
• STAND!	Confidential Contact
• TRENDS	Narda Mamou, Placement Specialist

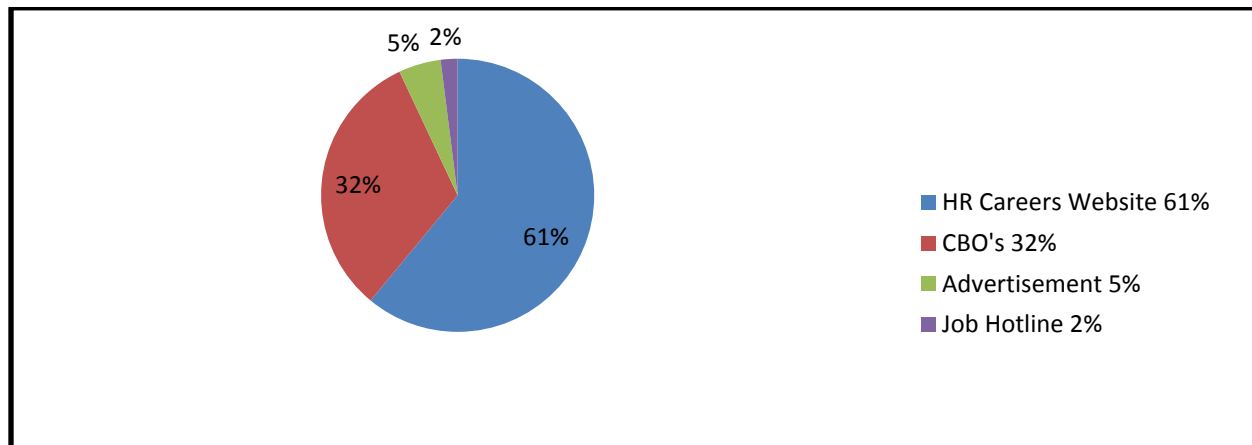
## **FY 2016- 2017 OUTREACH PLAN**

Applicant flow is an important tool that the County uses to measure the fairness and inclusiveness of our outreach programs. It helps the County to review and determine how outreach can be proactive, strategic, and effective to our constituents. It also assists the County in removing barriers. For FY 16- 17, the County's applicant flow pipeline is broken into 4 categories listed below. During that time period, the County received 24,843 applications, compared to 28,621 applications in FY 2015-2016. Tables 1 and 2 indicate how the applicant learned about the job opportunity.

### **OUTREACH DISTRIBUTION**

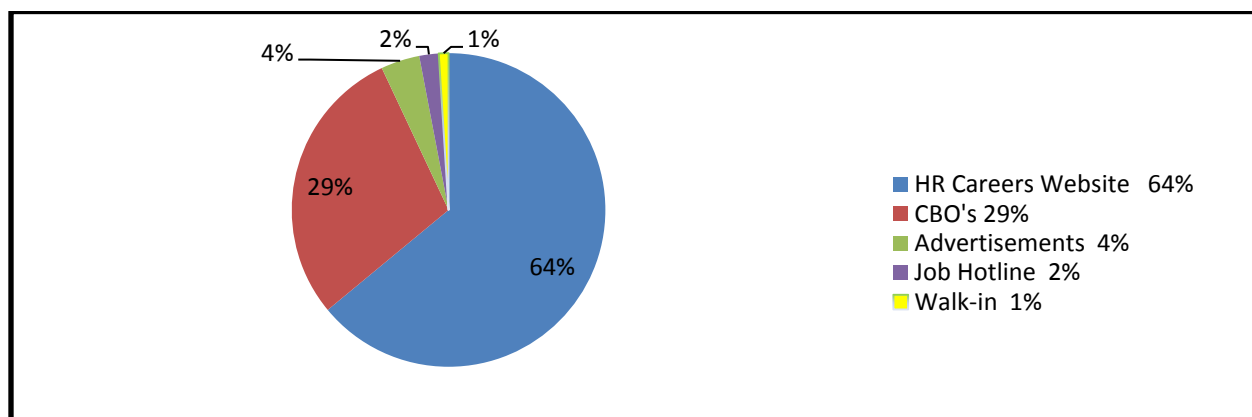
**TABLE 1**

**FY 16-17**



**TABLE 2**

**FY 15-16**



The tables illustrate the effectiveness of the County's outreach and recruitment efforts over the last two fiscal years. The tables show that our community based outreach and strategically designed advertisements have increased our applicant flow by 3% and 1%, respectively, since the last fiscal year.

We can attribute this increase in participation to the partnerships that have been developed and nurtured over the last several years between HR, EEO, County departments and the communities that we serve.

The number of applicants who self-identified their gender, race, and/or ethnicity for FY 15-16 was 27,217. The number of applicants who self-identified their gender, race, and/or ethnicity for FY 16-17 was 26,361.

The gender and racial background for applications received are listed below.

### APPLICANT FLOW

TABLE 3

FY 16-17

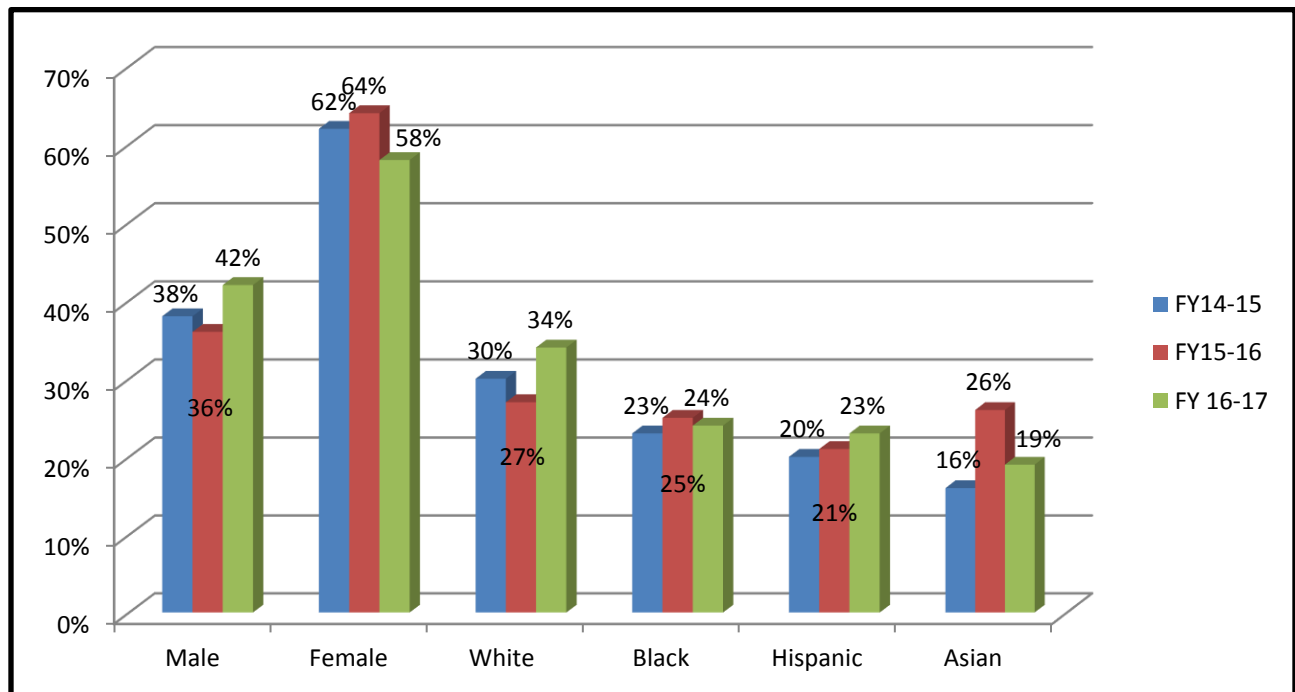
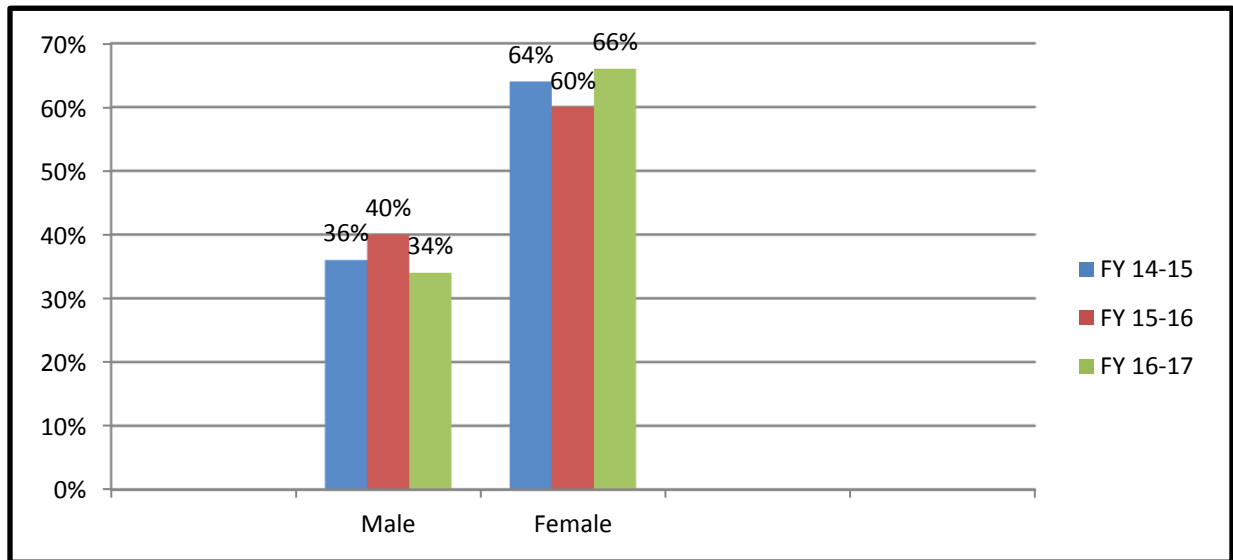


Table 3 illustrates the applicant flow activity level by gender and race and it reveals the following:

- The participation of males who submitted applications increased from prior fiscal years to 42% in FY 16-17.
- The participation of females who submitted applications decreased from prior fiscal years to 58% in FY 16-17.
- The participation of Whites who submitted applications increased from prior fiscal years to 34% in FY 16-17.
- The participation of Blacks who submitted applications remained relatively the same as prior fiscal years at 24% in FY 16-17.

- The participation of Hispanics who submitted applications increased from prior fiscal years to 23% in FY 16-17.
- The participation of Asians who submitted applications decreased from prior years to 19% in FY 16-17.

**CONTRA COSTA COUNTY NEW HIRE DATA  
BY GENDER  
TABLE 4**



The County hired and/or promoted 633 new employees during FY 14-15; 374 new employees during FY 15-16; and 812 new employees during FY 16-17. Table 3 illustrates the percentage of males and females hired during this time. The statistical data is listed below:

- The hiring of male employees increased from FY 14-15 to FY 15-16 by 4%. It decreased by 6% from FY 15-16 to FY 16-17.
- The hiring of female employees decreased from FY 14-15 to FY 15-16 by 4%. It increased by 6% from FY 15-16 to FY 16-17.

**CONTRA COSTA COUNTY NEW HIRE DATA  
BY RACE  
TABLE 5**

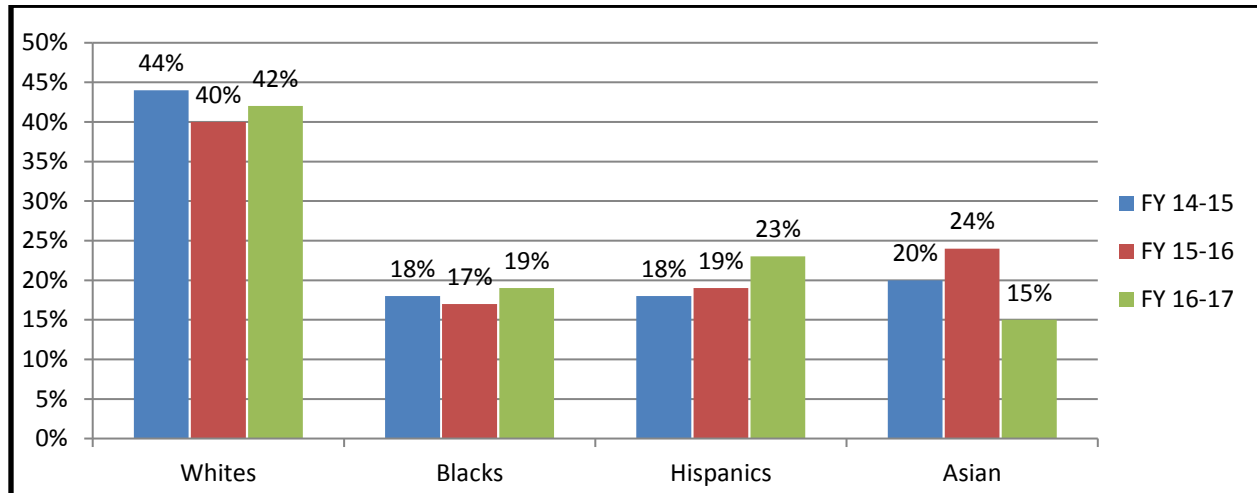


Table 5 illustrates the percentages of people hired during FY 14-15; FY 15-16; and FY 16-17 based on race/ethnicity. The statistical analysis is listed below:

- The hiring of Whites decreased by 4% from FY 14-15 to FY 15-16. The hiring of Whites increased by 2% from FY 15-16 to FY 16-17.
- The hiring of Blacks decreased by 1% from FY 14-15 to FY 15-16. The hiring of Blacks increased by 2% from FY 15-16 to FY 16-17.
- The hiring of Hispanics increased by 1% from FY 14-15 to FY 15-16. The hiring of Hispanics increased by 4% from FY 15-16 to FY 16-17.
- The hiring of Asians increased by 4% from FY 14-15 to FY 15-16. The hiring of Asians has decreased by 9% from FY 15-16 to FY 16-17.

These trends indicate the importance of EEO continuing its outreach efforts to the aforementioned groups in order to assist in maintaining an equitable workforce. EEO will continue to identify and expand our outreach efforts to reach underrepresented groups within our workforce. The unit consistently researches ways to increase the participation and hiring rates of underrepresented groups. The areas of opportunities and improvement that EEO wishes to pursue in 2018 are listed below. EEO seeks to:

- Capture employees who self-identify as being two or more races. EEO will also capture individuals who identify as Native Hawaiian/Philippine Islands (NHPI) and American Indian/Alaskan Native (AIAN).



- Continue to use the County workforce data to determine underrepresentation and focus outreach efforts on underrepresentation for the 8 job categories as defined by the EEOC<sup>5</sup>. We are using all available data, which provides a more complete picture of underrepresentation within the departments.
- Continue working with CCTV to establish a social media page.
- Conduct more outreach to veterans, professional, universities, community colleges and faith based organizations to increase participation in the County's hiring process.
- Create additional marketing tools such as brochures and power point presentations which are designed to reach underrepresented groups.
- Continue developing partnerships with EHSD's Welfare to Work Program and Workforce Development Board to help advertise the County's outreach and recruitment program.
- Continue to provide training for the departmental EEO Coordinators and Administrative Services Officers in an effort to help them become more knowledgeable about outreach and hiring.

## **CONCLUSION**

The data presented in this report provides the County stakeholders, managers, employees, and the public with detailed information regarding the County's outreach and recruitment efforts. Although we have made noticeable strides towards achieving workforce equity, there are areas that still need to be addressed.

It is important that we continue to promote and enforce equal employment opportunities for all who apply for vacant positions. EEO and the departments will continue to work with CBO's, colleges, and professional organizations to attract qualified candidates to help the County attain equity and inclusion within our workforce.

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<sup>5</sup> See Attached EEO Outreach Data sets

### CONTRA COSTA COUNTY

The following pages provide a detailed look into the data points, which determine the County's underrepresentation within specific job classifications. The County was deficient in the following occupational categories.

	Males	Females	Whites	Blacks	Hispanics	Asians	NHPI	AIAN
Officials and Administrators	22%							
Professionals	13%		15%					
Technicians	13%		13%					
Protective Services (Sworn)								
Protective Services (Non-Sworn)			49%					
Administrative Support	22%		15%					
Skilled Craft					18%			
Service Maintenance		18%			10%			

**CONTRA COSTA COUNTY  
2016 OUTREACH AND RECRUITMENT DATA  
7964 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>6</sup>	Male (%)	Female (%)	Working-Age Population by Job Category
<b>Officials and Administrators</b>				
Working-Age Population	X	55	45	54,665
County Workforce	283	33	67	X
Underrepresentation	X	22	X	X
<b>Professionals</b>				
Working-Age Population	X	42	58	77,555
County Workforce	2918	29	71	X
Underrepresentation	X	13	X	X
<b>Technicians</b>				
Working-Age Population	X	50	50	10,045
County Workforce	1452	37	63	X
Underrepresentation	X	13	X	X
<b>Protective Services (Sworn)</b>				
Working-Age Population	X	80	20	5,370
County Workforce	623	86	14	X
Underrepresentation	X	X	6	X
<b>Protective Services (Non-Sworn)</b>				
Working-Age Population	X	62	38	530
County Workforce	161	64	36	X
Underrepresentation	X	X	2	X
<b>Administrative Support</b>				
Working-Age Population	X	36	64	104,075
County Workforce	2129	14	86	X
Underrepresentation	X	22	X	X
<b>Skilled Craft</b>				
Working-Age Population	X	94	6	41,025
County Workforce	63	100	0	X
Underrepresentation	X	X	6	X
<b>Service Maintenance</b>				
Working-Age Population	X	55	45	122,730
County Workforce	335	73	27	X
Underrepresentation	X	X	18	X

*See next page for job classification information.*

<sup>6</sup> The total number of people who had worked for the County at least one day during the 2016 calendar year.

- **Officials and Administrators**: Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals**: Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians**: Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Protective Service Workers (Sworn)**: Occupations in which workers are entrusted with public safety, security and protection from destructive forces.
- **Protective Service Workers (Non-Sworn)**: Occupations that perform technical and support work in safety or law enforcement work, which does not require a sworn person. Examples include community service officers and animal control officers.
- **Administrative Support**: Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Skilled Crafts**: Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved such as electricians and tree trimmers.
- **Service-Maintenance**: Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.

**CONTRA COSTA COUNTY  
2016 OUTREACH AND RECRUITMENT DATA  
7964 EMPLOYEES**

**RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>7</sup>	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/Pacific Islander (NHPI) (%)	American Indian/Alaska Native (AIAN) (%)
<b>Officials and Administrators</b>							
Working-Age Population	X	68	6	10	13	0	1
County Workforce	283	61	12	12	15	0	0
Underrepresentation	X	7	X	X	X	0	1
<b>Professionals</b>							
Working-Age Population	X	63	7	9	19	0	0
County Workforce	2918	48	15	13	23	0	0
Underrepresentation	X	15	X	X	X	0	0
<b>Technicians</b>							
Working-Age Population	X	52	7	12	24	0	0
County Workforce	1452	39	20	18	20	0	1
Underrepresentation	X	13	X	X	4	0	X
<b>Protective Services (Sworn)</b>							
Working-Age Population	X	54	13	16	7	3	1
County Workforce	623	69	7	15	8	1	1
Underrepresentation	X	X	6	1	X	2	0
<b>Protective Services (Non-Sworn)</b>							
Working-Age Population	X	86	1	12	0	0	0
County Workforce	161	37	29	17	5	1	2
Underrepresentation	X	49	X	X	X	X	X
<b>Administrative Support</b>							
Working-Age Population	X	54	9	20	14	1	0
County Workforce	2129	39	20	25	14	1	1
Underrepresentation	X	15	X	X	0	0	X
<b>Skilled Craft</b>							
Working-Age Population	X	51	6	34	6	0	1
County Workforce	63	67	5	16	9	3	0
Underrepresentation	X	X	1	18	X	X	1
<b>Service Maintenance</b>							
Working-Age Population	X	35	8	40	12	0	1
County Workforce	335	35	22	30	12	1	2
Underrepresentation	X	0	X	10	0	X	X

*See next page for job classification information.*

<sup>7</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Protective Service Workers (Sworn):** Occupations in which workers are entrusted with public safety, security and protection from destructive forces.
- **Protective Service Workers (Non-Sworn):** Occupations that perform technical and support work in safety or law enforcement work, which does not require a sworn person. Examples include community service officers and animal control officers.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Skilled Crafts:** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved such as electricians and tree trimmers.
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.

### AGRICULTURE/WEIGHTS & MEASURES

The following pages provide a detailed look into the data points, which determine the Department's underrepresentation within specific job classifications. The Department was deficient in the following occupational categories.

	Males	Females	Whites	Blacks	Hispanics	Asians	NHPI	AIAN
Officials and Administrators		45%			10%	13%		
Professionals						19%		
Technicians		22%				12%		
Administrative Support	36%				20%	14%		
Service Maintenance		18%			23%			

**AGRICULTURE/WEIGHTS & MEASURES  
2016 OUTREACH AND RECRUITMENT DATA  
35 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>8</sup>	Male (%)	Female (%)	Working-Age Population by Job Category
<b>Officials and Administrators</b>				
Working-Age Population	X	55	45	54,665
County Workforce	1	100	0	X
Underrepresentation	X	X	45	X
<b>Professionals</b>				
Working-Age Population	X	42	58	77,555
County Workforce	2	50	50	X
Underrepresentation	X	X	8	X
<b>Technicians</b>				
Working-Age Population	X	50	50	10,045
County Workforce	18	72	28	X
Underrepresentation	X	X	22	X
<b>Administrative Support</b>				
Working-Age Population	X	36	64	104,705
County Workforce	3	0	100	X
Underrepresentation	X	36	X	X
<b>Service Maintenance</b>				
Working-Age Population	X	55	45	89,210
County Workforce	11	73	27	X
Underrepresentation	X	X	18	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.

<sup>8</sup> The total number of people who had worked for the County at least one day during the 2016 calendar year.



**AGRICULTURE/WEIGHTS & MEASURES  
2016 OUTREACH AND RECRUITMENT DATA  
35 EMPLOYEES**

**RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>9</sup>	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/Pacific Islander (%)	American Indian/Alaska Native (%)
<b>Officials and Administrators</b>							
Working-Age Population	X	68	6	10	13	0	1
County Workforce	1	100	0	0	0	0	0
Underrepresentation	X <sup>10</sup>	X	6	10	13	0	1
<b>Professionals</b>							
Working-Age Population	X	63	7	9	19	0	0
County Workforce	2	100	0	0	0	0	0
Underrepresentation	X	X	7	9	19	0	0
<b>Technicians</b>							
Working-Age Population	X	52	7	12	24	0	0
County Workforce	18	50	17	20	12	0	0
Underrepresentation	X	2	X	X	12	0	0
<b>Administrative Support</b>							
Working-Age Population	X	54	9	20	14	1	0
County Workforce	3	67	0	0	0	0	33
Underrepresentation	X	X	9	20	14	1	X
<b>Service Maintenance</b>							
Working-Age Population	X	34	8	41	12	1	0
Service Maintenance	11	45	0	18	18	0	18
Underrepresentation	X	X	8	23	X	1	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.

<sup>9</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.

<sup>10</sup> X denotes that either there is no information to be entered into the cell or there is no underrepresentation.



## **AGRICULTURE/WEIGHTS AND MEASURES OUTREACH AND RECRUITMENT PLAN FY 2017-2018**

**Issue:** The Board of Supervisors remains committed to maintaining a diverse and inclusive workforce which is reflective of the communities that we serve. As of December 31, 2016, the County's workforce statistical data indicate the following:

- Males are underrepresented in Administrative Support positions.
- Females are underrepresented in Official and Administrator, Service Maintenance, and Technical positions.
- Hispanics are underrepresented in Official and Administrator, Administrative Support, and Service Maintenance positions.
- Asians are underrepresented in Official and Administrator, Professionals, Technical, and Administrative Support positions.

All of our Technical (Biologists and Weights and Measures Inspectors), Professionals, and Officials and Administrator positions require specific state licensing. A majority of the positions within the department require candidates to be licensed through the State of California Department of Food and Agriculture (CDFA). When we recruit for these positions, we send announcements to every qualified and licensed individual identified by the CDFA County Liaison. For job positions where state licensing is not required we will do more outreach in the community.

**Objective:** Increase the applicant flow of underrepresented groups within our workforce by conducting specific outreach and recruitment efforts to candidates who meet the minimum qualifications by encouraging them to apply for the vacant positions within the Department.

**Message:** The Agriculture/Weights and Measures Department will target outreach efforts to online websites that serve underrepresented groups. We will electronically send these organizations open vacancies within the department during the fiscal year.

**Tools:** The Agriculture department will disseminate information to the general public through our website as well as local community colleges and universities to educate people about the department. We will continue to utilize websites geared towards helping underrepresented people find employment when possible. When hiring for licensed positions, the department will obtain/review the list of all licensees and ensure that all qualified individuals are notified.

### Message Distribution

STRATEGY	ELEMENT	TASKS
Research employment websites and register to join the online community.	Internet/Computer	Register with websites such as <a href="http://womenforhire.com">womenforhire.com</a>
Increase awareness about the different positions in our department, the minimum qualifications needed to apply and how to obtain the qualifications.	Internet/Computer	Add information about job qualifications, job descriptions, and licensing information to our department's website.
Target all underrepresented people who possess a state inspector/biologist license, weights and measures inspector license, and supervisory licensing.	Personal contact	Partner with HR to mail and/or email all job announcements to qualified individuals in order to expand the opportunity for qualified females, Hispanics and Asians.
Network with local Community Colleges and Universities to increase the applicant pool and explain the Department of Agriculture and Weights recruitment mission and goals.	Personal contact/publications	Develop content that highlights job duties and the employment opportunities.  Reach out to Academic Career Advisors and Alumni Relations at Cal State East Bay, UC Davis, Cal State San Luis Obispo.

**Contact:** Ralph Fonseca, Agricultural Biologist/Weights and Measures Inspector III  
[ralph.fonseca@ag.cccounty.us](mailto:ralph.fonseca@ag.cccounty.us)

### ANIMAL SERVICES

The following pages provide a detailed look into the data points, which determine the Department's underrepresentation within specific job classifications. The Department was deficient in the following occupational categories.

	Males	Females	Whites	Blacks	Hispanics	Asians	NHPI	AIAN
<b>Officials and Administrators</b>			18%			13%		
<b>Professionals</b>						19%		
<b>Technicians</b>	25%					24%		
<b>Protective Services (Non-Sworn)</b>		38%	20%		12%			
<b>Administrative Support</b>	30%							
<b>Service Maintenance</b>					19%			

**ANIMAL SERVICES  
2016 OUTREACH AND RECRUITMENT DATA  
54 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>11</sup>	Male (%)	Female (%)	Working-Age Population by Job Category
<b>Officials and Administrators</b>				
Working-Age Population	X	55	45	54,665
County Workforce	2	50	50	X
Underrepresentation	X	5	X	X
<b>Professionals</b>				
Working-Age Population	X	42	58	77,555
County Workforce	3	33	67	X
Underrepresentation	X	9	X	X
<b>Technicians</b>				
Working-Age Population	X	50	50	10,045
County Workforce	4	25	75	X
Underrepresentation	X	25	X	X
<b>Protective Services (Non-Sworn)</b>				
Working-Age Population	X	62	38	530
County Workforce	6	100	0	X
Underrepresentation	X	X	38	X
<b>Administrative Support</b>				
Working-Age Population	X	36	64	104,705
County Workforce	16	6	94	X
Underrepresentation	X	30	X	X
<b>Service Maintenance</b>				
Working-Age Population	X	55	45	89,210
County Workforce	23	57	43	X
Underrepresentation	X	X	2	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Protective Service Workers (Non-Sworn):** Occupations that perform technical and support work in safety or law enforcement work, which does not require a sworn person. Examples include community service officers and animal control officers.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.

<sup>11</sup> The total number of people who had worked for the County at least one day during the 2016 calendar year.

**ANIMAL SERVICES  
2016 OUTREACH AND RECRUITMENT DATA  
54 EMPLOYEES**

**RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>12</sup>	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/Pacific Islander (%)	American Indian/Alaska Native (%)
<b>Officials and Administrators</b>							
Working-Age Population	X	68	6	10	13	0	1
County Workforce	2	50	0	50	0	0	0
<b>Underrepresentation</b>	<b>X</b>	<b>18</b>	<b>6</b>	<b>X</b>	<b>13</b>	<b>0</b>	<b>1</b>
<b>Professionals</b>							
Working-Age Population	X	63	7	9	19	0	0
County Workforce	3	100	0	0	0	0	0
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>7</b>	<b>9</b>	<b>19</b>	<b>0</b>	<b>0</b>
<b>Technicians</b>							
Working-Age Population	X	52	7	12	24	0	0
County Workforce	4	75	0	25	0	0	0
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>7</b>	<b>X</b>	<b>24</b>	<b>0</b>	<b>0</b>
<b>Protective Services (Non-Sworn)</b>							
Working-Age Population	X	86	1	12	0	0	0
County Workforce	6	66	17	0	0	0	17
<b>Underrepresentation</b>	<b>X</b>	<b>20</b>	<b>X</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>X</b>
<b>Administrative Support</b>							
Working-Age Population	X	54	9	20	14	0	0
County Workforce	16	69	6	13	12	0	0
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>3</b>	<b>7</b>	<b>2</b>	<b>0</b>	<b>0</b>
<b>Service Maintenance</b>							
Working-Age Population	X	35	8	41	12	1	0
County Workforce	23	61	9	22	4	0	4
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>19</b>	<b>8</b>	<b>1</b>	<b>X</b>

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Protective Service Workers (Non-Sworn):** Occupations that perform technical and support work in safety or law enforcement work, which does not require a sworn person. Examples include community service officers and animal control officers.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

<sup>12</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.

- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.



## **ANIMAL SERVICES EQUAL EMPLOYMENT OPPORTUNITY OUTREACH AND RECRUITMENT PLAN FY 2017-2018**

**Issue:** The Board of Supervisors remains committed to maintain a diverse and inclusive workforce which is reflective of the communities that we serve. As of December 31, 2016, Animal Services workforce statistical data indicates the following:

- Males are underrepresented in Technical and Administrative Support positions.
- Females are underrepresented in Protective Services (Non-Sworn) positions.
- Whites are underrepresented in Official and Administrator and Administrative Support positions.
- Hispanics are underrepresented in Protective Services (Non-Sworn) and Service Maintenance positions.
- Asians are underrepresented in Official and Administrator, Professional, and Technical positions.

**Objective:** Increase the applicant flow of underrepresented groups within our workforce by conducting specific outreach and recruitment efforts to Community/Faith Based Organizations, Professional Groups and online recruitment sites who serve the populations listed above,

**Message:** The Animal Services Department will become an active partner in the community by establishing strong relationships with County and community vocational programs on all department career opportunities.

**Tools:** Continually update Animal Services website.

Utilize Animal Services Social Media websites.  
 Attend and participate in local job and community events.  
 Distribute department brochures and literature.

### Message Distribution

STRATEGY	ELEMENT	TASKS
Participate in community events and job fairs.	Outreach & Engagement	<p>ASD will continue to participate in local community events that target underserved populations.</p> <p><u>Community Events:</u></p> <ul style="list-style-type: none"> <li>• Bark in the Park, Brentwood CA</li> <li>• Safety Fairs, County Wide</li> <li>• Road Runner Run Club, Pleasant Hill CA</li> <li>• Monument Health Fair, Concord CA</li> <li>• Unity in the Community, Bay Point CA</li> <li>• Veteran's Stand Down, Antioch CA</li> <li>• Project Homeless Connect, TBA.</li> </ul> <p><u>Job Fairs:</u></p> <ul style="list-style-type: none"> <li>• Contra Costa County Workforce Development Board Job Fairs</li> <li>• Police Academies</li> </ul>
Establish competitive salaries for Animal Services Field Operations unit.	Economic	<p>The Animal Services Department (ASD) has implemented recruitment locations to increase job announcement views to increase applicant pools. ASD has also recently established competitive salaries for our Animal Services Officers to increase the department's recruitment and staff retention.</p>
Distribute brochures and employment opportunities for outreach and recruitment to minorities.	Recruitment	<p>The Animal Services Department (ASD) will continue to collaborate with local community based organizations and agencies on employment recruitments. ASD has continuously promoted employment opportunities to these organizations.</p>



		<u>Community Based Organizations:</u> <ul style="list-style-type: none"> <li>• Workforce Development Board: East Bay Works</li> <li>• Opportunity Junction, Antioch CA</li> <li>• Contra Costa Community College District</li> <li>• Asian Chamber of Commerce</li> <li>• Hispanic Chamber of Commerce</li> </ul>
Register and post Animal Services Department vacancies online, to reach a broad section of minorities	Electronic	<p>Register and post vacancies on websites that cater to minorities and women such as:</p> <ul style="list-style-type: none"> <li>• Asian-jobs.com</li> <li>• Diversity.com</li> <li>• Hispanicsjobs.com</li> </ul> <p>Animal Services has also expanded its employment recruitment efforts through social media:</p> <ul style="list-style-type: none"> <li>• Facebook</li> <li>• Twitter</li> </ul>

**Contact:** Arturo Castillo. Administrative Services Officer  
[arturo.castillo@asd.cccounty.us](mailto:arturo.castillo@asd.cccounty.us)

### ASSESSOR

The following pages provide a detailed look into the data points, which determine the Department's underrepresentation within specific job classifications. The Department was deficient in the following occupational categories.

	Males	Females	Whites	Blacks	Hispanics	Asians	NHPI	AIAN
Officials and Administrators					10%			
Professionals		18%						
Technicians	23%							
Administrative Support	26%							

**ASSESSOR  
2016 OUTREACH AND RECRUITMENT DATA  
89 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>13</sup>	Male (%)	Female (%)	Working-Age Population by Job Category
<b>Officials and Administrators</b>				
Working-Age Population	X	55	45	54,665
County Workforce	7	57	43	X
Underrepresentation	X	X	2	X
<b>Professionals</b>				
Working-Age Population	X	42	58	77,555
County Workforce	42	60	40	X
Underrepresentation	X	X	18	X
<b>Technicians</b>				
Working-Age Population	X	50	50	10,045
County Workforce	11	27	73	X
Underrepresentation	X	23	X	X
<b>Administrative Support</b>				
Working-Age Population	X	36	64	104,705
County Workforce	29	10	90	X
Underrepresentation	X	26	X	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Head.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

<sup>13</sup> The total number of people who had worked for the County at least one day during the 2016 calendar year.

**ASSESSOR  
2016 OUTREACH AND RECRUITMENT DATA  
89 EMPLOYEES  
RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>14</sup>	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/Pacific Islander (%)	American Indian/Alaska Native (%)
<b>Officials and Administrators</b>							
Working-Age Population	X	68	6	10	13	0	1
County Workforce	7	71	0	0	29	0	0
Underrepresentation	X	X	6	10	X	0	1
<b>Professionals</b>							
Working-Age Population	X	63	7	9	19	0	0
County Workforce	42	64	3	7	26	0	0
Underrepresentation	X	X	4	2	X	0	0
<b>Technicians</b>							
Working-Age Population	X	52	7	12	24	0	0
County Workforce	11	73	0	9	18	0	0
Underrepresentation	X	X	7	3	6	0	0
<b>Administrative Support</b>							
Working-Age Population	X	54	9	20	14	1	0
County Workforce	29	52	17	14	17	0	0
Underrepresentation	X	2	X	6	X	1	0

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Head.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

<sup>14</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



## **ASSESSOR OUTREACH AND RECRUITMENT PLAN FY 2017-2018**

**Issue:** The Board of Supervisors remains committed to maintain a diverse and inclusive workforce which is reflective of the communities that we serve. As of December 31, 2016, the Office of the Assessor's workforce statistical data indicates the following:

- Males are underrepresented in Technical and Administrative Support positions.
- Females are underrepresented in Professional positions.
- Hispanics are underrepresented in Official and Administrator positions.

**Objective:** Increase the applicant flow of underrepresented groups within our workforce by conducting specific outreach and recruitment efforts to Community/Faith Based Organizations, Professional Groups and online recruitment sites who serve the populations listed above.

**Message:** The Office of the Assessor will conduct strategic outreach efforts to Community/Faith Based Organizations, professional groups and online websites that serve those populations where we have underrepresentation. We will electronically send these organizations all open vacancies within the department during the fiscal year. These proactive measures will help to create a more diverse applicant pool of qualified candidates to apply for departmental vacancies.

**Tools:** Community/Faith Based Organizations to reach out to men, women and Hispanics  
Local colleges and universities  
Websites geared towards helping women find employment  
Post job vacancies on websites that are geared to Hispanics and women

**Message Distribution**

STRATEGY	ELEMENT	TASKS
Partner with community based organizations to reach out to males and females to apply for Technical and Administrative Support positions within our workforce.	Personal Contact	Connect with: <ul style="list-style-type: none"> <li>• Victory Outreach Church men's group (Men of Faith) in Antioch, Concord, and Richmond</li> <li>• Salvation Army</li> <li>• Men and Women of Purpose.</li> </ul>
Research employment websites and register to join the online community.	Internet/Computer	Register with websites such as <a href="http://womenforhire.com">womenforhire.com</a> <a href="http://www.wib-i.com">www.wib-i.com</a> and <a href="http://careerwomen.com">careerwomen.com</a> to reach women who are interested in Professional positions.
Connect with various Hispanic organizations	Personal Contact	Connect with: <ul style="list-style-type: none"> <li>• Hispanic Chamber of Commerce of Contra Costa County</li> <li>• Monument Impact</li> <li>• Morada de Mujeres del Milenio</li> <li>• Lao Family Community Development</li> </ul>
Connect with California Community Colleges	Personal Contact	Reach out to the Division of Workforce and Economic Development to locate the best colleges in the area to target local men, women and Hispanics interested in working for the Assessor's Office.
Join websites geared toward employment of Hispanic individuals	Electronic Publication/Print	Post job vacancies in <a href="http://Hispanic-Today.com">Hispanic-Today.com</a> and <a href="http://equalitymagazines.com">equalitymagazines.com</a> to reach out to Hispanic individuals interested in Official and Administrator positions.

Develop relationships with career advisors	Personal Contact	Create professional relationships and partner with local colleges such as DVC, Los Medanos, Cal State East Bay, and Contra Costa College.
Locate bulletin board and kiosks to post vacancies	Publication/Print	Post job openings at Workforce Development Board and East Bay Works One-Stop Career Center locations

**Contact:** Danielle Gomez – Administrative Analyst  
[danielle.gomez@assr.cccounty.us](mailto:danielle.gomez@assr.cccounty.us)

### AUDITOR-CONTROLLER

The following pages provide a detailed look into the data points, which determine the Department's underrepresentation within specific job classifications. The Department was deficient in the following occupational categories.

	Males	Females	Whites	Blacks	Hispanics	Asians	NHPI	AIAN
Officials and Administrators			68%					
Professionals	12%		37%					
Administrative Support	20%		17%					



**AUDITOR – CONTROLLER  
2016 OUTREACH AND RECRUITMENT DATA  
44 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>15</sup>	Male (%)	Female (%)	Working-Age Population by Job Category
<b>Officials and Administrators</b>				
Working-Age Population	X	55	45	54,665
County Workforce	2	50	50	X
Underrepresentation	X	5	X	X
<b>Professionals</b>				
Working-Age Population	X	42	58	77,555
County Workforce	23	30	70	X
Underrepresentation	X	12	X	X
<b>Administrative Support</b>				
Working-Age Population	X	36	64	104,705
County Workforce	19	16	84	X
Underrepresentation	X	20	X	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

<sup>15</sup> The total number of people who had worked for the County at least one day during the 2016 calendar year.

**AUDITOR – CONTROLLER**  
**2016 OUTREACH AND RECRUITMENT DATA**  
**44 EMPLOYEES**

**RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>16</sup>	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/Pacific Islander (%)	American Indian/Alaska Native (%)
<b>Officials and Administrators</b>							
Working-Age Population	X	68	6	10	13	0	1
County Workforce	2	0	0	50	50	0	0
Underrepresentation	X	68	6	X	X	0	1
<b>Professionals</b>							
Working-Age Population	X	63	7	9	19	0	0
County Workforce	23	26	13	0	57	4	0
Underrepresentation	X	37	X	9	X	X	0
<b>Administrative Support</b>							
Working-Age Population	X	54	9	20	14	1	0
County Workforce	19	37	16	26	21	0	0
Underrepresentation	X	17	X	X	X	1	0

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

<sup>16</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



## **AUDITOR-CONTROLLER OUTREACH AND RECRUITMENT PLAN FY 2017-2018**

**Issue:** The Board of Supervisors remains committed to maintain a diverse and inclusive workforce, which is reflective of the communities that we serve. As of December 31, 2016, the Office of the Auditor-Controller workforce statistical data indicates the following:

- Males are underrepresented in Professional and Administrative Support positions.
- Whites are underrepresented in Officials and Administrators, Professional, and Administrative Support positions.

**Objective:** Increase the applicant flow of underrepresented groups within our Office by encouraging them to apply for vacant positions. Create diversified applicant pools to fill vacancies with the Office through increased outreach.

**Message:** The Office of the Auditor-Controller will continue to work with the Human Resources Department to strengthen its outreach efforts. The Auditor-Controller's Office is committed to conducting strategic and targeted outreach to meet both the County and department outreach goals, as determined by the Office of Equal Employment Opportunity. The Office will continue to conduct strategic outreach efforts to community based organizations, professional groups, and online websites that serve those populations where we have underrepresentation.

**Tools:** Community Organizations such as the Chamber of Commerce  
Professional websites such as the California Auditor-Controller's State Association  
Local junior colleges and universities  
Internship Program

**Message Distribution**

STRATEGY	ELEMENT	TASKS
Partner with professional organizations to reach out to the underrepresented groups to apply for Professional and Administrative Support positions within the Office.	Personal Contact	Create professional relationships and partner with local colleges such as DVC, Los Medanos, Cal State East Bay, and local high schools
Attend job and career fairs geared towards helping the underrepresented groups of the office find employment both in Professional and Administrative Support positions.	Personal Contact	Work with Human Resources to attend at least 2 job and career fairs during the fiscal year
Partner with community based organizations who serve the underrepresented groups of the office and who are interested in working in Administrative Support positions.	Personal Contact	Partner with the Office of EEO to reach our specific audience such as Monument Impact, Salvation Army and Trends.
Post job notices to the State Association of County Auditor's website	Publication/Print Media/Electronic	When notified of job announcements post to website
Notify Walnut Creek, Lafayette, and Orinda Chambers of Commerce and request they post job announcements	Publication/Print Media/Electronic	When notified of job announcements email
Email job vacancies to local colleges and universities and to career counselors within the local college and university system	Publication/Print Media/Electronic	When notified of job announcements email

Implement an Internship Program	Personal Contract	Develop an internship program to attract college students interested in a career in public accounting/auditing
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**Contact:** Robert Campbell, Auditor-Controller  
[Bob.Campbell@ac.cccounty.us](mailto:Bob.Campbell@ac.cccounty.us)

### CHILD SUPPORT SERVICES

The following pages provide a detailed look into the data points, which determine the Department's underrepresentation within specific job classifications. The Department was deficient in the following occupational categories.

	Males	Females	Whites	Blacks	Hispanics	Asians	NHPI	AIAN
Officials and Administrators	55%				10%			
Professionals	22%					14%		
Technicians	26%					12%		
Administrative Support	23%		12%					

**CHILD SUPPORT SERVICES  
2016 OUTREACH AND RECRUITMENT DATA  
135 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>17</sup>	Male (%)	Female (%)	Working-Age Population by Job Category
<b>Officials and Administrators</b>				
Working-Age Population	X	55	45	54,665
County Workforce	3	0	100	X
Underrepresentation	X	55	X	X
<b>Professionals</b>				
Working-Age Population	X	42	58	77,555
County Workforce	20	20	80	X
Underrepresentation	X	22	X	X
<b>Technicians</b>				
Working-Age Population	X	50	50	10,045
County Workforce	74	24	76	X
Underrepresentation	X	26	X	X
<b>Administrative Support</b>				
Working-Age Population	X	36	64	104,705
County Workforce	38	13	87	X
Underrepresentation	X	23	X	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Head;
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys;
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

<sup>17</sup> The total number of people who had worked for the County at least one day during the 2016 calendar year.

**CHILD SUPPORT SERVICES  
2016 OUTREACH AND RECRUITMENT DATA  
135 EMPLOYEES  
RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>18</sup>	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/Pacific Islander (%)	American Indian/Alaska Native (%)
<b>Officials and Administrators</b>							
Working-Age Population	X	68	6	10	13	0	1
County Workforce	3	67	0	0	33	0	0
Underrepresentation	X	1	6	10	X	0	1
<b>Professionals</b>							
Working-Age Population	X	63	7	9	19	0	0
County Workforce	20	85	5	5	5	0	0
Underrepresentation	X	X	2	4	14	0	0
<b>Technicians</b>							
Working-Age Population	X	52	7	12	24	0	0
County Workforce	74	46	20	22	12	0	0
Underrepresentation	X	6	X	X	12	0	0
<b>Administrative Support</b>							
Working-Age Population	X	54	9	20	14	1	0
County Workforce	38	42	18	18	21	0	0
Underrepresentation	X	12	X	2	X	1	0

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Head.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

<sup>18</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.





## **CHILD SUPPORT SERVICES OUTREACH AND RECRUITMENT PLAN FY 2017-2018**

**Issue:** The Board of Supervisors remains committed to maintain a diverse and inclusive workforce, which is reflective of the communities that we serve. As of December 31, 2016, the Child Support Services workforce statistical data indicate the following:

- Males are underrepresented in Officials and Administrator, Professional, Technical and Administrative Support positions.
- Whites are underrepresented in Administrative Support positions.
- Hispanics are underrepresented in Officials and Administrator positions.
- Asians are underrepresented in Professional and Technical positions.

**Objective:** Increase the visibility of males, Whites, Hispanics and Asians within the workforce. We will focus on conducting outreach to these populations in an attempt to mitigate current trends of underrepresentation. The Department will work to more broadly market and promote job vacancies.

**Message:** The Department will utilize social media and online resources to reach a broad candidate pool. The Department will make efforts to develop relationships and conduct targeted outreach efforts with local Asian based organizations.

**Outreach  
Tools:**

YOU TUBE Video  
Social Media  
Community Outreach  
Digital bill board advertising

## Message Distribution

STRATEGY	ELEMENT	TASKS
Create employee testimonial video and post to the Department's webpage	Electronic Media	Coordinate with CCTV to record YouTube video of incumbent employees in the underrepresented groups, explaining the duties of the open positions. Create a link from the County HR webpage job posting to the Department's webpage.
Utilize social media to expand exposure of open job opportunities	Electronic Media	Post link to open job opportunities on the Department's Facebook page. Continually monitor to address potential candidate feedback
Conduct outreach to local community groups, targeting groups specifically Hispanic and Asian populations	Electronic Media	Build community partnerships and provide electronic job postings for distribution during open recruitment periods. We will reach out to Shelter, Inc., local Salvation Army chapters and the Asian Business League of San Francisco.
Coordinate digital bill board advertising with open recruitments	Advertising	Post job opportunities via digital billboard, utilizing marketing materials that specifically target males and currently underrepresented groups.

**Contact:** Adrienne Todd, Administrative Services Officer  
[adrienne.todd@dcss.cccounty.us](mailto:adrienne.todd@dcss.cccounty.us)

### CLERK-RECORDER-ELECTIONS

The following pages provide a detailed look into the data points, which determine the Department's underrepresentation within specific job classifications. The Department was deficient in the following occupational categories.

	Males	Females	Whites	Blacks	Hispanics	Asians	NHPI	AIAN
Officials and Administrators	30%					13%		
Professionals	42%					19%		
Technicians		25%	27%					
Administrative Support	10%							

**CLERK- RECORDER - ELECTIONS  
2016 OUTREACH AND RECRUITMENT DATA  
58 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>19</sup>	Male (%)	Female (%)	Working-Age Population by Job Category
<b>Officials and Administrators</b>				
Working-Age Population	X	55	45	54,665
County Workforce	4	25	75	X
Underrepresentation	X	30	X	X
<b>Professionals</b>				
Working-Age Population	X	42	58	77,555
County Workforce	3	0	100	X
Underrepresentation	X	42	X	X
<b>Technicians</b>				
Working-Age Population	X	50	50	10,045
County Workforce	4	75	25	X
Underrepresentation	X	X	25	X
<b>Administrative Support</b>				
Working-Age Population	X	36	64	104,705
County Workforce	47	26	74	X
Underrepresentation	X	10	X	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Head;
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys;
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

<sup>19</sup> The total number of people who had worked for the County at least one day during the 2016 calendar year.

**CLERK - RECORDER - ELECTIONS  
2016 OUTREACH AND RECRUITMENT DATA  
58 EMPLOYEES**

**RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>20</sup>	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/Pacific Islander (%)	American Indian/Alaska Native (%)
<b>Officials and Administrators</b>							
Working-Age Population	X	68	6	10	13	0	1
County Workforce	4	75	0	25	0	0	0
Underrepresentation	X	X	6	X	13	0	1
<b>Professionals</b>							
Working-Age Population	X	63	7	9	19	0	0
County Workforce	3	100	0	0	0	0	0
Underrepresentation	X	X	7	9	19	0	0
<b>Technicians</b>							
Working-Age Population	X	52	7	12	24	0	0
County Workforce	4	25	25	25	25	0	0
Underrepresentation	X	27	X	X	X	0	0
<b>Administrative Support</b>							
Working-Age Population	X	54	9	20	14	1	0
County Workforce	47	49	11	32	6	0	2
Underrepresentation	X	5	X	X	8	1	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Head;
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys;
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

<sup>20</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



## **CLERK-RECORDER-ELECTIONS OUTREACH AND RECRUITMENT PLAN FY 2017-2018**

**Issue:** The Clerk-Recorder-Elections Department remains committed to maintaining a diverse and inclusive workforce reflective of the communities we serve. As of December 31, 2016, the County's workforce statistical data indicate the following for the Clerk-Recorder-Elections Department:

- Males are underrepresented in Official and Administrator, Professional and Administrative Support positions.
- Females are underrepresented in Technical positions.
- Whites are underrepresented in Technical positions.
- Asians are underrepresented in Officials and Administrator and Professional positions.

**Objective:** Increase the applicant flow of underrepresented groups within our workforce by conducting specific outreach and recruitment efforts to Community/Faith Based Organizations, professional groups, and online recruitment sites who serve the populations listed above.

**Message:** The Clerk-Recorder-Elections Department will partner with the Human Resources unit to conduct strategic outreach efforts to community/faith based organizations, professional groups, and online websites that serve those populations where we have underrepresentation. Human Resources will send these organizations information about open vacancies within the department during the fiscal year. These proactive measures will help to create a more diverse applicant pool of qualified candidates to apply for departmental vacancies.

**Tools:** Community/ faith based organizations  
Local job fairs and career days  
Local colleges and universities

Websites geared towards helping women find employment.  
Create and distribute informational brochures

### Message Distribution

STRATEGY	ELEMENT	TASKS
Partner with professional organizations to reach out to males to apply for Officials/ Administrators and Professional positions within our workforce.	Personal Contact	Create professional relationships and partner with local colleges such as DVC, Los Medanos, and Cal State East Bay.
Attend job and career fairs geared towards helping males find employment.	Personal Contact	Attend job and career fairs during the fiscal year. The County will focus on recruiting males to distribute information about the department's vacancies.
Partner with community based organizations who serve males who are interested in working in the Technical and Administrative Support fields	Personal Contact	Partner with the Salvation Army, Men and Women of Purpose and Hilltop Community Church to reach our specific audience
Research employment websites and register to join the online community.	Internet/Computer	Register with websites such as <a href="http://womenforhire.com">womenforhire.com</a> and <a href="http://careerwomen.com">careerwomen.com</a> to reach women who are interested in the Service Maintenance Field

**Contact:** Debi Cooper, Deputy County Clerk-Recorder  
[Debi.Cooper@cr.cccounty.us](mailto:Debi.Cooper@cr.cccounty.us)

### CONSERVATION & DEVELOPMENT

The following pages provide a detailed look into the data points, which determine the Department's underrepresentation within specific job classifications. The Department was deficient in the following occupational categories.

	Males	Females	Whites	Blacks	Hispanics	Asians	NHPI	AIAN
Officials and Administrators					10%			
Professionals		22%	20%					
Technicians		11%				13%		
Administrative Support	16%							
Service Maintenance		46%						



**CONSERVATION & DEVELOPMENT  
2016 OUTREACH AND RECRUITMENT DATA  
131 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>21</sup>	Male (%)	Female (%)	Working-Age Population by Job Category
<b>Officials and Administrators</b>				
Working-Age Population	X	55	45	54,665
County Workforce	12	58	42	X
Underrepresentation	X	X	3	X
<b>Professionals</b>				
Working-Age Population	X	42	58	77,555
County Workforce	55	64	36	X
Underrepresentation	X	X	22	X
<b>Technicians</b>				
Working-Age Population	X	50	50	10,045
County Workforce	38	61	39	X
Underrepresentation	X	X	11	X
<b>Administrative Support</b>				
Working-Age Population	X	36	64	104,705
County Workforce	20	20	80	X
Underrepresentation	X	16	X	X
<b>Service Maintenance</b>				
Working-Age Population	X	54	46	27,510
County Workforce	6	100	0	X
Underrepresentation	X	X	46	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.

<sup>21</sup> The total number of people who had worked for the County at least one day during the 2016 calendar year.

**CONSERVATION & DEVELOPMENT  
2016 OUTREACH AND RECRUITMENT DATA  
131 EMPLOYEES**

**RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>22</sup>	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/Pacific Islander (%)	American Indian/Alaska Native (%)
<b>Officials and Administrators</b>							
Working-Age Population	X	68	6	10	13	0	1
County Workforce	12	75	0	0	25	0	0
Underrepresentation	X	X	6	10	X	0	1
<b>Professionals</b>							
Working-Age Population	X	63	7	9	19	0	0
County Workforce	55	43	15	13	29	0	0
Underrepresentation	X	20	X	X	X	0	0
<b>Technicians</b>							
Working-Age Population	X	52	7	12	24	0	0
County Workforce	38	63	5	16	11	3	3
Underrepresentation	X	X	2	X	13	X	X
<b>Administrative Support</b>							
Working-Age Population	X	54	9	20	14	1	0
County Workforce	20	70	10	15	5	0	0
Underrepresentation	X	X	X	5	9	1	0
<b>Service Maintenance</b>							
Working-Age Population	X	51	6	34	6	1	0
County Workforce	6	50	17	33	0	0	0
Underrepresentation	X	1	X	1	6	1	0

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.

<sup>22</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



## **CONSERVATION AND DEVELOPMENT OUTREACH AND RECRUITMENT PLAN FY 2017-2018**

**Issue:** The Board of Supervisors and the Department of Conservation and Development (DCD) remain committed to maintain a diverse and inclusive workforce which is reflective of the communities that we serve. As of December 31, 2016, the County's workforce statistical data indicate the following with respect to DCD:

- Males are underrepresented in Administrative Support positions.
- Females are underrepresented in Professional, Technician and Service Maintenance positions.
- Whites are underrepresented in Professional positions.
- Hispanics are underrepresented in Official and Administrator positions.
- Asians are underrepresented in Technician positions.

**Objective:** Increase the applicant flow of underrepresented groups within our workforce by conducting specific outreach and recruitment efforts to Community/Faith Based Organizations, Educational Institutions, Professional Groups and online recruitment sites who serve the populations listed above.

**Message:** DCD will conduct strategic outreach efforts to community/faith based organizations, professional groups and online websites that serve those populations where we have underrepresentation. We will electronically send these organizations all open vacancies within the department during the fiscal year. This proactive measure will help to create a more diverse applicant pool of qualified candidates to apply for departmental vacancies.

**Tools:** Community/ faith based organizations  
Local job fairs and career days  
Local colleges and universities

Websites geared towards helping women find employment in professional, technician and service maintenance positions

Websites geared towards helping men find employment in administrative support positions

Websites geared towards helping Hispanics find employment in Official and Administrator positions

Websites geared towards helping Asians find employment in Technical positions

Websites geared toward hiring existing Contra Costa County residents in order to improve representation in all underrepresented groups, including whites in Professional positions.

### Message Distribution

STRATEGY	ELEMENT	TASKS
Partner with professional organizations to seek Hispanic, Asian, female and male applicants for the positions where these groups are underrepresented.	Personal Contact	Create professional relationships and partner with local colleges such as DVC, Los Medanos, Contra Costa College, Cal State East Bay and UC Berkeley.
Attend job and career fairs geared towards helping underrepresented classes find employment.	Personal Contact	Attend job and career fairs during the fiscal year. DCD will focus on recruiting Whites, Hispanics, Asians, males and females to distribute information about the department's vacancies.
Partner with community based organizations who serve males who are interested in working in the Administrative Support fields	Personal Contact	Partner with the Salvation Army and other community based organizations to reach our specific audience
Request the assistance of current employees to let others know about the department's vacancies.	Personal Contact	Provide word-of-mouth job vacancy advertising among their families, organizations or church

Identify leading Hispanic organizations in the specific trades that DCD needs as well as community based organizations in Contra Costa County and post job announcements onto their website or offices	Personal Contact	DCD will work specifically with Society of Hispanic Professional Engineers, Region 1 California Chapter, and Labor Council for Latin American Advancement ( <a href="http://www.lclaa.org">www.lclaa.org</a> ), San Francisco and Alameda Chapters.
Post job vacancy announcements in newspapers and publications targeting underrepresented populations, as budget will allow.	Internet/Computer	Examples include El Observador, a Spanish language newspaper based in San Jose and circulated in the Bay Area, Monument Impact and Hispanic Chamber of Commerce of Contra Costa.
Research employment websites and register to join the online community.	Internet/Computer	Register with websites such as <a href="http://womenforhire.com">womenforhire.com</a> ; <a href="http://careerwomen.com">careerwomen.com</a> ; National Association for Asian American Professionals (Career Center web page); and the National Society for Hispanic Professionals to reach underrepresented groups.

**Contact:** John Kopchik, Director of the Department of Conservation and Development  
[john.kopchik@dcd.cccounty.us](mailto:john.kopchik@dcd.cccounty.us)

### COUNTY ADMINISTRATOR'S OFFICE

The following pages provide a detailed look into the data points, which determine the Department's underrepresentation within specific job classifications. The Department was deficient in the following occupational categories.

	Males	Females	Whites	Blacks	Hispanics	Asians	NHPI	AIAN
Officials and Administrators								
Professionals	20%							
Technicians		18%	14%					
Administrative Support	32%				16%			
Skilled Craft					34%			

**COUNTY ADMINISTRATOR'S OFFICE  
2016 OUTREACH AND RECRUITMENT DATA  
117 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>23</sup>	Male (%)	Female (%)	Working-Age Population by Job Category
<b>Officials and Administrators</b>				
Working-Age Population	X	55	45	54,665
County Workforce	17	47	53	X
Underrepresentation	X	8	X	X
<b>Professionals</b>				
Working-Age Population	X	42	58	77,555
County Workforce	27	22	78	X
Underrepresentation	X	20	X	X
<b>Technicians</b>				
Working-Age Population	X	50	50	10,045
County Workforce	47	68	32	X
Underrepresentation	X	X	18	X
<b>Administrative Support</b>				
Working-Age Population	X	36	64	104,705
County Workforce	25	4	96	X
Underrepresentation	X	32	X	X
<b>Skilled Craft</b>				
Working-Age Population	X	94	6	27,510
County Workforce	1	100	0	X
Underrepresentation	X	X	6	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Skilled Craft:** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved such as electricians and tree trimmers.

<sup>23</sup> The total number of people who had worked for the County at least one day during the 2016 calendar year.

**COUNTY ADMINISTRATOR'S OFFICE  
2016 OUTREACH AND RECRUITMENT DATA  
117 EMPLOYEES**

**RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>24</sup>	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/Pacific Islander (%)	American Indian/Alaska Native (%)
<b>Officials and Administrators</b>							
Working-Age Population	X	68	6	10	13	0	1
County Workforce	17	59	12	17	12	0	0
Underrepresentation	X	9	X	X	1	0	1
<b>Professionals</b>							
Working-Age Population	X	63	7	9	19	0	0
County Workforce	27	59	7	15	19	0	0
Underrepresentation	X	4	0	X	0	0	0
<b>Technicians</b>							
Working-Age Population	X	52	7	12	24	0	0
County Workforce	47	38	19	11	32	0	0
Underrepresentation	X	14	X	1	X	0	0
<b>Administrative Support</b>							
Working-Age Population	X	54	9	20	14	1	0
County Workforce	25	60	16	4	20	0	0
Underrepresentation	X	X	X	16	X	1	0
<b>Skilled Craft</b>							
Working-Age Population	X	51	6	34	6	1	0
County Workforce	1	100	0	0	0	0	0
Underrepresentation	X	X	6	34	6	1	0

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Skilled Craft:** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved such as electricians and tree trimmers.

<sup>24</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.





## **COUNTY ADMINISTRATOR'S OFFICE OUTREACH AND RECRUITMENT PLAN FY 2017-2018**

**Issue:** The Board of Supervisors and the County Administrator's Office (CAO) remain committed to maintain a diverse and inclusive workforce which is reflective of the communities that we serve. As of December 31, 2016, the County's workforce statistical data indicate the following:

- Males are underrepresented in Professional and Administrative Support positions.
- Females are underrepresented in Technical positions.
- Whites are underrepresented in Technical positions.
- Hispanics are underrepresented in Administrative Support and Skilled Craft positions.

This workforce underrepresentation data includes data for the following departments within the County Administrator's agency: Clerk of the Board; CCTV; Department of Information Technology, including the Telecommunications division; Law and Justice Systems; Risk Management, and the Administrative Office of the County Administrator, including the Labor Relations unit.

**Objective:** Increase the applicant flow of males, females, Whites and Hispanics who meet the minimum qualifications by encouraging them to apply for the vacant positions within the various departments of the CAO.

**Message:** In partnership with the Human Resources Department, the CAO will continue to conduct strategic and targeted outreach efforts to organizations and online websites that serve diverse populations. We will continue to electronically send these organizations all open vacancies within the department and continue national outreach efforts as appropriate. These proactive measures have supported our hiring efforts in the administrative office.

Recently selected candidates for the Administrative Office and other departments identify with one of the underrepresented data categories, which may support a more balanced representation. Therefore, we expect next year's data to demonstrate improvement in our underrepresentation data.

The 2016-17 Outreach and Recruitment Plan contained strategies to improve representation in the male and Hispanic categories and our recruitment efforts have rendered success with a 4% reduction in the underrepresentation of males and a more balanced representation of those who identify as Hispanic.

**Tools:** Websites geared towards helping men and those of White and Asian race/ethnicity find employment  
 Conduct nationwide outreach, as appropriate  
 Partner with the Human Resources Department

#### Message Distribution

STRATEGY	ELEMENT	TASKS
Conduct outreach with community based organizations to seek potential male, White and Hispanic candidates.	Personal/Computer Contact	Reach out to community based organizations that serve diverse populations, including males, White, and Hispanic populations, such as the YMCA, Asian Business League of San Francisco, Men and Women of Purpose, and Lao Family Community Development. Post job announcements with these partner agencies when positions are being recruited.
Conduct nationwide outreach, as appropriate	Contractor/Internet/Computer	Utilize a contractor that can facilitate nationwide recruitment efforts to potential male, female and White and Hispanic candidates, as well as, support the department's

		selection efforts. The County has previously received these types of services from Teri Black and Company, Bob Murray & Associates, and Alliance, and would likely utilize such services as needed to broaden outreach efforts.
Partner with Human Resources Department to post job vacancies on websites and publications of Alumni Associations geared towards helping males, White and Hispanic populations find employment.	Personal/Computer Contact	Inform the Human Resources Department of our recruiting strategies and request their support to heavily recruit with Alumni Associations to support our efforts to recruit male, female, White, and Hispanic populations.
Expand outreach to associations and professional organizations that serve males, Asian and White populations.	Internet/Computer/Personal Contact	Work closely with Human Resources and staff to identify professional organizations, inclusive of diverse populations, to send job announcements to, such as, National Coalition for Men and the National Association of Asian American Professionals.

**Contact:** Enid Mendoza, Equal Employment Opportunity Coordinator  
[enid.mendoza@cao.cccounty.us](mailto:enid.mendoza@cao.cccounty.us)

### COUNTY COUNSEL

The following pages provide a detailed look into the data points, which determine the Department's underrepresentation within specific job classifications. The Department was deficient in the following occupational categories.

	Males	Females	Whites	Blacks	Hispanics	Asians	NHPI	AIAN
Officials and Administrators	22%				10%	13%		
Professionals	11%							
Administrative Support					12%			

**COUNTY COUNSEL**  
**2016 OUTREACH AND RECRUITMENT DATA**  
**44 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>25</sup>	Male (%)	Female (%)	Working-Age Population by Job Category
<b>Officials and Administrators</b>				
Working-Age Population	X	55	45	54,665
County Workforce	6	33	67	X
Underrepresentation	X	22	X	X
<b>Professionals</b>				
Working-Age Population	X	42	58	77,555
County Workforce	26	31	69	X
Underrepresentation	X	11	X	X
<b>Administrative Support</b>				
Working-Age Population	X	36	64	104,705
County Workforce	12	33	67	X
Underrepresentation	X	3	X	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

**COUNTY COUNSEL**

<sup>25</sup> The total number of people who had worked for the County at least one day during the 2016 calendar year.

**2016 OUTREACH AND RECRUITMENT DATA**  
**44 EMPLOYEES**

**RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>26</sup>	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/Pacific Islander (%)	American Indian/Alaska Native (%)
<b>Officials and Administrators</b>							
Working-Age Population	X	68	6	10	13	0	1
County Workforce	6	83	17	0	0	0	0
Underrepresentation	X	X	X	10	13	0	1
<b>Professionals</b>							
Working-Age Population	X	63	7	9	19	0	0
County Workforce	26	69	12	0	19	0	0
Underrepresentation	X	X	X	9	0	0	0
<b>Administrative Support</b>							
Working-Age Population	X	54	9	20	14	1	0
County Workforce	12	58	25	8	8	0	0
Underrepresentation	X	X	X	12	6	1	0

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

<sup>26</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



## **COUNTY COUNSEL OUTREACH AND RECRUITMENT PLAN FY 2017-2018**

**Issue:** The County Counsel's office continues diligent outreach efforts for attorney and non-clerical recruitments. The December 31, 2016, Equal Employment Opportunity data chart for the Office of the County Counsel indicated underrepresentation in the following categories:

- Males are underrepresented in the Officials and Administrator and Professional positions.
- Hispanics are underrepresented in the Officials and Administrator and Administrative Support positions.
- Asians are underrepresented in the Officials and Administrator positions.

For the purpose of this outreach plan, this office continues to address the attorney and non-clerical recruitments. Clerical outreach and recruitments are countywide and are not conducted by this office.

**Objective:** The department will continue to identify ways to enhance partnerships with legal associations, law school career centers, and like agencies to keep them apprised of job vacancies within our office.

**Message:** The Office of the County Counsel will continue concentrated outreach efforts to the underrepresented groups in order to create a diverse and qualified applicant pool of candidates from which we fill the vacant positions. This office and Human Resources will send over 100 organizations all open recruitments within the department and advertise vacancies online, in legal newspaper classifieds, and their online partners, during the examination period. These measures will help to create a more diverse applicant pool of qualified candidates that apply for departmental vacancies.

**Tools:** Enhance the communication methods of job vacancies with our underrepresented groups by expanding the postings of job vacancies via mailings, email, websites, and law school career centers, and coordination with the EEO's staff through community based organizations, and local job fairs.

### Message Distribution

STRATEGY	ELEMENT	TASKS
Utilize County Counsel's brochure to explain the Office's outreach and recruitment missions and goals	Publication Print Media	Distribute brochures to the targeted underrepresented group's recruitment centers and professional associations
Link the Equal Employment Opportunity homepage to the County Counsel's homepage	Internet	Increase the County Counsel's exposure to the community to promote the goals of diversity, inclusion and equality in the workplace
Coordinate distribution of County Counsel brochure via job recruitment announcements with Human Resources and the EEO staff during their participation in job fairs	Personal Contact	Maximize Human Resources partnerships with organizations who serve the underrepresented populations
Utilize employment websites and post job vacancies with the online community	Internet	Partner with Human Resources to expand the posting of job vacancies on websites that serve the underrepresented groups
Announce vacancies via links on County Counsel webpage that will provide notices about current announcements and instructions for future notification of job related alerts	Internet	Maintain the "Job Description" and "FAQ" links on the County Counsel website with current information
Announce job vacancies via mailings, email and internal office postings	Electronic/Print Media	Provide job announcements to the targeted underrepresented group's law school career centers and professional associations

**Contact:** Wanda R. McAdoo, Administrative Services Officer  
[wanda.mcadoo@cc.cccounty.us](mailto:wanda.mcadoo@cc.cccounty.us)



**Office of the County Counsel  
Recruitment and Outreach Contact List 2017**

American Indian Lawyer

Arab American Lawyers of S. Cal

Armenian Bar Association

Arizona State University Sandra Day O'Connor College of Law

Arizona University James R. Rogers College of Law

Asian American Bar Association of the Greater Bay Area

Asian American Bar Association-Ventura City

Asian Law Caucus

Asian Pacific American Bar Association – Silicon

Asian Pacific Bar Association of Sacramento

Asian Pacific American Women Lawyers

Bay Area Arab American Attorney Association

Bay Area Association of Muslim Lawyers

Black Attorneys Association – Ventura

Black Law Students Association – Boalt Hall

Black Law Student Association – Golden Gate University

Black Women Lawyers of Los Angeles

Black Women Lawyers- Northern California

CAL Northern School of Law

California Association of Black Lawyers

California Legal Indian Services

California Mexican-American Chamber of Commerce

California Western School of Law

Careers in Government

Central California Asian Pacific American Bar

Centro Legal De La Raza  
Chapman University Fowler School of Law  
Charles Houston Bar Association  
City Attorney's Office – Concord  
Contra Costa Legal Services Foundation  
County Counsel Association of California  
County Counsel's Association of California  
Department of Transportation Legal Division  
East Bay La Raza Lawyers Association  
Earl B. Gilliam Bar Foundation  
Eastern New Mexico University  
Empire College School of Law  
Fairfield City Attorney's Office  
Filipino American Lawyers-San Diego  
Filipino Bar Association-Northern California  
Gagen, McCoy, McMahon & Armstrong  
Glendale University College of Law  
Golden Gate University School of Law  
Hastings School of Law  
Hispanic Bar Association-Orange  
HISPANIC NATIONAL BAR – SO CAL  
Hugh W. Goodwin Bar/Fresno  
Humboldt County Bar Association  
Humphreys College Laurence Drivon School of Law  
Imperial County Bar Association  
Indeed  
Institute for Legislative Practice

Iranian American Bar Association  
Iranian American Bar Association-Los Angeles  
Iranian American Bar Association-Northern California  
Iranian American Bar Association-Orange City  
Iranian American Bar Association - San Diego  
Japanese American Bar Association of Los Angeles  
John F. Kennedy University School of Law  
John M. Langston-Los Angeles Bar  
Kern County Counsel's Office  
Korean American Bar Association - San Diego  
Korean American Bar Association – Northern California  
Korean American Bar Association – Southern California  
La Casa Legal De San Jose  
La Raza Central Valley  
La Raza San Diego  
La Raza San Francisco  
La Raza Santa Clara  
La Raza Law Student Organization – Boalt Hall  
La Raza Lawyers Association of California  
Latina Lawyers Bar Association  
Latina Law Students Association  
Lawyers for One America  
Legal Services of Northern California  
Lincoln Law School of Sacramento  
LinkedIn  
Mana – A National Latina Organization  
McNamara, Houston, Dodge, McClure & Ney  
Mexican American Bar Association

Meyers Nave, et al  
Miller, Starr & Regalia  
Minority Corporate CSL Association  
Monterey College of Law  
Morgan, Miller & Blair  
Morrison & Forester  
Multicultural Bar Alliance  
Napa County Counsel's Office  
National Asian Pacific American Bar Association  
Native American Lawyers – San Diego  
Nigerian American Lawyers Association  
Norris & Norris  
Oakland City Attorney's Office  
OC Asian American Bar Association  
OC Korean American Bar Association  
Office of the City Attorney – Berkeley  
Office of Counsel, US Department of Housing  
Office of General Counsel – EBMUD  
Pacific Coast University  
Pan Asian Lawyers of San Diego  
Pepperdine University – School of Law  
PG&E Law Department  
Richmond City Attorney's Office  
Sacramento Law Raza Lawyers Association  
San Diego La Raza Lawyers Association  
San Diego Law School  
San Francisco School of Law  
Santa Barbara College of Law

Santa Clara Black Lawyers

Sonoma County Counsel's Office

South Asian Bar Association

South Asian Bar Association – Sacramento

South Asian Bar Association – Southern California

Southwestern Law School

Southern California Chinese Lawyers Association

Southern California Institute of Law

Stanford Law School

State of California Office of the Attorney General

Thai American Bar Association

The Recorder Newspaper

Trinity Law School

Thurgood Marshall Bar Association

Tuskegee University

UNM School of Law

University of San Francisco Law School – Office of Career Planning

University of West Los Angeles

Vacaville City Attorney's Office

Vallejo City Attorney's Office

Ventura College of Law

Wendel, Rosen, Black & Dean

Wiley W. Manuel- Bar Association

**DISTRICT ATTORNEY**

The following pages provide a detailed look into the data points, which determine the Department's underrepresentation within specific job classifications. The Department was deficient in the following occupational categories.

	Males	Females	Whites	Blacks	Hispanics	Asians	NHPI	AIAN
Officials and Administrators					10%	13%		
Professionals		15%						
Technicians		50%	11%					
Administrative Support	22%							

**DISTRICT ATTORNEY  
2016 OUTREACH AND RECRUITMENT DATA  
167 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>27</sup>	Male (%)	Female (%)	Working-Age Population by Job Category
<b>Officials and Administrators</b>				
Working-Age Population	X	55	45	54,665
County Workforce	11	64	36	X
Underrepresentation	X	X	9	X
<b>Professionals</b>				
Working-Age Population	X	42	58	77,555
County Workforce	90	57	43	X
Underrepresentation	X	X	15	X
<b>Technicians</b>				
Working-Age Population	X	50	50	10,045
County Workforce	17	100	0	X
Underrepresentation	X	X	50	X
<b>Administrative Support</b>				
Working-Age Population	X	36	64	104,705
County Workforce	49	14	86	X
Underrepresentation	X	22	X	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Head.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries.

<sup>27</sup> The total number of people who had worked for the County at least one day during the 2016 calendar year.

**DISTRICT ATTORNEY  
2016 OUTREACH AND RECRUITMENT DATA  
167 EMPLOYEES**

**RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>28</sup>	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/Pacific Islander (%)	American Indian/Alaska Native (%)
<b>Officials and Administrators</b>							
Working-Age Population	X	68	6	10	13	0	1
County Workforce	11	100	0	0	0	0	0
Underrepresentation	X	X	6	10	13	0	1
<b>Professionals</b>							
Working-Age Population	X	63	7	9	19	0	0
County Workforce	90	78	4	4	11	1	1
Underrepresentation	X	X	3	5	8	X	X
<b>Technicians</b>							
Working-Age Population	X	52	7	12	24	0	0
County Workforce	17	41	6	29	24	0	0
Underrepresentation	X	11	1	X	0	0	0
<b>Administrative Support</b>							
Working-Age Population	X	54	9	20	14	1	0
County Workforce	49	49	18	18	10	4	0
Underrepresentation	X	5	X	2	4	X	0

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Head.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries.

<sup>28</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.





## **DISTRICT ATTORNEY OUTREACH AND RECRUITMENT PLAN FY 2017-2018**

**Issue:** The Board of Supervisors remains committed to maintain a diverse and inclusive workforce which is reflective of the communities that we serve. As of the December 31, 2016, the District Attorney's (DA) workforce statistical data indicates the following:

- Males are underrepresented in Administrative Support positions.
- Females are underrepresented in Professional and Technical positions.
- Whites are underrepresented in Technical positions.
- Hispanics are underrepresented in Official and Administrator positions.
- Asians are underrepresented in Official and Administrator positions.

**Objective:** Increase the applicant flow of underrepresented groups within our workforce by conducting outreach and recruitment efforts with many and varied groups and organizations who serve these groups.

**Message:** The DA will conduct strategic and targeted outreach efforts to community/faith based organizations and online websites that serve females. We will electronically send these organizations all open vacancies within the department during the fiscal year. This proactive measure will help to create a more diverse applicant pool of qualified candidates to apply for departmental vacancies.

**Tools:** Community/ faith based organizations  
Local job fairs and career days  
Local colleges and universities  
Websites geared towards helping women find employment.  
Create and distribute informational brochures

## Message Distribution

STRATEGY	ELEMENT	TASKS
Participate in job fairs at Law Schools around the state.	Personal Contact	The recruitment committee will actively seek out and offer to participate/ interview at job fairs sponsored by organizations that identify with diverse populations.
Participation in mock trial programs	Personal Contact	Prosecutors volunteer to participate in high school mock trial programs in underrepresented communities to promote interest in criminal prosecution careers.
Outreach to diverse Law School organizations	Personal Contact	Recruiting committee will actively seek opportunities to speak to law school clubs and organizations whose members consist of individuals from diverse backgrounds to discuss a career path. Examples of groups the committee has reached out to include: <ul style="list-style-type: none"> <li>• Armenian Law Student Association</li> <li>• Vietnamese American Law Society</li> <li>• Pilipino American Law Society</li> <li>• La Raza Law Students Association</li> <li>• Korean American Law Student Association</li> <li>• Black Law Students Associations</li> <li>• Asian Pacific American Law Student Association</li> </ul>
Post job vacancies on websites and in publications geared toward Hispanics, Asians, females and males.	Publication/Print Media	Determine which publications will assist us in meeting our Hispanic recruiting goals and express our desire to hire individuals from diverse backgrounds in recruiting notices. We have contacted SF La Raza Lawyers,

		East Bay La Raza Lawyers Association, and La Raza Lawyers of Santa Clara County to ask them to send out to their members' job postings.
Pay law clerks competitively in an effort to attract individuals from a variety of socioeconomic backgrounds.	Economic	Increase compensation for summer law clerks from a fixed stipend of \$2000 to a competitive hourly rate. We will advertise this with all the student associations on school campuses (including minority/criminal school groups) as well as minority bar associations.
Outreach to Minority Bar Associations	Personal Contact	<p>Notify Minority Bar Associations of employment opportunities; participate in Panel Discussions on Criminal Law issues. We will outreach to the three local bay area minority bar associations that serve Hispanic attorneys: SF La Raza Lawyers, East Bay La Raza Lawyers Association, and La Raza Lawyers of Santa Clara County. Then there is the Minority Bar Coalition (MBC) which is a coalition of bar organizations that are committed to serving all attorneys from minority groups. We also outreach to the following:</p> <ul style="list-style-type: none"> <li>• Asian Pacific Bar Association – Silicon Valley</li> <li>• Asian American Bar Association</li> <li>• Charles Houston Bar Association</li> <li>• Bay Area Black Prosecutors Association</li> <li>• San Francisco La Raza Lawyers</li> <li>• Asian American Prosecutors Association</li> <li>• Filipino Bar Association of Northern California</li> <li>• Black Women Lawyers Association of Northern California</li> <li>• East Bay La Raza Lawyers Association</li> <li>• Korean American Bar Association of Northern California</li> </ul>

		<ul style="list-style-type: none"> <li>• La Raza Lawyers of Santa Clara County</li> <li>• South Asian Bar Association of Northern California</li> <li>• Vietnamese American Bar Association of Northern California</li> </ul>
Outreach to Career Development Office (CDO) at Law Schools and other colleges and organizations	Personal Contact	Alumni from the Recruiting Team reach out to CDO's expressing our interest in attracting a more diverse applicant pool. La Raza Law Students Association serves Hispanic students. We will be attempting to reach out to all the La Raza organizations on local school campuses.
Post job vacancies on websites and publications focused on serving diverse populations	Publication/Print Media	Notify Opening Doors, International Rescue Committee, Narika, RYSE Youth Center, Family Justice Centers (West and Central), Center for the Pacific Asian Family, Mujeres Unidas Y Activas, Korean Family American Services, Asian Pacific Islander Legal Outreach, Asian Americans for Community Involvement.
Post job vacancies on websites and publications focused on women in law enforcement.	Publication/Print Media	Determine which organizations might assist us in recruiting sworn female law enforcement personnel, and express the Office's desire to increase the number of female Senior Inspectors.
Post job vacancies on websites and publications focused on law enforcement professionals with an emphasis on bilingual personnel.	Publication/Print Media	Determine which organizations might assist us in recruiting sworn law enforcement personnel, and express the Office's desire to increase the number of bilingual Senior Inspectors.

**Contact:** Cherie Mathisen, Equal Employment Opportunity Coordinator  
[cmathisen@contracostada.org](mailto:cmathisen@contracostada.org)

### **EMPLOYMENT AND HUMAN SERVICES**

The following pages provide a detailed look into the data points, which determine the Department's underrepresentation within specific job classifications. The Department was deficient in the following occupational categories.

	Males	Females	Whites	Blacks	Hispanics	Asians	NHPI	AIAN
Officials and Administrators	42%		20%					
Professionals	28%		30%					
Technicians	24%		21%			13%		
Administrative Support	25%		22%					
Service Maintenance			35%					

**EMPLOYMENT AND HUMAN SERVICES  
2016 OUTREACH AND RECRUITMENT DATA  
1,626 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>29</sup>	Male (%)	Female (%)	Working-Age Population by Job Category
<b>Officials and Administrators</b>				
Working-Age Population	X	55	45	54,665
County Workforce	75	13	87	X
Underrepresentation	X	42	X	X
<b>Professionals</b>				
Working-Age Population	X	42	58	77,555
County Workforce	519	14	86	X
Underrepresentation	X	28	X	X
<b>Technicians</b>				
Working-Age Population	X	50	50	10,045
County Workforce	317	26	74	X
Underrepresentation	X	24	X	X
<b>Administrative Support</b>				
Working-Age Population	X	36	64	104,705
County Workforce	704	11	89	X
Underrepresentation	X	25	X	X
<b>Service Maintenance</b>				
Working-Age Population	X	55	45	89,210
County Workforce	11	64	36	X
Underrepresentation	X	X	9	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.

**EMPLOYMENT AND HUMAN SERVICES**

<sup>29</sup> The total number of people who had worked for the County at least one day during the 2016 calendar year.

**2016 OUTREACH AND RECRUITMENT DATA**  
**1,626 EMPLOYEES**

**RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>30</sup>	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/Pacific Islander (%)	American Indian/Alaska Native (%)
<b>Officials and Administrators</b>							
Working-Age Population	X	68	6	10	13	0	1
County Workforce	75	48	15	20	16	0	1
Underrepresentation	X	20	X	X	X	0	0
<b>Professionals</b>							
Working-Age Population	X	63	7	9	19	0	0
County Workforce	519	33	29	21	15	1	0
Underrepresentation	X	30	X	X	4	X	0
<b>Technicians</b>							
Working-Age Population	X	52	7	12	24	0	0
County Workforce	317	31	36	21	11	1	0
Underrepresentation	X	21	X	X	13	X	0
<b>Administrative Support</b>							
Working-Age Population	X	54	9	20	14	1	0
County Workforce	704	32	25	27	15	1	1
Underrepresentation	X	22	X	X	X	0	X
<b>Service Maintenance</b>							
Working-Age Population	X	35	8	41	12	1	0
County Workforce	11	0	27	55	18	0	0
Underrepresentation	X	35	X	X	X	1	0

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.

<sup>30</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



**CONTRA COSTA COUNTY  
EMPLOYMENT AND HUMAN SERVICES  
OUTREACH AND RECRUITMENT PLAN  
FY 2017-2018**

**Issue:** The Employment and Human Resources Department (EHSD) remains committed to maintain a diverse and inclusive workforce which is reflective of the communities that we serve. As of December 31, 2016, the EHSD workforce statistical data indicate the following:

- Males are underrepresented in Official and Administrator, Professional, Technical, and Administrative Support positions.
- Whites are underrepresented in Official and Administrator, Professional, Technical, Administrative Support, and Service Maintenance positions.
- Asians are underrepresented in Technician positions.

**Objective:** Increase the applicant flow of underrepresented groups within our workforce by conducting specific outreach and recruitment efforts to Community/Faith Based Organizations, Non-Profit Organizations, Professional Groups, Newspapers, Career Fairs, Colleges and Universities, and online recruitment sites who serve the populations listed above.

**Message:** EHSD will conduct strategic outreach efforts to community/faith based organizations, professional groups and online websites that serve those populations where we have underrepresentation. We will send these organizations all highly sought after and hard to recruit positions within the department during the fiscal year. This proactive measure will help to create a more diverse applicant pool of qualified candidates to apply for departmental vacancies.



**Tools:** Community/ faith based organizations  
 Local career fairs  
 Local colleges and universities  
 Websites geared towards helping Whites and Asians find employment.  
 Create and distribute informational brochures

### Message Distribution

STRATEGY	ELEMENT	TASKS
Partner with Community/Faith Based Organizations to inform public at large of employment opportunities.	Personal Contact	Create consistent ongoing professional relationships with parishioners.
Attend job and career fairs geared towards helping males find employment.	Personal Contact	Attend at least 3 job and career fairs during the fiscal year. The County will focus on recruiting males, Whites and Asians to distribute information about the department's vacancies.
Partner with local colleges and universities	Personal Contact	Partner with Los Medanos College, Contra Costa College, Diablo Valley College, CAL State East Bay, Holy Names and St. Mary's College.
Research employment websites and register to join the online community.	Internet/Computer	Register with websites such as <a href="http://www.linkedin.com">www.linkedin.com</a> (targeting specific categories), <a href="http://www.AAIP.org">www.AAIP.org</a> (for Asian Americans/Pacific Islanders in philanthropy outreach), <a href="http://www.CalJobs.ca.org">www.CalJobs.ca.org</a> and <a href="http://www.swords-to-plowshares.org">www.swords-to-plowshares.org</a> to attract male veterans.
Advertising in specific periodicals targeting Whites and Asians.	Publications	BBC News Asia Contra Costa Times East Bay Times

Create specific brochures in hard to recruit, highly sought after positions	Personal	Social Workers Information System Technician Information System and Program Analyst Teachers
Marketing Recruitment Strategy	Personal	Create magnetic decals on County vehicles advertising Social Worker, Teachers, and IT positions Advertise current vacancies in local movie theaters.

**Contact:** Debora Bouttè, Personnel Officer, EHSD, Equal Employment Opportunity Coordinator,  
[dboutte@ehsd.cccounty.us](mailto:dboutte@ehsd.cccounty.us)

### FIRE PROTECTION DISTRICT

The following pages provide a detailed look into the data points, which determine the Department's underrepresentation within specific job classifications. The Department was deficient in the following occupational categories.

	Males	Females	Whites	Blacks	Hispanics	Asians	NHPI	AIAN
Officials and Administrators		20%				13%		
Professionals		54%				15%		
Technicians		18%						
Protective Services (Sworn)		15%						
Protective Services (Non-Sworn)	12%		36%					
Administrative Support	14%					10%		
Skilled Craft								
Service Maintenance		45%			41%			

**FIRE PROTECTION DISTRICT  
2016 OUTREACH AND RECRUITMENT DATA  
313 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>31</sup>	Male (%)	Female (%)	Working-Age Population by Job Category
<b>Officials and Administrators</b>				
Working-Age Population	X	55	45	54,665
County Workforce	12	75	25	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>20</b>	<b>X</b>
<b>Professionals</b>				
Working-Age Population	X	42	58	77,555
County Workforce	90	96	4	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>54</b>	<b>X</b>
<b>Technicians</b>				
Working-Age Population	X	50	50	10,045
County Workforce	22	68	32	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>18</b>	<b>X</b>
<b>Protective Services (Sworn)</b>				
Working-Age Population	X	80	20	5,370
County Workforce	154	95	5	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>15</b>	<b>X</b>
<b>Protective Services (Non-Sworn)</b>				
Working-Age Population	X	62	38	530
County Workforce	4	50	50	X
<b>Underrepresentation</b>	<b>X</b>	<b>12</b>	<b>X</b>	<b>X</b>
<b>Administrative Support</b>				
Working-Age Population	X	36	64	104,705
County Workforce	27	22	78	X
<b>Underrepresentation</b>	<b>X</b>	<b>14</b>	<b>X</b>	<b>X</b>
<b>Service Maintenance</b>				
Working-Age Population	X	55	45	89,210
County Workforce	4	100	0	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>45</b>	<b>X</b>

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Head.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training.
- **Protective Service Workers (Sworn):** Occupations where workers are entrusted with public safety and protection from destructive forces.
- **Protective Service Workers (Non-Sworn):** Occupations that perform technical and support work in safety or law enforcement work, which does not require a sworn person. Examples include community service officers and animal control officers.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and clerks.
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public which include maintenance workers and custodians.

<sup>31</sup> The total number of people who had worked for the County at least one day during the 2016 calendar year.

**FIRE PROTECTION DISTRICT  
2016 OUTREACH AND RECRUITMENT DATA  
313 EMPLOYEES**

**RACE AND ETHNICITY**

Demographics by Race and Ethnicity	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/Pacific Islander (%)	American Indian/Alaskan Native (%)
<b>Officials and Administrators</b>							
Working-Age Population	X	68	6	10	13	1	0
County Workforce	12	75	17	8	0	0	0
Underrepresentation	X	X	X	2	13	1	0
<b>Professionals</b>							
Working-Age Population	X	63	7	9	19	0	0
County Workforce	90	70	12	12	4	0	1
Underrepresentation	X	X	X	X	15	0	X
<b>Technicians</b>							
Working-Age Population	X	52	7	12	24	0	0
County Workforce	22	68	0	9	23	0	0
Underrepresentation	X	X	7	3	1	0	0
<b>Protective Services (Sworn)</b>							
Working-Age Population	X	54	13	16	7	3	1
County Workforce	154	70	5	12	10	1	3
Underrepresentation	X	X	8	4	X	2	X
<b>Protective Services (Non-Sworn)</b>							
Working-Age Population	X	86	1	12	0	0	0
County Workforce	4	50	25	25	0	0	0
Underrepresentation	X	36	X	X	0	0	0
<b>Administrative Support</b>							
Working-Age Population	X	54	9	20	14	1	0
County Workforce	27	74	7	15	4	0	0
Underrepresentation	X	X	2	5	10	1	0
<b>Service Maintenance</b>							
Working-Age Population	X	35	8	41	12	1	0
County Workforce	4	50	25	0	25	0	0
Underrepresentation	X	X	X	41	X	1	0

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training.
- **Protective Service Workers (Sworn):** Occupations where workers are entrusted with public safety and protection from destructive forces.
- **Protective Service Workers (Non-Sworn):** Occupations that perform technical and support work in safety or law enforcement work, which does not require a sworn person. Examples include community service officers and animal control officers.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and clerks.

- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public which include maintenance workers and custodians.



## **FIRE PROTECTION DISTRICT OUTREACH AND RECRUITMENT PLAN FY 2017-2018**

**Issue:** The Fire Protection District remains committed to maintain a diverse and inclusive workforce which is reflective of the communities that we serve. As of December 31, 2016, the County's workforce statistical data indicate the following:

- Males are underrepresented in Protective Services (Non-Sworn) and Administrative positions.
- Females are underrepresented in Official and Administrator, Professional, Technical, Protective Services (Sworn) and Service Maintenance positions.
- Whites are underrepresented in Protective Services (Non-Sworn).
- Hispanics are underrepresented in Service Maintenance positions.
- Asians are underrepresented in Officials and Administrators, Professionals and Administrative Support positions.

**Objective:** Increase the applicant flow of underrepresented groups within our workforce by conducting specific outreach and recruitment efforts to Community Based Organizations, Professional Groups and online recruitment sites who serve the populations listed above.

**Message:** The Fire District will continue to conduct strategic outreach efforts to community based organizations, professional groups and online websites that serve those populations where we have underrepresentation. We will electronically send these organizations all open vacancies within the District during the fiscal year. In addition, we will continue to promote careers in the Fire Service by partnering with middle through high schools, and community colleges with a diverse student

population. These proactive measures will help to create a more diverse applicant pool of qualified candidates to apply for District vacancies.

**Tools:** In June 2016, the Fire Protection District formulated an “Outreach and Recruitment Team” at the Fire Chief’s direction and with his direct participation on the committee. We began working to increase the pool of eligible applications for positions in the District by (1) targeting outreach to local middle and high schools, community colleges and universities with our diversity goals in mind; (2) expanded internship opportunities by hiring Student Interns who are currently enrolled in “Fire Science” certificate programs. The internship opportunities are a useful tool to expand the applicant pool for permanent positions when they become available.

Recently, the Districts’ Outreach and Recruitment efforts have been realized in hiring a recruit class of 30 highly diverse candidates which include 6.67% Black, 16.67% Hispanic, and 10% Female. We are committed to continuing and expanding our outreach efforts to increase these numbers and reduce the percentage of underrepresentation.

#### Message Distribution

STRATEGY	ELEMENT	TASKS
Attend job and career fairs geared towards helping our underrepresented find employment.	Personal Contact	Attend at least 5 job and career fairs during the fiscal year. The District will focus on recruiting females and Hispanic candidates to distribute information about the District’s opportunities and vacancies.
Partner with community based organizations who serve females and Hispanics who are interested in working in all the classifications within the Fire Service and Support Services fields	Personal Contact	Partner with the local sporting programs reaching student athletes, and statewide organizations such as the CAL-JAC program.

Research employment websites and register to join the online community.	Internet/Computer	Register with websites such as <a href="http://womenforhire.com">womenforhire.com</a> and <a href="http://careerwomen.com">careerwomen.com</a> to reach women who are interested in the Fire Service
Outreach to CBO's and schools to promote a Fire Explorer program for high school students	Personal Contact/Social Media	Provide a unique opportunity to work alongside our fire suppression professionals
Outreach to candidates to offer practice written tests for Firefighter applicants	Personal Contact	CAL Joint Apprenticeship Committee
Outreach to diverse CBO's and academic organizations, Post job vacancies and publications focused on serving diverse populations	Personal Contact/Social Media/Publication	<p>Recruitment/Outreach team will continue to actively seek opportunities to speak to academic organizations whose members consist of individuals diverse backgrounds to discuss career paths in the Fire Service. Examples of the groups the team has reached out to include:</p> <ul style="list-style-type: none"> <li>• IAFF, Local 1230</li> <li>• IABPF - International Association of Black Professional Firefighters</li> <li>• CA Community Colleges</li> <li>• EMS Paramedic Trade Schools</li> <li>• EMT programs</li> <li>• iWomen (International Association of Women in Fire)</li> <li>• NAHF – International Association of Female Firefighters</li> </ul>

**Contact:** Charles Thomas, Battalion Chief, Equal Employment Opportunity Coordinator  
[cthom@cccfd.org](mailto:cthom@cccfd.org) or  
Denise Cannon, HR Administrator  
[dcann@cccfd.org](mailto:dcann@cccfd.org)



### HEALTH SERVICES

The following pages provide a detailed look into the data points, which determine the Department's underrepresentation within specific job classifications. The department was deficient in the following occupational categories.

	Males	Females	Whites	Blacks	Hispanics	Asians	NHPI	AIAN
Officials and								
Administrators	40%		14%					
Professionals	18%		19%					
Technicians	24%		25%					
Protective Services								
(Non-Sworn)	12%		36%					
Administrative Support	24%		24%					
Service Maintenance					14%			

**HEALTH SERVICES  
2016 OUTREACH AND RECRUITMENT DATA  
3199 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>29</sup>	Male (%)	Female (%)	Working-Age Population by Job Category
<b>Officials and Administrators</b>				
Working-Age Population	X	55	45	54,665
County Workforce	78	15	85	X
Underrepresentation	X	40	X	X
<b>Professionals</b>				
Working-Age Population	X	42	58	77,555
County Workforce	1613	24	76	X
Underrepresentation	X	18	X	X
<b>Technicians</b>				
Working-Age Population	X	50	50	10,045
County Workforce	624	26	74	X
Underrepresentation	X	24	X	X
<b>Protective Services (Non-Sworn)</b>				
Working-Age Population	X	62	38	530
County Workforce	4	50	50	X
Underrepresentation	X	12	X	X
<b>Administrative Support</b>				
Working-Age Population	X	36	64	104,705
County Workforce	768	12	88	X
Underrepresentation	X	24	X	X
<b>Service Maintenance</b>				
Working-Age Population	X	55	45	89,210
County Workforce	112	56	44	X
Underrepresentation	X	X	1	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Protective Service Workers (Non-Sworn):** Occupations that perform support work in law enforcement work such as animal control officers.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.

**HEALTH SERVICES**

<sup>29</sup> The total number of people who had worked for the County at least one day during the 2016 calendar year.

**2016 OUTREACH AND RECRUITMENT DATA  
3199 EMPLOYEES**

**RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>33</sup>	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/Pacific Islander (%)	American Indian/Alaskan Native (%)
<b>Officials and Administrators</b>							
Working-Age Population	X	68	6	10	18	0	1
County Workforce	78	54	17	9	19	1	0
Underrepresentation	X	14	X	1	X	X	1
<b>Professionals</b>							
Working-Age Population	X	63	7	9	19	0	0
County Workforce	1613	44	12	12	31	0	0
Underrepresentation	X	19	X	X	X	0	0
<b>Technicians</b>							
Working-Age Population	X	52	7	12	24	0	0
County Workforce	624	27	21	21	29	0	0
Underrepresentation	X	25	X	X	X	0	0
<b>Protective Services (Non-Sworn)</b>							
Working-Age Population	X	86	1	12	0	0	0
County Workforce	4	50	0	25	0	0	25
Underrepresentation	X	36	1	X	0	0	X
<b>Administrative Support</b>							
Working-Age Population	X	54	9	20	14	1	0
County Workforce	768	30	20	36	13	0	0
Underrepresentation	X	24	X	X	1	1	0
<b>Service Maintenance</b>							
Working-Age Population	X	35	8	41	12	1	0
County Workforce	112	29	22	27	21	1	1
Underrepresentation	X	6	X	14	X	0	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Protective Service Workers (Non-Sworn):** Occupations that perform technical and support work in safety or law enforcement work, which does not require a sworn person. Examples include community service officers and animal control officers.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.

<sup>33</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



## **HEALTH SERVICES OUTREACH AND RECRUITMENT PLAN FY 2017-2018**

**Issue:** Health Services (HSD) remains committed to maintain a diverse and inclusive workforce which is reflective of the communities that we serve. As of December 31, 2016, the HSD workforce statistical data indicated the following:

- Males are underrepresented in Official and Administrator, Professional, Technical, Protective Services (Non-Sworn), and Administrative Support positions.
- Whites are underrepresented in Official and Administrator, Professional, Technical, Protective Services (Non-Sworn), and Administrative Support positions.
- Hispanics are underrepresented in Service Maintenance positions.

The Health Services Department has nine Divisions providing health care and emergency response services to the residents of Contra Costa County. The majority of our professional classifications are dominantly held by women. Per data from the United States Department of Labor, there is a disproportionate representation of women in certain professions such as Registered Nurse, Social Worker, Medical and Health Services Manager, Counselor, and Human Resources Manager.

The Department conducts its own recruitment and strives to reach a diverse applicant pool by consistently utilizing the County's Outreach Mailing List in addition to posting our job announcements online to popular websites such as Craigslist, Indeed and Monster.

**Objective:** Increase the applicant pool of male, White and Hispanic candidates who meet the minimum qualifications and maintain a diverse workforce within the Health Services Department.

**Message:** The Department will continue to utilize the County's List of community/faith based organizations. We will continue working with SPIN Recruitment Agency by posting our job announcements to popular websites such as Indeed, Monster, and Craigslist and expand to non-traditional sites. In addition, we participate in local job/career fairs, and partner with our Division Managers to look for innovative ways to attract qualified candidates from affiliated organizations, local colleges and universities.

**Tools:** Community/Faith based organizations  
Websites geared toward Males, Whites and Hispanics  
Publications geared toward Males and Whites  
Local job/career fairs  
Colleges and Universities  
Professional Organizations

#### Message Distribution

STRATEGY	ELEMENT	TASKS
Utilize the County's community/faith based organization list	Print Media/Internet	Continue to send job announcements thru General Services to ALL community/faith based organizations
Expand outreach to focused websites and organizations	Internet/Electronic	Continue to work with SPIN Recruitment Agency to identify websites and organizations geared toward Males, Whites and Hispanics in order to post job announcements online
Expand outreach to publications	Print/Publication	Work with SPIN Recruitment Agency to identify publications geared toward Males, Whites and Hispanics and post job announcements

Attend local job and career fairs.	Personal Contact	Attend job fairs to distribute information on the department's vacancies and reach out to candidates in person
Expand outreach to colleges and universities	Internet/Computer/Personal Contact	Work with Division Managers who have affiliations with local colleges/universities such as UC Davis, UC Berkeley, UCSF, Holy Names, Mills, Kaiser Allied Health, etc....
Expand outreach to professional organizations	Internet/Computer/Personal Contact	Work closely with Division Managers who have affiliations with professional organizations and send job announcements electronically

**Contact:** Jo-Anne Linares, HSD Administrator - Personnel  
[Jo-Anne.Linares@hsd.cccounty.us](mailto:Jo-Anne.Linares@hsd.cccounty.us)

## HUMAN RESOURCES

The following pages provide a detailed look into the data points, which determine the Department's underrepresentation within specific job classifications. The Department was deficient in the following occupational categories.

	Males	Females	Whites	Blacks	Hispanics	Asians	NHPI	AIAN
Officials and Administrators	35%					13%		
Professionals	25%		21%					
Technicians	17%		52%					
Administrative Support	13%		39%					

**HUMAN RESOURCES DEPARTMENT  
2016 OUTREACH AND RECRUITMENT DATA  
36 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>34</sup>	Total County Workforce	Male (%)	Female (%)	Working-Age Population by Job Category	Working-Age Population
<b>Officials and Administrators</b>						
Working-Age Population	X	X	55	45	54,665	X
County Workforce	5	X	20	80	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>35</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Professionals</b>						
Working-Age Population	X	X	42	58	77,555	X
County Workforce	12	X	17	83	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>25</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Technicians</b>						
Working-Age Population	X	X	50	50	10,045	X
County Workforce	6	X	33	67	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>17</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Administrative Support</b>						
Working-Age Population	X	X	36	64	104,075	X
County Workforce	13	X	23	77	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>13</b>	<b>X</b>	<b>X</b>	<b>X</b>

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

<sup>34</sup> The total number of people who had worked for the County at least one day during the 2016calendar year.



**HUMAN RESOURCES DEPARTMENT  
2016 OUTREACH AND RECRUITMENT DATA  
36 EMPLOYEES**

**RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>35</sup>	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian Pacific Islander (NHPI) (%)	American Indian/ Alaskan Native (AIAN) (%)
<b>Officials and Administrators</b>							
Working-Age Population	X	68	6	10	13	0	1
County Workforce	5	60	20	20	0	0	0
Underrepresentation	X	8	X	X	13	0	1
<b>Professionals</b>							
Working-Age Population	X	63	7	9	19	0	0
County Workforce	12	42	25	17	17	0	0
Underrepresentation	X	21	X	X	2	0	0
<b>Technicians</b>							
Working-Age Population	X	52	7	12	10	0	0
County Workforce	6	0	33	17	50	0	0
Underrepresentation	X	52	X	X	X	0	0
<b>Administrative Support</b>							
Working-Age Population	X	54	9	20	14	1	0
County Workforce	13	15	15	38	31	0	0
Underrepresentation	X	39	X	X	X	1	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

<sup>35</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



## **HUMAN RESOURCES OUTREACH AND RECRUITMENT PLAN FY 2017-2018**

**Issue:** The Board of Supervisors remains committed to maintaining a diverse and inclusive workforce which is reflective of the communities that we serve. As of December 31, 2016, the Human Resources Department statistical data for underrepresentation is listed below:

- Males are underrepresented in Official and Administrator, Professional, Technical, and Administrative Support positions.
- Whites are underrepresented in Professional, Technical and Administrative Support positions.
- Asians are underrepresented in Official and Administrator positions.

**Objective:** Increase outreach to candidates for positions in the Human Resources Department.

**Message:** The department will continue to develop and utilize innovative recruitment tools to attract a diverse applicant pool of qualified candidates desiring a career in government human resources including advertising employment opportunities on websites that will reach Whites, Asians and males.

**Tools:** Our current recruitment strategies include distribution of all County job opportunities to a vast number of community and faith based organizations, colleges, cities, employment placement services, including our own county offices, such as the Contra Costa County Library, Veterans Services and the Employment and Human Services Department.

Our plan is to post vacancies on websites to include: Monster, Hot Jobs, Craigslist, CareerBuilder, Dice, Indeed, Bay Area Careers, SimplyHired, etc. and social media sites such as LinkedIn and Twitter. We will also reach out to select universities including Brigham Young University and Southern Virginia University. We will continue to post

on sites geared toward human resources professionals such as SHRM, CalPelra and IPMA. Other organizations that we can include are Kiwanis, Elks Clubs and Chambers of Commerce.

### Message Distribution

STRATEGY	ELEMENT	TASKS
Attend job and career fairs geared towards helping males, whites and Asians find employment.	Personal Contact	Attend at least 4 job and career fairs during the fiscal year to distribute information on the department's vacancies.
Partner with community/faith based organizations to outreach to males, whites and Asians.	Personal Contact	Create professional relationships and partner with community based organizations such as the Monument Crisis Center, the Salvation Army, Goodwill, the RYSE Center, etc.
Research employment websites and register to join the online community.	Internet/Computer	Advertise employment opportunities on websites such that will reach Whites, Asians and males.
Post job vacancies on websites and in publications geared toward Asians	Publication/Print Media	Post jobs on sites such as, Asian-jobs.com, the National Association of Asian American Professionals, naaapsf.org, National Asian Pacific Center, napca.org.
Partner with our local adult schools and community colleges to attract and recruit students to consider careers in Human Resources.	Personal Contact with College Counselors and Advisors	Attend job fairs and career days at Martinez Adult School, Mt, Diablo Adult Education, West Contra Costa Adult Education, Loma Vista Adult Education, Acalanes Adult Education Diablo Valley College and Los Medanos College.
Increase utilization of social media	Internet/Computer	Advertise employment opportunities on Facebook, Instagram and Twitter.

Contact: Nancy Zandonella, Human Resources Department

[Nancy.Zandonella@hrd.cccounty.us](mailto:Nancy.Zandonella@hrd.cccounty.us)

### LIBRARY

The following pages provide a detailed look into the data points, which determine the Department's underrepresentation within specific job classifications. The Department was deficient in the following occupational categories.

	Males	Females	Whites	Blacks	Hispanics	Asians	NHPI	AIAN
Officials and Administrators	55%					13%		
Professionals	32%							
Technicians	18%					10%		
Administrative Support	20%							

**LIBRARY**  
**2016 OUTREACH AND RECRUITMENT DATA**  
**210 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>36</sup>	Total County Workforce	Male (%)	Female (%)	Working-Age Population by Job Category	Working-Age Population
<b>Officials and Administrators</b>						
Working-Age Population	X	X	55	45	54,665	X
County Workforce	3	X	0	100	X	X
Underrepresentation	X	X	55	X	X	X
<b>Professionals</b>						
Working-Age Population	X	X	42	58	77,555	X
County Workforce	60	X	10	90	X	X
Underrepresentation	X	X	32	X	X	X
<b>Technicians</b>						
Working-Age Population	X	X	50	50	10,045	X
County Workforce	84	X	32	68	X	X
Underrepresentation	X	X	18	X	X	X
<b>Administrative Support</b>						
Working-Age Population	X	X	36	64	104,075	X
County Workforce	63	X	16	84	X	X
Underrepresentation	X	X	20	X	X	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

<sup>36</sup> The total number of people who had worked for the County at least one day during the 2016 calendar year.

**LIBRARY**  
**2016 OUTREACH AND RECRUITMENT DATA**  
**210 EMPLOYEES**

**RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>37</sup>	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/Pacific Islander (%)	American Indian/Alaskan Native (%)
<b>Officials and Administrators</b>							
Working-Age Population	X	68	6	10	13	0	1
County Workforce	3	67	0	33	0	0	0
Underrepresentation	X	1	6	X	13	0	1
<b>Professionals</b>							
Working-Age Population	X	63	7	9	19	0	0
County Workforce	60	80	2	8	10	0	0
Underrepresentation	X	X	5	1	9	0	0
<b>Technicians</b>							
Working-Age Population	X	52	7	12	24	0	0
County Workforce	84	65	5	14	14	0	1
Underrepresentation	X	X	2	X	10	0	X
<b>Administrative Support</b>							
Working-Age Population	X	54	9	20	14	1	0
County Workforce	63	70	11	14	5	0	0
Underrepresentation	X	X	X	6	9	1	0

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

<sup>37</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



## **LIBRARY OUTREACH AND RECRUITMENT PLAN FY 2017-2018**

<b>Issue:</b>	<p>The Board of Supervisors remains committed to maintain a diverse and inclusive workforce which is reflective of the communities that we serve. According to the December 31, 2016 Contra Costa County Outreach and Recruitment Data Report, the library is underrepresented in each occupational category noted below:</p> <ul style="list-style-type: none"><li>▪ Males in Officials and Administrator, Professional, Technical and Administrative Support positions.</li><li>▪ Asians in Officials and Administrators and Technical positions.</li></ul>
<b>Objective:</b>	<p>Ensure that the Library workforce reflects the diversity of the County by continuing to diversify staff in all Library work units while increasing the presence of males and Asians within the workforce.</p>
<b>Message:</b>	<p>The Library will continue to conduct targeted outreach efforts to males and Asians in order to create a more diverse applicant pool of qualified candidates to apply for vacant positions. This effort will continue to be a part of the Library's overall Marketing Communications Plan with the strategic goal of promoting the Library's values, programs and opportunities to the community.</p>
<b>Measurement:</b>	<p>The Library will conduct an annual review of applicants as well as employees hired and promoted.</p>
<b>Tools:</b>	<p>Social Media Local job fairs and career days Local community based events Websites geared towards helping men find employment Websites geared towards helping Asians find employment Bridges to Success pilot program</p>

## Informational bookmarks

### Message Distribution

STRATEGY	ELEMENT	TASKS
<p>Participate in job and career fairs, attend community events, and staff employer recruiter booth.</p> <p>Network with local community colleges and universities to increase the applicant pool and explain the Library's recruitment mission and goals.</p>	Personal Contact/Outreach and Engagement	<p>The Libraries will continue to participate in local community events that target underserved populations.</p> <p>We will inform and promote community library job and volunteer opportunities.</p> <p>Community Events:</p> <ul style="list-style-type: none"> <li>California Library Association Conference</li> <li>John Muir Days</li> </ul> <p>Job Fairs:</p> <ul style="list-style-type: none"> <li>Diablo Valley Career Fair</li> <li>San Jose State Public Service Career Fair</li> </ul>
Update promotional bookmark explaining outreach objective for all external recruitments.	Publication/Print Media	Distribute and promote recruitments at all 26 Library locations.
Update and expand existing list of websites where job vacancies are posted to include websites that are geared towards males and Asians.	<p>Internet/Computer</p> <p>Personal Contact/Outreach and Engagement</p>	<p>Research employment websites for males.</p> <p>Research employment websites for Asians.</p> <p>Contact, register and post vacancies at:</p> <ul style="list-style-type: none"> <li>Asian-jobs.com</li> <li>Diversity.com</li> <li>ncfm.org (National Coalition for Men)</li> <li>naaapsf.org (National Association of Asian American Professionals)</li> </ul>



		<ul style="list-style-type: none"> <li>• Shelter, Inc.</li> <li>• Salvation Army</li> <li>• Asian Business League of San Francisco</li> </ul>
Utilize social media to expand exposure of open job opportunities.	Electronic Media	Post link to open job opportunities on the Library Department's Facebook page.
Promote Librarian Trainee Positions.	Internet/Computer	Post Librarian Trainee opportunities at Diablo Valley College and San Jose State University.
Participate in Bridges to Success pilot program for individuals with developmental disabilities.	Recruitment	Add two (2) Clerk-Beginning Level Project positions, hire employees and evaluate performance on a monthly basis.

**Contact:** Beth A. Kilian, Administrative Services Officer  
[bkilian@ccclib.org](mailto:bkilian@ccclib.org)

## PROBATION

The following pages provide a detailed look into the data points, which determine the Department's underrepresentation within specific job classifications. The Department was deficient in the following occupational categories.

	Males	Females	Whites	Blacks	Hispanics	Asians	NHPI	AIAN
Officials and Administrators		14%				13%		
Professionals		33%	25%			18%		
Technicians		10%			12%	24%		
Protective Services (Sworn)			14%					
Administrative Support	27%							
Service Maintenance		22%			34%			

**PROBATION  
2016 OUTREACH AND RECRUITMENT DATA  
297 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>38</sup>	Male (%)	Female (%)	Working-Age Population by Job Category
<b>Officials and Administrators</b>				
Working-Age Population	X	55	45	54,665
County Workforce	13	69	31	X
Underrepresentation	X	X	14	X
<b>Professionals</b>				
Working-Age Population	X	42	58	77,555
County Workforce	16	75	25	X
Underrepresentation	X	X	33	X
<b>Technicians</b>				
Working-Age Population	X	50	50	10,045
County Workforce	5	60	40	X
Underrepresentation	X	X	10	X
<b>Protective Services (Sworn)</b>				
Working-Age Population	X	62	38	530
County Workforce	215	62	38	X
Underrepresentation	X	0	0	X
<b>Administrative Support</b>				
Working-Age Population	X	36	64	104,705
County Workforce	35	9	91	X
Underrepresentation	X	27	X	X
<b>Service Maintenance</b>				
Working-Age Population	X	55	45	89,210
County Workforce	13	77	23	X
Underrepresentation	X	X	22	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Protective Service Workers (Sworn):** Occupations in which workers are entrusted with public safety, security and protection from destructive forces.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.

<sup>38</sup> The total number of people who had worked for the County at least one day during the 2016 calendar year.

**PROBATION  
2016 OUTREACH AND RECRUITMENT DATA  
297 EMPLOYEES**

**RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>39</sup>	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/Pacific Islander (%)	American Indian/Alaska Native (%)
<b>Officials and Administrators</b>							
Working-Age Population	X	68	6	10	13	0	1
County Workforce	13	70	15	15	0	0	0
Underrepresentation	X	X	X	X	13	0	1
<b>Professionals</b>							
Working-Age Population	X	63	7	9	19	0	0
County Workforce	16	38	63	2	1	0	0
Underrepresentation	X	25	X	7	18	0	0
<b>Technicians</b>							
Working-Age Population	X	52	7	12	24	0	0
County Workforce	5	80	20	0	0	0	0
Underrepresentation	X	X	X	12	24	X	0
<b>Protective Services (Sworn)</b>							
Working-Age Population	X	54	13	16	7	3	1
County Workforce	215	40	13	21	6	0	0
Underrepresentation	X	14	0	X	1	3	1
<b>Administrative Support</b>							
Working-Age Population	X	54	9	20	14	1	0
County Workforce	35	54	17	14	14	0	0
Underrepresentation	X	0	X	6	0	1	X
<b>Service Maintenance</b>							
Working-Age Population	X	35	8	42	12	1	0
County Workforce	13	38	38	8	15	0	0
Underrepresentation	X	X	X	34	X	1	0

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Protective Service Workers (Sworn):** Occupations in which workers are entrusted with public safety, security and protection from destructive forces.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and clerks.

<sup>39</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.

- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.



## **PROBATION OUTREACH AND RECRUITMENT PLAN FY 2017-2018**

**Issue:** The Board of Supervisors remains committed to maintain a diverse and inclusive workforce which is reflective of the communities that we serve. As of December 31, 2016, the Probation Department's statistical data indicates the following:

- Males are underrepresented in Administrative Support positions;
- Females are underrepresented in Official and Administrator, Professional, Technical, and Service Maintenance positions;
- Whites are underrepresented in Professional and Protective Services (Sworn) positions;
- Hispanics are underrepresented in Technical and Service Maintenance positions;
- Asians are underrepresented in Official and Administrator, Professional, and Technical positions;

**Objective:** Increase the applicant flow of underrepresented groups within our workforce by conducting specific outreach and recruitment efforts to educational and vocational training service providers, professional organizations, and online recruitment and employment resource sites who serve the populations listed above.

**Message:** Probation will conduct strategic outreach efforts with the groups and organizations listed above and online websites that serve those populations where we have underrepresentation. The proactive measures will help to create a more diverse applicant pool of qualified candidates to apply for departmental vacancies.

**Tools:**

- Local job fairs and career days
- Local Adult Education and vocational training programs
- Local colleges and universities
- Websites geared towards helping underrepresented populations find employment
- Informational brochures

### Message Distribution

STRATEGY	ELEMENT	TASKS
Outreach to diverse colleges and universities with criminal justice and corrections related degree programs	Personal Contact	Create professional relationships and partner with local colleges such as DVC, Los Medanos, and Cal State East Bay to make presentations in classes, and provide organized tours of facilities for students
Outreach to diverse Adult Education and vocational training programs with technical and administrative support skill development programs	Personal Contact	Create professional relationships and partner with local education programs such as the five regional Adult Education centers, and the Contra Costa County Office of Education
Increase ease of communicating employment opportunities, minimum qualifications for hire, and applicant processes through printed resource material	Publication / Print Media	Create recruitment fliers to be disseminated by staff when they come in contact with potential job applicants
Use employment websites focused on the underrepresented populations	Internet/Computer	Register with websites such as <a href="http://www.opportunityjunction.org/">http://www.opportunityjunction.org/</a> and <a href="http://www.eastbayworks.com/cccounty/">http://www.eastbayworks.com/cccounty/</a> to post vacancies and open recruitments
Attend job and career fairs focused on the underrepresented populations	Personal Contact	Attend at least three job and career fairs during the fiscal year sponsored by organizations that identify with diverse populations

**Contact:** Kimberly Martell  
[Kimberly.Martell@prob.cccounty.us](mailto:Kimberly.Martell@prob.cccounty.us)

**PUBLIC DEFENDER**

The following pages provide a detailed look into the data points, which determine the Department's underrepresentation within specific job classifications. The Department was deficient in the following occupational categories.

	Males	Females	Whites	Blacks	Hispanics	Asians	NHPI	AIAN
Officials and Administrators	55%				10%	13%		
Professionals								
Technicians						15%		
Administrative Support	26%		29%					

**PUBLIC DEFENDER  
2016 OUTREACH AND RECRUITMENT DATA  
102 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>40</sup>	Male (%)	Female (%)	Working-Age Population by Job Category
<b>Officials and Administrators</b>				
Working-Age Population	X	55	45	54,665
County Workforce	3	0	100	X
Underrepresentation	X	55	X	X
<b>Professionals</b>				
Working-Age Population	X	42	58	77,555
County Workforce Is	68	41	59	X
Underrepresentation	X	1	X	X
<b>Technicians</b>				
Working-Age Population	X	50	50	10,045
County Workforce	11	55	45	X
County Workforce	X	X	5	X
<b>Administrative Support</b>				
Working-Age Population	X	36	64	104,705
County Workforce	20	10	90	X
Underrepresentation	X	26	X	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

<sup>40</sup> The total number of people who had worked for the County at least one day during the 2016calendar year.



**PUBLIC DEFENDER  
2016 OUTREACH AND RECRUITMENT PLANS  
102 EMPLOYEES**

**RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>41</sup>	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/Pacific Islander (%)	American Indian/Alaska Native (%)
<b>Officials and Administrators</b>							
Working-Age Population	X	68	6	10	13	0	1
County Workforce	3	67	33	0	0	0	0
Underrepresentation	X	1	X	10	13	0	1
<b>Professionals</b>							
Working-Age Population	X	63	7	9	19	0	0
County Workforce	68	72	9	9	10	0	0
Underrepresentation	X	X	X	0	9	0	0
<b>Technicians</b>							
Working-Age Population	X	52	7	12	24	0	0
County Workforce	11	55	18	18	9	0	0
Underrepresentation	X	X	X	X	15	0	0
<b>Administrative Support</b>							
Working-Age Population	X	54	9	20	14	1	0
County Workforce	20	25	25	45	5	0	0
Underrepresentation	X	29	X	X	9	1	0

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

<sup>41</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



**PUBLIC DEFENDER  
OUTREACH AND RECRUITMENT PLAN  
FY 2017-2018**

**Issue:** The Board of Supervisors remains committed to maintain a diverse and inclusive workforce which is reflective of the communities that we serve. As of December 31, 2016, the Office of the Public Defender workforce statistical data indicates the following:

- Males are underrepresented in Officials and Administrator and Administrative Support positions.
- Whites are underrepresented in Administrative Support positions.
- Hispanics are underrepresented in Officials and Administrator positions.
- Asians are underrepresented in Officials and Administrator and Technical positions.

**Objective:** Increase the number of males, Whites, Hispanics and Asians in the department's workforce to obtain a diverse workforce within our office.

**Message:** The Department will conduct strategic and targeted outreach efforts to males, as well as to traditionally underrepresented racial minorities, Whites, Hispanics and Asians in order to create a more diverse applicant pool of qualified candidates to apply for vacant positions

**Tools:** We will continue to increase the pool of eligible applicants for positions in the department by (1) targeting outreach to local colleges, universities and law schools with our diversity goals in mind; and (2) expanding internship opportunities at the high-school, college and law school levels. The internship opportunities are a useful tool to expand our applicant pool for permanent positions when they become available. All of our programs can be found on our department website.

**Accomplishments:** Our Department is primarily financed through the general fund; therefore, we are limited in the number of positions that we are able to fill through attrition vacancies. However, we have recently been successful in securing outside grant funding for some positions. In the future we will continue to strive to hire into these positions from a broad applicant pool with a focus on our underrepresented categories.

Finally, in order to maintain the diversity of our workforce, the Department Head has formed a diversity committee to actively recruit minority attorney and graduate law clerk applicants from a diverse array of law schools. The Department strives to promote diversity and achieve gender-balance in the graduate law clerk pool, as this group is a significant source of applicants for the entry-level attorney positions. Although the workforce of this Department represents only a small portion of the County's overall workforce, because of the significant diversity in our client population, we are uniquely focused and committed to achieving the County EEO and Recruitment targets

#### **Message Distribution**

<b>STRATEGY</b>	<b>ELEMENT</b>	<b>TASKS</b>
Network with Universities such as Cal State East Bay, UCLA, USC, UC Davis, SF State, USF, Golden Gate Univ. and local Community Colleges as well as to local High Schools to increase the applicant pool and explain the Office of the Public Defender's outreach and recruitment mission and goals	Publication Print Media	Reach out to Academic Career Advisors and Alumni Relations to explain the department's goal of increasing the pool of qualified males; send informational letters to local High Schools and Community Colleges.
Attend local job and diversity fairs at UC Hastings; Cal State East Bay, UC Davis, SF State, USF, Golden Gate Univ.	Personal Contact	Attend and provide flyers that can be distributed at job and diversity fairs; explain department goals to attain diversity in the workforce.
Email job vacancies to local colleges, universities and law schools to reach a greater applicant pool	Electronic	Send job announcements of vacancies via email including the department goals of attracting a workforce that is diverse and gender-balanced.

**Contact:** Donna Broussard, Administrative Services Officer

[donna.broussard@pd.cccounty.us](mailto:donna.broussard@pd.cccounty.us)

### PUBLIC WORKS

The following pages provide a detailed look into the data points, which determine the Department's underrepresentation within specific job classifications. The department was deficient in the following occupational categories.

	Males	Females	Whites	Blacks	Hispanics	Asians	NHPI	AIAN
Officials and Administrators		21%						
Professionals								
Technicians		25%						
Administrative Support								
Skilled Craft					18%			
Service Maintenance		32%						

**PUBLIC WORKS  
2016 OUTREACH AND RECRUITMENT DATA  
378 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>42</sup>	Male (%)	Female (%)	Working-Age Population by Job Category
<b>Officials and Administrators</b>				
Working-Age Population	X	55	45	54,665
County Workforce	17	76	24	X
Underrepresentation	X	X	21	X
<b>Professionals</b>				
Working-Age Population	X	42	58	77,555
County Workforce	78	45	55	X
Underrepresentation	X	X	3	X
<b>Technicians</b>				
Working-Age Population	X	50	50	10,045
County Workforce	52	75	25	X
Underrepresentation	X	X	25	X
<b>Administrative Support</b>				
Working-Age Population	X	36	64	104,705
County Workforce	44	32	68	X
Underrepresentation	X	4	X	X
<b>Skilled Craft</b>				
Working-Age Population	X	94	6	27,510
County Workforce	62	100	0	X
Underrepresentation	X	X	6	X
<b>Service Maintenance</b>				
Working-Age Population	X	55	45	89,210
County Workforce	125	87	13	X
Underrepresentation	X	X	32	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Head.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Skilled Crafts:** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved such as electricians and tree trimmers.
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians

<sup>42</sup> The total number of people who had worked for the County at least one day during the 2016 calendar year.

**PUBLIC WORKS  
2016 OUTREACH AND RECRUITMENT DATA  
378 EMPLOYEES**

**RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>43</sup>	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/Pacific Islander (%)	American Indian/Alaska Native (%)
<b>Officials and Administrators</b>							
Working-Age Population	X	68	6	10	13	0	1
County Workforce	17	70	6	6	18	0	0
Underrepresentation	X	X	0	4	X	0	1
<b>Professionals</b>							
Working-Age Population	X	63	7	9	19	0	0
County Workforce	78	63	4	10	23	0	0
Underrepresentation	X	0	3	X	X	0	0
<b>Technicians</b>							
Working-Age Population	X	52	7	12	24	0	0
County Workforce	52	69	2	6	19	2	2
Underrepresentation	X	X	5	6	5	X	X
<b>Administrative Services</b>							
Working-Age Population	X	54	9	20	14	1	0
County Workforce	44	61	2	14	20	0	2
Underrepresentation	X	X	7	6	X	1	X
<b>Skilled Craft</b>							
Working-Age Population	X	51	6	34	6	1	0
County Workforce	62	66	5	16	10	0	3
Underrepresentation	X	X	1	18	X	1	X
<b>Service Maintenance</b>							
Working-Age Population	X	35	8	41	12	1	0
County Workforce	125	41	20	32	5	1	2
Underrepresentation	X	X	X	9	7	0	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Head.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Skilled Crafts:** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved such as electricians and tree trimmers.
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians

<sup>43</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



## **PUBLIC WORKS OUTREACH AND RECRUITMENT PLAN FY 2017-2018**

**Issue:** The Board of Supervisors remains committed to maintain a diverse and inclusive workforce which is reflective of the communities we serve. As of December 31, 2016, the Public Works Department statistical data indicates the following:

- Women are underrepresented in Officials and Administrator, Technical, and Service Maintenance positions;
- Hispanics are underrepresented in Skilled Craft positions.

**Objective:** Increase the applicant flow of underrepresented groups within our workforce by conducting specific outreach and targeted recruitment efforts to Community/Faith Based Organizations, Professional Groups and online recruitment sites who serve the populations listed above.

**Message:** The Public Works Department will conduct strategic and targeted recruitment efforts to create a more diverse applicant pool of qualified candidates for vacant positions. We will electronically send these organizations recruitment information for all open positions within the department during the fiscal year. This targeted recruitment method will help to create a more diverse applicant pool of qualified candidates to apply for Public Works positions.

**Tools:**

- Community/ faith based organizations
- Local job fairs and career days
- Colleges and universities
- University journals and alumni associations
- Websites that cater to our target audiences
- Create and distribute informational brochures

- Reinstitute Student Aide- Engineer program for 3<sup>rd</sup> year Engineering students
- Continue participating on Delta Diablo Corridor Project
- Work with education sector to identify potential student interns interested in Public Works lines of work

## Message Distribution

STRATEGY	ELEMENT	TASKS
Create brochure that explains the Public Works department outreach and recruitment mission and goals.	Publication and Print Media	Send brochures to CBOs such as Rubicon, St. Vincent de Paul of Alameda and Contra Costa Counties, Job Train, and Green Job Corps. Brochures will also be distributed at job and career fairs, as well as conferences and seminars.
Attend job and career fairs that serve women and people of color	Personal Contact	Attend at least 3 job fairs hosted by colleges, universities, community based organizations and professional organizations that serve women and people of color.
Post job vacancies online to reach Public Works target audience.	Electronic	Post job opportunities on websites that target job seekers that are women and people of color, such as tradeswomen.org, womenforhire.com; Society for Black Engineers, Society for Women Engineers, Society for Hispanic Engineers, etc.
Develop relationships with organizations that have apprentice and training programs for trades occupations	Personal contact	Partner with local CBOs, apprenticeship, and training programs for trades occupations (i.e. Green Job Corps, Treasure Island Job Corps, and Job Train), to assist the department in identifying a diverse pool of candidates that may be interested in applying for Public Works positions.
Develop relationships with colleges, trade schools and universities to participate in job fairs and advertise job opportunities.	Personal contact	Partner with community colleges, trade schools and California universities to attend their sponsored job fairs and post on their job boards (i.e. Contra Costa Community Colleges, Universal Technical Institute, IBT Tech, UCs and CSUs)



Ensure that oral board and interview panels reflect the diversity of the candidate pool	Personal contact	When contacting potential oral board raters and identifying interview panel members, ensure that there is appropriate diversity on the panels.
Utilize and promote Summer Student Intern program with a goal of hiring women and people of color.	Electronic and Personal Contact	<p>Continue to advertise Summer Student Intern program and identify students that are interested in engineering occupations, or are currently engineering students.</p> <p>Continue contract with Contra Costa County Office of Education to hire Student Interns between the ages of 18 – 23 who have barriers to obtaining employment.</p>
Continue to participate in the Delta Diablo Corridor project and identify outgoing seniors who are interested in working at Public Works as Summer Student Interns	Personal Contact	Continue participating on Delta Diablo Corridor committee and work with the other organizations and educations on the committee to identify female students and students of color who may be interested in the Student Intern program.

**Contact:** Kelli Zenn, Administrative Services Officer  
[Kelli.Zenn@pw.cccounty.us](mailto:Kelli.Zenn@pw.cccounty.us)

## SHERIFF

The following pages provide a detailed look into the data points, which determine the Department's underrepresentation within specific job classifications. The department was deficient in the following occupational categories.

	Males	Females	Whites	Blacks	Hispanics	Asians	NHPI	AIAN
Officials and Administrators					10%	13%		
Professionals		18%				10%		
Technicians		30%				16%		
Protective Services (Sworn)								
Protective Services (Non-Sworn)			23%					
Administrative Support	18%							
Skilled Craft								
Service Maintenance		27%	16%					

**SHERIFF  
2016 OUTREACH AND RECRUITMENT DATA  
916 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>44</sup>	Male (%)	Female (%)	Working-Age Population by Job Category
<b>Officials and Administrators</b>				
Working-Age Population	X	55	45	54,665
County Workforce	8	62	38	X
Underrepresentation	X	X	7	X
<b>Professionals</b>				
Working-Age Population	X	42	58	77,555
County Workforce	68	60	40	X
Underrepresentation	X	X	18	X
<b>Technicians</b>				
Working-Age Population	X	50	50	10,045
County Workforce	116	80	20	X
Underrepresentation	X	X	30	X
<b>Protective Services (Sworn)</b>				
Working-Age Population	X	80	20	5,370
County Workforce	467	84	16	X
Underrepresentation	X	X	4	X
<b>Protective Services (Non-Sworn)</b>				
Working-Age Population	X	62	38	530
County Workforce	43	67	33	X
Underrepresentation	X	X	5	X
<b>Administrative Support</b>				
Working-Age Population	X	36	64	104,705
County Workforce	183	18	82	X
Underrepresentation	X	18	X	X
<b>Service Maintenance</b>				
Working-Age Population	X	54	46	89,210
County Workforce	31	81	19	X
Underrepresentation	X	X	27	X

*See next page for job classification information*

<sup>44</sup> The total number of people who had worked for the County at least one day during the 2016calendar year.

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Protective Service Workers (Sworn):** Occupations in which workers are entrusted with public safety, security and protection from destructive forces.
- **Protective Service Workers (Non-Sworn):** Occupations that perform technical and support work in safety or law enforcement work, which does not require a sworn person. Examples include community service officers and animal control officers.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Skilled Crafts:** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved such as electricians and tree trimmers.
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.

**2016 OUTREACH AND RECRUITMENT DATA  
916 EMPLOYEES**

**RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>45</sup>	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/Pacific Islander (%)	American Indian/Alaska Native (%)
<b>Officials and Administrators</b>							
Working-Age Population	X	68	6	10	13	0	1
County Workforce	8	100	0	0	0	0	0
Underrepresentation	X	X	6	10	13	0	1
<b>Professionals</b>							
Working-Age Population	X	63	7	9	19	0	0
County Workforce	68	79	3	9	9	0	0
Underrepresentation	X	X	4	0	10	0	0
<b>Technicians</b>							
Working-Age Population	X	52	7	12	24	0	0
County Workforce	116	70	6	14	8	2	0
Underrepresentation	X	X	1	X	16	X	0
<b>Protective Services (Sworn)</b>							
Working-Age Population	X	54	13	16	7	3	1
County Workforce	467	68	8	15	8	1	0
Underrepresentation	X	X	5	1	X	2	1
<b>Protective Services (Non-Sworn)</b>							
Working-Age Population	X	86	1	12	0	0	0
County Workforce	43	63	14	14	7	2	0
Underrepresentation	X	23	X	X	X	X	0
<b>Administrative Support</b>							
Working-Age Population	X	54	9	20	14	1	0
County Workforce	183	56	19	12	11	1	0
Underrepresentation	X	X	X	8	3	0	0
<b>Service Maintenance</b>							
Working-Age Population	X	35	8	41	12	1	0
County Workforce	31	19	3	48	29	0	0
Underrepresentation	X	16	5	X	X	1	0

*See next page for job classification information*

<sup>45</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.

- **Officials and Administrators**: Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals**: Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians**: Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Protective Service Workers (Sworn)**: Occupations in which workers are entrusted with public safety, security and protection from destructive forces.
- **Protective Service Workers (Non-Sworn)**: Occupations that perform technical and support work in safety or law enforcement work, which does not require a sworn person. Examples include community service officers and animal control officers.
- **Administrative Support**: Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks;
- **Service-Maintenance**: Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.



## **SHERIFF OUTREACH AND RECRUITMENT PLAN FY 2017-2018**

- Issue:** The Board of Supervisors remains committed to maintain a diverse and inclusive workforce which is reflective of the communities that we serve. As of December 31, 2016, the Office of the Sheriff's workforce statistical data indicates the following:
- Males are underrepresented in Administrative Support positions.
  - Females are underrepresented in Professional, Technical, and Service Maintenance positions.
  - Whites are underrepresented in Protective Services (Non-Sworn), and Service Maintenance positions.
  - Hispanics are underrepresented in Officials and Administrator positions.
  - Asians are underrepresented in Officials and Administrator, Professional, and Technical positions.
- Objective:** Increase the recruitment efforts to these underrepresented groups by conducting focused outreach efforts to community organizations, professional groups and online recruitment sites that serve these underrepresented populations.
- Message:** The Office will conduct strategic and targeted outreach efforts to these underrepresented groups to create a more diverse applicant pool of qualified candidates to apply for and be successful in the civilian positions within the law enforcement community.
- Tools:** Community Events and Organizations Local Job Fairs and career days at Local Colleges and Universities

Websites geared toward a diverse group of job seekers interested in working for a law enforcement agency

Incorporate non-sworn job opportunities into our robust sworn recruitment efforts

### Message Distribution

STRATEGY	ELEMENT	TASKS
Create brochures, flyers, posters and billboards that demonstrate the diverse workforce of the Office of the Sheriff. To include the non-sworn positions that support the mission of law enforcement.	Publication Print Media Websites	Distribute brochures throughout local and statewide colleges, universities, military bases and East Bay Works. Place advertisements on the SO Law Enforcement Training Center Website, Facebook, Twitter, Claycord.com, and Deputy Sheriff Association Websites.
Attend job fairs and career days that serve a large ethnically diverse population	Personal Contact	Set up class presentations, working job fairs, and workshops at Hispanic, Asian and female-dominated high school, colleges, and universities.
Increase exposure in the local communities served by participating in local and community events.	Personal Contact	Set up recruiting stations at events such as Art and Wine Festivals, Music in the Park, Farmer's Markets, etc. Also canvass shopping centers, strip malls, local down-town shopping areas, fitness centers, etc.

**Contact:** Mary Jane Robb, Sheriff's Chief of Management Services  
[mrobb@so.cccounty.us](mailto:mrobb@so.cccounty.us)



### TREASURER/TAX COLLECTOR

The following pages provide a detailed look into the data points, which determine the Department's underrepresentation within specific job classifications. The department was deficient in the following occupational categories.

	Males	Females	Whites	Blacks	Hispanics	Asians	NHPI	AIAN
Officials and Administrators			18%		10%			
Professionals	22%							
Technicians	50%		52%		12%	24%		
Administrative Support			33%					

**TREASURER/TAX COLLECTOR  
2016 OUTREACH AND RECRUITMENT DATA  
24 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>46</sup>	Male (%)	Female (%)	Working-Age Population by Job Category
<b>Officials and Administrators</b>				
Working-Age Population	X	55	45	54,665
County Workforce	4	50	50	X
Underrepresentation	X	5	X	X
<b>Professionals</b>				
Working-Age Population	X	42	58	77,555
County Workforce	5	20	80	X
Underrepresentation	X	22	X	X
<b>Technicians</b>				
Working-Age Population	X	50	50	10,045
County Workforce	1	0	100	X
Underrepresentation	X	50	X	X
<b>Administrative Support</b>				
Working-Age Population	X	36	64	104,705
County Workforce	14	29	71	X
Underrepresentation	X	7	X	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

**TREASURER/TAX COLLECTOR**

<sup>46</sup> The total number of people who had worked for the County at least one day during the 2016calendar year.

**2016 OUTREACH AND RECRUITMENT DATA**  
**24 EMPLOYEES**

**RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>47</sup>	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/Pacific Islander (%)	American Indian/Alaska Native (%)
<b>Officials and Administrators</b>							
Working-Age Population	X	68	6	10	13	0	1
County Workforce	4	50	0	0	50	0	0
Underrepresentation	X	18	6	10	X	0	1
<b>Professionals</b>							
Working-Age Population	X	63	7	9	19	0	0
County Workforce	5	60	0	20	20	0	0
Underrepresentation	X	3	7	X	X	0	0
<b>Technicians</b>							
Working-Age Population	X	52	7	12	24	0	0
County Workforce	1	0	100	0	0	0	0
Underrepresentation	X	52	X	12	24	0	0
<b>Administrative Support</b>							
Working-Age Population	X	54	9	20	14	1	0
County Workforce	14	21	43	14	14	0	7
Underrepresentation	X	33	X	6	0	1	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

<sup>47</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



## **TREASURER-TAX COLLECTOR OUTREACH AND RECRUITMENT PLAN FY 2017-2018**

- Issue:** The Board of Supervisors remains committed to maintain a diverse and inclusive workforce which is reflective of the communities that we serve. As of December 31, 2016, the Office of Treasurer –Tax Collector statistical data indicates the following:
- Males are underrepresented in Professional and Technical positions.
  - Whites are underrepresented in Official and Administrator, Technical, and Administrative Support positions.
  - Hispanics are underrepresented by Official and Administrator and Technical positions.
  - Asians are underrepresented in Technical positions.
- Objective:** Increase the applicant flow of underrepresented groups within our workforce by partnering with the HR department and conducting specific outreach and recruitment efforts to Community/Faith Based Organizations (CBOs), Professional Groups and online recruitment sites who serve the populations listed above.
- Message:** Human Resources will conduct strategic outreach efforts to community/faith based organizations, professional groups and online websites that serve those populations where we have underrepresentation. We request Human Resources in their outreach efforts to electronically send these organizations all open vacancies within our department during the fiscal year. This proactive measure will help to create a more diverse applicant pool of qualified candidates to apply for departmental vacancies.
- Tools:** Distribute information to CBOs  
Local job fairs and career days  
Local colleges and universities  
Websites geared towards recruiting male Professionals, Technicians and Administrative Support positions.

## Message Distribution

STRATEGY	ELEMENT	TASKS
Partner with Community Based Organizations who serve males who are interested in working in the Professional, Technical and Administrative Support fields	Personal Contact/E-mail	County to partner with CBOs and professional organizations. Send job announcements of vacancies via e-mail or by mail to attract a workforce that is diverse and gender balanced.
We recommend HR attend job and career fairs geared towards helping males find employment	Personal Contact	Partner with the County HR Representatives to attend job and career fairs during the fiscal year. The County will focus on recruiting males to distribute information about the department's vacancies.
E-mail job vacancies to local community colleges and universities to reach a greater applicant pool	Personal Contact/Electronic	HR to send job announcements of vacancies via e-mail to local colleges such as DVC, Los Medanos and Cal State East Bay.
Partner with professional organizations to reach out to males, Whites, Hispanics, and Asians to apply for Officials/ Administrators and Professional positions within our workforce	Personal Contact/Electronic	Register and post job vacancies on websites such as California State Association of Counties (CSAC) <a href="http://www.counties.org/">www.counties.org/</a> , <a href="http://www.californiacitynews.org">www.californiacitynews.org</a> , and the National Asian American Society of Accountants (NAASA) <a href="http://www.idealists.org">www.idealists.org</a>
Research employment websites and register to join the online community	Electronic	Register and post job vacancies on websites such as <a href="http://www.indeed.com">www.indeed.com</a> , <a href="http://www.sfbay.craigslist.org">www.sfbay.craigslist.org</a> , and <a href="http://www.bayareacareer.com/bay_area.php">www.bayareacareer.com/bay_area.php</a>

**Contact:** Ronda Boler, Executive Secretary  
[Ronda.Boler@tax.cccounty.us](mailto:Ronda.Boler@tax.cccounty.us)

### VETERANS SERVICES

The following pages provide a detailed look into the data points, which determine the Department's underrepresentation within specific job classifications. The department was deficient in the following occupational categories.

	Males	Females	Whites	Blacks	Hispanics	Asians	NHPI	AIAN
Officials and Administrators		45%			10%	13%		
Professionals		18%				19%		
Administrative Support		14%			20%	14%		

**VETERANS SERVICES  
2016 OUTREACH AND RECRUITMENT DATA  
8 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>48</sup>	Male (%)	Female (%)	Working-Age Population by Job Category
<b>Officials and Administrators</b>				
Working-Age Population	X	55	45	54,665
County Workforce	1	100	0	X
Underrepresentation	X	X	45	X
<b>Professionals</b>				
Working-Age Population	X	42	58	77,555
County Workforce	5	60	40	X
Underrepresentation	X	X	18	X
<b>Administrative Support</b>				
Working-Age Population	X	36	64	104,705
County Workforce	2	50	50	X
Underrepresentation	X	X	14	X

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

<sup>48</sup> The total number of people who had worked for the County at least one day during the 2016 calendar year.

**VETERANS SERVICES  
2016 OUTREACH AND RECRUITMENT DATA  
8 EMPLOYEES**

**RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>49</sup>	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/Pacific Islander (%)	American Indian/Alaska Native (%)
<b>Officials and Administrators</b>							
Working-Age Population	X	68	6	10	13	0	1
County Workforce	1	100	0	0	0	0	0
Underrepresentation	X	X	6	10	13	0	1
<b>Professionals</b>							
Working-Age Population	X	63	7	9	19	0	0
County Workforce	5	80	0	20	0	0	0
Underrepresentation	X	X	7	X	19	0	0
<b>Administrative Support</b>							
Working-Age Population	X	54	9	20	14	1	0
County Workforce	2	50	50	0	0	0	0
Underrepresentation	X	4	X	20	14	1	0

- **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis such as Department Heads.
- **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge such as HR professionals, accountants, and attorneys.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

<sup>49</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.





## **VETERANS SERVICES` OUTREACH AND RECRUITMENT PLAN FY 2017-2018**

**Issue:** Veterans Services remains committed to maintain a diverse and inclusive workforce which is reflective of the communities that we serve. As of December 31, 2016, the Veterans Services workforce statistical data indicated the following:

- Females are underrepresented in Official and Administrator, Professional and Administrative Support positions.
- Hispanics are underrepresented in Official and Administrator and Administrative Support positions.
- Asians are underrepresented in Official and Administrator, Professional, and Administrative Support positions.

**Objective:** Increase the visibility of females, Hispanics and Asians within the workforce. The department will create and nurture partnerships with Community Based Organizations (CBOs) to ensure that we keep them informed about job vacancies and other resources within the County.

**Message:** The Department will conduct strategic and targeted outreach efforts to underrepresented groups within our workforce in order to create a more diverse applicant pool of qualified candidates to apply for vacant positions.

### **Outreach**

**Tools:** Create and distribute informational brochures to CBOs  
Attend and participate in local job and diversity fairs  
Post job vacancies on websites that are geared toward the Female, Hispanic and Asian populations

## Message Distribution

Strategy	Element	Tasks
Create brochure which explains the Veterans Service Department's outreach and recruitment mission and goals	Publication  Print Media	Mail brochures to CBOs that serve the target population so they can share with their clientele.  Brochures will also be distributed at job and diversity fairs; events that we will attend.
Mail employment recruitments for current Veterans Service Department vacancies to CBOs	Personal Contact	Partner with The Shiva Murugan Temple, API Cultural Center, ASNC Young Professionals Group, Contra Costa Commission for Women & The California League of United Latin American Citizens in order to encourage their applications for employment opportunities.
Register and post job vacancies online to reach our target populations	Electronic	Register and post job vacancies on websites that cater to Asians such as <a href="http://www.asian-jobs.com/">http://www.asian-jobs.com/</a> or <a href="http://jobs.asiamedia.com/">http://jobs.asiamedia.com/</a> or <a href="http://hirelatinos.org/">http://hirelatinos.org/</a> or <a href="http://jobs.womenforhire.com/">http://jobs.womenforhire.com/</a>

Contact: Susan Ferguson. Equal Employment Opportunity Officer  
[Susan@vs.cccounty.us](mailto:Susan@vs.cccounty.us)



Contra  
Costa  
County

To: Board of Supervisors  
From: John Kopchik, Director, Conservation & Development Department  
Date: March 13, 2018

Subject: General Plan Amendment Study Request for Property at 589 Pacifica Avenue, Bay Point

---

**RECOMMENDATION(S):**

1. AUTHORIZE a General Plan Amendment (GPA) study to consider changing the General Plan land use designation for the undeveloped property located at 589 Pacifica Avenue, Bay Point area, from Single-Family Residential-Medium Density (SM) to Multiple-Family Residential-Medium Density (MM).
2. ACKNOWLEDGE that granting authorization for this request does not imply any sort of endorsement for the application to amend the General Plan, but only that the matter is appropriate for study.

**FISCAL IMPACT:**

No impact to the General Fund. The project applicant is responsible for paying fees to cover the cost of application processing.

**BACKGROUND:**

On February 26, 2013, the Board of Supervisors authorized a GPA study request submitted by Habitat for Humanity East Bay/Silicon Valley ("Habitat") to change the land use designation for the subject property from SM to Multiple-Family Residential-Low Density (ML) to support development of a 23-unit, below-market-rate (i.e., affordable) townhouse project. Habitat subsequently submitted applications for approval of a major subdivision and development plan, but for various reasons placed the project on hold around 2015.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Will Nelson (925)  
674-7791

cc:

### BACKGROUND: (CONT'D)

On December 21, 2017, DCD staff received a letter from Hamid Taeb, Director of Real Estate Development for Habitat, indicating they wish to resume the project, but with an increase to 29 units (see Attachment A). The new proposal calls for developing the project in phases of 3, 13, and 13 units. Phase 1, the first three units, would be constructed by September 2020 to meet funding obligations and satisfy the 10%-affordable component of the project. Phases 2 and 3, the remaining 26 units, would be constructed as funding became available. If funding for a 100% affordable project could not be secured, then Habitat would construct and sell Phases 2 and 3 as market-rate or mixed-income housing.

The 2013 Board action authorized studying a density of up to 11.88 units per net acre, which corresponds with the ML land use designation. Enlarging the project to 29 units on the 2.42-acre property yields a density of 14.97 units per net acre, which falls within the density range of the MM land use designation. Thus, Habitat's revised request is to change the land use designation from SM to MM (see Attachment B).

Staff recommends that the Board authorize the revised request for a GPA study. The subject property is an underutilized infill site located within reasonable proximity of the Pittsburg/Bay Point BART Station. Furthermore, the project proponent, Habitat for Humanity, has successfully developed projects that provide homeownership opportunities for low-income households and has a track record of developing affordable housing in the unincorporated areas, thereby supporting certain goals and policies of the General Plan Housing Element.

Staff stresses that authorization for this GPA study does not imply the Board's support or endorsement for the application to amend the General Plan, but only that this matter is appropriate for study.

### CONSEQUENCE OF NEGATIVE ACTION:

The Board has already authorized a GPA study for a 23-unit project on the subject property. If the current study request is denied, then the project will be limited to 23 units instead of the 29 now proposed.

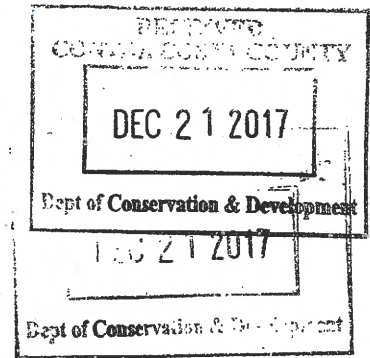
### ATTACHMENTS

Attachment A - Letter from H. Taeb Requesting General Plan Amendment Study

Attachment B - General Plan Land Use Map and Aerial Photo

December 21, 2017

Daniel Barrios  
Project Planner II  
Department of Conservation and Development  
30 Muir Road  
Martinez, CA 94553



RE: Habitat For Humanity Project, Bay Point, 29 Lots (Pacifica Landing)

Dear Daniel,

Submitted herewith is the application package for the Habitat for Humanity East Bay/Silicon Valley ("Habitat") residential project located on Pacifica Avenue in Bay Point.

**Project Description:**

Habitat for Humanity East Bay/Silicon Valley ("Habitat") is proposing to develop 29 affordable residential townhomes on the 2.42 acre vacant parcel at 589 Pacifica Avenue in Bay Point. The property features sloping topography descending from EBMUD Aqueduct property (Contra Costa Canal Trail), bounding the property on the south, to Pacifica Avenue fronting the property at the north. There are several trees of diminished value intermittently located on the site. An elementary school is adjacent to the east boundary. Pacifica Avenue is fully improved and will provide access to the site at one location with compliant turn-around at street end.

The proposed development will allow Habitat to transform a vacant parcel of land into a community asset that will serve mixed-income families. Our proposal consists of single family townhomes oriented along an access road connecting to Pacifica Avenue. The development features a community garden space, as well as two additional common areas for a children's play area and an area with benches for families to gather. On-site parking for the development is provided by 49 parking spaces, 4 accessible parking spaces, and 1 van accessible parking space, all uncovered surface parking.

The development includes a mix of two-, three- and four-bedroom two story homes ranging from approximately 992 to 1,412 square feet. The designs are sensitive to the existing character and scale of the surrounding residential uses. Attractive trim materials and architectural details, such as horizontal and vertical board, batten siding, brackets, window sashes, extended overhangs, and decorative vents increase the visual appeal of the homes. Habitat incorporates green building materials and techniques in its construction practices, so each home will be energy efficient and will provide a healthy environment for its occupants. Each home includes a modest backyard.

Habitat has been awarded Neighborhood Stabilization Program (NSP) funding that requires construction of three units to be complete by September 2020. Because of this, Habitat intends to phase the project in order to utilize this funding and have units completed in time. Phase 1 will consist of the site work and construction necessary of the first 3 units only. Phase 2 will consist of the remaining site work, as well as construction of 13 homes. Phase 3 will consist of the construction of the final 13 homes, as well as any remaining landscaping of the project.

#### Residential Density Analysis:

Home Type	Home Quantity	Residents per Unit	Total Residents per Home Type
2 - Bedroom	9	3	27
3 - Bedroom	15	4	60
4 - Bedroom	5	5	25
<b>Total Number of Residents</b>			<b>112</b>

#### Entitlements:

Habitat seeks approvals of a General Plan Amendment (GPA), P-1 Rezoning (RZ), and a Preliminary and Final Development Plan (DP), and Vesting Tentative map (VTM). The P-1 zoning is necessary due to the irregular triangular shape of the site to design a well-planned project on the property, allowing space, light, and air to steer the project layout, rather than strict zoning requirements that would challenge the project beyond its current constraints. Varying street setbacks of the 4 and 5-plex buildings and reduced setback along the EBMUD aqueduct property are requested and shown on the Development Plan. The request for the GPA is for the proposed project of 29 units to conform to multi-family, medium density. The terrain and the triangular shape of the property do not provide adequate areas toward the northern portion of the site requiring varying setbacks along Pacifica and the Contra Costa Canal Trail that will allow a well-planned development.

The request is to amend the General Plan of this property from R-10 single family to Multiple Family Residential, medium Density (12.0 to 21.9 units to the acre). In computing the General Plan Amendment, after subtracting the area of the streets from the gross area of the property, the net area is reduced to 2.15 acres, equating to a project density of 14 u/ac., the lower side of the range.

The Development plan shows the project layout being sensitive to the surrounding areas within the current constraints of the project. Accompanying the plan are proposed building elevations, sections, and landscaping plans.

**IMAGINE**

**WHAT MORE  
WE CAN BUILD**

**EAST BAY**  
2619 Broadway  
Oakland, CA 94612

**SILICON VALLEY**  
513 Valley Way  
Milpitas, CA 95035

HabitatEBSV.org  
866.450.4432  
@HabitatEBSV



**Affordable Housing:**

Habitat, a non-profit organization and builder of affordable housing projects, operates through funding provided by philanthropic foundations, commercial banks, specialist microfinance organizations, and official national and multilateral funding institutions. Habitat also partners with cities and counties to provide the land and/or the additional funds to complete the projects. These funding mechanisms manage Habitat's financial resources based on schedule. Contributions are available if the project occurs on time; the funding is lost if the project does not finish per required schedule. This project, Pacifica Landing, must adhere to such a schedule; the project must have completed three units by September, 2020. For this reason, Habitat plans to phase the project to control the construction timeline by building out the first phase with the available funds.

Phase I will include the first 3 of the 29 units, located in the western area of the project, near the apex of the property. The VTM and DP depict the line between phases. Habitat plans to construct Units 1, 2, and 3 in the first phase to meet funding obligations. These three units will satisfy the 10% affordable component for this project. Phase II is not yet financed; Habitat will work to acquire the funding and if successful, will build out Phases II and III, the remaining 26 units. If funding is not obtained, Habitat will build and sell the remaining 26 units as market rate housing or mixed income housing.

**Site Improvements:**

The project site improvements consist of a roadway through the center of the site and an infrastructure of utilities serving the project from Pacifica Avenue. The VTM shows the preliminary location of these utilities. Storm drain is routed to combination bio-retention basin and underground detention. The preliminary Stormwater Plan and hydrology report submitted herewith describes the specifics of the design. At this time habitat anticipates that the cut and fill of the site will be balanced and that import will not be necessary.

Thank you.

Sincerely,



Hamid Taeb  
Director of Real Estate Development  
Habitat for Humanity East Bay/Silicon Valley  
[HTaeb@HabitatEBSV.org](mailto:HTaeb@HabitatEBSV.org)  
(510) 803-3355

**IMAGINE**

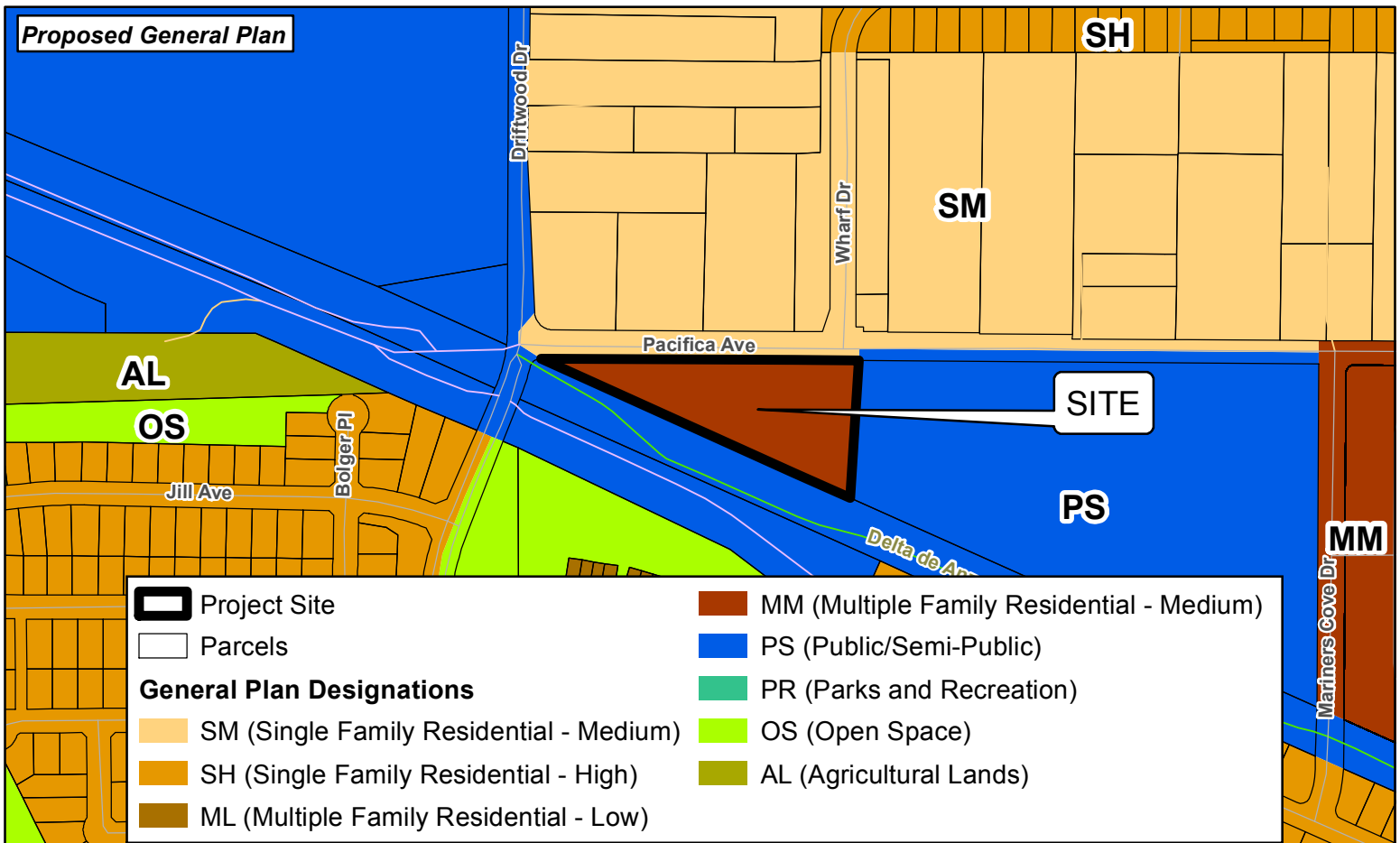
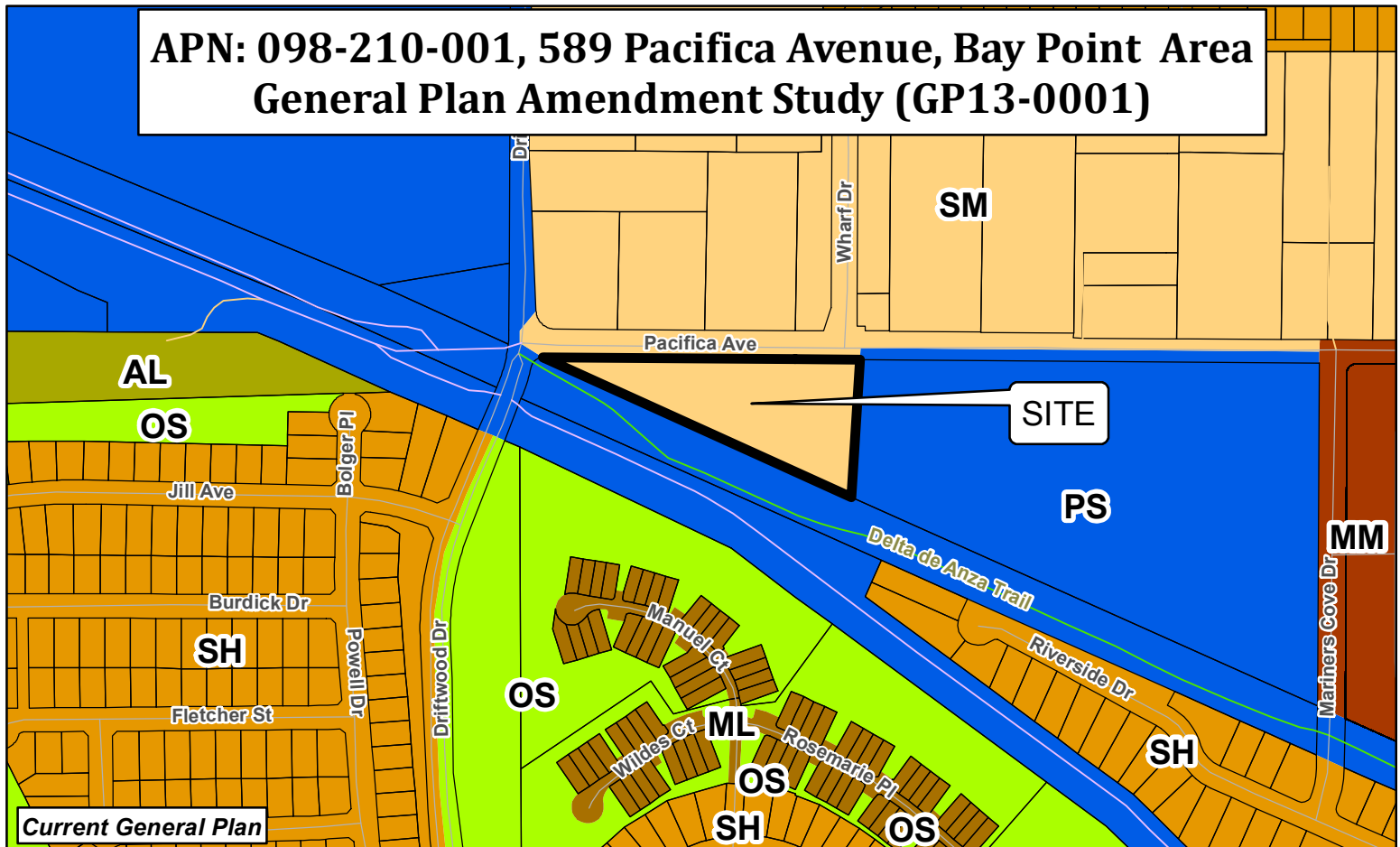
**WHAT MORE  
WE CAN BUILD**

**EAST BAY**  
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Oakland, CA 94612

**SILICON VALLEY**  
513 Valley Way  
Milpitas, CA 95035

[HabitatEBSV.org](http://HabitatEBSV.org)  
866.450.4432  
[@HabitatEBSV](https://twitter.com/HabitatEBSV)

# APN: 098-210-001, 589 Pacifica Avenue, Bay Point Area General Plan Amendment Study (GP13-0001)



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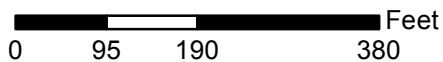
Map Created 2/12/2018  
by Contra Costa County Department of  
Conservation and Development, GIS Group  
30 Muir Road, Martinez, CA 94553  
37:59:41.791N 122:07:03.756W

This map was created by the Contra Costa County Department of Conservation and Development with data from the Contra Costa County GIS Program. Some base data, primarily City Limits, is derived from the CA State Board of Equalization's tax rate areas. While obligated to use this data the County assumes no responsibility for its accuracy. This map contains copyrighted information and may not be altered. It may be reproduced in its current state if the source is cited. Users of this map agree to read and accept the County of Contra Costa disclaimer of liability for geographic information.





# APN: 098-210-001, 589 Pacifica Avenue, Bay Point Area General Plan Amendment Study (GP13-0001)



Map Created 2/12/2018  
by Contra Costa County Department of  
Conservation and Development, GIS Group  
30 Muir Road, Martinez, CA 94553  
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Contra  
Costa  
County

To: Board of Supervisors  
From: Sharon L. Anderson, County Counsel  
Date: March 13, 2018

Subject: Conflict of Interest Code for First 5 Contra Costa Children and Families Commission

---

**RECOMMENDATION(S):**

APPROVE the attached as the Contra Costa Children and Families Commission (First 5) Conflict of Interest Code.

**FISCAL IMPACT:**

Not applicable.

**BACKGROUND:**

All public agencies are required to follow the State Political Reform Act requirements by adopting a Conflict of Interest Code and identifying positions that are covered by that code. The California Fair Political Practices Commission website provides the criteria for identifying positions and states what must be included in the code. First 5 Contra Costa Children and Families Commission identified positions to be covered in its Conflict of Interest Code by using the guidance provided by the State, as well as reviewing positions that have responsibilities with the potential for conflict. Disclosure categories have also been clarified to specifically reference disclosure of gifts.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Keiko Kobayashi, 925  
335-1800



BACKGROUND: (CONT'D)

On November 3, 2015, the Board of Supervisors approved First 5 Contra Costa Children and Families' Conflict of Interest Code. At the time the Conflict of Interest Code was approved, incorrect versions of Exhibit A (Designated Positions) and Exhibit B (Disclosure Categories) were inadvertently included. First 5 Contra Costa Children and Families Commission intends to replace Exhibits A and B with the correct versions that include all designated positions and disclosure categories. The attached Conflict of Interest Code, with corrected Exhibits A and B, is submitted for approval.

CONSEQUENCE OF NEGATIVE ACTION:

The Conflict of Interest Code would not be corrected.

ATTACHMENTS

First 5 - Conflict of Interest Code

Ex. A - Designated Positions

Ex. B - Disclosure Categories



**CONFLICT OF INTEREST CODE  
OF THE  
CONTRA COSTA COUNTY  
CHILDREN AND FAMILIES COMMISSION**

**Adopted December 6, 1999**

**Approved by the Contra Costa County Board of Supervisors February 1, 2000**

**Revised and Adopted February 7, 2011**

**Revised on March 13, 2018**

**Approved by the Contra Costa County Board of Supervisors March 13, 2018**

The Political Reform Act (Gov. Code 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730) which contains the terms of a standard conflict of interest code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulation Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Exhibit "A" designating officials and employees and Exhibit "B" establishing disclosure categories, shall constitute the conflict of interest code of the Contra Costa County Children and Families Commission.

Designated employees shall file their statements with the Executive Director who shall transmit the originals to the Clerk of the Board and obtain for his records conformed copies evidencing such filings. The Executive Director will retain and will make copies of the statements available for public inspection and reproduction. (Gov. Code 81008)



## EXHIBIT "A"

<u>Designated Positions</u>	<u>Disclosure Category</u>
Commissioners	1
Executive Director	1
Deputy Director	1
Director of Finance and Operations	1
Administrative Manager	2
Contracts Manager	2
Strategic Information and Planning Manager	2
Public Affairs Manager	2
Program Officers	2
*Consultants	1

\*The Executive Director may determine in writing that a consultant is hired to perform a range of duties that is limited in scope and thus is not required to comply with disclosure requirements. The written determination is a public record and shall be retained for public inspection.



## EXHIBIT "B"

### Disclosure Categories

#### 1. Designated Employees in Category "1" must report:

(a) All investments, interests in real property, and sources of income, and/or gifts, and any business entity in which the employee is a director, officer, partner, trustee, employee, or holds any position of management. These financial interests are reportable only if located within Contra Costa County or if the business entity is doing business or planning to do business in the County (and such plans are known by the designated employee) or has done business within the County at any time during the two years prior to the filing of the statement.

(b) Investments in any business entity, income and/or gifts from, and status as a director, officer, partner, trustee, employee, or holder of a position of management in, any business entity which has within the last two years contracted or foreseeably may contract with Contra Costa Children and Families Commission to provide services, supplies, materials, machinery or equipment to the Commission.

#### 2. Designated Employees in Category "2" must report:

Investments in any business entity, income and/or gifts from, status as a director, officer, partner, trustee, employee, or holder of a position of management in, any business entity which has within the last two years contracted, or foreseeably may contract with, Contra Costa Children and Families Commission to provide services, supplies, materials, machinery or equipment to the Commission.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: March 13, 2018

Subject: AB 109 Community Programs: Contractor Procurement Policies

---

**RECOMMENDATION(S):**

1. ADOPT a policy that requires contract award recommendations for all AB 109 Community Programs contracts valued at over \$100,000 be reviewed by the Community Corrections Partnership-Executive Committee (CCP-EC) and (as their schedule permits) the Public Protection Committee (PPC) prior to submittal to the BOS for contract authorization.

The information that the CCP, PPC and BOS would be provided must include:

- a) A copy of the RFP/RFQ/RFI issued
- b) Copies of all Score Sheets for responses that are scored
- c) A summary of the proposed services by the recommended awardee
- d) A summary of the proposed budget for the services
- e) A staff report that summarizes the procurement process and Review Panel composition.

2. ADOPT a policy that all issued RFP/RFQ/RFIs (or similar procurement documents) for AB 109 Community Programs contracts must contain a provision that the responses

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☒ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: L. DeLaney,  
925-335-1097



## RECOMMENDATION(S): (CONT'D)

maybe made public prior to the contract award.

3. ADOPT a policy that contract periods may be established for up to two years of service (either calendar or fiscal year), with 3 additional one-year renewal options, subject to funding availability, satisfactory performance, and Board of Supervisors authorization for contracts over \$100,000.

## FISCAL IMPACT:

No fiscal impact from the adoption of these policies.

## BACKGROUND:

On September 12, the Board of Supervisors requested clarification from staff on the Community Corrections Partnership's role in the AB 109 Community Programs procurement process.

On September 19, 2017, the County Administrator's Office of Reentry & Justice (ORJ) was directed by the Board of Supervisors to prepare a policy addressing when contracts for AB 109 Community Programs services should be submitted to the Community Corrections Partnership (CCP) for review, and present the policy to the Community Corrections Partnership for its review and recommendation before presenting the policy to the Board of Supervisors for its consideration.

On November 3, 2017, the ORJ presented the CCP with the draft policy recommendations. Upon review, the CCP unanimously approved the policy as presented and referred the matter to the Public Protection Committee for further consideration. The PPC reviewed the draft policies at its December 7, 2017 meeting.

## AB 109 Community Programs Contractor Procurement Process

When the County seeks a contractor to provide AB 109 Community Programs services for implementation of the Board of Supervisors-adopted AB 109 Public Safety Realignment Budget, the ORJ is charged with conducting the procurement process. In compliance with all known local and state regulations and laws related to contracting and confidentiality, the process that staff has followed for the past four years of AB 109 Community Programs implementation includes the steps described below.

### 1. RFP/Q/I Development

To begin the procurement process, ORJ staff will develop a solicitation document in the form of a Request for Proposals (RFP), a Request for Qualifications (RFQ), or a Request for Interest (RFI). The solicitation document is developed in consultation with key stakeholders, who have included (at various times) staff of the Probation Department, the District Attorney's Office, the Office of the Public Defender, the Employment & Human Services Department, and Health Services Department, in addition to representatives of the Community Advisory Board to the CCP and other subject-matter experts. The procurement documents utilized by other counties are also considered, and the Purchasing Manager is often consulted with as well.

The basic elements of the procurement document include the following:

- a) The Announcement of the procurement opportunity and either a Mandatory or Discretionary Bidders' Conference;
- b) The Timeline of the procurement process;
- c) The Project Description/ Statement of Work;
- d) The RFP/Q/I Requirements and Instructions for Bidders/Responders;
- e) Proposal/ Response Preparation Instructions;
- f) Proposal Review and Selection information;
- g) Evaluation Process/Rating Sheet;
- h) Required Attachments, Forms and Checklist;
- i) County Contract Requirements.

The selection of the procurement document type is also determined in consultation with key stakeholders, and this generally varies depending on the nature of the services sought. An RFP is typically utilized when requesting more detailed information related to a unique or specific program design or service offering that usually requires specific program element costs and a more detailed implementation timeline. RFQs are generally used when the nature of the services is not anticipated to vary greatly by contractor and the expertise and experience of the responder is of paramount importance. An RFI is utilized when there is an assumption that there may be a limited number of interested responders; if the RFI generates significant response, an RFP/Q then follows for a more detailed response/proposal from interested contractors. Since 2013, ORJ staff have conducted 24 contractor solicitations. The solicitation process generally requires a minimum of four months to complete, from the directive to proceed through the establishment of a contract. The timing for the major activities of the process are:

- 1 month for solicitation document development and issuance (*minimum*)

- 1 month for response preparation by potential contractors (*minimum*)
- 1 month for response review and contract award
- 1 month for contract development

## **2. Outreach and Information Process**

After issuance of the solicitation document, which then requires additional outreach efforts by staff to identify potential responders, staff of the ORJ will conduct a Bidders' Conference, often in each region of the County if services are to be provided on a regional basis, and made available via webinar.

Questions and answers from the Bidders' Conference and those received during the specified period are published in Addenda to the document, made available on the County's website, BidSync, and distributed electronically to all Bidders' Conference attendees and other potentially interested bidders.

## **3. Response Review and Contract Award Recommendation Process**

ORJ staff then convenes a Review Panel to evaluate responses that ORJ staff determine are compliant with technical specifications of the procurement document. A Review Panel usually consists of five to seven members who are stakeholders and participants in the reentry and justice fields. Staff requests CCP representation on each Review Panel from a minimum of two members. CCP members often delegate their participation to senior staff in their department. The RFP/Q will generally identify the categories of Review Panel membership.

Each member of a Review Panel must sign an Impartiality Statement verifying that they have no conflicts of interest with regard to the contractor(s) being reviewed. (Impartiality Statement is available on request.) Utilizing the services of a neutral and impartial Panel Facilitator, the Review Panel evaluates the responses and assigns a consensus score to each proposal element based on the Rating Sheet included in the solicitation. Interviews may be conducted as needed; the Review Panel makes the determination of the need for a formal interview, which are often held. Upon conclusion of its response review process, the Review Panel makes a contract award recommendation which is published by ORJ staff.

## **4. Contract Award Review and Approval Process**

It has been the practice of the staff of the ORJ, as scheduled meeting time permits, to send the Review Panel recommendations to either the CCP, the Board's Public Protection Committee (PPC), or both, for their review and recommendation prior to final consideration and contract award by the Board of Supervisors. As most contract periods are established to commence on a fiscal year basis, which is a preferable contract term for accounting purposes, this objective can be met only if staff adheres to the CCP meeting schedule, sending all contract award recommendations to the CCP at its June meeting.

There is no legal requirement that either the CCP or the PPC review a contract award recommendation (or a proposed contract between the County and an AB 109 service provider) before its presentation to the Board of Supervisors for its consideration. When either the CCP or the PPC reviews a proposed contract, it has been staff's practice to provide these bodies with the Review Panel's score, a summary of the procurement process, and a description of the Review Panel members. However, in compliance with the County's Better Government Ordinance, each potential contractor's entire response is not disclosed until after Board of Supervisors awards the contract. It has been staff's practice to provide the Board of Supervisors with the same information provided to the CCP and/or the PPC. The decision on whether to enter into a contract with a contractor for AB 109 services is entirely within the Board's discretion.

Prior to this action, the Board of Supervisors has not adopted a policy addressing when AB 109 Community Programs contracts should be submitted to the CCP for a recommendation, or whether RFP/Q/I responses should be part of the CCP recommendation process. If it is determined that responses should be provided to CCP and/or PPC members at any stage in the process, the responses will become public documents at that time. Contractors responding to solicitation documents should be advised of the policy as part of the application process so they will know the circumstances that will result in their responses becoming public records.



Contra  
Costa  
County

To: Board of Supervisors  
From: John Kopchik, Director, Conservation & Development Department  
Date: March 13, 2018

Subject: Bike to Work Day 2018

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**RECOMMENDATION(S):**

1. ADOPT Resolution No. 2018/79 proclaiming May 10, 2018, as "Bike to Work Day" in Contra Costa County;
2. AUTHORIZE the County Administrator to sign a memorandum requesting County Department Heads participate in outreach efforts to their employees for Bike to Work Day.
3. AUTHORIZE contribution of \$2,500 to Bike East Bay for a "Silver" level sponsorship.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Jamar Stamps  
(925)674-7832

### FISCAL IMPACT:

The Metropolitan Transportation Commission and “511 SF Bay” provide outreach materials, distributed through existing County procedures. If the Board authorizes the staff recommendation, up to \$2,500 in Measure J funds will be donated to Bike East Bay for a “Silver” level sponsorship.[1]

### BACKGROUND:

The objective of Bike to Work Day is to encourage County commuters to try bicycling to work on this occasion by offering a variety of incentives such as a raffle for prizes, and by providing energizer stations throughout the County with refreshments and educational materials for bicycle commuters. Once individuals try bicycling to work it is hoped that they will continue to commute by bicycle one or more days a week. Bicycling is excellent exercise, non-polluting and an energy efficient form of transportation.

National Bike Month and California Bike Commute Week are both in May. All nine Bay Area counties are participating in Bike to Work Day on May 11 at some level. The Metropolitan Transportation Commission with the help of financial donations from event sponsors and volunteers primarily funds bike to Work Day in the San Francisco Bay Area. Cyclists can stop for refreshments and promotional materials at over 200 energizer stations throughout the Bay Area.

Thirty-seven sponsored energizer stations are in Contra Costa County, including one at the Martinez Amtrak Train Station and one at the foot of the Benicia/Martinez Bridge (Mococo Road). 511 Contra Costa, the County Transportation Demand Management agency, has requested volunteers for the two aforementioned energizer stations. County employees interested in volunteering can contact DCD staff directly. Energizer station shifts typically last two hours during peak commute periods (6:30 a.m. - 8:30 a.m. and 4:00 p.m. - 6:00 p.m.). 511 Contra Costa provides the necessary materials to hand out to Bike to Work Day participants.

The attachments include a draft transmittal memo from the County Administrator to County Department Heads requesting each department encourage their employees to participate in the Bike to Work Day event, as well as a sponsor information packet. Additional information, including the location of energizer stations within the County and throughout the Bay Area, is available on the website at <http://www.youcanbikethere.com/>. With the Board's approval, posters and other outreach materials will be distributed to County departments for their use in outreach to County employees.

This year the County will be a Bike East Bay - Bike to Work Day 2018 Sponsor, the \$2,500 Silver Sponsor will include the following recognition and benefits:

- Logo on 200 Energizer Station Signs
- Name on 750 Limited Edition t-shirts
- Logo in Bike East Bay Ride On Newsletter (Readers: 4,000)
- Name on 5,000 Event Posters
- Logo in Bike East Bay e-newsletters (Readers: 12,000)
- Logo on Bike East Bay Website's Event Page (Monthly Unique Visitors: 10,000)
- Logo in Bike to Work Day Guide in East Bay Express (Readers: 186,000)
- Official post-Bike to Work Day report
- Free Lunchtime commute workshop at your worksite

---

[1] The Measure J Expenditure Plan contains multiple project & program categories consistent with support for cycling and Bike to Work Day.

CONSEQUENCE OF NEGATIVE ACTION:

The County will not financially support the event or encourage its employees to participate in “Bike to Work Day.”

CHILDREN'S IMPACT STATEMENT:

n/a

AGENDA ATTACHMENTS

Resolution No. 2018/79

MEMO - Bike to Work Day

MINUTES ATTACHMENTS

Signed Resolution No. 2018/79

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

Adopted this Resolution on 03/13/2018 by the following vote:

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



**Resolution No. 2018/79**

PROCLAIMING MAY 10, 2018 AS "BIKE TO WORK DAY"

WHEREAS, breathing clean air is vital to healthy lungs and life; and

WHEREAS, the County of Contra Costa encourages its employees and citizens to bicycle in order to improve air quality and promote the health benefits of bicycling; and

WHEREAS, the County of Contra Costa acknowledges that bicycling to work is viable commute mode to improve the "livability" of communities by reducing traffic noise and congestion; and

WHEREAS, Bike to Work Days have proven effective in converting drivers into bicyclists and educating citizens about the public health benefits of bicycling to work regularly ; and

WHEREAS, National Bike Month and California Bike Commute Week are in May; and

WHEREAS, all nine Bay Area counties are participating in Bike to Work Day on May 10, 2018; and

WHEREAS, with the Board's authorization, a contribution of \$2,500 in Measure J funds will be donated to Bike East Bay for a "Silver" level sponsorship.

NOW, THEREFORE BE IT RESOLVED that the Contra Costa County Board of Supervisors proclaim May 10, 2018, as "Bike to Work Day" in Contra Costa County.

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

**Contact: Jamar Stamps (925)674-7832**

**ATTESTED: March 13, 2018**

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

By: June McHuen, Deputy

**cc:** Steve Kowalewski, PWD

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

Adopted this Resolution on 03/13/2018 by the following vote:

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



**Resolution No. 2018/79**

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WHEREAS, Bike to Work Days have proven effective in converting drivers into bicyclists and educating citizens about the public health benefits of bicycling to work regularly ; and

WHEREAS, National Bike Month and California Bike Commute Week are in May; and

WHEREAS, all nine Bay Area counties are participating in Bike to Work Day on May 10, 2018; and

WHEREAS, with the Board's authorization, a contribution of \$2,500 in Measure J funds will be donated to Bike East Bay for a "Silver" level sponsorship.

NOW, THEREFORE BE IT RESOLVED that the Contra Costa County Board of Supervisors proclaim May 10, 2018, as "Bike to Work Day" in Contra Costa County.

**Contact: Jamar Stamps (925)674-7832**

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

**ATTESTED: March 13, 2018**

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

By: June McHuen, Deputy

**cc:** Steve Kowalewski, PWD

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**County of Contra Costa**  
**Office of the County Administrator**

**MEMORANDUM**

---

DATE: March 13, 2018

TO: All Departments

FROM: David Twa, County Administrator

SUBJECT: **BIKE TO WORK DAY**

---

May 10, 2018 is Bike to Work Day and County Departments are being encouraged to participate in outreach efforts to promote the event.

The objective of Bike to Work Day is to encourage County commuters to try bicycling to work on this occasion by offering a variety of events such as a raffle for prizes and energizer stations throughout the County.

National Bike Month and California Bike Commute Week are both in May. All nine Bay Area counties are participating in Bike to Work Day on May 10 at some level. Energizer stations providing refreshments and educational materials to Bike to Work Day participants will be located at the Martinez Capitol Corridor Train Station, the foot of the Benicia/Martinez Bridge (Mococo Road) as well as at a variety of sites throughout the County. More information on the event and locations of energizer stations throughout the County can be found at this website: <http://youcanbikethere.com/energizer/>

If County employees are interested in volunteering for one or more shifts at either of the two Martinez energizer stations (Martinez Capitol Corridor Train Station or Benicia/Martinez Bridge (Mococo Road)), please use the contact information provided below to sign-up. Energizer station shifts typically last two hours during peak commute periods (6:30 a.m. - 8:30 a.m. and 4:00 p.m. - 6:00 p.m.). 511 Contra Costa provides the necessary materials to hand out Bike to Work Day participants.

Please display the poster(s) attached to this memo within your department. If you have any questions, please contact Jamar Stamps, Conservation and Development Department at 925-674-7832 or [jamar.stamps@dcd.cccounty.us](mailto:jamar.stamps@dcd.cccounty.us)





Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: March 13, 2018

Subject: Disposal of Surplus Property

---

**RECOMMENDATION(S):**

DECLARE as surplus and AUTHORIZE the Purchasing Agent, or designee, to dispose of fully depreciated vehicles and equipment no longer needed for public use, as recommended by the Public Works Director, Countywide.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

Section 1108-2.212 of the County Ordinance Code authorizes the Purchasing Agent to dispose of any personal property belonging to Contra Costa County and found by the Board of Supervisors not to be required for public use. The property for disposal is either obsolete, worn out, beyond economical repair, or damaged beyond repair.

**CONSEQUENCE OF NEGATIVE ACTION:**

Public Works would not be able to dispose of surplus vehicles and equipment.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Nida Rivera, (925)  
313-2124

cc:

## ATTACHMENTS

Surplus Vehicles & Equipment

## ATTACHMENT TO BOARD ORDER MARCH 13, 2018

Department	Description/Unit/Make/Model	Serial No.	Condition A. Obsolete B. Worn Out C. Beyond economical repair D. Damaged beyond repair
PUBLIC WORKS	2013 DODGE RAM C/V TRADESMAN #4327(103982 MILES)	2C4JRGAG9DR658748	C. BEYOND ECONOMICAL REPAIR
SHERIFF	2008 CHEVY TAHOE INTERCEP. #3700 (96821 MILES)	1GNFK03048R264854	C. BEYOND ECONOMICAL REPAIR
EHS/COMM SERVICES	2008 FORD FUSION SEDAN #0796 (132738 MILES)	3FAHP07178R123437	B. WORN OUT
EHS/COMM SERVICES	2008 FORD FOCUS SEDAN #0927 (119754 MILES)	1FAHP35N98W185863	B. WORN OUT
EHS/COMM SERVICES	2003 FORD TAURUS SEDAN #0722 (124825 MILES)	1FAFP52UX3G278618	B. WORN OUT
EHS/COMM SERVICES	2007 FORD FUSION SEDAN #0785 (121744 MILES)	3FAHP07137R264472	B. WORN OUT
EHS/COMM SERVICES	2007 FORD FUSION SEDAN #0787 (125910 MILES)	3FAHP07117R264471	B. WORN OUT
EHS/COMM SERVICES	2002 FORD TAURUS SEDAN #0328 (93572 MILES)	1FAFP52U42G171711	B. WORN OUT
EHS/COMM SERVICES	2008 FORD FUSION SEDAN #0797 (141713 MILES)	3FAHP07168R123431	B. WORN OUT
EHS/COMM SERVICES	2008 FOR FUSION SEDAN #0795 (102655 MILES)	3FAHP071X8R123433	B. WORN OUT
AGRICULTURE	2000 CHEVY 3500 BOXTRUCK #5719 (47977 MILES)	1GBKC34J4YF429322	B. WORN OUT
EHS/COMM SERVICES	2002 FORD TAURUS SEDAN #0335 (76328 MILES)	1FAFP52U02A151118	B. WORN OUT
SHERIFF	2011 FORD CROWN VICTORIA #2050 (88331 MILES)	2FABP7BVXBX152366	B. WORN OUT
SHERIFF	2009 FORD CROWN VICTORIA #2944 (102234 MILES)	2FAHP71V29X120517	B. WORN OUT
SHERIFF	2014 FORD EXPLORER INTER. #3405 (93331 MILES)	1FM5K8AR5EGA91949	B. WORN OUT
HEALTH SERVICES	2002 FORD E-250 PASENGER VAN #4608 (170330 MILES)	1FMRE11L52HB22182	B. WORN OUT
EHS/COMM SERVICES	2007 FORD FUSION SEDAN #0786 (101562 MILES)	3FAHP071X7R264470	B. WORN OUT.



Contra  
Costa  
County

To: Board of Supervisors  
From: John Kopchik, Director, Conservation & Development Department  
Date: March 13, 2018

Subject: Measure WW Park Bond Update for Unincorporated Contra Costa County

---

**RECOMMENDATION(S):**

ACCEPT report on expenditure of Measure WW Park Bond Funds allocated for Unincorporated Contra Costa County, and AUTHORIZE staff to apply to the East Bay Regional Park District (EBRPD) to reallocate \$146,374 of the \$3,046,374 awarded by EBRPD to previously approved projects in need of supplementary funding.

**FISCAL IMPACT:**

No impact to the County General Fund. All project costs will be funded by revenue from local grant funds from East Bay Regional Park District under the Measure WW Park Bond Extension.

**BACKGROUND:**

In November 2008, Alameda and Contra Costa County voters approved the East Bay Regional Park District's (EBRPD) Measure WW Regional Open Space, Wildlife, Shoreline and Parks Bond Extension. From that measure, a total of \$7.93 million is allocated for local park purposes to areas within the unincorporated area of the county. These funds were allocated to specific County Services Areas (CSA) (\$2.49 million), Community Service Districts (CSD) and local Recreation and Park Districts (\$2.39 million), and to unincorporated areas not in a CSA, CSD or local park district (\$3.05 million). The third category, distribution of approximately \$3.05 million to unincorporated areas not in a CSA, CSD or local park district, is the subject of this board order.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Kristine Solseng (925)  
674-7809

cc:

## BACKGROUND: (CONT'D)

On December 15, 2015, the Board of Supervisors approved a resolution authorizing the Conservation and Development Director to execute a Master Contract with EBRPD to receive grants from the Measure WW Bond for a total amount of \$3,046,374. The December 15th Board Order also outlined a matrix of seven proposed projects to be submitted to EBRPD for approval.

March 31, 2018, is the last day to submit any project and expenditure changes to East Bay Regional Park District. Measure WW funds are set to expire on December 31, 2018. However, the EBRPD Board will consider extending the funds in May per EBRPD staff recommendation.

Staff is working with our partner organizations to complete all the projects by the December 31, 2018 deadline and also requesting extensions for projects that may need additional time as a contingency plan. Staff is recommending the Board authorize staff to apply to EBRPD to make the following changes, which are also summarized on the matrix (Attachment 1). Key changes include the following:

1. The Mira Vista Fields project in East Richmond Heights will not be able to meet some Measure WW requirements. The funds allocated to the Mira Vista Fields project will now go to Urban Tilth Urban Farm project. Both projects are located in District I.
2. The \$3,046,374 allocation approved by EBRPD included a contingency of \$46,374, which needs to be allocated now. Both Urban Tilth Urban Farm and Tice Valley Linear Park have required additional staff time and are recommended to split the contingency.

## CONSEQUENCE OF NEGATIVE ACTION:

Without Board approval, Measure WW funds may not be fully expended.

## CHILDREN'S IMPACT STATEMENT:

The proposed project will support the following community outcomes established in the Children's Report Card: 1) Children and youth are healthy and preparing for a productive adulthood; 2) Families are safe, stable and nurturing; 3) Communities are safe and provide a high quality of life for children and families.

## ATTACHMENTS

Attachment 1 - Matrix

**EBRPD Master Contract Overview**  
**Projects Submitted, Current Status, & Proposed Changes**

Attachment 1

PROPOSED PROJECT	DESCRIPTION	ESTIMATED AMOUNT	STATUS	REVISED AMOUNT
District 1 - Urban Tilth	Development of a 3.1 acre site into an agricultural park and riparian learning center in North Richmond. Property is owned by the County and leased to Urban Tilth, a 501(c)3 nonprofit organization	\$500,000	Application submitted and needs complete CEQA to proceed. Funding from Mira Vista Fields transferred to Urban Tilth plus a portion of contingency funds.	\$623,187
District 1 - Mira Vista Fields	Improvements to an approximately 8 acre open space park location below Mira Vista Elementary School in East Richmond Heights including gateway improvements, plantings, new benches, and improvements to the pathway. Property is owned by the West Contra Costa Unified School District.	\$100,000	West Contra Costa Unified School District determined a 25 year agreement was not in their best interest. Project funding moved to North Richmond.	<b>No longer a Measure WW Project</b>
District 2 - Tice Valley Linear Park	Acquisition of property and development of a linear park and path near Tice Valley road, including trail construction, benches, and plantings. Property is owned or will be acquired by the County	\$600,000	Project has been approved by EBRPD and plans are 95% complete and almost ready to bid.	\$623,187
District 3 - Byron Union School District Family Playground	Renovation of the play fields and development of an all-abilities playground and new community building at Byron Union School District. Property is owned by Byron Union school district.	\$600,000	Project has been approved by EBRPD and is under construction.	\$600,000
District 4 - Iron Horse Trail Improvements	Improvements along the Iron Horse Trail in the Contra Costa Centre area, including site remediation, planting, and trail improvement/construction. Sites are owned by Contra Costa County.	\$600,000	Construction is complete and contractor is required to complete a plant establishment period.	\$600,000
District 5 - Las Juntas Elementary School Play Fields	Renovation of play fields at Las Juntas Elementary School in unincorporated Martinez. Property is owned by the Martinez School district.	\$550,000	Project is approved and in the final design phases with construction anticipated this summer. Additional funds from the State's Housing Related Parks Project area also leveraged for this project.	\$550,000
District 5 - Pacheco Creekside Park Trail	Improvements along the Pacheco Creekside Trail including sidewalk ramps, benches, and garbage containers	\$50,000	Project is complete.	\$50,000
Contingency	Funds set aside should a project need additional funding	\$46,374	Allocated to two projects (Urban Tilth and Tice Valley Linear Park) that need additional funding, both due to additional County staff time required.	\$0
<b>TOTAL</b>				<b>\$ 3,046,374.00</b>



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: March 13, 2018

Subject: Unpaid Student Training Agreement #26-653-2 with Iowa State University of Science and Technology

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute Unpaid Student Training Agreement #26-653-2 with Iowa State University of Science and Technology, an educational institution, to provide supervised field instruction to dietitian students at Contra Costa Regional Medical Center and Health Centers, for the period February 1, 2018 through January 31, 2019.

**FISCAL IMPACT:**

Non-financial agreement.

**BACKGROUND:**

The purpose of this agreement is to provide dietitian students at Iowa State University of Science and Technology with the opportunity to integrate academic knowledge with applied skills at progressively higher levels of performance and responsibility. Supervised fieldwork experience for students is considered to be an integral part of both educational and professional preparation. The Health Services Department can provide the requisite field education, while at the same time, benefiting from the students' services to patients.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Jaspreet Benepal, (925)  
370-5101

**BACKGROUND: (CONT'D)**

Under Unpaid Student Training Agreement #26-653-2, Iowa State University of Science and Technology students will receive supervised fieldwork instruction experience at Contra Costa Regional Medical Center and Contra Costa Health Centers through January 31, 2019.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this agreement is not approved, the students will not receive supervised fieldwork instruction experience at Contra Costa Regional Medical Center and Health Centers.





Contra  
Costa  
County

To: Board of Supervisors  
From: David O. Livingston, Sheriff-Coroner  
Date: March 13, 2018

Subject: Purchase Order - Dell Inc. (PR/DR Hardware Equipment)

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute a purchase order on behalf of the Sheriff-Coroner with Dell Inc. in the amount of \$497,700 to purchase Primary Disaster and Recovery (PR/DR) hardware equipment for the Office of the Sheriff CAL-ID unit (2517).

**FISCAL IMPACT:**

No change in Net County Cost. 100% funded by CAL-ID RAN (Remote Access Network) funding.

**BACKGROUND:**

Primary/Disaster Recovery (PR/DR) is a joint effort between Contra Costa County and Alameda County to house a Primary system and a Disaster recovery system. Currently, Alameda County shares an Automated Fingerprint Identification System (AFIS) with Contra Costa County. The AFIS is physically housed in Contra Costa County. PR/DR would allow each County to physically house their system as well as provide Disaster Recovery services for the other County while sharing records in real time. Each County is purchasing their hardware out of the local RAN board funds.

The equipment will replace 10 year old

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Liz Arbuckle,  
335-1529

cc: Liz Arbuckle, Heike Anderson, Tim Ewell, Liz Arbuckle

BACKGROUND: (CONT'D)

servers that run the County's AFIS, mobile ID and Cal photo mugshot system. This system is used to identify detainees, to match fingerprints taken from crime scenes against inmate fingerprints and to assist law enforcement identify people in the field. These systems are used by law enforcement throughout the County multiple times a day. Without these systems, detention facilities could be releasing inmates without ever having an opportunity to confirm their identity.

The Sheriff's Office is currently using Dell Servers and VM products. The project requires an exact duplicate setup in Alameda County. The Alameda County Sheriff's Office is strictly a Dell and VM user, which is why the CCC Sheriff's Office decided to continue using products of this vendor.

Fingerprints are used to solve crimes and to identify individuals in custody on a daily basis. These systems are used to identify individuals that pose a safety threat to our citizens and to our officers. Mobile ID allows officers throughout the County to identify individuals on the street.

CONSEQUENCE OF NEGATIVE ACTION:

The Office of the Sheriff will not be able to purchase PR/DR hardware.

CHILDREN'S IMPACT STATEMENT:

No impact.



Contra  
Costa  
County

To: Board of Supervisors  
From: Melinda Cervantes, County Librarian  
Date: March 13, 2018

Subject: Planned Refresh of the Concord Library

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Concord Library to be closed from Sunday, May 6, 2018 through and including Monday, May 28, 2018 in order to remodel the public restroom.

**FISCAL IMPACT:**

No impact to the Library Fund.

**BACKGROUND:**

This is a planned remodel of the public restroom. The City of Concord is funding the remodel. The Library will close on May 6, 2018 and reopen on May 29, 2018. The book drop will be closed during the closure. Holds will not be available for pickup during the closure. Users needing library services during the closure will be able to visit the Pleasant Hill or Walnut Creek libraries or any other Contra Costa County Library.

**CONSEQUENCE OF NEGATIVE ACTION:**

The Concord Library will not be closed to the public, which means the planned remodel will not occur.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: W. Beveridge  
925-608-7730

cc:



**Contra  
Costa  
County**

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: March 13, 2018

Subject: CONTINUE EXTENSION OF EMERGENCY DECLARATION REGARDING HOMELESSNESS

---

**RECOMMENDATION(S):**

CONTINUE the emergency action originally taken by the Board of Supervisors on November 16, 1999 regarding the issue of homelessness in Contra Costa County.

**FISCAL IMPACT:**

None.

**BACKGROUND:**

On November 16, 1999, the Board of Supervisors declared a local emergency, pursuant to the provisions of Government Code Section 8630 on homelessness in Contra Costa County.

Government Code Section 8630 requires that, for a body that meets weekly, the need to continue the emergency declaration be reviewed at least every 14 days until the local emergency is terminated. In no event is the review to take place more than 21 days after the previous review. On February 27, 2018, the Board of Supervisors reviewed and approved the emergency declaration.

With the continuing high number of homeless individuals and insufficient funding available to assist in sheltering all homeless individuals and families, it is appropriate for the Board to continue the declaration of a local emergency regarding homelessness.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Susan Smith, (925)  
335-1042

cc:



Contra  
Costa  
County

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: March 13, 2018

Subject: 2018 APPOINTMENT OF STANDBY OFFICERS TO MEMBERS OF THE BOARD OF SUPERVISORS

### **RECOMMENDATION(S):**

1. UPDATE the official list of persons to serve, in priority order, as standby officers for the respective members of the Board of Supervisors, pursuant to County Ordinance Code section 42-4.004:

	<u>District I</u>	<u>District II</u>	<u>District III</u>	<u>District IV</u>	<u>District V</u>
1	Sonia Bustamante	Phil Andersen	Mary N. Piepho	Ron Mullin	Janis Glover
2	Al Miller	Gayle Israel	Joan Buchanan	Guy Bjerke	Lynn Enea
3	Vernon Whitmore	Dominique Yancy	Kevin Romick	Tamara Steiner	David Fraser

2. DIRECT that the above appointments supersede all previous appointments.

3. REQUEST that the Emergency Services Division of the Sheriff's Office meet with any Standby Officer that requests it, and provide an overview of the County Emergency System, to include written procedures and contact information, and address any questions raised by the Standby Officers.

### **FISCAL IMPACT:**

None to the County from this action.

### **BACKGROUND:**

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

### **VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Jami Napier  
925.335.1908

cc:

Pursuant to the California Emergency Services Act, Article 15, Preservation of Local Government, the governing body of a political subdivision of the State is required to appoint three Standby Officers for each member of the governing body. Accordingly, Section 42-4.004 of the County Ordinance Code requires the Board to make such appointments.

A Standby Officer appointed by the Board is to serve in place of a regular Board member when the regular Board member is unavailable during a state of war emergency, a state of emergency, or a local emergency. (Unavailable means that the regular Board member has been killed, is missing, or is seriously injured as to be unable to attend meetings and otherwise perform his/her duties.) Appointment of the specified Standby Officers will assure a line of succession so that in the event of the unavailability of one or more regular Board members during a state of war emergency, a state of emergency, or a local emergency, the business of the Board of Supervisors may continue to be conducted with a full complement of Board members. A Standby Officer shall serve until the regular officer becomes available or until the election or appointment of a new regular officer. As required by County Ordinance Code, the status of these Standby Officer appointments will be reviewed annually to determine if any changes in appointees is necessary.

Government Code section 8641 sets out the duties of Standby Officers for the Board of Supervisors:

### BACKGROUND: (CONT'D)

- 1) To be informed of the Supervisor's duties.
- 2) To be informed of the business and affairs of the County.
- 3) To immediately report for duty in the event of a state of war emergency, state of emergency, or state of local emergency.
- 4) To fill the Supervisor's post when the Supervisor is unavailable (dead, missing, or seriously injured) due to a state of war emergency, state of emergency, or state of local emergency.

The County must provide the Standby Officers with copies of California Emergency Services Act, Article 15: Preservation of Local Government (Gov. Code, §§ 8635-8644.) (See attachment.) The County can also host meetings to keep the Standby Officers informed about County business and can require their attendance at these meetings. (Gov. Code, § 8641 (b).) Standby Officers must take the same oath of office as the Supervisor and serve at the pleasure of the BOS. (Gov. Code, § 8640.)

### CONSEQUENCE OF NEGATIVE ACTION:

Without the appointment of the specified standby officers, there will be no line of succession in the event of the unavailability of one or more regular Board members during a state of war emergency, a state of emergency, or a local emergency. Therefore, the business of the Board of Supervisors may not continue to be conducted with a full complement of Board members.

### ATTACHMENTS

CA Emergency Services Act\_Art 15\_Preservation of Local Govt

[Up^](#)[Add To My Favorites](#)**GOVERNMENT CODE - GOV****TITLE 2. GOVERNMENT OF THE STATE OF CALIFORNIA [8000 - 22980]** ( Title 2 enacted by Stats. 1943, Ch. 134. )**DIVISION 1. GENERAL [8000 - 8899.24]** ( Division 1 enacted by Stats. 1943, Ch. 134. )**CHAPTER 7. California Emergency Services Act [8550 - 8668]** ( Chapter 7 added by Stats. 1970, Ch. 1454. )**ARTICLE 15. Preservation of Local Government [8635 - 8644]** ( Article 15 added by Stats. 1970, Ch. 1454. )

**8635.** The Legislature recognizes that if this state or nation were attacked by an enemy of the United States, many areas in California might be subjected to the effects of an enemy attack and some or all of these areas could be severely damaged. During such attacks and in the reconstruction period following such attacks, law and order must be preserved and so far as possible government services must be continued or restored. This can best be done by civil government. To help to preserve law and order and to continue or restore local services, it is essential that the local units of government continue to function.

In enacting this article the Legislature finds and declares that the preservation of local government in the event of enemy attack or in the event of a state of emergency or a local emergency is a matter of statewide concern. The interdependence of political subdivisions requires that, for their mutual preservation and for the protection of all the citizens of the State of California, all political subdivisions have the power to take the minimum precautions set forth in this article. The purpose of this article is to furnish a means by which the continued functioning of political subdivisions will be assured. Should any part of this article be in conflict with or inconsistent with any other part of this chapter, the provisions of this article shall control.

Nothing in this article shall prevent a city or county existing under a charter from amending said charter to provide for the preservation and continuation of its government in the event of a state of war emergency.

(Amended by Stats. 1974, Ch. 595.)

**8636.** As used in this article, "unavailable" means that an officer is either killed, missing, or so seriously injured as to be unable to attend meetings and otherwise perform his duties. Any question as to whether a particular officer is unavailable shall be settled by the governing body of the political subdivision or any remaining available members of said body (including standby officers who are serving on such governing body).

(Added by Stats. 1970, Ch. 1454.)

**8637.** Each political subdivision may provide for the succession of officers who head departments having duties in the maintenance of law and order or in the furnishing of public services relating to health and safety.

(Added by Stats. 1970, Ch. 1454.)

**8638.** To provide for the continuance of the legislative and executive departments of the political subdivision during a state of war emergency or a state of emergency or a local emergency the governing body thereof shall have the power to appoint the following standby officers:

(a) Three for each member of the governing body.

(b) Three for the chief executive, if he is not a member of the governing body.

In case a standby office becomes vacant because of removal, death, resignation, or other cause, the governing body shall have the power to appoint another person to fill said office.

Standby officers shall be designated Nos. 1, 2, and 3 as the case may be.

(Amended by Stats. 1974, Ch. 595.)

**8639.** The qualifications of each standby officer should be carefully investigated, and the governing body may request the Director of Emergency Services to aid in the investigation of any prospective appointee. No



examination or investigation shall be made without the consent of the prospective appointee.

Consideration shall be given to places of residence and work, so that for each office for which standby officers are appointed there shall be the greatest probability of survivorship. Standby officers may be residents or officers of a political subdivision other than that to which they are appointed as standby officers.

*(Amended by Stats. 2013, Ch. 352, Sec. 176. Effective September 26, 2013. Operative July 1, 2013, by Sec. 543 of Ch. 352.)*

**8640.** Each standby officer shall take the oath of office required for the officer occupying the office for which he stands by. Persons appointed as standby officers shall serve in their posts as standby officers at the pleasure of the governing body appointing them and may be removed and replaced at any time with or without cause.

*(Added by Stats. 1970, Ch. 1454.)*

**8641.** Each standby officer shall have the following duties:

(a) To inform himself or herself of the duties of the office for which the officer stands by. Officers and employees of the political subdivision shall assist the standby officer and each political subdivision shall provide each standby officer with a copy of this article.

(b) To keep informed of the business and affairs of the political subdivision to the extent necessary to enable the standby officer to fill his or her post competently. For this purpose the political subdivision may arrange information meetings and require attendance.

(c) To immediately report himself or herself ready for duty in the event of a state of war emergency or in the event of a state of emergency or a local emergency at the place and in the method previously designated by the political subdivision.

(d) To fill the post for which he or she has been appointed when the regular officer is unavailable during a state of war emergency, a state of emergency or a local emergency. Standby officers Nos. 2 and 3 shall substitute in succession for standby officer No. 1 in the same way that standby officer No. 1 is substituted in place of the regular officer. The standby officer shall serve until the regular officer becomes available or until the election or appointment of a new regular officer.

*(Amended by Stats. 1992, Ch. 1020, Sec. 1.7. Effective January 1, 1993.)*

**8642.** Whenever a state of war emergency a state of emergency or a local emergency exists the governing body of the political subdivision shall meet as soon as possible. The place of meeting need not be within the political subdivision. The meeting may be called by the chief executive of the political subdivision or by a majority of the members of the governing body. Should there be only one member of the governing body, he may call and hold said meeting and perform acts necessary to reconstitute the governing body.

*(Amended by Stats. 1974, Ch. 595.)*

**8643.** During a state of war emergency a state of emergency or a local emergency the governing body shall:

(a) Ascertain the damage to the political subdivision and its personnel and property. For this purpose it shall have the power to issue subpoenas to compel the attendance of witnesses and the production of records.

(b) Proceed to reconstitute itself by filling vacancies until there are sufficient officers to form the largest quorum required by the law applicable to that political subdivision. Should only one member of the governing body or only one standby officer be available, that one shall have power to reconstitute the governing body.

(c) Proceed to reconstitute the political subdivision by appointment of qualified persons to fill vacancies.

(d) Proceed to perform its functions in the preservation of law and order and in the furnishing of local services.

*(Amended by Stats. 1974, Ch. 595.)*

**8644.** Should all members of the governing body, including all standby members, be unavailable, temporary officers shall be appointed to serve until a regular member or a standby member becomes available or until the election or appointment of a new regular or standby member. Temporary officers shall be appointed as follows:

(a) By the chairman of the board of supervisors of the county in which the political subdivision is located, and if he is unavailable,

(b) By the chairman of the board of supervisors of any other county within 150 miles of the political subdivision, beginning with the nearest and most populated county and going to the farthest and least populated, and if he is unavailable,

(c) By the mayor of any city within 150 miles of the political subdivision, beginning with the nearest and most populated city and going to the farthest and least populated.

*(Added by Stats. 1970, Ch. 1454.)*



Contra  
Costa  
County

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: March 13, 2018

Subject: Resolution No. 2018/96 - Physicians' and Dentists' Organization of Contra Costa Side Letter Extending Duration of Agreement

**RECOMMENDATION(S):**

ADOPT Resolution No. 2018/96 approving the Side Letter between Contra Costa County and the Physicians' and Dentists' Organization of Contra Costa modifying the Preamble and Section 35.4 Duration of Agreement of the Memorandum of Understanding to extend the contract from February 28, 2018 through May 31, 2018.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

This Side Letter extends the current memorandum of understanding from February 28, 2018 through May 31, 2018, to allow both parties to work together to negotiate an agreement.

**CONSEQUENCE OF NEGATIVE ACTION:**

Members will continue working under an expired contract.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

Contact: Lisa Driscoll, County Finance  
Director (925) 335-1023

By: June McHuen, Deputy

cc: Dianne Dinsmore, Human Resources Director

AGENDA ATTACHMENTS

Resolution No. 2018/96

PDOCC Side Letter dated  
3/1/18

MINUTES ATTACHMENTS

Signed Resolution No. 2018/96

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

Adopted this Resolution on 03/13/2018 by the following vote:

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



**Resolution No. 2018/96**

**In the Matter of:** The Side Letter Agreement between the County of Contra Costa and the Physicians' and Dentists' Organization of Contra Costa, extending the Duration of Agreement

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

Effective February 28, 2018, the attached Side Letter of Agreement dated March 1, 2018, between the County of Contra Costa and the Physicians' and Dentists' Organization of Contra Costa, be **ADOPTED**.

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

**Contact: Lisa Driscoll, County Finance Director (925) 335-1023**

**ATTESTED: March 13, 2018**

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

By: June McHuen, Deputy

**cc:** Dianne Dinsmore, Human Resources Director

C.96

# THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA

and for Special Districts, Agencies and Authorities Governed by the Board

Adopted this Resolution on 03/13/2018 by the following vote:

AYE: ☐ 5 ☐ John Gioia  
Candace Andersen  
Diane Burgis  
Karen Mitchoff  
Federal D. Glover

NO: ☐

ABSENT: ☐

ABSTAIN: ☐

RECUSE: ☐



## Resolution No. 2018/70

IN THE MATTER OF DESIGNATING ALTERNATE COUNTY SEATS IN THE EVENT OF A PUBLIC EMERGENCY

WHEREAS, Government Code section 23600 provides that a board of supervisors shall designate by resolution an alternative temporary county seat for use in the event of war or enemy-caused disaster, or the imminence thereof; and

WHEREAS, the Contra Costa Community College District has agreed to provide access to space at Diablo Valley College in Pleasant Hill for use by the Contra Costa County Board of Supervisors as a public meeting facility if war or enemy-caused disaster, or the imminence thereof, prevents access to the permanent Contra Costa County seat in Martinez; and

WHEREAS, the County of Alameda has agreed to provide access to space at the Alameda County Emergency Operations Center in Dublin for use by the Contra Costa County Board of Supervisors as a public meeting facility if war or enemy-caused disaster, or the imminence thereof, prevents access to facilities in Contra Costa County;

NOW, THEREFORE, BE IT RESOLVED: 1. Diablo Valley College, located at 321 Golf Course Road, Pleasant Hill, California, is designated as the alternative county seat for Contra Costa County if war or enemy-caused disaster, or the imminence thereof, prevents access to the permanent Contra Costa County seat in Martinez.

2. The Alameda County Emergency Operations Center, located at 4825 Gleason Drive in Dublin, California, is designated as the alternative county seat for Contra Costa County if war or enemy-caused disaster, or the imminence thereof, prevents access to facilities in Contra Costa County.

3. The Contra Costa County Administrator is authorized to contact the following Contra Costa Community College District officials to obtain access to a public meeting facility at Diablo Valley College in the event of war or enemy-caused disaster, or the imminence thereof:

Contra Costa Community College District Chancellor 500 Court Street Martinez, CA 94553 Telephone: (925) 229-1000 Contra Costa Community College District Director, Communications and Community Relations 500 Court Street Martinez, CA 94553 Telephone: (925) 229-1000, Extension 1211 4. The Contra Costa County Administrator is authorized to contact the following Alameda County officials to obtain access to a public meeting facility at the Alameda County Emergency Operations Center for use by the Contra Costa County Board of Supervisors in the event of war or enemy-caused disaster, or the imminence thereof:

Alameda County County Administrator 1221 Oak Street, Room 555 Oakland, CA 94612 Telephone: 510.272.6984 Alameda County Director, General Services Agency 1401 Lakeside Drive, 10th floor Oakland, CA 94612 Telephone: (510) 208-9700 Fax: (510) 208-9711

5. The Clerk of the Board of Supervisors is directed to file copies of this resolution with the Contra Costa Community College District and the Alameda County Board of Supervisors. This Resolution supersedes Resolution No. 2010/458 in full.

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

ATTESTED: March 13, 2018

, County Administrator and Clerk of the Board of Supervisors

Contact: Jami Napier 925.335.1908

By: June McHuen, Deputy

cc:

## SIDE LETTER AGREEMENT

### Duration of Agreement






This Side Letter is by and between the County of Contra Costa ("County") and the Physicians' and Dentists' of Contra Costa ("PDOCC") and is effective February 28, 2018, subject to approval by the Board of Supervisors.

This Side Letter modifies the Preamble and Section 35.4 Duration of Agreement of the Memorandum of Understanding (MOU) (October 1, 2008 – February 28, 2018) between the County and PDOCC by extending the current MOU from February 28, 2018 to May 31, 2018. The parties acknowledge that proper written notice was provided to commence negotiations for a successor MOU as required by Section 35.4.




The effect of this Side Letter is that all other terms and conditions of the MOU are extended accordingly for the new term of the MOU between the County and PDOCC (October 1, 2008 – May 31, 2018).

Date: 3/1/18

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

	/ Donna Williamson
	/ Sencer Shah
	/ DAVID GOLDSTEIN
	/ Brie Lewis
	/ Jeff Bailey
	/

**PDOCC:**  
(Signature / Printed Name)

	/ David MacDonald
	/ IVAN PULVERS
	/ Tai Roe
	/
	/
	/



**Contra  
Costa  
County**

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: March 13, 2018

Subject: 2017 Annual Report for the Arts and Culture Commission of Contra Costa County

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**RECOMMENDATION(S):**

ACCEPT the 2017 Annual Report for the Arts and Culture Commission of Contra Costa County (AC5).

**FISCAL IMPACT:**

None.

**BACKGROUND:**

On June 18, 2002, the Board of Supervisors adopted Resolution No. 2002/377, which requires that each regular and ongoing board, commission, or committee shall annually report to the Board of Supervisors on its activities, accomplishments, membership attendance, required training/certification (if any), and proposed work plan or objectives for the following year.

The attached report fulfills this requirement for AC5, which was approved by AC5 at their January 10, 2018 meeting.

**CONSEQUENCE OF NEGATIVE ACTION:**

The annual reporting requirement to the Board of Supervisors would not be fulfilled.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

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

By: June McHuen, Deputy

Contact: Kristen Lackey,  
925-335-1043

cc:



## ATTACHMENTS

AC5 2017 Annual  
Report



Advisory Body: **Arts and Culture Commission of Contra Costa County**

Meeting Time: **Second Wednesday of the Month**, conference room, Office of Communications and Media, **10 Douglas Drive, Suite 210, Martinez**

Chair: **Commissioner Teresa Snook O’Riva**

Staff person: **Roger Renn, Managing Director**

Reporting Period: **January 1, 2017 – December 31, 2017**

## I. Activity

Continued increased funding from the County and the California Arts Council in 2017 has allowed the Arts and Culture Commission (AC5) to advance the arts and culture in Contra Costa County. AC5 revamped ABOUTFACE, a program utilizing the Veterans Initiative in the Arts grant, continued to increase high school participation in the Poetry Out Loud Competition, drew in county partners to co-create Art Passages exhibits, and expanded the Arts Recognition Awards and program to reach a broader Contra Costa Arts community.

The Commission obtained a quorum for all but two meetings called during the year, filled every Commission seat in all five districts (one At-Large seat is currently vacant), participated in many seminars and conferences and increased work hours for the Managing Director.

## II. Accomplishments

With county funding of \$14,000, and \$29,030 grant funding from the State\*, the Commission was able to accomplish its mission of *“advancing the arts in a way that promotes communication, education, appreciation and collaboration throughout Contra Costa County so that we may grow creatively as a community that preserves and celebrates our diverse cultural expression.”*

### **ABOUTFACE: Building Self-understanding through Self-portraits:**



AC5 has been awarded a Veterans Initiative in the Arts grant for a third year. Working with our Veterans Services Office, AC5 was able to engage veterans in painting self-portraits during the months of March and April, 2017. The workshops offered veterans an opportunity to explore portrait painting as a way of self-expression. By bringing the workshops to locations around the county we were able to increase attendance. ABOUTFACE was well received and is considered an exemplary program by the California Arts Council.

\* These figures represent amounts for the County’s fiscal year 2016-17, State grant cycles dates differ.



**Poetry Out Loud** has been a well-received program in the Contra Costa high schools for the past ten years. Our Poetry Out Loud (POL) program coordinator, Robin Moore, not only started the program, but continues to champion the POL program as Coordinator. Her dedication has expanded the program to 18 schools; our largest participation of schools to date (up four schools from last year).



Kiara Chatman, a senior at Deer Valley High in Antioch, took first place in the Contra Costa County "Poetry Out Loud" competition for the second year in a row.

The event was held in the Las Lomas High School Theatre in Walnut Creek on February 11th. The Runner-up position went to senior Camila Morales-Jimenez from El Cerrito High in El Cerrito, and Third Place to sophomore Wesley Little from Monte Vista High in Danville.

**Art Passages** took a new approach this year to not only partner with the art community but to also partner with County committees and departments. Building off the success of the 2016 Cesar Chavez Commemorative Celebration, AC5 worked with the Employment and Human Services Department Community Services Bureau to celebrate Head Start Awareness Month; again partnered with the Cesar Chavez Celebration; the 2017 Veterans Day Celebration; and has begun to participate in the Dr. Martin Luther King, Jr. Ceremony.



AC5 again partnered with the Art of Health and Healing to support their Art N' the Lobby program. And Stress Reduction through the Arts classes.



*Hanging On A Thread:* Fiber Art from NIAD Art Center was a well-received exhibit that was shown in August & September. Working with more than 40 adult artists with disabilities, NIAD Art Center has a very active fiber department. For more than 30 years, NIAD Art Center has assisted artists with developmental or physical disabilities in creating art, fostering creative expression, independence, dignity and community integration.



## Arts Recognition Awards

The commissioners worked hard to coordinate the nomination process, find outside judges, and present awards to artists who have advanced the appreciation of

arts and culture in Contra Costa County. Celebrating our 20<sup>th</sup> year, AC5 recognized those who have made a significant artistic or philanthropic contribution to Contra Costa's Arts and Culture. Honorees were: Richard and Natica Angilly, Creators of Poetic Dance Theater, from Richmond; Jack Catton, Board member for Diablo Ballet, from Walnut Creek; Clarinet Fusion, from Pleasant Hill; Sharon Redman, Founder of Vagabond Players, from Brentwood; and Dr. Alan Siegel, Founder of the Art of Health and Healing Initiative, from Martinez & San Pablo.

Two special awards were presented: *Distinguished Service and Leadership* to Robin Moore, from of Pleasant Hill, for her Distinguished Service and Leadership to the County's Poetry Out Loud Program for high school students, and an award for *Outstanding Contribution to the Arts* to the Diablo Regional Arts Association for their Art Access program and for providing grants to many of the performing arts organizations throughout Contra Costa County who perform at the Leshner Center for the Arts.

## III. Attendance/Representation

Name	%	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
District 1													
Silvia Ledezma	100%	✓	✓	✓		✓	✓	✓		✓		✓	
District 2													
Marija Bleier	83%			✓		✓	✓	ABSENT		✓		✓	
District 3													
P.J. Shelton	25%	✓	✓	ABSENT		ABSENT	ABSENT	ABSENT		ABSENT		ABSENT	
District 4													
Elizabeth Wood	88%	✓	✓	✓		✓	ABSENT	✓		✓		✓	
District 5													
Tess O'Riva	100%	✓	✓	✓		✓	✓	✓		✓		✓	
At Large													
Y'Anad Burrell	62%	✓	ABSENT	✓		✓	✓	✓		ABSENT		ABSENT	
Geoffrey Meredith		✓	ABSENT	✓									
LaMar Anderson	100%											✓	
Alternate													
Cindy McCann	14%	✓	ABSENT	ABSENT		ABSENT	ABSENT	ABSENT		ABSENT			

AC5 held eight meetings in 2017. Meetings were canceled twice due to a lack of a quorum. Three Commissioners had a 100% attendance record. Due to employment commitments one Commissioner only attended two Commission meeting. This Commissioner was asked to resign.

The AC5 Commission represents all the art disciplines, except music. Commission seats were filled by qualified citizens applying from all over the county. AC5 meets monthly. Meetings had a quorum per the Brown Act and the Better Government Ordinance and met eleven times during the course of 2016.

## **I. Training/Certification**

Commissioners and staff participated in many seminars and conferences that included administrative training and professional development during the past year. Four Commissioners and the Managing Director attended the American for the Arts 2017 Annual Convention held in San Francisco. Participation led to more professional practices regarding pressing issues of equity, accessibility, and community building.

Mr. Renn, Managing Director was asked to participate in a peer-review panel for the California Arts Council. Serving on the State-Local Partnership grant review panel was a powerful learning experience that provided support to the arts and culture communities throughout the state.

As Managing Director, Mr. Renn also completed online training and successfully passed the examination of the Sexual Harassment Awareness course in compliance with Federal Anti-Discrimination Laws. Other training included: Orientation to the New DataArts Platform - Webinar – 2017, 2017, Philanthropy Summit - Unleashing a Culture of Philanthropy in your Nonprofit, Grant Research, Writing and Administration Seminar and an Informational Webinar: Applying for a California Arts Council Grant.

New Commissioners received an orientation which included viewing *Brown Act and Better Government Ordinance, What You Need to Know* presentation and viewing of the *Ethics Orientation for County Officials* presentation. All Commissioners update their Brown Act Training annually.

## **II. Proposed Work Plan / Objectives for 2018**

Our California Arts Council State-Local Partnership Grant application received a score of five out of 6, meeting all of the review criteria in a significant manner. AC5 sees a robust engagement with Arts and Culture providers throughout the county in 2018. As stated in our State-Local Partnership grant application, AC5 hopes to:

- Serve as a resource to local cultural organizations by partnering with them to offer Arts Cafés.
- Continue our support of Veterans by offering six ABOUT FACE painting workshops in the spring.
- Foster diversity of artistic communities and ensure equity by expanding Public Arts programs. Art Passages continues to exhibit art works in a professional manner.
- Recognize our entire geography, embracing members of all cultural backgrounds by honoring individual artists and organizations at a special Arts Recognition Awards celebration in the fall of 2018.

The Arts and Culture Commission deeply respects and appreciates the County's desire to promote arts education, celebrate the artists in our midst, and build our community through the arts. AC5 Commissioners look forward to serving our community in 2018.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: March 13, 2018

Subject: DESIGNATION OF ALTERNATE COUNTY SEAT IN THE EVENT OF A PUBLIC EMERGENCY

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**RECOMMENDATION(S):**

1. ADOPT Resolution No. 2018/70 designating:

a.) Diablo Valley College, Pleasant Hill, California, as the alternative county seat for Contra Costa County if war or enemy-caused disaster, or the imminence thereof, prevents access to the permanent Contra Costa County seat in Martinez; and

b.) The Alameda County Emergency Operations Center, Dublin, California as the alternative county seat for Contra Costa County if war or enemy-caused disaster, or the imminence thereof, prevents access to facilities in Contra Costa County.

2. DIRECT the Clerk of the Board to file copies of Resolution No. 2018/70 with the Contra Costa Community College District and Alameda County Board of Supervisors.

**FISCAL IMPACT:**

No fiscal impact.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: March 13, 2018

, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Jami Napier  
925.335.1908

cc:

BACKGROUND:

Government Code section 23600 provides that the board of supervisors shall designate by resolution an alternative temporary county seat, which may be outside the boundaries of the county, for use in the event of war or enemy-caused disaster, or the imminence thereof. The board, and any county officer or agency as directed by the board, shall provide such facilities of any kind at the temporary county seat as appear desirable for the functioning of the government of the county at the temporary county seat in the event that it becomes necessary, pursuant to this section.

The County Administrator has been in consultation with the Contra Costa Community College District and Alameda County with regard to serving as alternative temporary county seats for Contra Costa County, and these agencies have agreed to provide meeting facilities at Diablo Valley College in Pleasant Hill and at the Alameda County Emergency Operations Center in Dublin. The attached resolution conforms to Government Code section 23600 requirements and, upon Board approval, shall be filed with those agencies.

CONSEQUENCE OF NEGATIVE ACTION:

CHILDREN'S IMPACT STATEMENT:

AGENDA ATTACHMENTS

Resolution No. 2018/70 Revised 3/9/18

Resolution No. 2018/70 (Original)

Resolution No. 2018/70

MINUTES ATTACHMENTS

Signed Resolution No. 2018/70



# THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA

and for Special Districts, Agencies and Authorities Governed by the Board

Adopted this Resolution on 03/13/2018 by the following vote:

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



## Resolution No. 2018/70

### IN THE MATTER OF DESIGNATING ALTERNATE COUNTY SEATS IN THE EVENT OF A PUBLIC EMERGENCY

WHEREAS, Government Code section 23600 provides that a board of supervisors shall designate by resolution an alternative temporary county seat for use in the event of war or enemy-caused disaster, or the imminence thereof; and

WHEREAS, the Contra Costa Community College District has agreed to provide access to space at Diablo Valley College in Pleasant Hill for use by the Contra Costa County Board of Supervisors as a public meeting facility if war or enemy-caused disaster, or the imminence thereof, prevents access to the permanent Contra Costa County seat in Martinez; and

WHEREAS, the County of Alameda has agreed to provide access to space at the Alameda County Emergency Operations Center in Dublin for use by the Contra Costa County Board of Supervisors as a public meeting facility if war or enemy-caused disaster, or the imminence thereof, prevents access to facilities in Contra Costa County;

NOW, THEREFORE, BE IT RESOLVED: 1. Diablo Valley College, located at 321 Golf Course Road, Pleasant Hill, California, is designated as the alternative county seat for Contra Costa County if war or enemy-caused disaster, or the imminence thereof, prevents access to the permanent Contra Costa County seat in Martinez.

2. The Alameda County Emergency Operations Center, located at 4825 Gleason Drive in Dublin, California, is designated as the alternative county seat for Contra Costa County if war or enemy-caused disaster, or the imminence thereof, prevents access to facilities in Contra Costa County.

3. The Contra Costa County Administrator is authorized to contact the following Contra Costa Community College District officials to obtain access to a public meeting facility at Diablo Valley College in the event of war or enemy-caused disaster, or the imminence thereof:

Contra Costa Community College District Chancellor 500 Court Street Martinez, CA 94553 Telephone: (925) 229-1000 Contra Costa Community College District Director, Communications and Community Relations 500 Court Street Martinez, CA 94553 Telephone: (925) 229-1000, Extension 1211 4. The Contra Costa County Administrator is authorized to contact the following Alameda County officials to obtain access to a public meeting facility at the Alameda County Emergency Operations Center for use by the Contra Costa County Board of Supervisors in the event of war or enemy-caused disaster, or the imminence thereof:

Alameda County County Administrator 1221 Oak Street, Room 555 Oakland, CA 94612 Telephone: 510.272.6984 Alameda County Director, General Services Agency 1401 Lakeside Drive, 10th floor Oakland, CA 94612 Telephone: (510) 208-9700 Fax: (510) 208-9711

5. The Clerk of the Board of Supervisors is directed to file copies of this resolution with the Contra Costa Community College District and the Alameda County Board of Supervisors. This Resolution supersedes Resolution No. 2010/458 in full.

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

Contact: Jami Napier 925.335.1908

ATTESTED: March 13, 2018

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:



**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA**

**and for Special Districts, Agencies and Authorities Governed by the Board**

Adopted this Resolution on 03/13/2018 by the following vote:

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



**Resolution No. 2018/70**

**IN THE MATTER OF DESIGNATING ALTERNATE COUNTY SEATS IN THE EVENT OF A PUBLIC EMERGENCY**

WHEREAS, Government Code section 23600 provides that a board of supervisors shall designate by resolution an alternative temporary county seat for use in the event of war or enemy-caused disaster, or the imminence thereof; and

WHEREAS, the Contra Costa Community College District has agreed to provide access to space at Diablo Valley College in Pleasant Hill for use by the Contra Costa County Board of Supervisors as a public meeting facility if war or enemy-caused disaster, or the imminence thereof, prevents access to the permanent Contra Costa County seat in Martinez; and

WHEREAS, the County of Alameda has agreed to provide access to space at the Alameda County Emergency Operations Center in Dublin for use by the Contra Costa County Board of Supervisors as a public meeting facility if war or enemy-caused disaster, or the imminence thereof, prevents access to facilities in Contra Costa County;

NOW, THEREFORE, BE IT RESOLVED: 1. Diablo Valley College, located at 321 Golf Course Road, Pleasant Hill, California, is designated as the alternative county seat for Contra Costa County if war or enemy-caused disaster, or the imminence thereof, prevents access to the permanent Contra Costa County seat in Martinez.

2. The Alameda County Emergency Operations Center, located at 4825 Gleason Drive in Dublin, California, is designated as the alternative county seat for Contra Costa County if war or enemy-caused disaster, or the imminence thereof, prevents access to facilities in Contra Costa County.

3. The Contra Costa County Administrator is authorized to contact the following Contra Costa Community College District officials to obtain access to a public meeting facility at Diablo Valley College in the event of war or enemy-caused disaster, or the imminence thereof:

Contra Costa Community College District Chancellor 500 Court Street Martinez, CA 94553 Telephone: (925) 229-1000 Contra Costa Community College District Director, Communications and Community Relations 500 Court Street Martinez, CA 94553 Telephone: (925) 229-1000, Extension 1211 4. The Contra Costa County Administrator is authorized to contact the following Alameda County officials to obtain access to a public meeting facility at the Alameda County Emergency Operations Center for use by the Contra Costa County Board of Supervisors in the event of war or enemy-caused disaster, or the imminence thereof:

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4. The Clerk of the Board of Supervisors is directed to file copies of this resolution with the Contra Costa Community College District and the Alameda County Board of Supervisors. Resolution No. 2704, designating the Orrin Allen Youth Rehabilitation Facility in Byron (previously called the Contra Costa County Boys' Ranch at Byron) as the alternative temporary county seat for Contra Costa County is hereby repealed.

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

**ATTESTED: March 13, 2018**

, County Administrator and Clerk of the Board of Supervisors

**Contact: Jami Napier 925.335.1908**

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

Adopted this Resolution on 03/13/2018 by the following vote:

**John Gioia**  
**Candace Andersen**  
**AYE:**     ☒ **Diane Burgis**  
                 ☒ **Karen Mitchoff**  
                 ☒ **Federal D. Glover**

**NO:**        ☐

**ABSENT:**   ☐

**ABSTAIN:** ☐

**RECUSE:**   ☐



**Resolution No. 2018/70**

IN THE MATTER OF DESIGNATING ALTERNATE COUNTY SEATS IN THE EVENT OF A PUBLIC EMERGENCY

WHEREAS, Government Code section 23600 provides that a board of supervisors shall designate by resolution an alternative temporary county seat for use in the event of war or enemy-caused disaster, or the imminence thereof; and

WHEREAS, the Contra Costa Community College District has agreed to provide access to space at Diablo Valley College in Pleasant Hill for use by the Contra Costa County Board of Supervisors as a public meeting facility if war or enemy-caused disaster, or the imminence thereof, prevents access to the permanent Contra Costa County seat in Martinez; and

WHEREAS, the County of Alameda has agreed to provide access to space at the Alameda County Emergency Operations Center in Dublin for use by the Contra Costa County Board of Supervisors as a public meeting facility if war or enemy-caused disaster, or the imminence thereof, prevents access to facilities in Contra Costa County;

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3. The Contra Costa County Administrator is authorized to contact the following Contra Costa Community College District officials to obtain access to a public meeting facility at Diablo Valley College in the event of war or enemy-caused disaster, or the imminence thereof:

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5. The Clerk of the Board of Supervisors is directed to file copies of this resolution with the Contra Costa Community College District and the Alameda County Board of Supervisors. This Resolution supersedes Resolution No. 2010/458 in full.

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

**ATTESTED: March 13, 2018**

**Contact: Jami Napier 925.335.1908**

, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

**cc:**

C.96

# THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA

and for Special Districts, Agencies and Authorities Governed by the Board

Adopted this Resolution on 03/13/2018 by the following vote:

AYE: ☐ 5 ☐ John Gioia  
Candace Andersen  
Diane Burgis  
Karen Mitchoff  
Federal D. Glover

NO: ☐

ABSENT: ☐

ABSTAIN: ☐

RECUSE: ☐



## Resolution No. 2018/70

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ATTESTED: March 13, 2018

, County Administrator and Clerk of the Board of Supervisors

Contact: Jami Napier 925.335.1908

By: June McHuen, Deputy

cc: