

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**  
**January 15, 2019**

**9:30 A.M. Convene, call to order and opening ceremonies.**

Inspirational Thought-

*"The New Year always brings us what we want*

*Simply by bringing us along – to see*

*A calendar with every day uncrossed*

*A field of snow without a single footprint"*

~Dana Gioia, Poet Laureate of California

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

**2019 REORGANIZATION OF THE BOARD OF SUPERVISORS**

- **Comments of the Outgoing Chair, Supervisor Karen Mitchoff**
- **Election of the 2019 Chair and Vice Chair of the Board of Supervisors**
- **Swearing in of the 2019 Chair and Vice Chair by Superior Court Judge Joni Hiramoto**
- **Presentation by the Incoming Chair of a token of appreciation to the 2018 Chair Karen Mitchoff**
- **Comments of the Incoming Chair**
- **Introduction of Staff and Comments of Board Members**

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

**CONSIDER CONSENT ITEMS** (Items listed as C.1 through C.102 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 today will be continued to the January 22, 2019 meeting unless otherwise noted.**

**DISCUSSION ITEMS**

**D. 1 PUBLIC COMMENT (2 Minutes/Speaker)**

*Public Speakers: Leslie Borsuk, Lisa Kirk, Jason Bezis*

**D.2** CONSIDER approving recommendations for Board Member appointments to local, regional and statewide committees, boards, and commissions, adopting Resolution No. 2019/12 amending the Master List of Board Member appointments, and approving the posting of Form 806 to the County website to report additional compensation that Board members receive when serving on committees, boards, and commissions of a public agency, special district, and joint powers agency or authority. (Supervisor Gioia)

*Public Speaker: Jason Bezis*

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. 3 CONSIDER reports of Board members.

**ADJOURN in memory of**

***Coleman Fannin III***  
**former Contra Costa Superior Court Judge**  
**and**  
***Bill O'Malley***  
**former Contra Costa District Attorney and Superior Court Judge**

**12:00 P.M.**

**ADJOURN to Board of Supervisors Reorganization Luncheon**

**The Craneway Pavilion**  
**Ford Building**  
**1414 Harbour Way South**  
**Richmond, California**

*Adjourn in memory of Roger Vincent Harless, 29 year service member of the Contra Costa County Fire Department.*

*Adjourn at 10:50 a.m.*

## **CONSENT ITEMS**

### **Road and Transportation**

**C.1** ADOPT Resolution No. 2019/3 to summarily vacate excess right of way of a portion of Brookside Drive and take related actions under the California Environmental Quality Act, as recommended by the Public Works Director, North Richmond area. (100% Developer 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.2** ACCEPT the County's Development Impact Fee Annual Report for fiscal year 2017/2018 for Areas of Benefit in unincorporated Contra Costa County, 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.3** APPROVE the Sequoia Way Culvert and Roadway Repair Project and take related actions under the California Environmental Quality Act, and AUTHORIZE the Public Works Director, or designee, to advertise the Project, Martinez area. (100% Local Road 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** ADOPT Resolution No. 2019/6 accepting as complete the contracted work performed by Tennyson Electric, Inc., for the Pedestrian Crossing Enhancements – Central and East County Project, as recommended by the Public Works Director, Bay Point, Discovery Bay, Knightsen, and Walnut Creek areas. (36% Transportation Development Act Grant Funds and 64% Local Road 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.5** APPROVE the Countywide Guardrail Upgrades Project and take related actions under the California Environmental Quality Act, and AUTHORIZE the Public Works Director, or designee, to advertise the Project, Brentwood and Byron areas. (62% Highway Safety Improvement Program Funds, 35% East County Regional Area of Benefit Funds, 3% Local Road 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.6** APPROVE the San Pablo Dam Road Traffic Safety Improvements Project and take related actions under the California Environmental Quality Act, and AUTHORIZE the Public Works Director, or designee, to advertise the Project, Orinda and Richmond areas. (83% Highway Safety Improvement Program Funds, 17% Local Road 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

### **Engineering Services**

**C.7** ADOPT Resolution No. 2019/4 approving the Stormwater Management Facilities Operation and Maintenance Agreement for land use permit LP12-02110, for a project being developed by San Ramon Valley United Methodist Church, as recommended by the Public Works Director, Alamo 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 host the 11<sup>th</sup> Annual Tenant Appreciation Event and to expend approximately \$17,000 for the event to be held at the Buchanan Field Airport. (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** APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Jamil Alkhoury for a shade hangar at Buchanan Field Airport effective January 1, 2019 in the monthly amount of \$140. (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.10** APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Blake Hammerquist for a shade hangar at Buchanan Field Airport effective January 1, 2019 in the monthly amount of \$140. (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.11** APPROVE and AUTHORIZE the Chief Engineer, Contra Costa County Flood Control and Water Conservation District, or designee, to apply for a grant from the California Department of Fish and Wildlife Proposition 1/68 Grant Program, in the amount of \$1.5 million, for partial implementation of the North and South Reaches of the Lower Walnut Creek Restoration Project, Martinez area. (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.12** ACCEPT the Contra Costa County Flood Control and Water Conservation District Drainage Area Fee Program Development Impact Fee Annual Report for fiscal year 2017/18, as recommended by the Chief Engineer, Flood Control and Water Conservation District, 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.13** APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Andrew Wells for a shade hangar at Buchanan Field Airport effective December 20, 2018 in the monthly amount of \$177.07. (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** APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Tracy Peters for a T-hangar at Buchanan Field Airport effective January 1, 2019 in the monthly amount of \$370. (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.15** APPROVE and ADOPT the Disadvantaged Business Enterprise Program for County Airports, as recommended by the Airports Director. (100% Airport Enterprise 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

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

**C.16** RECEIVE report concerning the final settlement of Kelly Dunham vs. Contra Costa County; and AUTHORIZE payment from the Workers' Compensation Internal Service Fund in an amount not to exceed \$100,000 as recommended by the Director of Risk Management. (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.17** DENY claims filed by AAA NCNU Insurance Exchange, Brejon Bandy, Jamisi Calloway, Alberto Cruz, Enterprise Damage Recovery Unit, Dawnya Walker, and Wilber a subrogee USAA a subrogee of Kathlyn A. Trejo. DENY amended claim filed by Kristin Casas. DENY late claim filed by Tod and Alyse Hickman.

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

### **Statutory Actions**

**C.18** ACCEPT Board members meeting reports for December 2018.

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.19** ADOPT Resolution No. 2019/1 recognizing Linda Weder on the occasion of her retirement after 27 years of service with 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

**Appointments & Resignations**

**C.20** APPOINT 11 members and one at-large alternate member to the reconstituted Alcohol and Other Drugs Advisory Board and APPROVE the bylaws, submitted with corrections to conform to the October 23, 2018 Board of Supervisors actions, as recommended by the Internal Operations 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.21** REASSIGN Jan Afridi from the 2nd Alternate seat to the Appointee 5 seat on the County Service Area P-5 Citizens Advisory Committee, DECLARE a vacancy in the 2nd Alternate seat, and DIRECT the Clerk of the Board to post the vacancy, as recommended by Supervisor Andersen.

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** APPOINT Dr. Alden Harken to the Appointee 2 seat on the Alamo Police Services Advisory Committee, as recommended by Supervisor Andersen.

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** ACCEPT the resignation of Brandy Faulkner from Appointee 6 seat of the El Sobrante Municipal Advisory Council, 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.24** REAPPOINT Karen McPherson to the Appointee 8 seat on the Alamo Police Services Advisory Committee, as recommended by Supervisor Andersen.

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** Acting as the Governing Board of the Crockett-Carquinez Fire Protection District, APPOINT Ronald Maria to the Appointee 3 seat and Harold Burnett to the Alternate 1 seat on the Crockett-Carquinez Fire Protection District Fire Advisory Commission, as recommended by Director Glover.

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** APPOINT Jason Hill to the 1st Alternate seat on the County Service Area P-5 Citizens Advisory Committee for a two-year term with an expiration date of December 31, 2020, as recommended by Supervisor Andersen.

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** ACCEPT resignation of Juan Pablo Benavente, DECLARE a vacancy in Low-Income Sector 2 seat on the Economic Opportunity Council, 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. 28** APPOINT Lorena Martinez-Ochoa as Alternate to Chris Farnitano, M.D., the County Health Officer representative, on the Contra Costa First 5 Children & Families Commission, as recommended by the County Health Officer.

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

### **Appropriation Adjustments**

**C. 29 Sheriff's Office (0255)**: APPROVE Appropriation and Revenue Adjustment No.5042 authorizing new revenue in the amount of \$97,500 in the Office of the Sheriff (0255) and appropriating it for the purchase of a RapidHIT ID System for the Forensic Services Division (100% Sheriff Forfeiture Fed-DOJ 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

### **Personnel Actions**

**C. 30** ADOPT Position Adjustment Resolution No. 35522 to reassign a Planner III (represented) position and incumbent from Department 0280 (Conservation and Development) to 0285 (Energy Upgrade) in the Department of Conservation and Development effective October 1, 2018. (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. 31** ADOPT Position Adjustment Resolution No. 22397 to add one Mental Health Clinical Specialist position (represented) and cancel one Substance Abuse Counselor position (represented) in the Health Services Department. (50% Mental Health Realignment and 50% Substance Abuse Block Grant)

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** ADOPT Position Adjustment Resolution No. 22398 to add two Clerk-Senior Level positions and cancel one Administrative Aide-Project position and one Administrative Aide position (all represented) in Health Services Department. (Cost savings; 100% State California Department of Public Health allocation for Maternal, Child & Adolescent Health (MCAH) with Federal match from Title XIX funding)

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** ADOPT Position Adjustment Resolution No.22410 to add one Clerk Senior-Level position (represented) and cancel one vacant Health Services Planner/Evaluator Level B-Project (represented) position in the Health Services Department. (Cost savings, Mental Health Services Act)

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** ADOPT Position Adjustment Resolutions No. 22347, 22400, 22404, and 22409 to modify specified positions and classifications in the Human Resources, Auditor-Controller, County Administrator, and Veterans Services departments. (General Fund and offsets from 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

**C.35** ADOPT Position Adjustment Resolution No. 22411 to add one Health Services Reimbursement Accountant (represented) position in the Health Services Department. (100% CCHP HMO Enterprise Fund II)

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.36** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Public Works Director, a lease agreement effective January 15, 2019 with Ray Morgan Co. in the amount of \$450,000, to lease a Cannon C750 Digital Printer for a term of 60 months (five years), Countywide. (100% Department User Fees)

**C.37** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Public Works Director, a lease agreement effective January 15, 2019 with Ray Morgan Co. in the amount of \$750,000, to lease a Canon C10000VP Digital Printer for a term of 60 months (five years), Countywide. (100% Department User 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.38** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Public Works Director, a lease agreement effective January 15, 2019 with Ray Morgan Co. in the amount of \$150,000, to lease two Canon 115 and one Canon 7200 printers for a term of 24 months (two years), Countywide. (100% Department User 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

### **Grants & Contracts**

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

**C.39** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to apply for and accept funding from the National Head Start Association, for five Gro More Garden Grants in an amount not to exceed \$5,000 each, for a total of \$25,000. (100% grant funding)

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.40** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with the United States Department of Health and Human Services to pay County an amount not to exceed \$200,000 for the operation of the Appian House Transitional Housing Program for Contra Costa County youth ages 18-21 who are homeless and exiting the foster care system for the period September 30, 2018 through September 29, 2019. (County match budgeted)

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. 41** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract containing mutual indemnification with Public Health Foundation Enterprises, Inc., to pay County in an amount not to exceed \$28,125 for the County's participation in the FoodNet Expanded Case Exposure Ascertainment Project to study foodborne bacteria for the period January 15, 2019 through July 31, 2019. (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. 42** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with the Department of Health Care Services, to increase the amount payable to County by \$198,204 to a new total not to exceed \$23,770,229 for continuation of the Drug Medi-Cal Substance Abuse Treatment Services with no change in the original term of July 1, 2017 through June 30, 2020. (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

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

**C. 43** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with West Interactive Services Corporation in an amount not to exceed \$234,075 for TeleVox software appointment reminder system at Contra Costa Regional Medical Center for the period August 1, 2018 through March 31, 2020. (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** APPROVE and AUTHORIZE the Human Resources Director, or designee, to execute a contract with Worxtime, LLC, including modified indemnification language, in the amount of \$225,000 for Affordable Care Act compliance services for the period of January 1, 2019 through December 31, 2021. (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. 45** APPROVE and AUTHORIZE the Purchasing Agent or designee to execute, on behalf of the Chief Information Officer-Department of Information Technology, a blanket purchase order with Graybar Electric Company in an amount not to exceed \$2,500,000 for the procurement of radio and telecommunications parts and equipment; data communications, security products and related products, as needed, for the period December 31, 2018 through January 31, 2023. (100% User 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. 46** APPROVE and AUTHORIZE the Auditor-Controller to issue a refund of overpayment of documentary transfer tax totaling an amount not to exceed \$3,457 to specified parties, as recommended by the 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. 47** Acting as the Governing Body of the Contra Costa County Fire Protection District, APPROVE and AUTHORIZE the Purchasing Agent to execute a purchase order with F.S.O.C., in an amount not to exceed \$195,000, for the purchase of tactical gear. (100% CCCFPD EMS Transport 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. 48** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a purchase order amendment with Cintas Fire Protection, to increase the payment limit from \$99,000 to a new payment limit of \$140,000 for fire extinguisher maintenance, with no change to the original term April 1, 2017 through January 31, 2019, Countywide. (100% Department user 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. 49** APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute a purchase order amendment with Sysco Food Service, Inc., on behalf of the Probation Department, to increase the amount by \$200,000 to a new total of \$1,560,000 and extend the term from December 31, 2018 to June 30, 2019 for the purchase of bulk foodstuffs for detained residents at the county juvenile facilities. (100% County 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. 50** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to issue Request for Proposal #1166 for Respite Services for caregivers of program eligible children, not to exceed \$350,000 for the period July 1, 2019 through June 30, 2020. (79% 2011 State Realignment funds, 21% 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. 51** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Stephen D. Weiss, M.D, in an amount not to exceed \$920,000 to provide general surgery services for Contra Costa Regional Medical Center and Health Centers for the period January 1, 2019 through December 31, 2020. (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. 52** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Chief Information Officer, Department of Information Technology, purchase orders with AT&T; Presidio Networked Solutions Group, LLC; Anritsu Company; and Tescos, and a third-party lease agreement with Key Government Finance, Inc., in an amount not to exceed \$1,750,000 for the purchase of computer equipment, software, and support for the period February 1, 2019 through February 28, 2023, Countywide. (100% Department user 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. 53** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment with Huntington Business Systems, Inc., effective February 28, 2019, to increase the payment limit by \$63,075 to a new payment limit of \$140,325, and to extend the term end date from February 28, 2019 to February 29, 2020. (43% Federal, 52% State, 5% County 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. 54** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with Meals on Wheels Diablo Region, effective December 1, 2018, to increase the payment limit by \$25,844 to a new payment limit of \$464,962 for additional home delivered meal services for the period July 1, 2018 through June 30, 2019. (100% Title III-C2 of the Older Americans Act of 1965)

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 County Director of Risk Management to execute contracts with selected legal firms for defense of the County in workers' compensation, medical malpractice and civil rights claims for the period of January 1, 2019 through December 31, 2019, in accordance with a specified fee schedule. (100% Self-Insurance Internal Service 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.56** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract containing modified indemnification language with Life Technologies Corporation in an amount not to exceed \$70,406 to provide maintenance and repair services for Public Health Laboratory instruments for the period November 18, 2018 through November 17, 2021. (100% Public Health Laboratory 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.57** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Michael C. Gynn, M.D., in an amount not to exceed \$830,000 to provide general surgery services for Contra Costa Regional Medical Center and Health Centers for the period January 1, 2019 through December 31, 2020. (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 with Total Renal Care, Inc., effective January 1, 2019, to increase the payment limit by \$278,366 to a new payment limit of \$600,000 for additional blood treatment services at Martinez Detention Center for the period of January 27, 2018 through January 26, 2020. (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.59** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Baychildren's Physicians (dba UCSF Benioff Children's Physicians), in an amount not to exceed \$180,000 to provide maternal-fetal medicine services for Contra Costa Regional Medical Center and Health Centers for the period January 1, 2019 through December 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.60** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Specialty Laboratories, Inc. (dba Quest Diagnostics Nichols Institute of Valencia), in an amount not to exceed \$4,650,000 to provide clinical laboratory services for Contra Costa Regional Medical Center and Health Centers for the period January 1, 2019 through December 31, 2020. (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.61** ALLOCATE \$140,000 from the Livable Communities Trust to the Public Works Department for the Friends of the El Sobrante Library Building Project, as recommended by Supervisor Gioia. (100% Livable Communities Trust Fund, District I portion)

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 with The Greeley Company, LLC, in an amount not to exceed \$400,000 to provide consulting for quality and compliance, external peer review, and credentialing and medical staff services at Contra Costa Regional Medical Center and Health Centers for the period January 1, 2019 through December 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. 63** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Health Services Director, a purchase order with Zimmer US, Inc., in an amount not to exceed \$149,000 for the purchase of implants, supplies, and medical accessories for the operating room at the Contra Costa Regional Medical Center for the period February 1, 2019 through January 31, 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. 64** APPROVE and AUTHORIZE the County Counsel or designee to execute a contract for specialized professional services with Todd Boley, Attorney at Law. (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. 65** APPROVE and AUTHORIZE the County Administrator, or designee, to a contract with Buck Global, LLC, in an amount not to exceed \$200,000 for pension plan consulting services for the period January 16, 2019 through June 30, 2020. (100% Department surcharges)

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 Health Services Director, or designee, to execute a contract with Clark S. Tsai, M.D., Inc., in an amount not to exceed \$800,000 to provide ophthalmology services for Contra Costa Health Plan members for the period February 1, 2019 through January 31, 2021. (100% Contra Costa Health Plan Enterprise Fund II)

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 Health Services Director, or designee, to execute a contract with Manoj Sumanlal Desai, M.D., in an amount not to exceed \$300,000 to provide pediatric primary care services for Contra Costa Health Plan members for the period February 1, 2019 through January 31, 2021. (100% Contra Costa Health Plan Enterprise Fund II)

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 Health Services Director, or designee, to execute a contract with Cheyenne Huber (dba Martinez Optometry), in an amount not to exceed \$150,000 to provide optometry services for Contra Costa Health Plan members for the period February 1, 2019 through January 31, 2021. (100% Contra Costa Health Plan Enterprise Fund II)

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 Health Services Director, or designee, to execute a contract with Jon Whalen, M.D. in an amount not to exceed \$360,960 to provide outpatient psychiatric services to minors for the period February 1, 2019 through January 31, 2020. (50% Mental Health Realignment; 50% Federal Medi-Cal)

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 Health Services Director, or designee, to execute a contract with William E. Berlingieri, M.D. in an amount not to exceed \$391,680 to provide outpatient psychiatric services to adult clients in West Contra Costa County for the period from January 1, 2019 through December 31, 2019. (100% Mental Health Services Act)

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 Health Services Director, or designee, to execute a contract amendment with Brighter Beginnings, effective January 1, 2019, to increase the payment limit by \$154,252 to a new payment limit of \$379,596 and extend the termination date from December 31, 2019 to December 31, 2020, for additional primary medical care services for the Contra Costa Cares Program. (28% CCHP Community Enterprise Fund III; 22% County General Fund; 50% local hospitals)

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 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 \$62,060 to a new limit of \$457,882 for Early Head Start Program Enhancement and State General Childcare Development services with no change to term July 1, 2018 through June 30, 2019. (74% State, 26% Federal)

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 Employment and Human Services Director, or designee, to execute a contract amendment with Little Angels Country School LLC, to increase the payment limit by \$23,615 to a new payment limit of \$230,870 for State Preschool services, with no change to term July 1, 2018 through June 30, 2019. (100% 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. 74** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with Lifelong Medical Care, effective January 1, 2019, to increase the payment limit by \$642,936 to a new payment limit of \$2,001,916 and extend the termination date from December 31, 2019 to December 31, 2020, for additional primary care medical services for the Contra Costa Cares Program. (28% CCHP Community Enterprise Fund III; 22% County General Fund; 50% local hospitals)

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** Acting as the Governing Board of the Contra Costa County Fire Protection District, APPROVE and AUTHORIZE the purchasing agent, on behalf of the Fire Chief, to amend a purchase order with HME Incorporated to increase the amount from \$690,000 to \$694,000 for the purchase of two Type III wildland firefighting engines. (100% CCCFPD Pittsburg Special 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 Health Services Director, or designee, to execute a contract amendment with La Clinica De La Raza, Inc., effective January 1, 2019, to increase the payment limit by \$702,800 to a new payment limit of \$2,118,368 and extend the termination date from December 31, 2019 to December 31, 2020, for additional primary care medical services for the Contra Costa Cares Program. (28% CCHP Community Enterprise Fund III; 22% County General Fund; 50% local hospitals)

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 Health Services Director, or designee, to execute a contract with County of San Mateo in an amount not to exceed \$123,041 to provide after-hours call coverage for the Behavioral Health Access Line for the period from July 1, 2018 through June 30, 2019. (100% County General Fund, budgeted)

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 Sheriff-Coroner, or designee, to execute a contract with Bay Alarm Inc. in an amount not to exceed \$20,000 and includes a contribution from Bay Alarm Inc. in the amount of \$40,000, for a profile and recruiting video, which will be produced by the subcontractor Campcreative, for the term January 1, 2019 through December 31, 2019. (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

### **Other Actions**

**C.79** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Capella University to provide supervised field instruction to masters of public health students in the County's Public Health Division for the period January 1, 2019 through December 31, 2021. (Nonfinancial 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.80** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with Regents of the University of California, on behalf of the University of California, San Francisco Medical Center, effective December 31, 2018, for additional physicians to provide remote neurology and consultation services with no change in the payment limit of \$480,000 and no change in the term of January 1, 2018 through December 31, 2020. (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.81** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with San Francisco State University to provide supervised field instruction to nursing students in the County's Public Health Division, for the period March 1, 2019 through February 28, 2022. (Nonfinancial 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.82** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute an unpaid student training agreement with Contra Costa Community College District to provide supervised field instruction in County's Public Health Division, to nursing students for the period March 1, 2019 through February 28, 2022. (Nonfinancial 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.83** APPROVE and AUTHORIZE the Auditor-Controller, or designee, to pay \$15,522 to BHC Fremont Hospital, Inc., for the provision of psychiatric treatment services including diagnostic and therapeutic services and mental health treatment for the period March 15, 2018 through June 26, 2018. (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.84** ACCEPT the Contra Costa County Historical Landmarks Advisory Committee 2018 Annual Report, as recommended by the Conservation and Development 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. 85** ACCEPT the November 2018 update of the operations of the Employment and Human Services Department, Community Services Bureau 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. 86** APPROVE and AUTHORIZE the Sheriff-Coroner, or designee, to execute a Memorandum of Understanding with the County of San Mateo's Northern California Regional Intelligence Center, including modified indemnification language, to share information as it relates to narcotics trafficking, organized crime, and terrorism related activities. (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. 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** RECEIVE the 2018 Annual Report submitted by the Finance Committee, as recommended by the Finance 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. 89** APPROVE and AUTHORIZE the Conservation and Development Department Director, or designee, to execute a First Amendment to Amended and Restated Intercreditor Agreement among the City of Pleasant Hill, the County of Contra Costa, and BRIDGE Grayson Creek Associates related to Grayson Creek Apartments in Pleasant Hill. (100% Federal 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. 90** ACCEPT the October 2018 update of the operations of the Employment and Human Services Department, Community Services Bureau, 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. 91** ACCEPT the 2018 year-end report on the activities of the Internal Operations Committee and APPROVE disposition of referrals as recommended by the 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. 92** ACCEPT the 2018 year-end report on the activities of the Family & Human Services Committee and APPROVE disposition of referrals as recommended by the 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. 93** AUTHORIZE relief of cash shortage in the Sheriff's Department - Detention Bureau in the amount of \$300, as recommended by the County Administrator. (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.94** ACCEPT the Alcohol and Other Drugs Advisory Board 2018 Annual Report, 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.95** RECEIVE and ACCEPT the 2018 Annual Report of the Arts and Culture Commission of Contra Costa 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.96** ADOPT Resolution No. 2019/13 calling and noticing election of Retirement Board Members 2 (general), 7 Alternate (safety), 8 (retiree), and 8 Alternate (retiree), as recommended by the Contra Costa County Employees' Retirement Association Board.

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.97** ADOPT the FY 2019/20 Recommended Budget development schedule.

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.98** ACCEPT the annual report from the Health Services Department on the implementation of the Secondhand Smoke Protections Ordinance and DIRECT staff to provide a status update on the Secondhand Smoke Protections Ordinance to the Family and Human Services Committee in 2019, as recommended by the 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.99** ACCEPT the annual report from the Public Health Department on the implementation of the Tobacco Retailer Licensing and Businesses Ordinances and DIRECT staff to report back to the Family and Human Services Committee in 2019, as recommended by the 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.100** DIRECT the Department of Conservation and Development to prepare amendments to the County Sign Ordinance to authorize wayfinding signs in County rights-of-way, as recommended by Supervisor Diane Burgis. (100% Land Development 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.101** Acting as the Governing Board of the West Contra Costa Healthcare District, ADOPT Resolution No. 2019/14 establishing regular meetings and appoint officials of the West Contra Costa Healthcare District. (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.102** RECEIVE and accept the 2018 annual report of the Treasury Oversight Committee, as recommended by the Contra Costa County Treasurer-Tax Collector.

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	TBD	TBD	See above
Family & Human Services Committee	TBD	TBD	See above
Finance Committee	TBD	TBD	See above
Hiring Outreach Oversight Committee	TBD	TBD	See above
Internal Operations Committee	TBD	TBD	See above
Legislation Committee	TBD	TBD	See above
Public Protection Committee	TBD	TBD	See above
Transportation, Water & Infrastructure Committee	TBD	TBD	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  
**CCCPCFD** (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: John Gioia, District I Supervisor  
Date: January 15, 2019

Subject: BOARD MEMBER ASSIGNMENTS TO 2019 BOARD COMMITTEES, SPECIAL COUNTY COMMITTEES,  
AND REGIONAL ORGANIZATIONS

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**RECOMMENDATION(S):**

1. ACKNOWLEDGE that the Board of Supervisors adopted a policy on Board Member Committee Assignments on March 21, 2000.
2. ACKNOWLEDGE that adoption of a new Master Resolution with a complete roster of all appointments is required by Board policy whenever terms expire or new appointments are made.
3. ADOPT Resolution No. 2019/12 appointing Board members and other individuals to serve on Board committees, special county committees, and regional boards/ committees/ commissions for 2019, some of which include additional compensation in the form of stipend.
4. INDICATE that this Resolution No. 2019/12 supersedes in its entirety Resolution No. 2018/518, which was adopted by the Board of Supervisors on October 15, 2018.
5. RESOLVE that Board Members as named are APPOINTED to serve on Board committees, special county committees and regional boards/ committees/ commissions as specified on Attachment II to Resolution No. 2019/12 as Internal Standing Committees (Type I), Other Internal Committees, (Type II), Regional Bodies (Type III), Special/Restricted Seats (Type IV), and Ad Hoc Committees (Type V).

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: , Deputy

Contact: Jami Napier,  
925-335-1908

cc:

## RECOMMENDATION(S): (CONT'D)

6. ESTABLISH the Board of Supervisors Standing Committee on Sustainability (Sustainability Committee), which was previously an Ad Hoc Committee established on January 6, 2015 by Resolutoiuon 2015/1.

7. ESTABLISH the Ad Hoc Committee on Childhood Asthma. Given the high rates of childhood asthma in Contra Costa County (higher than the overall rates for the State of California) and the even higher rates along the industrial waterfront (in Districts 1 and 5), an Ad Hoc Committee on Childhood Asthma is being established to bring greater focus to this issue.

8. DIRECT staff to post on the County website a single Fair Political Practices Commission (FPPC) Form 806, which lists all the paid appointed positions on committees, boards, or commissions for members of the Board of Supervisors. When there is a change in compensation or a new appointment, DIRECT staff to update the Form 806 to reflect the change. The form must be updated promptly as changes occur.

9. AUTHORIZE the Chair of the Board to designate one or more members of the Board of Supervisors as delegates from Contra Costa County to the National Association of Counties (NACo) Legislative Meeting to be held on March 2-6, 2019 in Washington, D.C. and to the NACo Annual Conference to be held July 12-15, 2019 in Las Vegas, NV.

## FISCAL IMPACT:

No fiscal impact to the County from this action.

## BACKGROUND:

Each year when the Board of Supervisors reorganizes, the incoming Chair reviews and makes recommendations to the Board on committee assignments. The annual review of committee assignments is governed by a policy (Attachment I) adopted by the Board in March 2000. Transmitted herewith are my recommendations, as Board Chair, for 2019. These recommendations (Attachment II, sorted by committee type and, Attachment III, sorted alphabetically) seek to provide policy oversight for all major County functional areas, balance the workload of the Supervisors, and consider some of the extracurricular responsibilities and appointments of the Supervisors on regional and other bodies.

I am also recommending that seat terms for appointments for which the term was either unspecified by the body or left to the discretion of the Board of Supervisors be designated as "Unspecified" and reviewed at the discretion of the Board Chair.

## FPPC Form 806

In April 2012, the Fair Political Practices Commission (FPPC) adopted Regulation § 18705.5, which permits a Supervisor to vote on his/her own appointment to a body or board paying a salary or stipend for service if all of the following conditions are met:

1. the appointment is to a committee, board, or commission of a public agency, a special district, a joint powers agency or authority, or a metropolitan planning organization; and
2. State law, a local ordinance, or a joint powers agreement requires the Board to appoint; and
3. the Board adopts and posts on its website, a list of each appointed position for which compensation is paid, the salary or stipend for the position, the name of the appointee, the name of the alternate, if any, and the term of the appointment.

Form 806 is used to report additional compensation that officials receive when appointing themselves to positions on committees, boards, or commissions of a public agency, special district, and joint powers agency or authority. Each agency must post on its website a single Form 806, listing all of the paid appointed positions. When there is a change in compensation or a new appointment, the Form 806 is updated to reflect the change. The form must be updated promptly as changes occur. Staff of the County Administrator's Office has prepared the Form 806 and has posted it to the County's website. Staff will update the form after the Board of Supervisors acts to adopt the Master List of Board Member Committee Assignments for 2019.

CONSEQUENCE OF NEGATIVE ACTION:

Unless the Board of Supervisors acts to adopt a Master List of appointments to committees, special county committees, and regional boards/committees/commissions, there is no official roster of Board member appointments to these bodies.

CLERK'S ADDENDUM

*Public Speaker: Jason Bezis*

ATTACHMENTS

Resolution 2019/12

Attachment I: Board Policy on Board Member Committee Assignments

Attachment II: 2019 Committee TYPE

Attachment III: 2019 Committee ALPHA

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

Adopted this Resolution on 01/15/2019 by the following vote:

**AYE:** ☐

**NO:** ☐

**ABSENT:** ☐

**ABSTAIN:** ☐

**RECUSE:** ☐



**Resolution No. 2019/12**

**IN THE MATTER OF DESIGNATING BOARD MEMBER ASSIGNMENTS TO 2019 BOARD COMMITTEES, SPECIAL COUNTY COMMITTEES, AND REGIONAL ORGANIZATIONS**

WHEREAS each year when the Board of Supervisors reorganizes, the incoming Chair reviews and makes recommendations to the Board on committee assignments. The annual review of committee assignments is governed by a policy adopted by the Board of Supervisors in March 2000 (see Attachment I); and

WHEREAS these appointments seek to provide policy oversight for all major County functional areas, balance the workload of the Supervisors, as well as consider some of the time-intensive responsibilities and appointments of the Supervisors on regional bodies; and

WHEREAS these appointments attempt to maintain, to the extent possible, continuity on Board standing committees to facilitate recommendations on many very complex policy issues currently on referral to those committees; and

WHEREAS after a period of inactivity of a committee or body, it is advisable to remove it from the list of Board committee assignments; and

WHEREAS adoption of a new Master Resolution with a complete roster of all appointments is required by Board policy whenever terms expire or new appointments are made; and

WHEREAS, after any new appointments or reappointments are made, when there is a change in compensation for any appointment, or where there is a change in the number of meetings of the board or committee to which an appointment is made, the Fair Political Practices Commission requires the County to update and post on the County's website the County's Report of Public Official Appointments, Form 806.

NOW, THEREFORE, THE BOARD OF SUPERVISORS RESOLVES TO:

1. APPOINT the Board members and other individuals to serve on Board committees, special county committees and regional boards / committees / commissions as specified in the Master List (see Attachment II) as Type I for Board Standing Committees, Type II for Other Internal Committees, Type III for Regional Bodies, Type IV for Special/Restricted seats, and Type V for Board Ad Hoc Committees.
2. INDICATE that this Resolution No. 2019/12 supersedes in its entirety Resolution No. 2018/518, which was adopted by the Board of Supervisors on October 16, 2018.
3. UPDATE the County's Report of Public Official Appointments, Form 806, to reflect the appointments on the adopted Master List for 2019 and post it on the County's website.

I hereby certify that this 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: January 15, 2019**

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

By: , Deputy

**cc:**

**BOARD OF SUPERVISORS POLICY ON  
BOARD MEMBER COMMITTEE ASSIGNMENTS**

**Adopted on March 21, 2000**

1. Board Committee appointments shall be categorized in accordance with the following descriptions and delineated as on the attached listing:
  - a) **Internal appointments** that are subject to the annual reorganization process and to which the incoming Chair of the Board of Supervisors makes nominations to be approved by the Board of Supervisors. Ad Hoc committees of the Board also fall under this category.
  - b) **Regional appointments** that are not subject to the annual reorganization process and to which the Chair of the Board of Supervisors makes nominations to fill vacancies, as they occur, in accordance with the agency's terms and by-laws, and which nominations shall be approved by the Board of Supervisors.
  - c) **Special Case/Restricted appointments**, for which the specific assignments are dictated or are in some way restricted by statute or county ordinance, or for which the term of the appointment makes it impractical for it to be considered along with the other annual assignments e.g., a term that runs from July to June. Restrictions might include, for example, that a committee member represent a certain district, be the Chair of the Board, or vest in the Chair of the Board the authority to appoint an alternate.

The Chair of the Board of Supervisors shall make nominations to these appointments to fill vacancies, as they occur, subject to any legislated restrictions, and which nominations shall be approved by the Board of Supervisors.
2. Notwithstanding Paragraph 1 of this policy and as allowed by law, the Board of Supervisors maintains its right to nominate, reconsider and change appointments at any time, irrespective of the term of an appointment.
3. All nominations approved by the Board of Supervisors shall be incorporated in three attachments to an annually adopted Master Resolution covering committee appointments from all three categories: Internal, Regional and Special Case/Restricted. For administrative ease, the Master Resolution shall be amended and re-adopted from time to time as terms expire or if new appointments are made. The Master Resolution shall always reflect the complete roster of Board member appointments and shall be available to the public.

**ATTACHMENT I TO RESOLUTION NO. 2019/12**  
**CONTRA COSTA COUNTY BOARD OF SUPERVISORS COMMITTEE ASSIGNMENTS**  
**(Sorted by Committee Type)**

<u>Type*</u>	<u>Committee Name</u>	<u>Term Expiration</u>	<u>2019 Chair Recommendation</u>	<u>Stipend Information</u>
I	Airport Committee, Chair	12/31/2019	Diane Burgis	NO STIPEND
I	Airport Committee, Vice Chair	12/31/2019	Karen Mitchoff	NO STIPEND
I	Family & Human Services Committee, Chair	12/31/2019	Candace Andersen	NO STIPEND
I	Family & Human Services Committee, Vice Chair	12/31/2019	John Gioia	NO STIPEND
I	Finance Committee, Chair	12/31/2019	Karen Mitchoff	NO STIPEND
I	Finance Committee, Vice Chair	12/31/2019	John Gioia	NO STIPEND
I	Hiring Outreach & Oversight Committee, Chair	12/31/2019	Federal Glover	NO STIPEND
I	Hiring Outreach & Oversight Committee, Vice-Chair	12/31/2019	Candace Andersen	NO STIPEND
I	Internal Operations Committee, Chair	12/31/2019	Diane Burgis	NO STIPEND
I	Internal Operations Committee, Vice Chair	12/31/2019	Candace Andersen	NO STIPEND
I	Legislation Committee, Chair	12/31/2019	Diane Burgis	NO STIPEND
I	Legislation Committee, Vice Chair	12/31/2019	Karen Mitchoff	NO STIPEND
I	Public Protection, Chair	12/31/2019	John Gioia	NO STIPEND
I	Public Protection, Vice Chair	12/31/2019	Federal Glover	NO STIPEND
I	Transportation, Water & Infrastructure Committee, Chair	12/31/2019	Karen Mitchoff	NO STIPEND

**ATTACHMENT I TO RESOLUTION NO. 2019/12**  
**CONTRA COSTA COUNTY BOARD OF SUPERVISORS COMMITTEE ASSIGNMENTS**  
**(Sorted by Committee Type)**

<u>Type*</u>	<u>Committee Name</u>	<u>Term Expiration</u>	<u>2019 Chair Recommendation</u>	<u>Stipend Information</u>
I	Transportation, Water & Infrastructure Committee, Vice Chair	12/31/2019	Candace Andersen	NO STIPEND
I	Sustainability Committee, Chair	12/31/2019	John Gioia	NO STIPEND
I	Sustainability Committee, Vice Chair	12/31/2019	Federal Glover	NO STIPEND
II	Bay Area Counties Caucus	12/31/2019	Karen Mitchoff	NO STIPEND
II	Bay Area Counties Caucus, Alternate	12/31/2019	Candace Andersen	NO STIPEND
II	Bay Area Regional Interoperable Communications System (BayRICS) Authority	12/31/2019	Mike Casten	NO STIPEND
II	BayRICS Authority, Alternate	12/31/2019	Elise Warren	NO STIPEND
II	California Identification System Remote Access Network Board (Cal-ID RAN Board)	12/31/2019	Diane Burgis	NO STIPEND
II	Central Contra Costa Solid Waste Authority	Unspecified	Candace Andersen	STIPEND of \$50/meeting; max of 2 paid/month
II	Central Contra Costa Solid Waste Authority	Unspecified	Karen Mitchoff	STIPEND of \$50/meeting; max of 2 paid/month
II	Contra Costa Family Justice Alliance	12/31/2020	Diane Burgis	NO STIPEND
II	Contra Costa Health Plan Joint Conference Committee	12/31/2019	Diane Burgis	NO STIPEND
II	Contra Costa Health Plan Joint Conference Committee	12/31/2019	Federal Glover	NO STIPEND
II	Dougherty Valley Oversight Committee	12/31/2019	Diane Burgis	NO STIPEND



**ATTACHMENT I TO RESOLUTION NO. 2019/12**  
**CONTRA COSTA COUNTY BOARD OF SUPERVISORS COMMITTEE ASSIGNMENTS**  
**(Sorted by Committee Type)**

<u>Type*</u>	<u>Committee Name</u>	<u>Term Expiration</u>	<u>2019 Chair Recommendation</u>	<u>Stipend Information</u>
II	Dougherty Valley Oversight Committee	12/31/2019	Candace Andersen	NO STIPEND
II	East Bay Regional Communication System (EBRCS) Authority Governing Board	12/31/2019	Candace Andersen	NO STIPEND
II	East Bay Regional Communication System (EBRCS) Authority Governing Board, Alternate	12/31/2019	Karen Mitchoff	NO STIPEND
II	East Contra Costa County Habitat Conservancy, Governing Board	12/31/2019	Diane Burgis	NO STIPEND
II	East Contra Costa County Habitat Conservancy, Governing Board, Alternate	12/31/2019	Federal Glover	NO STIPEND
II	East Contra Costa Regional Fee & Finance Authority	12/31/2019	Diane Burgis	NO STIPEND
II	East Contra Costa Regional Fee & Finance Authority, Alternate	12/31/2019	Federal Glover	NO STIPEND
II	East County Water Management Association	12/31/2020	Diane Burgis	STIPEND of \$170/meeting; max 6 per month
II	East County Water Management Association, Alternate	12/31/2020	Federal Glover	STIPEND of \$170/meeting; max 6 per month
II	eBART (Bay Area Rapid Transit) Partnership Policy Advisory Committee	12/31/2019	Federal Glover	NO STIPEND
II	eBART (Bay Area Rapid Transit) Partnership Policy Advisory Committee	12/31/2019	Diane Burgis	NO STIPEND
II	First 5 Children and Families Commission Member	12/31/2019	Diane Burgis	NO STIPEND
II	First 5 Children and Families Commission Alternate Member	12/31/2019	Candace Andersen	NO STIPEND
II	Hazardous Waste Management Facility Allocation Committee	Unspecified	Candace Andersen	STIPEND of \$150 per meeting.
II	Hazardous Waste Management Facility Allocation Committee, Alternate	Unspecified	Karen Mitchoff	STIPEND of \$150 per meeting.

**ATTACHMENT I TO RESOLUTION NO. 2019/12**  
**CONTRA COSTA COUNTY BOARD OF SUPERVISORS COMMITTEE ASSIGNMENTS**  
**(Sorted by Committee Type)**

<u>Type*</u>	<u>Committee Name</u>	<u>Term Expiration</u>	<u>2019 Chair Recommendation</u>	<u>Stipend Information</u>
II	Kensington Solid Waste Committee Member	12/31/2019	John Gioia	NO STIPEND
II	Kensington Solid Waste Committee Alternate	12/31/2019	Kate Rauch	NO STIPEND
II	Medical Services Joint Conference Committee, Chair	12/31/2019	Federal Glover	NO STIPEND
II	Medical Services Joint Conference Committee, Vice Chair	12/31/2019	John Gioia	NO STIPEND
II	North Richmond Waste and Recovery Mitigation Fee Committee	12/31/2019	John Gioia	NO STIPEND
II	North Richmond Waste and Recovery Mitigation Fee Committee, Alternate	12/31/2019	Robert Rogers	NO STIPEND
II	Open Space/Parks & East Bay Regional Parks District Liaison Committee, Chair	12/31/2019	Diane Burgis	NO STIPEND
II	Open Space/Parks & East Bay Regional Parks District Liaison Committee, Vice Chair	12/31/2019	Federal Glover	NO STIPEND
II	Pleasant Hill BART/Contra Costa Centre Joint Powers Authority Board of Trustees	Unspecified	Karen Mitchoff	NO STIPEND
II	Pleasant Hill BART/Contra Costa Centre Joint Powers Authority Board of Trustees	Unspecified	Candace Andersen	NO STIPEND
II	State Route 4 Bypass Authority	12/31/2019	Diane Burgis	NO STIPEND
II	State Route 4 Bypass Authority, Alternate	12/31/2019	Federal Glover	NO STIPEND
II	SWAT (Southwest Area Transportation Committee)	12/31/2019	Candace Andersen	NO STIPEND
II	SWAT, Alternate	12/31/2019	Karen Mitchoff	NO STIPEND
II	TRAFFIX (Measure J Traffic Congestion Relief Agency)	12/31/2019	Candace Andersen	NO STIPEND

**ATTACHMENT I TO RESOLUTION NO. 2019/12**  
**CONTRA COSTA COUNTY BOARD OF SUPERVISORS COMMITTEE ASSIGNMENTS**  
**(Sorted by Committee Type)**

<u>Type*</u>	<u>Committee Name</u>	<u>Term Expiration</u>	<u>2019 Chair Recommendation</u>	<u>Stipend Information</u>
II	TRAFFIX (Measure J Traffic Congestion Relief Agency), Alternate	12/31/2019	Karen Mitchoff	NO STIPEND
II	TRANSPAC (Central County Transportation Partnership and Cooperation)	12/31/2019	Karen Mitchoff	NO STIPEND
II	TRANSPAC, Alternate	12/31/2019	Candace Andersen	NO STIPEND
II	TRANSPLAN (East County Transportation Planning)	12/31/2019	Diane Burgis	NO STIPEND
II	TRANSPLAN, Alternate	12/31/2019	Federal Glover	NO STIPEND
II	Tri-Valley Transportation Council	12/31/2019	Candace Andersen	NO STIPEND
II	WCCTAC (West County Transportation Advisory Committee)	12/31/2019	John Gioia	NO STIPEND
II	WCCTAC, Alternate	12/31/2019	Federal Glover	NO STIPEND
II	West Contra Costa Integrated Waste Management Authority	Unspecified	John Gioia	STIPEND of \$50 per meeting.
II	West Contra Costa Integrated Waste Management Authority, Alternate	Unspecified	Federal Glover	STIPEND of \$50 per meeting.
III	Contra Costa Transportation Authority Board of Commissioners (Seat 1)	1/31/2021	Federal D. Glover	STIPEND of \$100 per meeting; up to \$400 month
III	Contra Costa Transportation Authority Board of Commissioners, Alternate (Seat 1)	1/31/2021	Candace Andersen	STIPEND of \$100 per meeting; up to \$400 month
III	Contra Costa Transportation Authority Board of Commissioners, Second Alternate (Seat 1)	1/31/2021	John Gioia	STIPEND of \$100 per meeting; up to \$400 month
III	Contra Costa Transportation Authority Board of Commissioners, Third Alternate (Seat 1)	1/31/2021	Diane Burgis	STIPEND of \$100 per meeting; up to \$400 month
III	Contra Costa Transportation Authority Board of Commissioners (Seat 2)	1/31/2020	Karen Mitchoff	STIPEND of \$100 per meeting; up to \$400 month

**ATTACHMENT I TO RESOLUTION NO. 2019/12**  
**CONTRA COSTA COUNTY BOARD OF SUPERVISORS COMMITTEE ASSIGNMENTS**  
**(Sorted by Committee Type)**

<u>Type*</u>	<u>Committee Name</u>	<u>Term Expiration</u>	<u>2019 Chair Recommendation</u>	<u>Stipend Information</u>
III	Contra Costa Transportation Authority Board of Commissioners, Alternate (Seat 2)	1/31/2020	John Gioia	STIPEND of \$100 per meeting; up to \$400 month
III	Tri Delta Transit Authority, Board of Directors (Seat 1)	12/31/2020	Federal Glover	STIPEND of \$100/month
IV	ABAG Finance Authority for Nonprofit Corporations Board of Directors and its Executive Committee	12/31/2019	Karen Mitchoff	NO STIPEND
IV	ABAG Finance Authority for Nonprofit Corporations Board of Directors and its Executive Committee, First Alternate	12/31/2019	Candace Andersen	NO STIPEND
IV	ABAG Finance Authority for Nonprofit Corporations Board of Directors and its Executive Committee, Second Alternate	12/31/2019	Russell Watts	NO STIPEND
IV	ABAG General Assembly	12/31/2019	Karen Mitchoff	NO STIPEND
IV	ABAG General Assembly, Alternate	12/31/2019	Diane Burgis	NO STIPEND
IV	ABAG Regional Planning Committee	Unspecified	Karen Mitchoff	STIPEND of \$150 per meeting.
IV	Bay Conservation & Development Commission	Unspecified	John Gioia	STIPEND of \$100 per meeting; max of 4 meetings.
IV	Bay Conservation & Development Commission, Alternate	Unspecified	Federal Glover	STIPEND of \$100 per meeting; max of 4 meetings.
IV	Contra Costa Countywide Redevelopment Successor Agency Oversight Board	Unspecified	Federal Glover	NO STIPEND
IV	Contra Costa Countywide Redevelopment Successor Agency Oversight Board	Unspecified	Karen Mitchoff	NO STIPEND
IV	Delta Diablo Sanitation District Governing Board	12/31/2019	Federal Glover	STIPEND of \$170 per meeting; max of 6 meetings.
IV	Delta Diablo Sanitation District Governing Board, Alternate	12/31/2019	Karen Mitchoff	STIPEND of \$170 per meeting; max of 6 meetings.
IV	Delta Protection Commission	12/31/2019	Diane Burgis	NO STIPEND

**ATTACHMENT I TO RESOLUTION NO. 2019/12**  
**CONTRA COSTA COUNTY BOARD OF SUPERVISORS COMMITTEE ASSIGNMENTS**  
**(Sorted by Committee Type)**

<u>Type*</u>	<u>Committee Name</u>	<u>Term Expiration</u>	<u>2019 Chair Recommendation</u>	<u>Stipend Information</u>
IV	Delta Protection Commission, Alternate	12/31/2019	Karen Mitchoff	NO STIPEND
IV	Law Library Board of Trustees	12/31/2019	Nolan Armstrong	NO STIPEND
IV	Mental Health Commission	12/31/2019	Diane Burgis	NO STIPEND
IV	Mental Health Commission, Alternate	12/31/2019	Candace Andersen	NO STIPEND
III	Metropolitan Transportation Commission	2/1/2023	Federal Glover	STIPEND of \$100/meeting; up to \$500/month per agency.
IV	Sacramento-San Joaquin Delta Conservancy Board	Unspecified	Karen Mitchoff	NO STIPEND
IV	Sacramento-San Joaquin Delta Conservancy Board, Alternate	Unspecified	Diane Burgis	NO STIPEND
V	Childhood Asthma Ad Hoc Committee, Chair	Unspecified	John Gioia	NO STIPEND
V	Childhood Asthma Ad Hoc Committee, Vice Chair	Unspecified	Federal Glover	NO STIPEND
V	Industrial Safety Ordinance/Community Warning System Ad Hoc Committee	Unspecified	John Gioia	NO STIPEND
V	Industrial Safety Ordinance/Community Warning System Ad Hoc Committee	Unspecified	Federal Glover	NO STIPEND
V	Northern Waterfront Economic Development Ad Hoc Committee	Unspecified	Federal Glover	NO STIPEND
V	Northern Waterfront Economic Development Ad Hoc Committee	Unspecified	Diane Burgis	NO STIPEND

**ATTACHMENT I TO RESOLUTION NO. 2019/12**  
**CONTRA COSTA COUNTY BOARD OF SUPERVISORS COMMITTEE ASSIGNMENTS**  
**(Sorted Alphabetically by Committee)**

<u>Type*</u>	<u>Committee Name</u>	<u>Term Expiration</u>	<u>2019 Chair Recommendation</u>	<u>Stipend Information</u>
IV	ABAG Finance Authority for Nonprofit Corporations Board of Directors and its Executive Committee	12/31/2019	Karen Mitchoff	NO STIPEND
IV	ABAG Finance Authority for Nonprofit Corporations Board of Directors and its Executive Committee, First Alternate	12/31/2019	Candace Andersen	NO STIPEND
IV	ABAG Finance Authority for Nonprofit Corporations Board of Directors and its Executive Committee, Second Alternate	12/31/2019	Russell Watts	NO STIPEND
IV	ABAG General Assembly	12/31/2019	Karen Mitchoff	NO STIPEND
IV	ABAG General Assembly, Alternate	12/31/2019	Diane Burgis	NO STIPEND
IV	ABAG Regional Planning Committee	Unspecified	Karen Mitchoff	STIPEND of \$150 per meeting.
I	Airport Committee, Chair	12/31/2019	Diane Burgis	NO STIPEND
I	Airport Committee, Vice Chair	12/31/2019	Karen Mitchoff	NO STIPEND
II	Bay Area Counties Caucus	12/31/2019	Karen Mitchoff	NO STIPEND
II	Bay Area Counties Caucus, Alternate	12/31/2019	Candace Andersen	NO STIPEND
II	Bay Area Regional Interoperable Communications System (BayRICS) Authority	12/31/2019	Mike Casten	NO STIPEND
IV	Bay Conservation & Development Commission	Unspecified	John Gioia	STIPEND of \$100 per meeting; max of 4 meetings.
IV	Bay Conservation & Development Commission, Alternate	Unspecified	Federal Glover	STIPEND of \$100 per meeting; max of 4 meetings.
II	BayRICS Authority, Alternate	12/31/2019	Elise Warren	NO STIPEND
II	California Identification System Remote Access Network Board (Cal-ID RAN Board)	12/31/2019	Diane Burgis	NO STIPEND

**ATTACHMENT I TO RESOLUTION NO. 2019/12**  
**CONTRA COSTA COUNTY BOARD OF SUPERVISORS COMMITTEE ASSIGNMENTS**  
**(Sorted Alphabetically by Committee)**

<u>Type*</u>	<u>Committee Name</u>	<u>Term Expiration</u>	<u>2019 Chair Recommendation</u>	<u>Stipend Information</u>
II	Central Contra Costa Solid Waste Authority	Unspecified	Candace Andersen	STIPEND of \$50/meeting; max of 2 paid/month
II	Central Contra Costa Solid Waste Authority	Unspecified	Karen Mitchoff	STIPEND of \$50/meeting; max of 2 paid/month
V	Childhood Asthma Ad Hoc Committee, Chair	Unspecified	John Gioia	NO STIPEND
V	Childhood Asthma Ad Hoc Committee, Vice Chair	Unspecified	Federal Glover	NO STIPEND
IV	Contra Costa Countywide Redevelopment Successor Agency Oversight Board	Unspecified	Federal Glover	NO STIPEND
IV	Contra Costa Countywide Redevelopment Successor Agency Oversight Board	Unspecified	Karen Mitchoff	NO STIPEND
II	Contra Costa Family Justice Alliance	12/31/2020	Diane Burgis	NO STIPEND
II	Contra Costa Health Plan Joint Conference Committee	12/31/2019	Diane Burgis	NO STIPEND
II	Contra Costa Health Plan Joint Conference Committee	12/31/2019	Federal Glover	NO STIPEND
III	Contra Costa Transportation Authority Board of Commissioners (Seat 1)	1/31/2021	Federal D. Glover	STIPEND of \$100 per meeting; up to \$400 month
III	Contra Costa Transportation Authority Board of Commissioners (Seat 2)	1/31/2020	Karen Mitchoff	STIPEND of \$100 per meeting; up to \$400 month
III	Contra Costa Transportation Authority Board of Commissioners, Alternate (Seat 1)	1/31/2021	Candace Andersen	STIPEND of \$100 per meeting; up to \$400 month
III	Contra Costa Transportation Authority Board of Commissioners, Alternate (Seat 2)	1/31/2020	John Gioia	STIPEND of \$100 per meeting; up to \$400 month
III	Contra Costa Transportation Authority Board of Commissioners, Second Alternate (Seat 1)	1/31/2021	John Gioia	STIPEND of \$100 per meeting; up to \$400 month

**ATTACHMENT I TO RESOLUTION NO. 2019/12**  
**CONTRA COSTA COUNTY BOARD OF SUPERVISORS COMMITTEE ASSIGNMENTS**  
**(Sorted Alphabetically by Committee)**

<u>Type*</u>	<u>Committee Name</u>	<u>Term Expiration</u>	<u>2019 Chair Recommendation</u>	<u>Stipend Information</u>
III	Contra Costa Transportation Authority Board of Commissioners, Third Alternate (Seat 1)	1/31/2021	Diane Burgis	STIPEND of \$100 per meeting; up to \$400 month
IV	Delta Diablo Sanitation District Governing Board	12/31/2019	Federal Glover	STIPEND of \$170 per meeting; max of 6 meetings.
IV	Delta Diablo Sanitation District Governing Board, Alternate	12/31/2019	Karen Mitchoff	STIPEND of \$170 per meeting; max of 6 meetings.
IV	Delta Protection Commission	12/31/2019	Diane Burgis	NO STIPEND
IV	Delta Protection Commission, Alternate	12/31/2019	Karen Mitchoff	NO STIPEND
II	Dougherty Valley Oversight Committee	12/31/2019	Diane Burgis	NO STIPEND
II	Dougherty Valley Oversight Committee	12/31/2019	Candace Andersen	NO STIPEND
II	East Bay Regional Communication System (EBRCS) Authority Governing Board	12/31/2019	Candace Andersen	NO STIPEND
II	East Bay Regional Communication System (EBRCS) Authority Governing Board, Alternate	12/31/2019	Karen Mitchoff	NO STIPEND
II	East Contra Costa County Habitat Conservancy, Governing Board	12/31/2019	Diane Burgis	NO STIPEND
II	East Contra Costa County Habitat Conservancy, Governing Board, Alternate	12/31/2019	Federal Glover	NO STIPEND
II	East Contra Costa Regional Fee & Finance Authority	12/31/2019	Diane Burgis	NO STIPEND
II	East Contra Costa Regional Fee & Finance Authority, Alternate	12/31/2019	Federal Glover	NO STIPEND
II	East County Water Management Association	12/31/2020	Diane Burgis	STIPEND of \$170/meeting; max 6 per month
II	East County Water Management Association, Alternate	12/31/2020	Federal Glover	STIPEND of \$170/meeting; max 6 per month



**ATTACHMENT I TO RESOLUTION NO. 2019/12**  
**CONTRA COSTA COUNTY BOARD OF SUPERVISORS COMMITTEE ASSIGNMENTS**  
**(Sorted Alphabetically by Committee)**

<u>Type*</u>	<u>Committee Name</u>	<u>Term Expiration</u>	<u>2019 Chair Recommendation</u>	<u>Stipend Information</u>
II	eBART (Bay Area Rapid Transit) Partnership Policy Advisory Committee	12/31/2019	Federal Glover	NO STIPEND
II	eBART (Bay Area Rapid Transit) Partnership Policy Advisory Committee	12/31/2019	Diane Burgis	NO STIPEND
I	Family & Human Services Committee, Chair	12/31/2019	Candace Andersen	NO STIPEND
I	Family & Human Services Committee, Vice Chair	12/31/2019	John Gioia	NO STIPEND
I	Finance Committee, Chair	12/31/2019	Karen Mitchoff	NO STIPEND
I	Finance Committee, Vice Chair	12/31/2019	John Gioia	NO STIPEND
II	First 5 Children and Families Commission Alternate Member	12/31/2019	Candace Andersen	NO STIPEND
II	First 5 Children and Families Commission Member	12/31/2019	Diane Burgis	NO STIPEND
II	Hazardous Waste Management Facility Allocation Committee	Unspecified	Candace Andersen	STIPEND of \$150 per meeting.
II	Hazardous Waste Management Facility Allocation Committee, Alternate	Unspecified	Karen Mitchoff	STIPEND of \$150 per meeting.
I	Hiring Outreach & Oversight Committee, Chair	12/31/2019	Federal Glover	NO STIPEND
I	Hiring Outreach & Oversight Committee, Vice-Chair	12/31/2019	Candace Andersen	NO STIPEND
V	Industrial Safety Ordinance/Community Warning System Ad Hoc Committee	Unspecified	John Gioia	NO STIPEND
V	Industrial Safety Ordinance/Community Warning System Ad Hoc Committee	Unspecified	Federal Glover	NO STIPEND
I	Internal Operations Committee, Chair	12/31/2019	Diane Burgis	NO STIPEND

Note: Type I: Internal Standing Committees; Type II: Internal Appointments; Type III: Regional Appointments; Type IV: Special/Restricted Appointments; Type V: Ad Hoc Committees

**ATTACHMENT I TO RESOLUTION NO. 2019/12**  
**CONTRA COSTA COUNTY BOARD OF SUPERVISORS COMMITTEE ASSIGNMENTS**  
**(Sorted Alphabetically by Committee)**

<u>Type*</u>	<u>Committee Name</u>	<u>Term Expiration</u>	<u>2019 Chair Recommendation</u>	<u>Stipend Information</u>
I	Internal Operations Committee, Vice Chair	12/31/2019	Candace Andersen	NO STIPEND
II	Kensington Solid Waste Committee Member	12/31/2019	John Gioia	NO STIPEND
II	Kensington Solid Waste Committee Alternate	12/31/2019	Kate Rauch	NO STIPEND
IV	Law Library Board of Trustees	12/31/2019	Nolan Armstrong	NO STIPEND
I	Legislation Committee, Chair	12/31/2019	Diane Burgis	NO STIPEND
I	Legislation Committee, Vice Chair	12/31/2019	Karen Mitchoff	NO STIPEND
II	Medical Services Joint Conference Committee, Chair	12/31/2019	Federal Glover	NO STIPEND
II	Medical Services Joint Conference Committee, Vice Chair	12/31/2019	John Gioia	NO STIPEND
IV	Mental Health Commission	12/31/2019	Diane Burgis	NO STIPEND
IV	Mental Health Commission, Alternate	12/31/2019	Candace Andersen	NO STIPEND
III	Metropolitan Transportation Commission	2/1/2023	Federal Glover	STIPEND of \$100/meeting; up to \$500/month per agency.
II	North Richmond Waste and Recovery Mitigation Fee Committee	12/31/2019	John Gioia	NO STIPEND
II	North Richmond Waste and Recovery Mitigation Fee Committee, Alternate	12/31/2019	Robert Rogers	NO STIPEND
V	Northern Waterfront Economic Development Ad Hoc Committee	Unspecified	Federal Glover	NO STIPEND
V	Northern Waterfront Economic Development Ad Hoc Committee	Unspecified	Diane Burgis	NO STIPEND

**ATTACHMENT I TO RESOLUTION NO. 2019/12**  
**CONTRA COSTA COUNTY BOARD OF SUPERVISORS COMMITTEE ASSIGNMENTS**  
**(Sorted Alphabetically by Committee)**

<u>Type*</u>	<u>Committee Name</u>	<u>Term Expiration</u>	<u>2019 Chair Recommendation</u>	<u>Stipend Information</u>
II	Open Space/Parks & East Bay Regional Parks District Liaison Committee, Chair	12/31/2019	Diane Burgis	NO STIPEND
II	Open Space/Parks & East Bay Regional Parks District Liaison Committee, Vice Chair	12/31/2019	Federal Glover	NO STIPEND
II	Pleasant Hill BART/Contra Costa Centre Joint Powers Authority Board of Trustees	Unspecified	Karen Mitchoff	NO STIPEND
II	Pleasant Hill BART/Contra Costa Centre Joint Powers Authority Board of Trustees	Unspecified	Candace Andersen	NO STIPEND
I	Public Protection, Chair	12/31/2019	John Gioia	NO STIPEND
I	Public Protection, Vice Chair	12/31/2019	Federal Glover	NO STIPEND
IV	Sacramento-San Joaquin Delta Conservancy Board	Unspecified	Karen Mitchoff	NO STIPEND
IV	Sacramento-San Joaquin Delta Conservancy Board, Alternate	Unspecified	Diane Burgis	NO STIPEND
II	State Route 4 Bypass Authority	12/31/2019	Diane Burgis	NO STIPEND
II	State Route 4 Bypass Authority, Alternate	12/31/2019	Federal Glover	NO STIPEND
I	Sustainability Committee, Chair	12/31/2019	John Gioia	NO STIPEND
I	Sustainability Committee, Vice Chair	12/31/2019	Federal Glover	NO STIPEND
II	SWAT (Southwest Area Transportation Committee)	12/31/2019	Candace Andersen	NO STIPEND
II	SWAT, Alternate	12/31/2019	Karen Mitchoff	NO STIPEND
II	TRAFFIX (Measure J Traffic Congestion Relief Agency)	12/31/2019	Candace Andersen	NO STIPEND

**ATTACHMENT I TO RESOLUTION NO. 2019/12**  
**CONTRA COSTA COUNTY BOARD OF SUPERVISORS COMMITTEE ASSIGNMENTS**  
**(Sorted Alphabetically by Committee)**

<u>Type*</u>	<u>Committee Name</u>	<u>Term Expiration</u>	<u>2019 Chair Recommendation</u>	<u>Stipend Information</u>
II	TRAFFIX (Measure J Traffic Congestion Relief Agency), Alternate	12/31/2019	Karen Mitchoff	NO STIPEND
II	TRANSPAC (Central County Transportation Partnership and Cooperation)	12/31/2019	Karen Mitchoff	NO STIPEND
II	TRANSPAC, Alternate	12/31/2019	Candace Andersen	NO STIPEND
II	TRANSPLAN (East County Transportation Planning)	12/31/2019	Diane Burgis	NO STIPEND
II	TRANSPLAN, Alternate	12/31/2019	Federal Glover	NO STIPEND
I	Transportation, Water & Infrastructure Committee, Chair	12/31/2019	Karen Mitchoff	NO STIPEND
I	Transportation, Water & Infrastructure Committee, Vice Chair	12/31/2019	Candace Andersen	NO STIPEND
III	Tri Delta Transit Authority, Board of Directors (Seat 1)	12/31/2020	Federal Glover	STIPEND of \$100/month
II	Tri-Valley Transportation Council	12/31/2019	Candace Andersen	NO STIPEND
II	WCCTAC (West County Transportation Advisory Committee)	12/31/2019	John Gioia	NO STIPEND
II	WCCTAC, Alternate	12/31/2019	Federal Glover	NO STIPEND
II	West Contra Costa Integrated Waste Management Authority	Unspecified	John Gioia	STIPEND of \$50 per meeting.
II	West Contra Costa Integrated Waste Management Authority, Alternate	Unspecified	Federal Glover	STIPEND of \$50 per meeting.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: January 15, 2019

Subject: ADOPT Resolution No. 2019/3 to summarily vacate excess right of way of a portion of Brookside Drive, North Richmond area.

**RECOMMENDATION(S):**

ADOPT Resolution No. 2019/3 to summarily vacate excess right of way of a portion of Brookside Drive no longer required for street or highway purposes, pursuant to the Streets and Highways Code Section 8334(a). A description of the area to be vacated is attached to the Resolution as Exhibit "A" and Exhibit "B" located in the unincorporated North Richmond area. (Project No.: WL72 RP - DP1503040) [CP# 18-34]

DETERMINE that the proposed vacation is not subject to the California Environmental Quality Act (CEQA), pursuant to Article 5, Section 15061 (b)(3) of the CEQA Guidelines, and

DIRECT the Director of Department of Conservation and Development (DCD) to file a Notice of Exemption with the County Clerk, and

AUTHORIZE the Public Works Director to arrange for payment of a \$50.00 fee to the County Clerk for filing and \$25.00 fee to DCD for processing the Notice of Exemption.

DIRECT the Real Estate Division to record a certified copy of the Board Order and Resolution in the office of the County Clerk-Recorder.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Michael Serrano (925)  
957-2489

cc:

RECOMMENDATION(S): (CONT'D)

FISCAL IMPACT:

100% Developer Fees

BACKGROUND:

Portions of excess right of way along Brookside Drive in unincorporated North Richmond have been superseded due to realignment of the roadway for safety purposes. The owner has requested the County vacate the areas no longer needed for road right of way which are encumbering portions of his parcels identified as Assessor's Parcel numbers 409-320-034 and 035 in North Richmond in order to obtain a permit approval for the expansion of a factory located on site. For these reasons, Public Works Department staff recommends that the Board of Supervisors convey the excess road right of way along Brookside Drive and reserve an easement for the existing utilities, as described in the attached resolution of vacation.

CONSEQUENCE OF NEGATIVE ACTION:

The County may be responsible for the ongoing maintenance of this excess right of way.

AGENDA ATTACHMENTS

Resolution No. 2019/3

CEQA

Exhibit A and B

MINUTES ATTACHMENTS

Signed: Resolution No. 2019/03

Recorded at the request of: Contra Costa County

Return To: Public Works Real Estate, Michael Serrano

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

**Adopted this Resolution on 01/15/2019 by the following vote:**

**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

**NO:** ☐

**ABSENT:** ☐

**ABSTAIN:** ☐

**RECUSE:** ☐

Resolution No. 2019/3

IN THE MATTER OF: ADOPT Resolution No. 2019/3 to summarily vacate excess right of way of a portion of Brookside Drive encumbering portions of APN Nos. 409-320-034 and 409-320-035 and identified as 775 Brookside Drive, North Richmond Area, District I. Project No.: WL72RP- DP1503001

WHEREAS, Contra Costa County (County) no longer requires the area of Brookside Drive accepted and declared a public highway on December 3, 1900 which encumbers portions of Assessor's Parcel Nos. 409-320-034 and 409-320-035 and identified as 775 Brookside Drive due to realignment of the roadway for safety purposes.

The easement is more particularly described in the property description and plat map that is attached hereto as Exhibit "A" and Exhibit "B" which is incorporated herein by reference.

WHEREAS, this termination request is for an excess right of way of a street or highway not required for street or highway purposes (S&H Code Section 8334(a)).

WHEREAS, Public Works Department staff has concluded that it can be seen with certainty that there is no possibility that vacating the described area identified in Exhibit "A" may have a significant adverse effect on the environment.

NOW, THEREFORE, IT IS RESOLVED by the Board of Supervisors of Contra Costa County that:

The area described and depicted in Exhibit "A" and Exhibit "B" attached hereto and incorporated herein by reference, is hereby summarily VACATED, pursuant to Division 9, Chapter 4 of the Streets and Highways Code and DETERMINE that this vacation request is for an excess right of way of a street or highway not required for street or highway purposes pursuant to S&H Code Section 8334(a).

The Board FINDS that the County has not expended County funds to maintain or improve the easement, and it is in the best interest of the County and the public that the easement be terminated.

The Board FINDS that terminating and abandoning the easement will not have a significant effect on the environment and is not subject to the California Environmental Quality Act (CEQA) pursuant to Article 5, section 15061(b)(3) of the CEQA Guidelines.

The Board DECLARES that the hereinabove described proposed vacation area is HEREBY ORDERED VACATED subject to any reservation and exception described in Exhibit "A." From and after the date that this resolution is adopted, the area vacated

no longer constitutes a public highway.

The Board DIRECTS the Public Works Director, or designee, to cause a certified copy of this Resolution to be recorded in the office of the County Clerk-Recorder.

**Contact:** Michael Serrano (925) 957-2489

I hereby certify that this 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: January 15, 2019**

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

By: Stacey M. Boyd, Deputy

**cc:**



**DETERMINATION THAT AN ACTIVITY  
IS EXEMPT FROM THE  
CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)**

ACTIVITY NO.: DP15-3001, CP#18-34

ACTIVITY NAME: Vacate and Quitclaim right-of-way at Brookside Drive for the  
Nanawall project

PREPARED BY: Sandeep Singh

DATE: October 1, 2018

**This activity is not subject to the California Environmental Quality Act (CEQA) pursuant to Article 5, Section 15061 (b) (3) of the CEQA Guidelines.**

It can be seen with certainty that there is no possibility that the activity may have a significant adverse effect on the environment.

**DESCRIPTION OF THE ACTIVITY:**

The activity is for Contra Costa County (County) to quitclaim and vacate right-of-way that fronts the Nanawall project located adjacent and to the west of 775 Brookside Drive, North Richmond area. The vacation and quitclaim are needed in order to have a consistent right-of-way boundary at the project frontage. The rights to the real property being vacated and quitclaimed are not need by the County.

Nanawall, owned by Seaver Enterprises, is the owner of a factory located at 775 Brookside Drive (APN 409-320-034). Nanawall is developing an expansion factory at the parcel adjacent to and west of 775 Brookside Drive (APN 409-320-035). The development permit for the project (DP15-3001), was issued effective April 14, 2017. The Brookside Drive right-of-way was previously established by Record of Survey (RS 3658, recorded August 28, 2014).

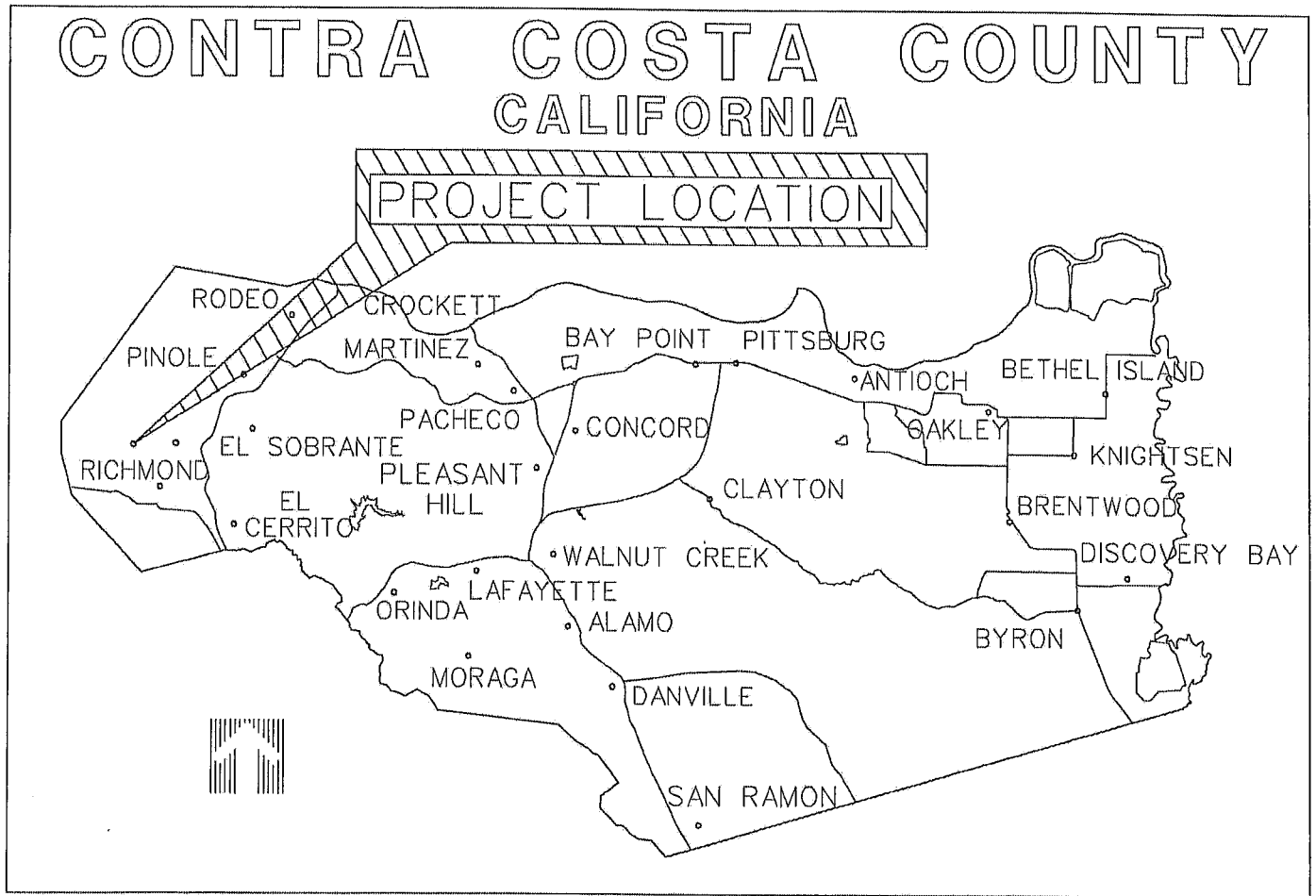
This CEQA documentation covers the quitclaim and vacation. The parcel owner(s) and/or developer will be responsible for CEQA analysis as well as obtaining any applicable local, State, or federal regulatory permits for subsequent activities subject to CEQA review.

**LOCATION:** This activity is located adjacent and to the west of 775 Brookside Drive in unincorporated North Richmond. (Figures 1 – 4)

REVIEWED BY: Claudia Umbaling for DATE: 10-1-18  
Avé Brown  
Principal Environmental Analyst  
Environmental Services Division  
Contra Costa County Public Works Department

APPROVED BY: Jason B. Moore DATE: 10-10-18  
Department of Conservation and  
Development Representative

Figure 1



## LOCATION MAP

NO SCALE



Figure 2

588

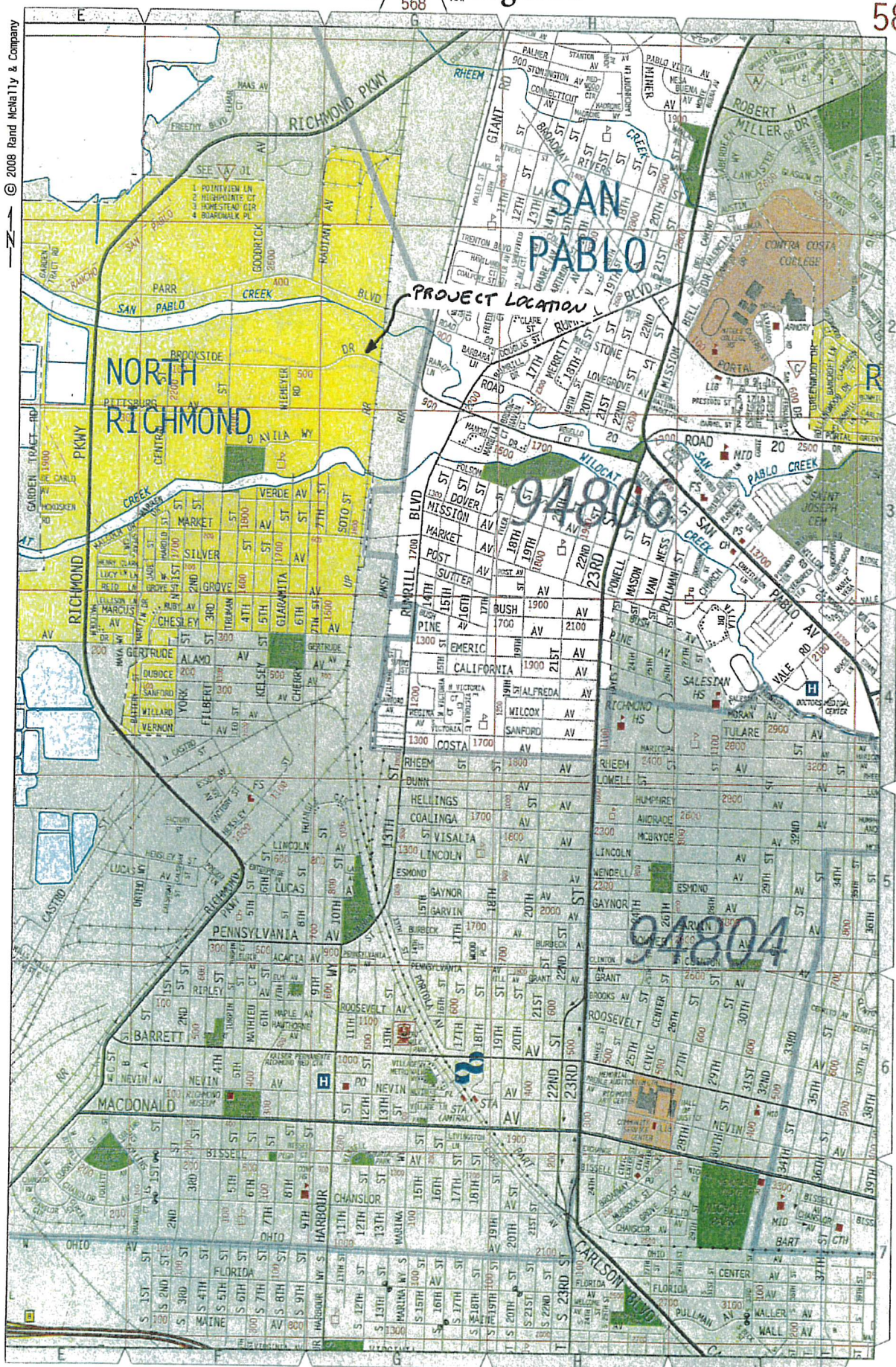
CONTRA COSTA

SEE 589 MAP

SEE 608 MAP

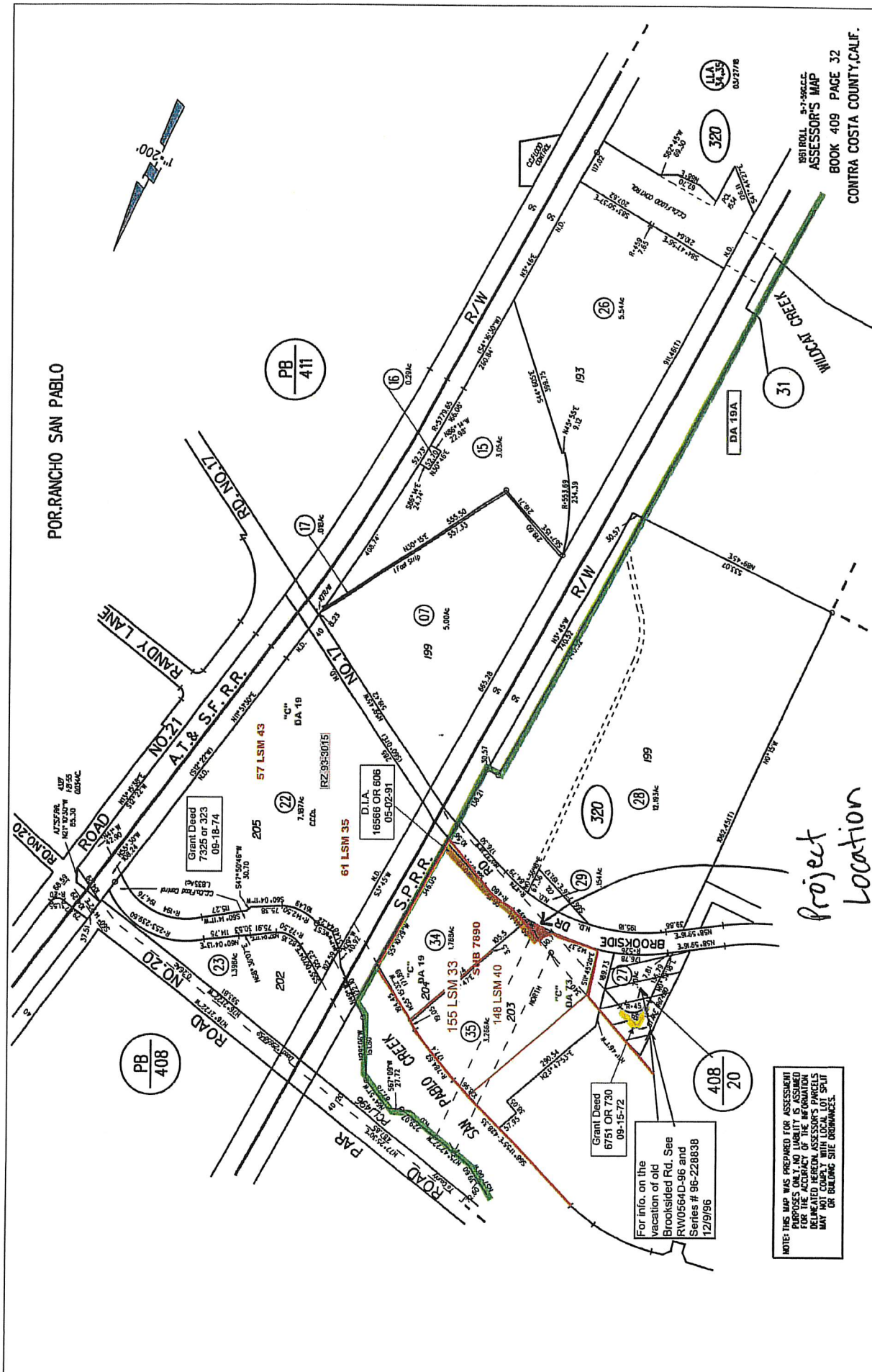
0 .125 .25 .375 .5 miles 1 in. = 1900 ft.

© 2008 Rand McNally & Company





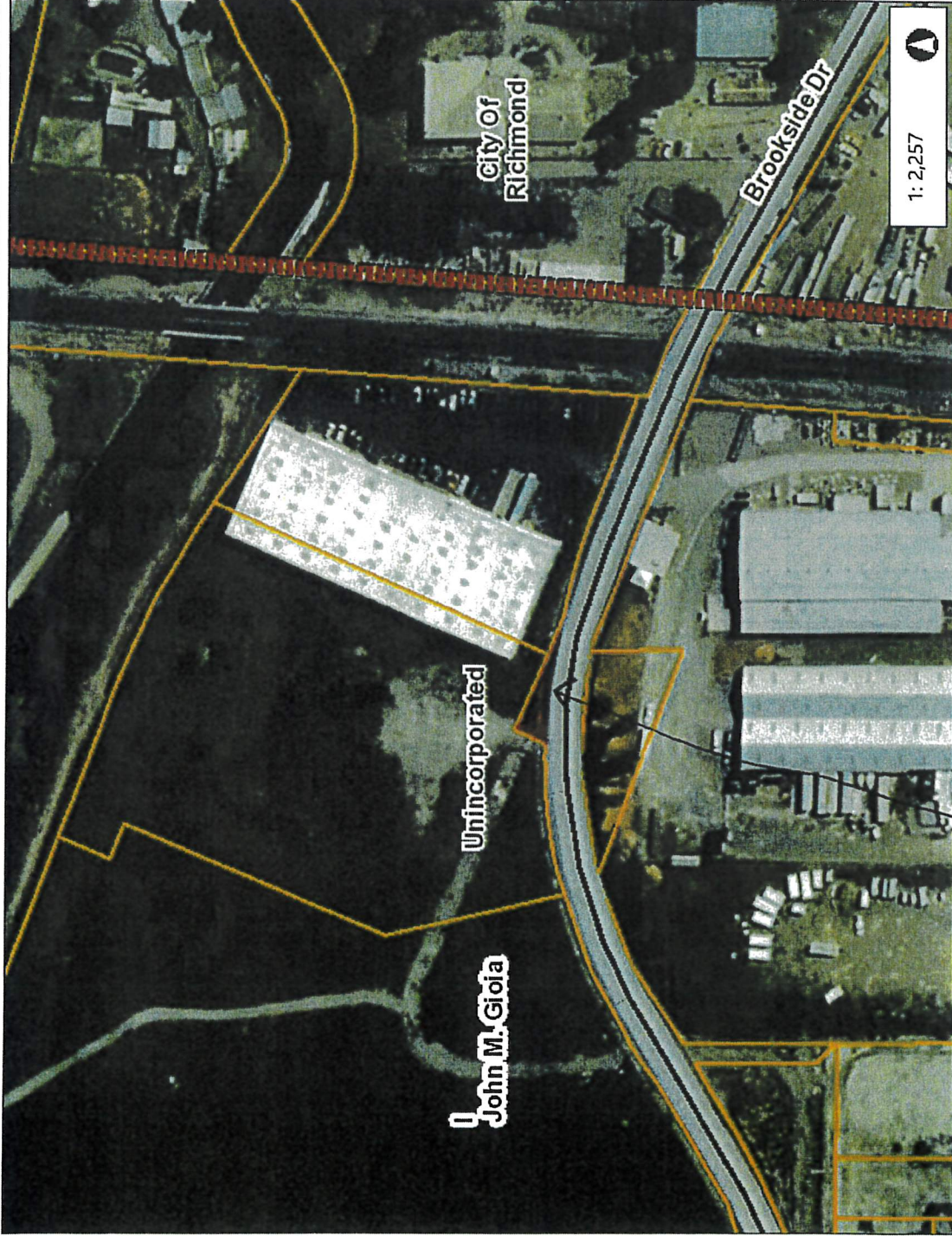
### Figure 3





**Figure 4**

Vacate and Quitclaim right-of-way at Brookside Drive for the Nanawall project



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.  
THIS MAP IS NOT TO BE USED FOR NAVIGATION

0.1 Miles 0.04 Miles 0

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

*Project Location*



- Legend**
- City Limits
  - Unincorporated
  - Highways
  - Highways Bay Area
  - Streets
  - Board of Supervisors' Districts
  - Water Bodies
  - County Boundary
  - Bay Area Counties
  - Assessment Parcels

**Notes**

Contra Costa County -DOIT GIS

CALIFORNIA ENVIRONMENTAL QUALITY ACT  
**Notice of Exemption**

To: ☐ Office of Planning and Research  
P.O. Box 3044, Room 113  
Sacramento, CA 95812-3044

From: Contra Costa County  
Dept. of Conservation & Development  
30 Muir Road  
Martinez, CA 94553

☒ County Clerk  
County of: Contra Costa

Project Title: **Vacate and Quitclaim right-of-way at Brookside Drive for the Nanawall project**  
Proj. No. DP15-3001 CP#18-34

Project Applicant: **Contra Costa County Public Works Department**

Project Location – **Specific: adjacent and to the west of 775 Brookside Drive**

Project Location: **Unincorporated North Richmond**

Project Location – County: **West Contra Costa**

**Description of Nature, Purpose and Beneficiaries of Project:**

The activity is for Contra Costa County (County) to quitclaim and vacate right-of-way that fronts the Nanawall project located adjacent and to the west of 775 Brookside Drive, North Richmond area. The vacation and quitclaim are needed in order to have a consistent right-of-way boundary at the project frontage. The rights to the real property being vacated and quitclaimed are not need by the County.

Nanawall, owned by Seaver Enterprises, is the owner of a factory located at 775 Brookside Drive (APN 409-320-034). Nanawall is developing an expansion factory at the parcel adjacent to and west of 775 Brookside Drive (APN 409-320-035). The development permit for the project (DP15-3001), was issued effective April 14, 2017. The Brookside Drive right-of-way was previously established by Record of Survey (RS 3658, recorded August 28, 2014).

This CEQA documentation covers the quitclaim and vacation. The parcel owner(s) and/or developer will be responsible for CEQA analysis as well as obtaining any applicable local, State, or federal regulatory permits for subsequent activities subject to CEQA review.

Name of Public Agency Approving Project: **Contra Costa County**

Name of Person or Agency Carrying Out Project: **Contra Costa County Public Works Department**

**Exempt Status:**

- |   |   |
|---|---|
| <input type="checkbox"/> Ministerial Project (Sec. 21080(b) (1); 15268;     | <input type="checkbox"/> Categorical Exemption: <u>Class</u> ( )                                    |
| <input type="checkbox"/> Declared Emergency (Sec. 21080(b)(3); 15269(a));   | <input type="checkbox"/> Other Statutory Exemption, Code No.: _____                                 |
| <input type="checkbox"/> Emergency Project (Sec. 21080(b)(4); 15269(b)(c)); | <input checked="" type="checkbox"/> General Rule of Applicability [Article 5, Section 15061 (b)(3)] |

**Reasons why project is exempt:** The project consists of quitclaiming and vacating property that is no longer needed by the County, pursuant to Article 5, Section 15061(b)(3) of the CEQA guidelines.

Lead Agency Contact Person: **Sandeep Singh - Public Works Dept.** Area Code/Telephone/Extension: **(925) 313-2022**

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? ☐ Yes ☐ No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Title: \_\_\_\_\_

☐ Signed by Lead Agency ☐ Signed by Applicant

**AFFIDAVIT OF FILING AND POSTING**

I declare that on \_\_\_\_\_ I received and posted this notice as required by California Public Resources Code Section 21152(c). Said notice will remain posted for 30 days from the filing date.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**Applicant:**

Public Works Department  
255 Glacier Drive  
Martinez, CA 94553  
Attn: **Sandeep Singh**  
Environmental Services Division  
Phone: (925) 313-2022

**Department of Fish and Game Fees Due**

- |   |
|---|
| <input type="checkbox"/> EIR - \$3,168. <sup>00</sup>                 |
| <input type="checkbox"/> Neg. Dec. - \$2,280. <sup>75</sup>           |
| <input type="checkbox"/> DeMinimis Findings - \$0                     |
| <input checked="" type="checkbox"/> County Clerk - \$50               |
| <input checked="" type="checkbox"/> Conservation & Development - \$25 |

**Total Due: \$75.<sup>00</sup>**

Total Paid \$ \_\_\_\_\_

Receipt #: \_\_\_\_\_

## EXHIBIT A

### Vacation of a Portion of Brookside Drive, a Public Street Easement

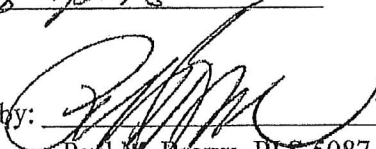
#### Legal Description:

Beginning at a ¾ inch iron pipe tagged LS 5087 marking the southwesterly corner of the lands of Seaver Enterprises, LLC described in that "Lot Line Adjustment Grant Deed" recorded October 16, 2017 under Official Records Document Number 2017-0188864, Contra Costa County Records, as Exhibits C & D; thence from said point of beginning and along the southerly line of said Exhibits C & D, S 66°07'26" E, 41.41 feet; thence leaving said southerly line, N 77°28'51" W, 25.27 feet; thence along the arc of a curve to the left, tangent with the last preceding course, with a radius of 530.00 feet, through a central angle of 8°36'34", an arc length of 79.64 feet, to a ¾ inch iron pipe tagged LS 5087 marking the northeasterly corner of that "Offer of Dedication-Road Purposes" recorded November 16, 2017 under Official Records Document Number 2017-0216664, Contra Costa County Records; thence along the southerly line of the lands of Seaver Enterprises, LLC described in that "Lot Line Adjustment Grant Deed" recorded October 16, 2017 under Official Records Document Number 2017-0188864, Contra Costa County Records, as Exhibits E & F, N 23°47'53" E, 26.46 feet, to a ¾ inch iron pipe tagged LS 5087; thence continuing along said southerly line, S 66°07'26" E, 60.01 feet, to the point of beginning, containing an area of 1,187 square feet, more or less.

RESERVING THEREFROM: Pursuant to the provisions of Section 8340 of the Streets and Highways Code, the easement and right at any time, or from time to time, to construct, enlarge, maintain, operate, replace, remove and renew those existing and in place utilities, as of the date of recording this instrument, in, upon, over and across any highway or part thereof proposed to be vacated, including access to protect the property from all hazards, in, upon, and over the area herein before described to be vacated.

The Basis of Bearings for the above description is S 66°07'26" E, being the bearing of the monumented southerly line of the lands of Seaver Enterprises, LLC described in that "Lot Line Adjustment Grant Deed" recorded October 16, 2017 under Official Records Document Number 2017-0188864, Contra Costa County Records, as Exhibits E & F, and shown on "Record of Survey" filed December 27, 2017 in Book 155 of L.S.M. at Page 33, Contra Costa County Records.

Date: 8-30-18

Prepared by:   
Paul M. Brown, PLS 5087





3/4" Iron Pipe tagged  
LS 5087 as shown on  
"Record of Survey"  
filed December 27,  
2017 in Book 155 of  
L.S.M. at Page 33,  
Contra Costa County  
Records

## Exhibit B

This exhibit is for graphic  
purposes only. Any errors or  
omissions on this exhibit shall  
not affect the deed description.

Scale: 1" = 100'

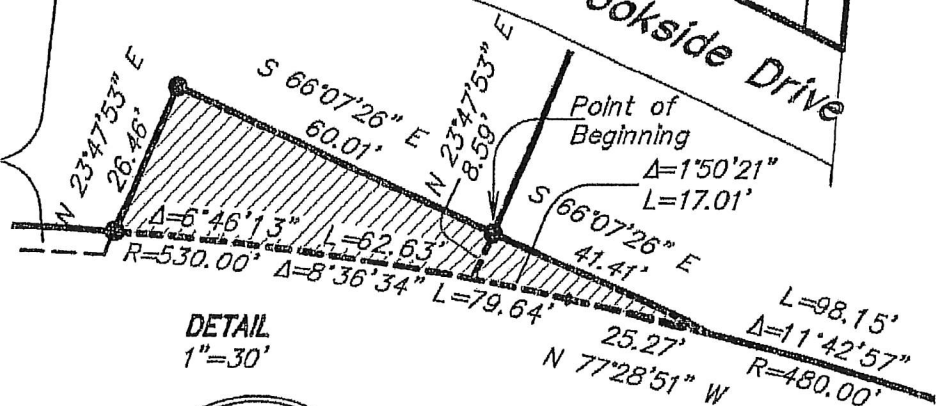
**Seaver Enterprises, LLC**  
DN 2017-0188864  
(Exhibits E & F)  
APN 409-320-035

Quitclaim Deeds (Vacation  
of Street Easement),  
DN 96-228839 &  
DN 97-083905, Contra  
Costa County Records

**Seaver Enterprises, LLC**  
DN 2017-0188864  
(Exhibits C & D)  
APN 409-320-034

See Detail  
Below

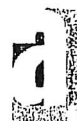
4' Offer of Dedication  
to the County of  
Contra Costa recorded  
November 16, 2017  
under Official Records  
DN 2017-0216664



DETAIL  
1"=30'



## Vacation of Street Easement



**adobe associates, inc.**  
civil engineering | land surveying | wastewater  
1220 N. Dutton, Ave., Santa Rosa, Ca. 95401  
P (707) 541-2300; F (707) 541-2301

Date: 6-30-18  
*Paul M. Brown*  
Paul M. Brown, PLS 5087  
my license expires 6/30/19

Job No. 14038

APN 409-320-034 & 035

August 2018



Recorded at the request of: Contra Costa County

Return To: Public Works Real Estate, Michael Serrano

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

**Adopted this Resolution on 01/15/2019 by the following vote:**

**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

**NO:**



**ABSENT:**



**ABSTAIN:**



**RECUSE:**



Resolution No. 2019/3

IN THE MATTER OF: ADOPT Resolution No. 2019/3 to summarily vacate excess right of way of a portion of Brookside Drive encumbering portions of APN Nos. 409-320-034 and 409-320-035 and identified as 775 Brookside Drive, North Richmond Area, District I. Project No.: WL72RP- DP1503001

WHEREAS, Contra Costa County (County) no longer requires the area of Brookside Drive accepted and declared a public highway on December 3, 1900 which encumbers portions of Assessor's Parcel Nos. 409-320-034 and 409-320-035 and identified as 775 Brookside Drive due to realignment of the roadway for safety purposes.

The easement is more particularly described in the property description and plat map that is attached hereto as Exhibit "A" and Exhibit "B" which is incorporated herein by reference.

WHEREAS, this termination request is for an excess right of way of a street or highway not required for street or highway purposes (S&H Code Section 8334(a)).

WHEREAS, Public Works Department staff has concluded that it can be seen with certainty that there is no possibility that vacating the described area identified in Exhibit "A" may have a significant adverse effect on the environment.

NOW, THEREFORE, IT IS RESOLVED by the Board of Supervisors of Contra Costa County that:

The area described and depicted in Exhibit "A" and Exhibit "B" attached hereto and incorporated herein by reference, is hereby summarily VACATED, pursuant to Division 9, Chapter 4 of the Streets and Highways Code and DETERMINE that this vacation request is for an excess right of way of a street or highway not required for street or highway purposes pursuant to S&H Code Section 8334(a).

The Board FINDS that the County has not expended County funds to maintain or improve the easement, and it is in the best interest of the County and the public that the easement be terminated.

The Board FINDS that terminating and abandoning the easement will not have a significant effect on the environment and is not subject to the California Environmental Quality Act (CEQA) pursuant to Article 5, section 15061(b)(3) of the CEQA Guidelines.

The Board DECLARES that the hereinabove described proposed vacation area is HEREBY ORDERED VACATED subject to any reservation and exception described in Exhibit "A." From and after the date that this resolution is adopted, the area vacated

no longer constitutes a public highway.

The Board DIRECTS the Public Works Director, or designee, to cause a certified copy of this Resolution to be recorded in the office of the County Clerk-Recorder.

**Contact:** Michael Serrano (925) 957-2489

I hereby certify that this 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:** January 15, 2019

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



By: Stacey M. Boyd, Deputy

**cc:**



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: January 15, 2019

Subject: Accept the County's Development Impact Fee Annual Report for fiscal year 2017/2018 for Areas of Benefit, Countywide.

**RECOMMENDATION(S):**

ACCEPT the County's Development Impact Fee Annual Report for fiscal year 2017/2018 for Areas of Benefit (AOB) in unincorporated Contra Costa County, as recommended by the Public Works Director, Countywide.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

Contra Costa County imposes AOB fees on new development within 15 separate AOBs in unincorporated Contra Costa County, pursuant to Government Code sections 66000 through 66025, 66484, and 66484.7. The AOB program is a traffic mitigation fee program imposed to recover new development's proportional share of the costs of transportation improvements required to meet transportation demands within the AOB. The specific transportation improvements required within each AOB, the costs of those improvements, and new development's proportional share of those costs are more particularly described in the most recent Nexus Study report for each AOB. Nexus Studies for all AOBs are on file with the Public Works Department.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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)**

The Public Works Department prepared the attached Development Impact Traffic Fee Annual Report (Report) for fiscal year 2017/2018 to satisfy annual reporting requirements of Government Code section 66006(b)(1) that apply to collection and accounting of AOB fee revenues. The Report was made available at the Clerk of the Board's office at least 15 days before the Board meeting, in accordance with Government Code section 66006(b)(2). Public Works Department staff recommends that the Board accept the Report, make the findings included in the Report based on the information in the Report, and accept the fiscal year 2017/2018 information included in the Report, all in accordance with Government Code section 66006(b).

**CONSEQUENCE OF NEGATIVE ACTION:**

The required findings would not be made and the required information would not be provided at this time.

**ATTACHMENTS**

AB1600 Report

**Development Impact Fee Annual Report**  
**Contra Costa County Areas of Benefit (AOBs)**  
**In Compliance with Mitigation Fee Act/Assembly Bill 1600**  
**Fiscal Year 2017/2018**

## **Table of Contents**

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Fee schedule	
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Project expenditures	
AOB Boundary Map	B

## **Development Impact Fee Annual Report**

### **Contra Costa County Areas of Benefit (AOBs)**

#### **Legal Requirements for Development Impact Fees**

California Government Code Section 66006 provides that each local agency that imposes development impact fees must prepare an annual report that includes specific information about those fees. In addition, Assembly Bill 1600 imposes certain accounting and reporting requirements with respect to the fees collected. The fees, for accounting purposes, must be segregated from the general funds of the County and from other funds or accounts containing fees collected for other improvements. Interest on each development fund must be credited to that fund or account and used only for the purposes for which the fees were collected.

For each separate development impact fund that the local agency maintains, California Government Code Section 66006(b)(1) requires the local agency to make available to the public, within 180 days after the end of each fiscal year, the following information for that fiscal year:

- A. A brief description of the type of fee in the account or fund.
- B. The amount of the fee.
- C. The beginning and ending balance of the account or fund.
- D. The amount of the fees collected and interest earned.
- E. An identification of each public improvement on which fees were expended and the amount of expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with fees.
- F. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement.
- G. A description of each inter-fund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and, in the case of an inter-fund loan, the date on which the loan will be repaid and the rate of interest that the account or fund will receive on the loan.
- H. The amount of refunds made due to sufficient funds being collected to complete financing on incomplete public improvements, and the amount of reallocation of funds made due to administrative costs of refunding unexpended revenues exceeding the amount to be refunded.

## **Area of Benefit**

An "Area of Benefit" (AOB) is a transportation mitigation program related to a specific geographic area of unincorporated Contra Costa County in which the County imposes transportation mitigation fees. This fee is a type of development impact fee on new development to fund new development's share of the transportation improvements required to satisfy transportation demands within that geographic area. (See Gov. Code, §§ 66484, 66484.7.) The County has 15 Areas of Benefit. A map of the Areas of Benefit is included as Attachment B to this report. The current project list for each AOB is included in the most recent development program report for the AOB, a copy of which can be obtained from the Public Works Department.

## **Report Format**

Attachment A to this report is a financial report that provides accounting information for fiscal year 2017/18, as required by Government Code section 66006(b)(1). For the fiscal year the report includes three primary tables: the first table is a "Fee Schedule" Table that identifies the transportation mitigation fees imposed on new development within each Area of Benefit during the fiscal year; the second table is a "Fund Balance" Table that identifies the beginning and ending fund balance, amount of fees collected, total revenue, and total expenditures for each AOB; and the third table is a "Project Expenditures" Table that identifies each project on which fees were expended, the amount of the AOB funds expended on each project, total project expenditures, and percentage of the total project cost funded with AOB fees.

The total project cost listed in the third Table is an estimate and may be modified in future years as a project develops. The initial project estimates developed during the preparation of the Nexus Study are based upon assumptions related to the site conditions. As the project develops and data becomes available related to topography, geometry, soil conditions, environmental studies, drainage studies etc., the cost estimate becomes more refined. At close-out of project construction, the total project cost reflects the actual cost.

The *Other Expenses* column within the Fund Balance/Revenue/Expenditures Table identifies those expenses that are not identified in Table 3 but relate to any of the following activities: overall programming of projects, project development activities prior to issuance of a project specific work order, coordinating with project applicants, preparation of AOB fee calculations, coordination through the Building Permit and Application Center, and accounting administration.

Each of the AOB programs have been evaluated and it has been determined that the purpose still exists for each of the AOB programs. Therefore, the fund balance has not been refunded or re-allocated, but rather efforts continue to move forward towards full implementation of projects within the project lists.



## ATTACHMENT A

Fiscal Year 2017/18

Fee Schedule Table

Fund Balance/Revenue/Expenditures Table

Project Expenditures Table

Fee Schedule FY 17/18 (Start of Fiscal Year)							
		Single Family Residential	Multi Family Residential	Office	Industrial	Commercial	Other*
TRAFFIC FEE AREAS	Fund	(\$/DU)	(\$/DU)	(\$/SF)	(\$/SF)	(\$/SF)	(\$/Peak Hour Trip)
Alamo	1260	\$12,344.00	\$10,282.00	\$11.40	\$11.40	\$11.40	\$12,344.00
Baypoint	1395	\$8,321.00	\$5,076.00	\$3.95	\$2.60	\$4.88	\$8,321.00
Bethel Island	1290	\$1,709.00	\$1,043.00	\$1.97	\$1.55	\$2.44	\$1,709.00
Briones	1241	\$2,300.00	\$1,840.00	\$3.68	\$1.60	\$5.75	\$2,300.00
Central County	1242	\$5,745.00	\$5,106.00	\$9.32	\$4.02	\$10.97	\$5,745.00
Discovery Bay	1390	\$1,594.00	OTHER	OTHER	OTHER	OTHER	\$1,594.00
East County	1282	\$9,305.00	\$5,344.00	\$6.50	\$3.24	\$9.38	\$9,212.00
Hercules/Rodeo/Crockett	1231	\$1,648.00	\$1,319.00	\$2.63	\$1.15	\$4.12	\$1,648.00
Martinez	1240	\$6,324.00	\$5,079.00	\$10.13	\$4.44	\$15.87	\$6,324.00
North Richmond	1234	\$3,761.00	\$3,018.00	OTHER	\$2.63	\$9.53	\$3,761.00
Pacheco	1399	\$990.00	\$990.00	\$3.35	\$1.35	\$2.05	\$990.00
Richmond/EI Sobrante	1394	\$3,178.00	\$2,555.00	\$5.05	OTHER	\$7.93	\$3,178.00
South County	1270	\$3,142.00	\$3,142.00	OTHER	OTHER	OTHER	\$3,142.00
South Walnut Creek	1243	\$7,437.00	\$7,437.00	\$11.89	OTHER	\$14.13	\$7,437.00
West County	1232	\$4,929.00	\$3,945.00	OTHER	OTHER	\$9.41	\$4,929.00

\* "Other" refers to proposed developments which do not fit the traditional land use categories and will be assessed based upon a peak hour trip or dwelling unit equivalent basis.

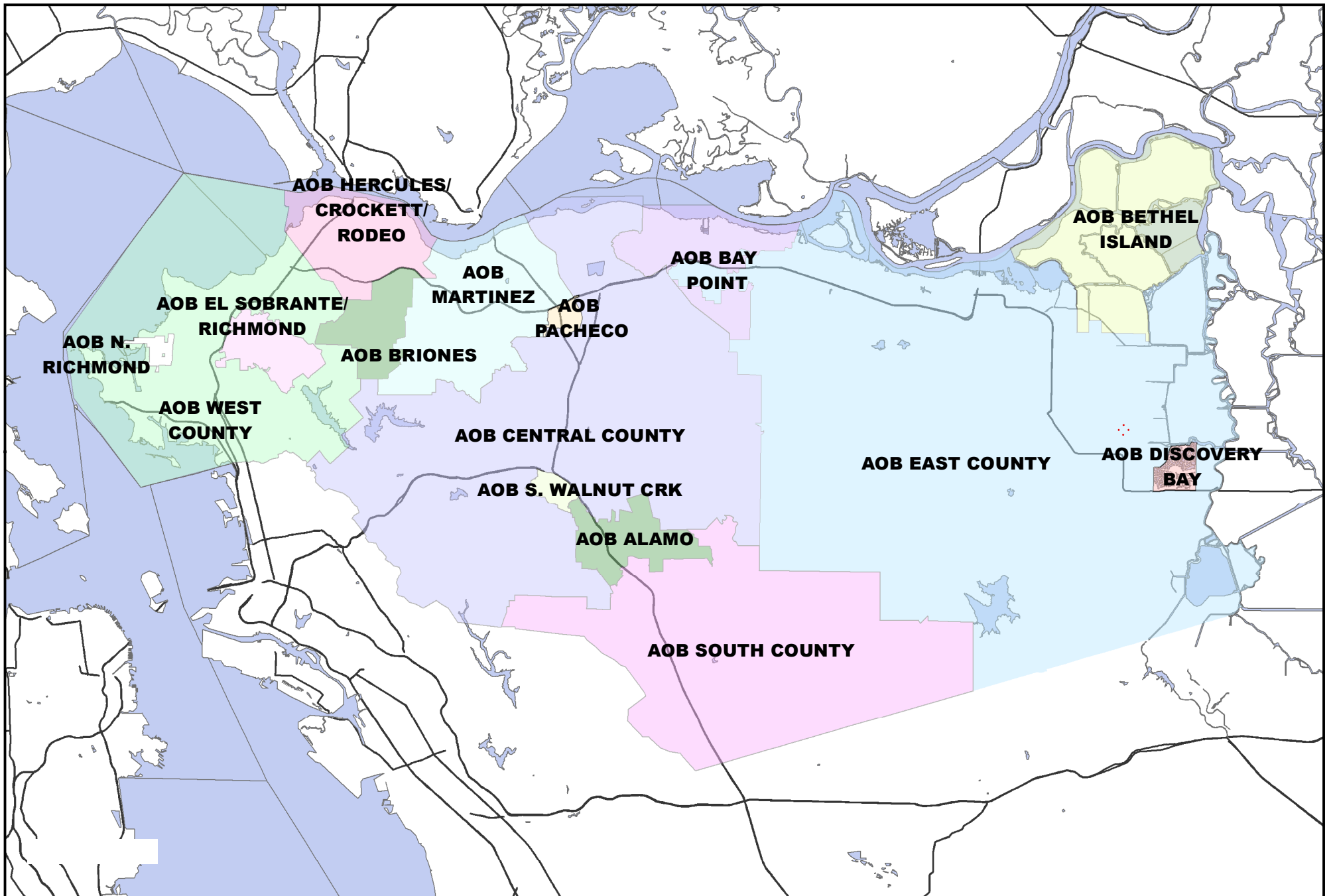
		Fund Balances FY 17/18								
		Beginning	Developer	Interest	Other Revenue	Total	Project	Other	Total	Ending
		Fund Bal	Fees	Income	/ Transfers	Revenue	Expenditures	Expenses	Expenses	Fund Bal
TRAFFIC FEE AREAS	Fund									
Alamo	1260	\$624,690.64	\$134,072.00	\$11,305.89		\$145,377.89	\$24,058.11	\$1,870.74	\$25,928.85	\$744,139.68
Baypoint	1395	\$679,897.33	\$52,229.36	\$13,010.50		\$65,239.86	\$100,000.00	\$720.55	\$100,720.55	\$644,416.64
Bethel Island	1290	\$326,102.55	\$0.00	\$270.75		\$270.75	\$0.00	\$13,340.91	\$13,340.91	\$313,032.39
Briones	1241	\$513,895.57	\$0.00	\$9,078.37		\$9,078.37	\$0.00	\$187.00	\$187.00	\$522,786.94
Central County	1242	\$3,142,437.15	\$146,806.89	\$59,614.66		\$206,421.55	\$0.00	\$26,177.77	\$26,177.77	\$3,322,680.93
Discovery Bay	1390	\$2,766,531.85	\$3,188.00	\$13,885.90	\$223,570.55 <sup>[1]</sup>	\$240,644.45	\$43,599.29	\$2,833,107.96 <sup>[2]</sup>	\$2,876,707.25	\$130,469.05
East County	1282	\$3,341,782.77	\$1,131,985.60	\$60,596.16		\$1,192,581.76	\$334,126.34	\$807.66	\$334,934.00	\$4,199,430.53
Hercules/Rodeo/Crockett	1231	\$46,319.00	\$4,944.00	\$0.00		\$4,944.00	\$0.00	\$47,555.13	\$47,555.13	\$3,707.87
Martinez	1240	\$2,319,639.96	\$48,855.52	\$42,715.25		\$91,570.77	\$12,664.69	\$453.97	\$13,118.66	\$2,398,092.07
North Richmond	1234	\$1,077,690.80	\$1,297,571.80	\$26,060.30		\$1,323,632.10	\$129,696.50	\$125,129.48	\$254,825.98	\$2,146,496.92
Pacheco	1399	\$437,095.60	\$0.00	\$8,344.48		\$8,344.48	\$0.00	\$28,260.75	\$28,260.75	\$417,179.33
Richmond/EI Sobrante	1394	\$366,531.15	\$73,157.00	\$937.19		\$74,094.19	\$0.00	\$86,885.36	\$86,885.36	\$353,739.98
South County	1270	\$2,912,166.37	\$152,756.00	\$54,252.62		\$207,008.62	\$172,976.89	\$19,293.30	\$192,270.19	\$2,926,904.80
South Walnut Creek	1243	\$294,794.09	\$44,726.00	\$18.94		\$44,744.94	\$232,056.00	\$4,504.79	\$236,560.79	\$102,978.24
West County	1232	\$46,009.35	\$44,370.00	\$47.34		\$44,417.34	\$0.00	\$18,125.24	\$18,125.24	\$72,301.45
Traffic AOB Totals		\$18,895,584.18	\$3,134,662.17	\$300,138.35	\$223,570.55	\$3,658,371.07	\$1,049,177.82	\$3,206,420.61	\$4,255,598.43	\$18,298,356.82

<sup>[1]</sup> Error correction - Project Expenditures FY 16/17. This entry reimburses Discovery Bay AOB for erroneous charge in FY16/17

<sup>[2]</sup> Error correction - \$2,765,735.00 in the expenses listed is a refund to Discovery Bay West Trust Account as funds collected from Kiper Development Inc through FY 16/17 were deposited to Discovery Bay AOB in error

Project Expenditures FY 17/18				Traffic Impact Fee Expenditures	Total Project Expenditures All Funding Sources	Traffic Impact Fee Expenditures	Total Estimated Project Expenditures All Funding Sources	Development Fees as Percentage of Total Expenditures	Project Status
TRAFFIC FEE ARI Project #		Project Name	(FY 17/18)	(FY 17/18)	(To Date)			(To Date)	(To Date)
Alamo				Total	\$0.00				
Baypoint	WO4121	Bailey/SR4 Interchange: Pedestrian and Bicycle Improvements	\$100,000.00	\$285,468.68	\$171,698.53	\$5,200,000.00	3%	Construct in 2020	
	WO4141	Rio Vista: Pedestrian Connections		\$340,439.85	\$185,000.00	\$1,200,000.00	15%	Construct in 2018	
	Total		\$100,000.00						
Bethel Island				Total	\$0.00				
Briones				Total	\$0.00				
Central County				Total	\$0.00				
Discovery Bay	WO4147	BYRON HIGHWAY/BYER SAFETY IMPROVEMENT	\$43,599.29	\$90,397.32	\$43,599.29	\$1,600,000.00	3%	Construct in 2020	
	Total		\$43,599.29						
East County	WO4012	Marsh Creek Road: Traffic Safety Improvements	\$54,217.73	\$151,026.47	\$172,352.18	\$1,700,000.00	10%	Construct in 2019	
	WO4094	Byron Highway/Camino Diablo Intersection	\$236,309.32	\$3,426,315.67	\$1,365,000.00	\$5,500,000.00	25%	Construct in 2018	
	WO4147	BYRON HIGHWAY/BYER SAFETY IMPROVEMENT	\$43,599.29	\$90,397.32	\$43,599.29	\$1,600,000.00	3%	Construct in 2020	
	Total		\$334,126.34						
Hercules/ Rodeo/ Crockett				Total	\$0.00				
Martinez	WO4113	Pacheco Boulevard: Improvements Blum	\$12,664.69	\$12,664.69	\$44,731.86	\$150,779.46	30%	Construct in 2025	
	WO4008	Pacheco Boulevard: Gap Closure Phase III		\$313,981.84	\$177,728.16	\$1,200,000.00	15%	Construct in 2018	
	Total		\$12,664.69						
North Richmond	WO4153	Fred Jackson 1st/Last Mile	\$129,696.50	\$129,696.50	\$159,857.52	\$4,700,000.00	3%	Construct in 2020	
	Total		\$129,696.50						
Pacheco				Total	\$0.00				
Richmond/ El Sobrante				Total	\$0.00				
South County	WO4010	Camino Tassajara: Bike Lane Gap Closure	\$172,976.89	\$172,976.89	\$494,217.01	\$3,250,000.00	15%	Construct in 2019	
	Total		\$172,976.89						
South Walnut Creek	WO4016	Tice Valley Linear Park	\$232,056.00	\$249,178.37	\$232,056.00	\$1,105,057.00	21%	Construct in 2018	
	Total		\$232,056.00						
West County				Total	\$0.00				

ATTACHMENT B  
AREA OF BENEFIT BOUNDARY MAP



Contra Costa County  
Public Works  
Department

255 GLACIER DRIVE MARTINEZ, CALIFORNIA 94553 PH: (925) 313-2000 FAX: (925) 313-2333

PROJECT MAP

## CONTRA COSTA COUNTY AREAS OF BENEFIT

FEDERAL ID NO:

DB: LL CB: ET

DATE: March 2016

SHEET 1 OF XX



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: January 15, 2019

Subject: APPROVE the Sequoia Way Culvert and Roadway Repair Project and take related actions under CEQA.

---

**RECOMMENDATION(S):**

APPROVE the Sequoia Way Culvert and Roadway Repair Project (Project) and AUTHORIZE the Public Works Director, or designee, to advertise the Project, Martinez area. [County Project No.0672-6U2340, DCD-CP#18-22] (District V).

DETERMINE the Project is a California Environmental Quality Act (CEQA), Class 1(c) Categorical Exemption, pursuant to Article 19, Section 15301 of the CEQA Guidelines, and

DIRECT the Director of Department of Conservation and Development to file a Notice of Exemption with the County Clerk, and

AUTHORIZE the Public Works Director or designee to arrange for payment of a \$25 fee to the Department of Conservation and Development for processing, and a \$50 fee to the County Clerk for filing the Notice of Exemption.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Sandeep Singh, (925)  
313-2022

### FISCAL IMPACT:

Estimated Project cost: \$425,000. 100% Local Road Funds.

### BACKGROUND:

The Project is located on the eastern embankment of Alhambra Creek where Sequoia Way/Deodara Way ends at the creek embankment in the unincorporated Martinez area.

During the 2017 winter storms, a section of 30” culvert pipe on Sequoia Way/Deodara Way separated at a joint near the outfall on Alhambra Creek. This has caused water to exit the culvert at the open joint unabated, which has eroded the embankment and edge of the roadway.

The purpose of this Project is to restore proper drainage of the existing system (30” culvert pipe) which collects water along Sequoia Way/Deodara Way and Wanda Way and drains to Alhambra Creek. The Project will also re-establish the embankment at the outfall on the creek bank at Sequoia Way/Deodara Way.

The Project consists of excavating and compacting the area of eroded embankment at the damaged culvert outlet to prepare it for the replacement culvert piece. There will be fill placed beneath rock slope protection (RSP) that will surround the new culvert piece on the embankment. The RSP will be partially concreted to dissipate the heavy flows coming from the culvert outlet. Trees and vegetation removal may be necessary to prepare the eroded embankment area for the replacement culvert piece and RSP. The pavement will then be reconstructed. The Project area will be dewatered during construction.

The Project will maintain the existing drainage pattern and will not create new impervious areas. Appropriate Best Management Practices (BMPs) will be implemented to protect storm drain inlets. Utility adjustments or relocation may be necessary in support of the Project. Emergency vehicles will have access at all times. Real Property transactions, including a temporary construction easement will be necessary in support of this Project.

### CONSEQUENCE OF NEGATIVE ACTION:

Delay in approving the project may result in a delay of design, construction, and may jeopardize funding.

### ATTACHMENTS

CEQA Document

PUBLIC WORKS DEPARTMENT  
INITIAL STUDY OF  
ENVIRONMENTAL SIGNIFICANCE

PROJECT NUMBER: 0672-6U2340  
CP# 18-22

PROJECT NAME: Sequoia Way Culvert and Roadway Repair

PREPARED BY: Sandeep Singh *SB*

DATE: December 5, 2018

APPROVED BY: *[Signature]* B. Moore

DATE: 12/14/18

**RECOMMENDATIONS:**

☒ Categorical Exemption: 15301 [Class 1(c)]

☐ Negative Declaration

☐ Environmental Impact Report Required

☐ Conditional Negative Declaration

The project will not have a significant effect on the environment. The recommendation is based on the following: The project consists of the repair of existing public facilities including streets and similar features (culvert) involving negligible expansion of use, pursuant to section 15301 Class 1(c) of the CEQA guidelines.

What changes to the project would mitigate the identified impacts: N/A

USGS Quad Sheet: <u>Briones Valley</u>	Base Map Sheet #: <u>H-12</u>	Parcel #: <u>N/A</u>
--	-------------------------------	----------------------

**GENERAL CONSIDERATIONS:**

- Location:** The Project is located on the eastern embankment of Alhambra Creek where Sequoia Way/Deodara Way ends at the creek embankment in the unincorporated Martinez area [Figures 1-3].
- Project Description:** During the 2017 winter storms, a section of 30" culvert pipe on Sequoia Way/Deodara Way separated at a joint near the outfall on Alhambra Creek. This has caused water to exit the culvert at the open joint unabated, which has eroded the embankment and edge of the roadway.  
The purpose of this Project is to restore proper drainage of the existing system (30" culvert pipe) which collects water along Sequoia Way/Deodara Way and Wanda Way and drains to Alhambra Creek. The Project will also re-establish the embankment at the outfall on the creek bank at Sequoia Way/Deodara Way.  
The Project consists of excavating and compacting the area of eroded embankment at the damaged culvert outlet to prepare it for the replacement culvert piece. There will be fill placed beneath rock slope protection (RSP) that will surround the new culvert piece on the embankment. The RSP will be partially concreted to dissipate the heavy flows coming from the culvert outlet. Trees and vegetation removal may be necessary to prepare the eroded embankment area for the replacement culvert piece and RSP. The pavement will then be reconstructed. The Project area will be dewatered during construction.  
The Project will maintain the existing drainage pattern and will not create new impervious areas. Appropriate Best Management Practices (BMPs) will be implemented to protect storm drain inlets. Utility adjustments or relocation may be necessary in support of the Project. Emergency vehicles will have access at all times. Real Property transactions, including a temporary construction easement will be necessary in support of this Project.
- Does it appear that any feature of the project will generate significant public concern?**  
☐ Yes ☒ No ☐ maybe (Nature of concern):
- Will the project require approval or permits by other than a County agency?**  
☒ Yes ☐ No The California Department of Fish and Wildlife, The San Francisco Regional Water Quality Control Board, and The United States Army Corps of Engineers
- Is the project within the Sphere of Influence of any city?**  
The Project is within the Sphere of Influence of the City of Martinez.



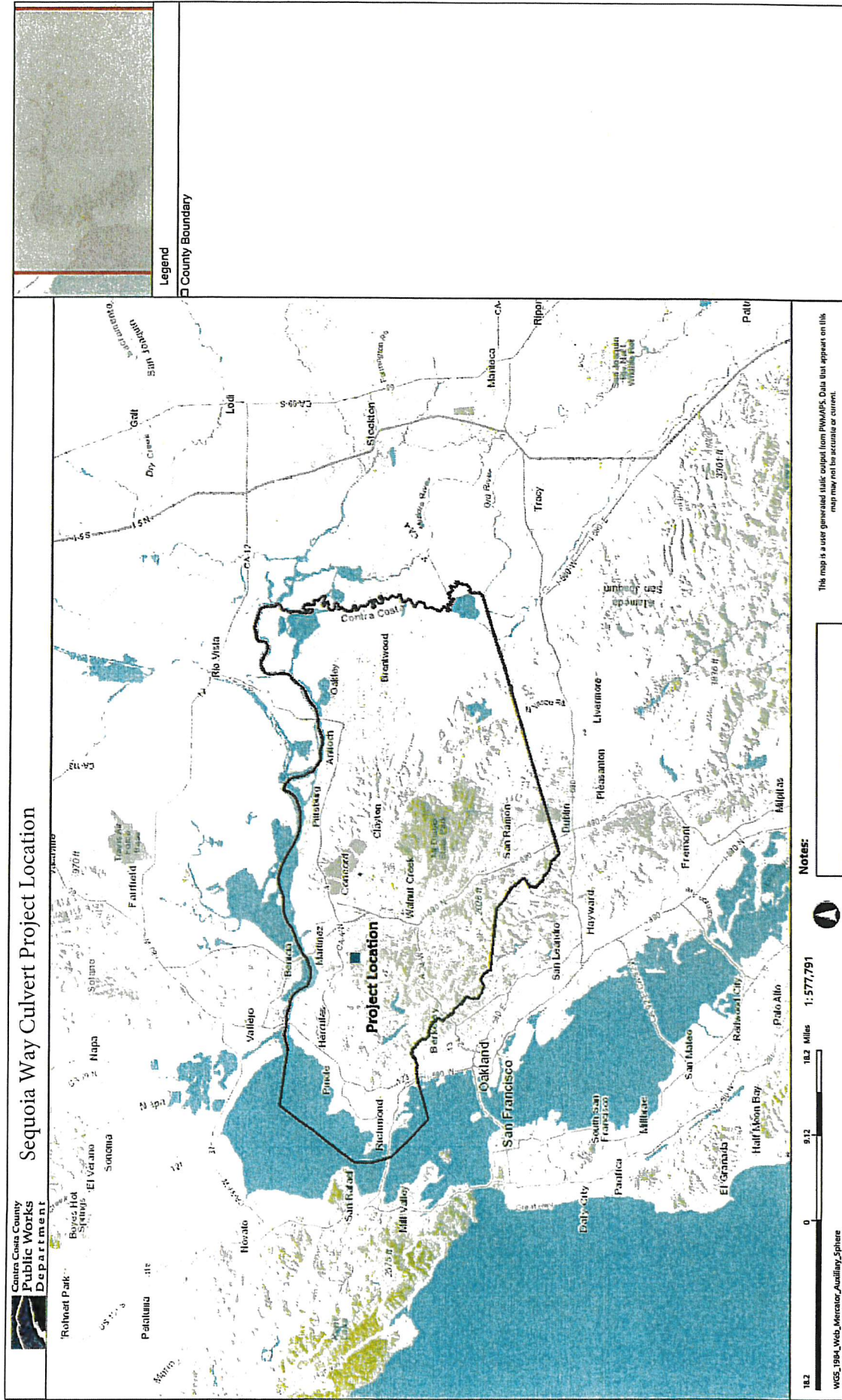


Figure 1: Regional Location Map

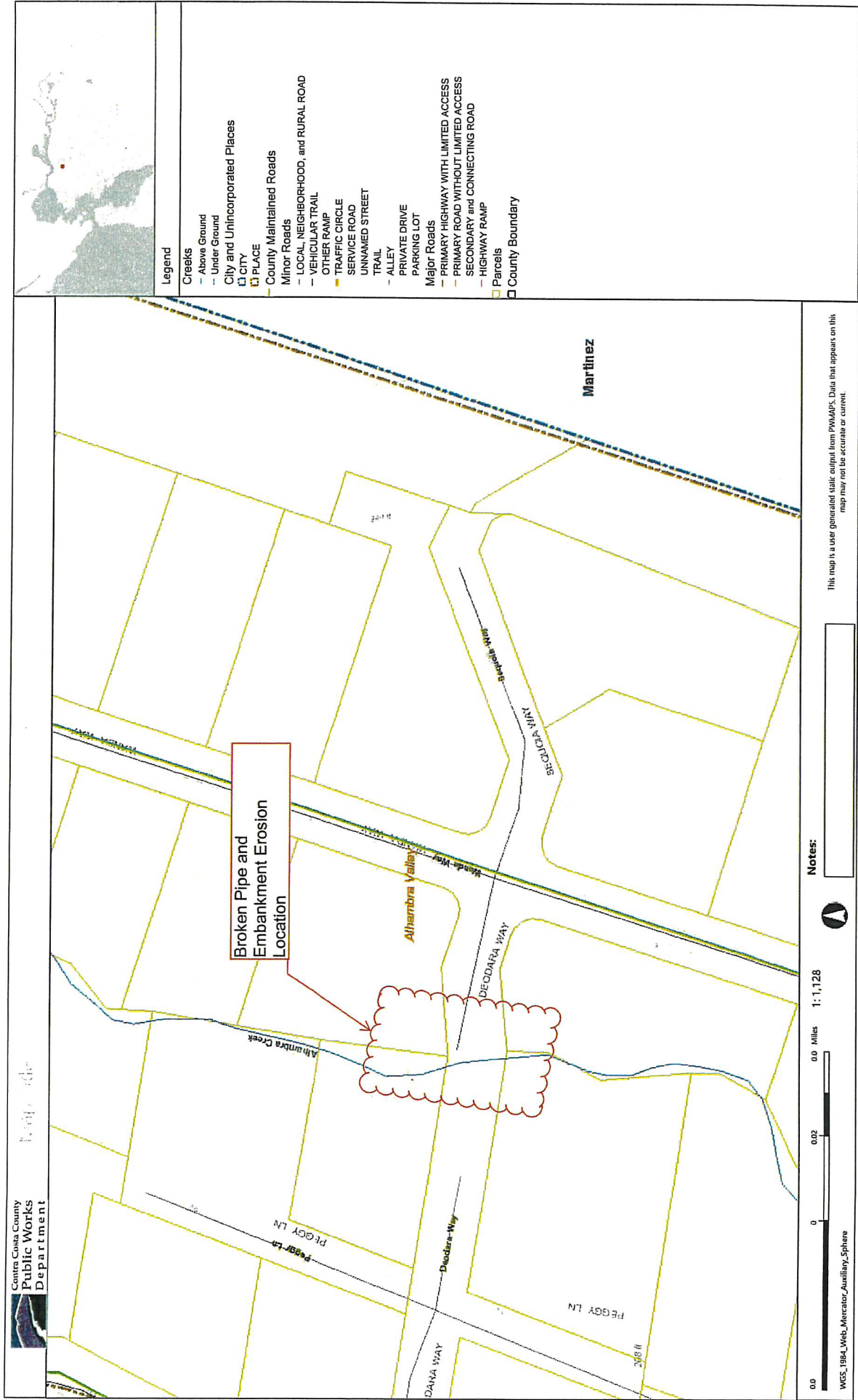


Figure 2: Project Location Map





Figure 3: Project Location Map



CALIFORNIA ENVIRONMENTAL QUALITY ACT  
Notice of Exemption

To: [ ] Office of Planning and Research  
P.O. Box 3044, Room 113  
Sacramento, CA 95812-3044  
[ ] County Clerk  
County of: Contra Costa  
From: Contra Costa County  
Dept. of Conservation & Development  
30 Muir Road  
Martinez, CA 94553

Project Title: Sequoia Way Culvert and Roadway Repair  
Proj. No. 0672-6U2340 CP#18-22

Project Applicant: Contra Costa County Public Works Department  
Project Location – Specific: The project is located on the eastern embankment of Alhambra Creek where Sequoia Way/Deodara Way ends at the creek embankment.

Project Location: Unincorporated Martinez Project Location – County: Central Contra Costa

Description of Nature, Purpose and Beneficiaries of Project:  
During the 2017 winter storms, a section of 30” culvert pipe on Sequoia Way/Deodara Way separated at a joint near the outfall on Alhambra Creek. This has caused water to exit the culvert at the open joint unabated, which has eroded the embankment and edge of the roadway.  
The purpose of this Project is to restore proper drainage of the existing system (30” culvert pipe) which collects water along Sequoia Way/Deodara Way and Wanda Way and drains to Alhambra Creek. The Project will also re-establish the embankment at the outfall on the creek bank at Sequoia Way/Deodara Way.  
The Project consists of excavating and compacting the area of eroded embankment at the damaged culvert outlet to prepare it for the replacement culvert piece. There will be fill placed beneath rock slope protection (RSP) that will surround the new culvert piece on the embankment. The RSP will be partially concreted to dissipate the heavy flows coming from the culvert outlet. Trees and vegetation removal may be necessary to prepare the eroded embankment area for the replacement culvert piece and RSP. The pavement will then be reconstructed. The Project area will be dewatered during construction.  
The Project will maintain the existing drainage pattern and will not create new impervious areas. Appropriate Best Management Practices (BMPs) will be implemented to protect storm drain inlets. Utility adjustments or relocation may be necessary in support of the Project. Emergency vehicles will have access at all times. Real Property transactions, including a temporary construction easement will be necessary in support of this Project.

Name of Public Agency Approving Project: Contra Costa County  
Name of Person or Agency Carrying Out Project: Contra Costa County Public Works Department

Exempt Status:  
[ ] Ministerial Project (Sec. 21080(b) (1); 15268;  
[ ] Declared Emergency (Sec. 21080(b)(3); 15269(a));  
[ ] Emergency Project (Sec. 21080(b)(4); 15269(b)(c));  
[ ] Categorical Exemption: 15301 Class 1(c)  
[ ] Other Statutory Exemption, Code No.:  
[ ] General Rule of Applicability [Article 5, Section 15061 (b)(3)]

Reasons why project is exempt: The project consists of the repair of existing public facilities including streets and similar features (culvert) involving negligible expansion of use, pursuant to Section 15301 Class 1(c) of the CEQA guidelines.

Lead Agency Contact Person: Sandeep Singh - Public Works Dept. Area Code/Telephone/Extension: (925) 313-2022

If filed by applicant:  
1. Attach certified document of exemption finding.  
2. Has a Notice of Exemption been filed by the public agency approving the project? [ ] Yes [ ] No

Signature: Date: Title:  
[ ] Signed by Lead Agency [ ] Signed by Applicant

AFFIDAVIT OF FILING AND POSTING  
I declare that on I received and posted this notice as required by California Public Resources Code Section 21152(c). Said notice will remain posted for 30 days from the filing date.  
Signature Title

Applicant: Department of Fish and Game Fees Due  
Public Works Department  
255 Glacier Drive  
Martinez, CA 94553  
Attn: Sandeep Singh  
Environmental Services Division  
Phone: (925) 313-2022  
[ ] EIR - \$3,271.<sup>00</sup>  
[ ] Neg. Dec. - \$2,354.<sup>75</sup>  
[ ] DeMinimis Findings - \$0  
[ ] County Clerk - \$50  
[ ] Conservation & Development - \$25  
Total Due: \$75.<sup>00</sup>  
Total Paid \$  
Receipt #:



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: January 15, 2019

Subject: Notice of Completion of Construction Contract for the Pedestrian Crossing Enhancements – Central and East County Project

**RECOMMENDATION(S):**

ADOPT Resolution No. 2019/6 accepting as complete the contracted work performed by Tennyson Electric, Inc., for the Pedestrian Crossing Enhancements – Central and East County Project, as recommended by the Public Works Director, Bay Point, Discovery Bay, Knightsen and Walnut Creek areas. County Project No. 0662-6R4112 (District III, IV, and V)

**FISCAL IMPACT:**

Project was funded by 36% Transportation Development Act Grant Funds and 64% Local Road Funds.

**BACKGROUND:**

The Public Works Director reports that said work has been inspected and complies with the approved plans, special provisions and standard specifications and recommends its acceptance as complete as of October 5, 2018.

**CONSEQUENCE OF NEGATIVE ACTION:**

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

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Kevin Emigh,  
925-313-2233

cc:

AGENDA ATTACHMENTS

Resolution No. 2019/6

MINUTES ATTACHMENTS

Signed: Resolution No.  
2019/06

Recorded at the request of: Clerk of the Board

Return To: Public Works Department, Design/Construction Division

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

**Adopted this Resolution on 01/15/2019 by the following vote:**

**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

**NO:** ☐

**ABSENT:** ☐

**ABSTAIN:** ☐

**RECUSE:** ☐

Resolution No. 2019/6

In the Matter of Accepting and Giving Notice of Completion of Contract for the Pedestrian Crossing Enhancements – Central and East County Project, Bay Point, Discovery Bay, Knightsen, Walnut Creek areas. County Project No. 0662-6R4112 (District III, IV, and V)

WHEREAS the Board of Supervisors RESOLVES that on May 8, 2018, the County contracted with Tennyson Electric, Inc.. for the work generally consisting of installing hard wired and solar powered Flashing Beacon Systems at 10 locations around the County as well as constructing ADA compliant curb ramps and an HMA path in the Bay Point, Discovery Bay, Knightsen, and Walnut Creek areas, with Fidelity and Deposit Company of Maryland as surety, for work performed on the grounds of the County; and

The Public Works Director reports that said work has been inspected and complies with the approved plans, special provisions and standard specifications and recommends its acceptance as complete as of October 5, 2018.

NOW THEREFORE, BE IT RESOLVED said work is ACCEPTED as complete on said date, and the Clerk shall file with the County Recorder a copy of this resolution and Notice as a Notice of Completion for said contract.

**Contact:** Kevin Emigh, 925-313-2233

I hereby certify that this 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: January 15, 2019**

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

By: Stacey M. Boyd, Deputy

**cc:**

Recorded at the request of: Clerk of the Board

Return To: Public Works Department, Design/Construction Division

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

**Adopted this Resolution on 01/15/2019 by the following vote:**

**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

**NO:** ☒

**ABSENT:** ☒

**ABSTAIN:** ☒

**RECUSE:** ☒

Resolution No. 2019/6

In the Matter of Accepting and Giving Notice of Completion of Contract for the Pedestrian Crossing Enhancements – Central and East County Project, Bay Point, Discovery Bay, Knightsen, Walnut Creek areas. County Project No. 0662-6R4112 (District III, IV, and V)

WHEREAS the Board of Supervisors RESOLVES that on May 8, 2018, the County contracted with Tennyson Electric, Inc.. for the work generally consisting of installing hard wired and solar powered Flashing Beacon Systems at 10 locations around the County as well as constructing ADA compliant curb ramps and an HMA path in the Bay Point, Discovery Bay, Knightsen, and Walnut Creek areas, with Fidelity and Deposit Company of Maryland as surety, for work performed on the grounds of the County; and

The Public Works Director reports that said work has been inspected and complies with the approved plans, special provisions and standard specifications and recommends its acceptance as complete as of October 5, 2018.

NOW THEREFORE, BE IT RESOLVED said work is ACCEPTED as complete on said date, and the Clerk shall file with the County Recorder a copy of this resolution and Notice as a Notice of Completion for said contract.

Contact: Kevin Emigh, 925-313-2233

I hereby certify that this 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: January 15, 2019

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

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

cc:





**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: January 15, 2019

Subject: APPROVE the Countywide Guardrail Upgrades Project, and take related actions under CEQA.

---

**RECOMMENDATION(S):**

APPROVE the Countywide Guardrail Upgrades Project (Project) and AUTHORIZE the Public Works Director, or designee, to advertise the Project, Brentwood and Byron areas. [County Project No. 0662-6R4055/Federal Project No. HSIPL 5928 (145), DCD-CP# 17-07] (Districts I, III)

DETERMINE the Project is a California Environmental Quality Act (CEQA), Class 1(c) Categorical Exemption, pursuant to Article 19, Section 15301 of the CEQA Guidelines, and

DIRECT the Director of Department of Conservation and Development to file a Notice of Exemption with the County Clerk, and

AUTHORIZE the Public Works Director, or designee, to arrange for payment of a \$25 fee to the Department of Conservation and Development for processing, and a \$50 fee to the County Clerk for filing the Notice of Exemption.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Claudia Gemberling,  
925.313.2192

cc: Ave' Brown

#### FISCAL IMPACT:

Estimated Project cost: \$2,093,519. 61.8% Highway Safety Improvement Program Funds, 34.7% East County Regional Area of Benefit Funds, 3.5% Local Road Funds.

#### BACKGROUND:

The purpose of this Project is to upgrade approximately 167 guardrails with end treatments to reduce collision severity and also meet current Caltrans standards. Project construction is expected to occur in spring of 2019 and take approximately 65 working days to complete for all segments. The end treatments consist of a Flared Energy Absorbing Terminal (FLEAT) or a Sequential Kinking Terminal (SKT) type system on either end of each guardrail as needed. Marsh Creek Road will also require full replacement of each guardrail system; it is anticipated the guardrail posts will be replaced in the exact same location. These upgrades will include limited soil disturbance for when damaged or deteriorated guardrail posts need to be replaced and when ground termination may be necessary; maximum postholes depths will not exceed 6 feet below ground surface. This project will only include guardrails that have not been upgraded from previous repair work that would have replaced the guardrails to current standards as well as for those guardrails that occur within upcoming capital improvement road projects.

#### CONSEQUENCE OF NEGATIVE ACTION:

Delay in approving the project may result in a delay of design, construction, and may jeopardize funding.

#### ATTACHMENTS

CEQA

PUBLIC WORKS DEPARTMENT  
INITIAL STUDY OF  
ENVIRONMENTAL SIGNIFICANCE

PROJECT NUMBER: 0662-6R4055

CP# 17-07

PROJECT NAME: Countywide Guardrail Upgrades

PREPARED BY: Claudia Gemberling, Environmental Services Division *ch*

DATE: October 3, 2018

APPROVED BY: *[Signature]*

DATE: 10/10/18

**RECOMMENDATIONS:**

☒ **Categorical Exemption: 15301(c)**

☐ Negative Declaration

☐ Environmental Impact Report Required

☐ Conditional Negative Declaration

The project will not have a significant effect on the environment. The recommendation is based on the following: The project consists of the repair of existing public structures in the same location with the same purpose and capacity involving negligible or no expansion of an existing use, pursuant to section 15301 of the CEQA guidelines.

What changes to the project would mitigate the identified impacts: N/A

USGS Quad Sheet: <u>Antioch South; Byron Hot Springs; Richmond/Briones Valley</u>	Base Map Sheet #: <u>M-19, N-20, 22, P-20 – 25; Q-26, R-27, S-27, T-26, 27, U, V-26; K-7, L, M-8, N-9</u>	Parcel #: <u>N/A</u> (within road right-of-way)
---	---	--

**GENERAL CONSIDERATIONS:**

- Location:** Marsh Creek Road: City of Clayton limits to Camino Diablo Road south of Brentwood; Vasco Road: Walnut Boulevard south of Brentwood to the Alameda County line; San Pablo Dam Road: City of Richmond limits to Bear Creek Road north of Orinda (Figures 1-4).
- Project Description:** Contra Costa County Public Works Department proposes to upgrade approximately 167 guardrails with end treatments to reduce collision severity and also meet current Caltrans standards. Project construction is expected to occur in spring of 2019 and take approximately 65 working days to complete for all segments. The end treatments consist of a Flared Energy Absorbing Terminal (FLEAT) or a Sequential Kinking Terminal (SKT) type system on either end of each guardrail as needed. Marsh Creek Road will also require full replacement of each guardrail system; it is anticipated the guardrail posts will be replaced in the exact same location. These upgrades will include limited soil disturbance for when damaged or deteriorated guardrail posts need to be replaced and when ground termination may be necessary; maximum postholes depths will not exceed 6 feet below ground surface. This project will only include guardrails that have not been upgraded from previous repair work that would have replaced the guardrails to current standards as well as for those guardrails that occur within upcoming capital improvement road projects.

The project will not require acquisition of any right-of-way or easements nor utility adjustments or relocation. No tree removals will be necessary however some vegetation trimming may be required.

3. Does it appear that any feature of the project will generate significant public concern?

☐ Yes ☒ No ☐ maybe (Nature of concern):

4. Will the project require approval or permits by other than a County agency?

☐ Yes ☒ No

5. Is the project within the Sphere of Influence of any city? No

# CONTRA COSTA COUNTY CALIFORNIA

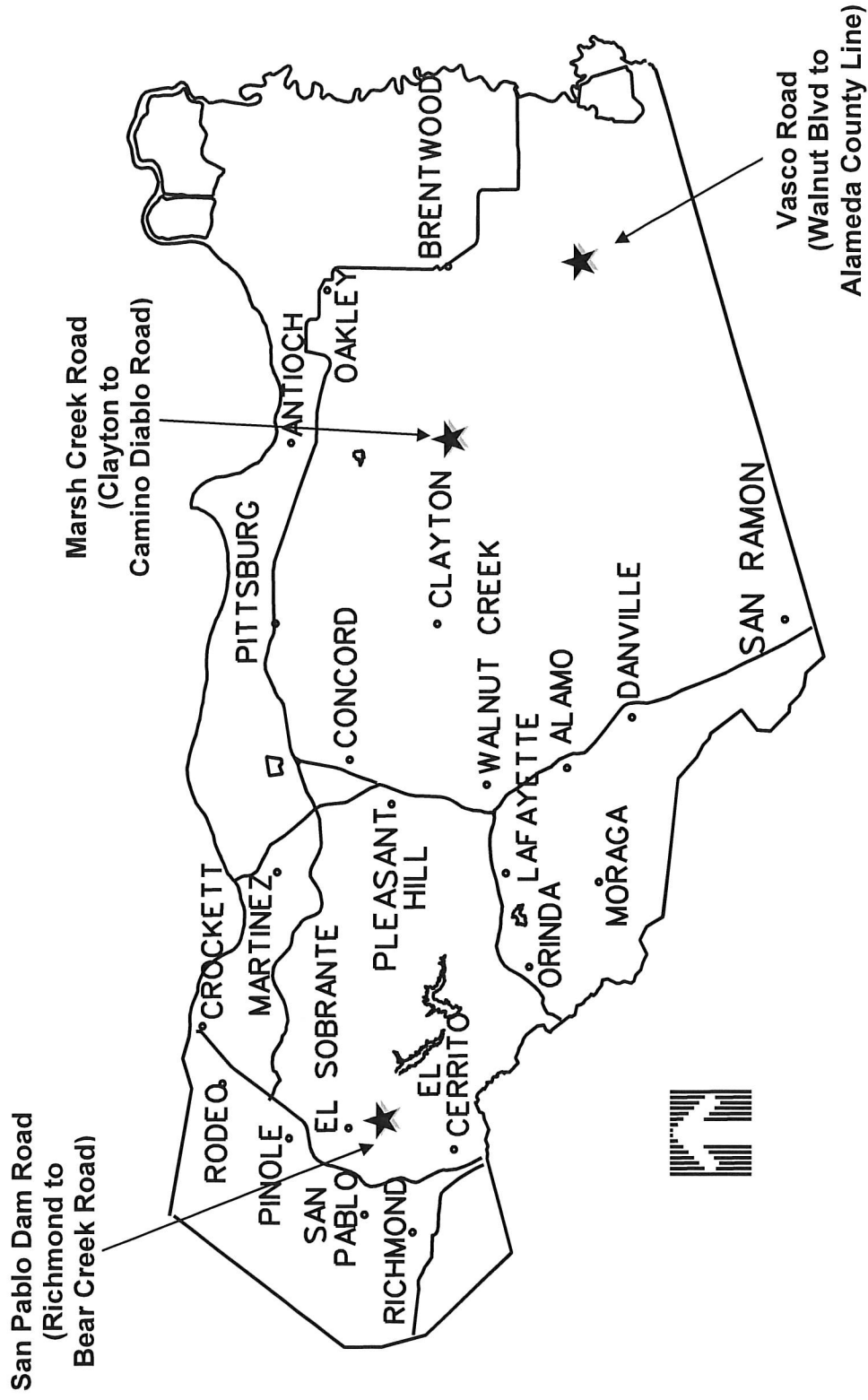


FIGURE 1: PROJECT LOCATION MAP



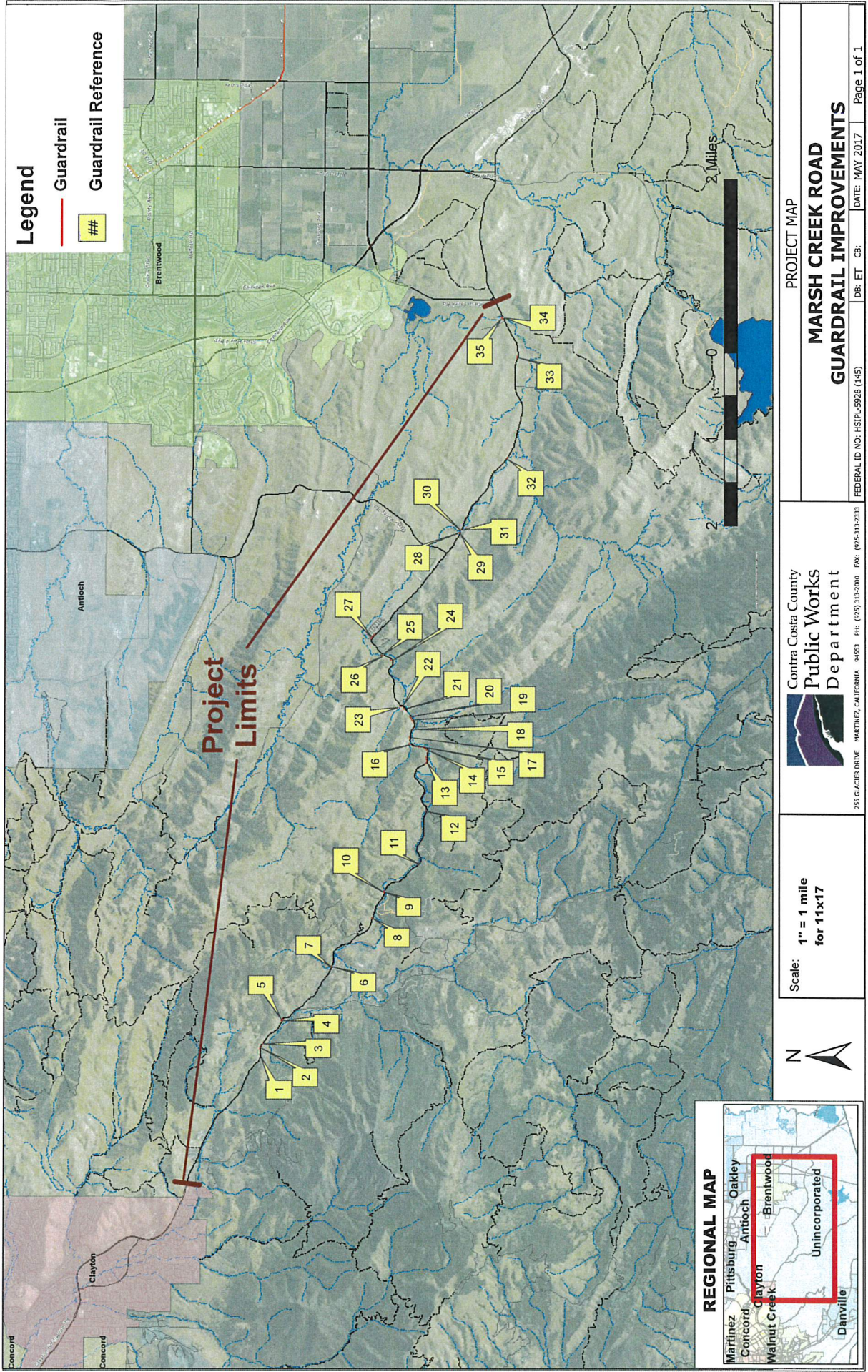


FIGURE 2



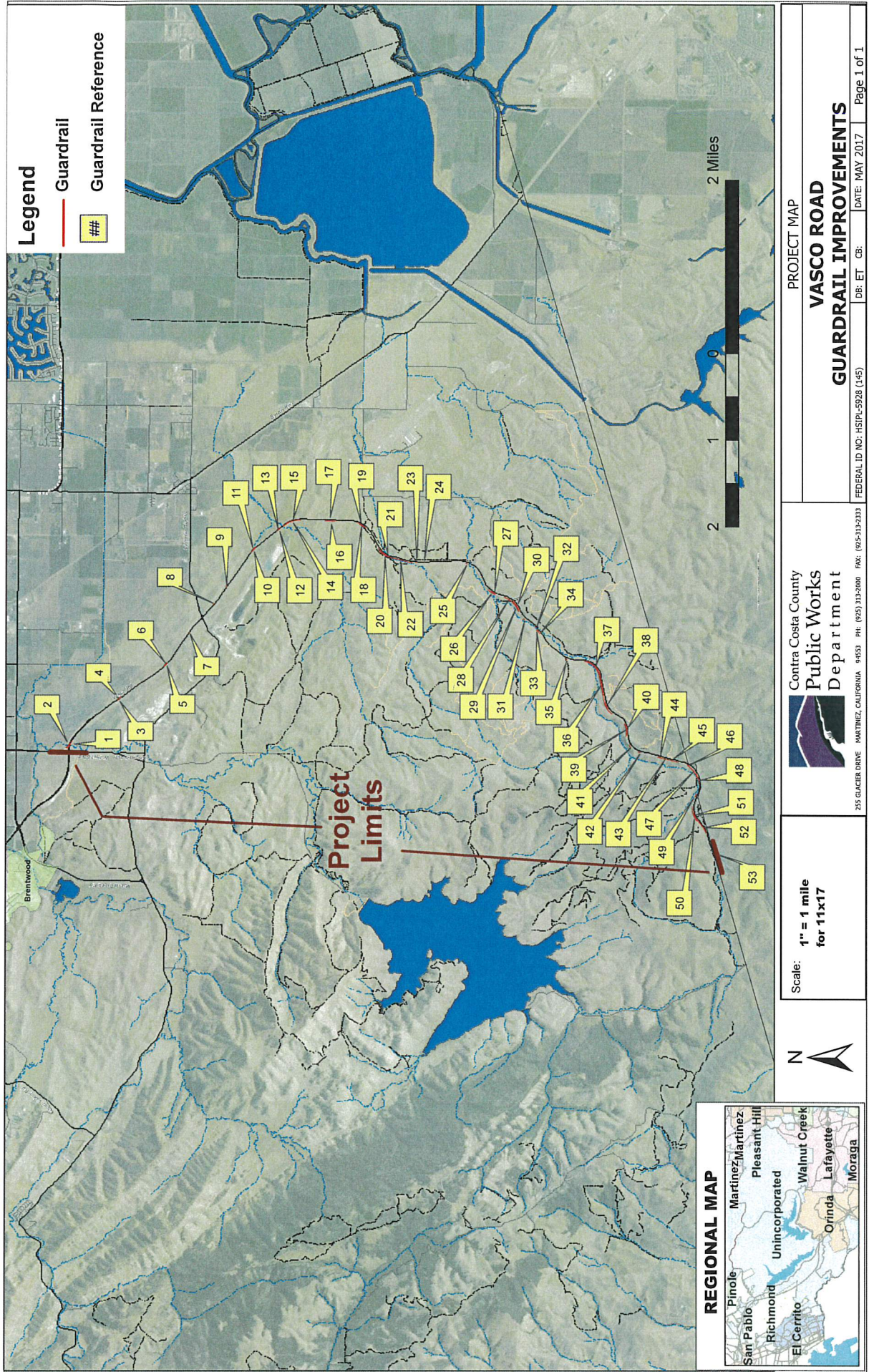


FIGURE 3



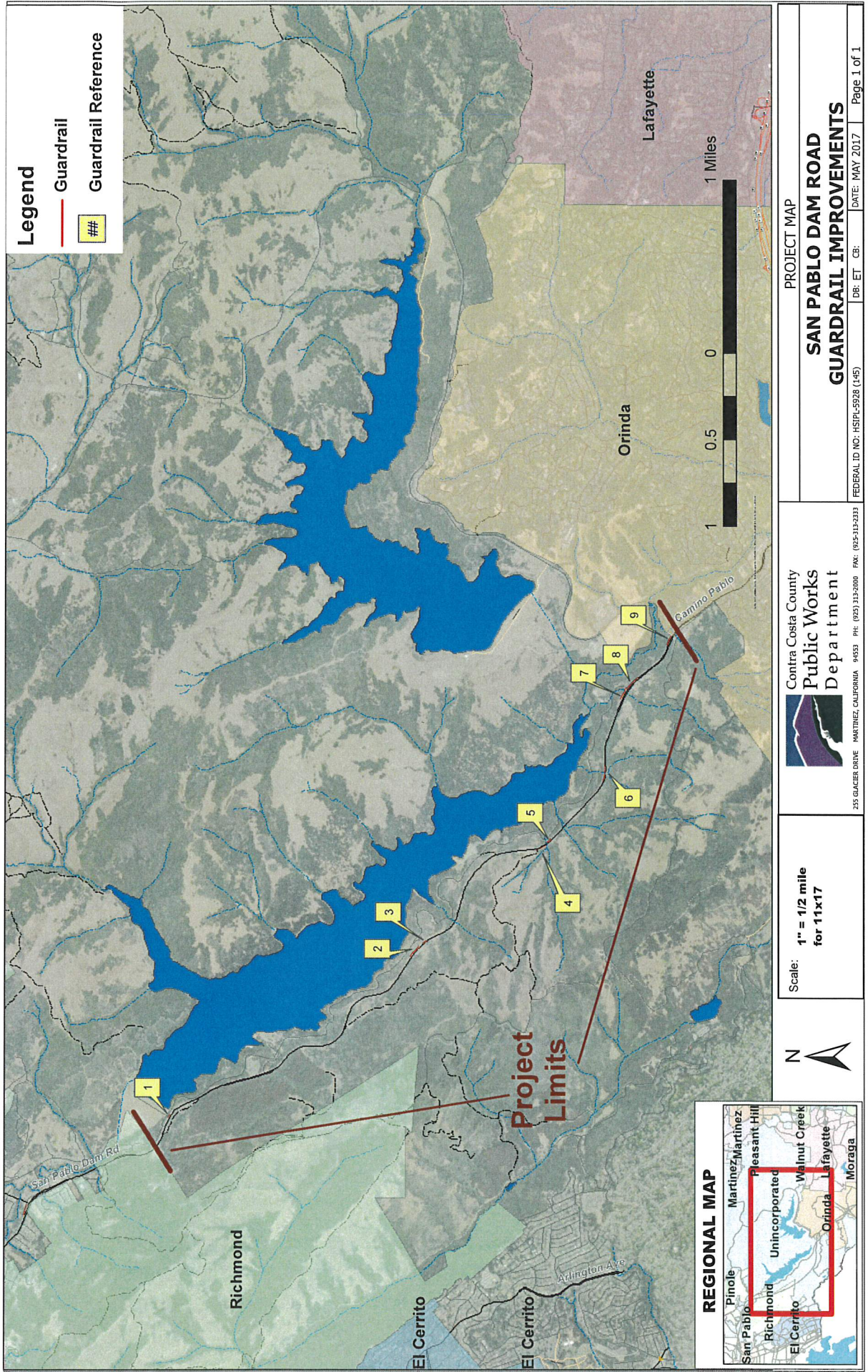


FIGURE 4



CALIFORNIA ENVIRONMENTAL QUALITY ACT  
**Notice of Exemption**

To: ☐ Office of Planning and Research  
P.O. Box 3044, Room 113  
Sacramento, CA 95812-3044

From: Contra Costa County  
Dept. of Conservation & Development  
30 Muir Road  
Martinez, CA 94553

☒ County Clerk  
County of: Contra Costa

Project Title: Countywide Guardrail Upgrades

Project No.: 0662-6R4055 CP# 17-07

Project Applicant: Contra Costa County Public Works Department

Project Location – Marsh Creek Road: City of Clayton limits to Camino Diablo Road south of Brentwood  
Vasco Road: Walnut Boulevard south of Brentwood to the Alameda County line  
San Pablo Dam Road: City of Richmond limits to Bear Creek Road north of Orinda

Project Location: Clayton, Brentwood, Richmond

Project Location – County: East & West Contra Costa

**Description of Nature, Purpose and Beneficiaries of Project:**

Contra Costa County Public Works Department proposes to upgrade approximately 167 guardrails with end treatments to reduce collision severity and also meet current Caltrans standards. Project construction is expected to occur in spring of 2019 and take approximately 65 working days to complete for all segments. The end treatments consist of a Flared Energy Absorbing Terminal (FEAT) or a Sequential Kinking Terminal (SKT) type system on either end of each guardrail as needed. Marsh Creek Road will also require full replacement of each guardrail system; it is anticipated the guardrail posts will be replaced in the exact same location. These upgrades will include limited soil disturbance for when damaged or deteriorated guardrail posts need to be replaced and when ground termination may be necessary; maximum postholes depths will not exceed 6 feet below ground surface. This project will only include guardrails that have not been upgraded from previous repair work that would have replaced the guardrails to current standards as well as for those guardrails that occur within upcoming capital improvement road projects.

The project will not require acquisition of any right-of-way or easements nor utility adjustments or relocation. No tree removals will be necessary however some vegetation trimming may be required.

Name of Person or Agency Carrying Out Project: Contra Costa County Public Works Department

**Exempt Status:**

- ☐ Ministerial Project (Sec. 21080(b)(1); 15268;  
☐ Declared Emergency (Sec. 21080(b)(3); 15269(a));  
☐ Emergency Project (Sec. 21080(b)(4); 15269(b)(c));

- ☒ **Categorical Exemption: Class 15302(c)**  
☐ Other Statutory Exemption, Code No.: \_\_\_\_\_  
☐ General Rule of Applicability [Article 5, Section 15061 (b)(3)]

**Reasons why project is exempt:** The project consists of the replacement or reconstruction of existing facilities in the same location and with the same purpose and capacity as the facility replaced or reconstructed involving negligible or no expansion of capacity, pursuant to section 15301 of the CEQA guidelines.

Lead Agency Contact Person: Claudia Gemberling - Public Works Dept. Area Code/Telephone/Extension: (925) 313-2192

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? ☐ Yes ☐ No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Title: \_\_\_\_\_

☐ Signed by Lead Agency ☐ Signed by Applicant

**AFFIDAVIT OF FILING AND POSTING**

I declare that on \_\_\_\_\_ I received and posted this notice as required by California Public Resources Code Section 21152(c). Said notice will remain posted for 30 days from the filing date.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**Applicant:**

Public Works Department  
255 Glacier Drive  
Martinez, CA 94553  
Attn: Claudia Gemberling  
Environmental Services Division  
Phone: (925) 313-2192

**Department of Fish and Game Fees Due**

- ☐ EIR - \$3,168.00  
☐ Neg. Dec. - \$2,280.75  
☐ DeMinimis Findings - \$0  
☒ County Clerk - \$50  
☒ Conservation & Development - \$25

**Total Due: \$75.00**

Total Paid \$ \_\_\_\_\_

Receipt #: \_\_\_\_\_





**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: January 15, 2019

Subject: APPROVE the San Pablo Dam Road Traffic Safety Improvements Project and take related actions under CEQA.

---

**RECOMMENDATION(S):**

APPROVE the San Pablo Dam Road Traffic Safety Improvements Project (Project) and AUTHORIZE the Public Works Director, or designee, to advertise the Project, Orinda and Richmond areas. [County Project No. 0662-6R4151/Federal Project No. HSIPL 5928 (142), DCD-CP# 17-08] (District I).

DETERMINE the Project is a California Environmental Quality Act (CEQA), Class 1(c) Categorical Exemption, pursuant to Article 19, Section 15301 of the CEQA Guidelines, and

DIRECT the Director of Department of Conservation and Development to file a Notice of Exemption with the County Clerk, and

AUTHORIZE the Public Works Director, or designee, to arrange for payment of a \$25 fee to the Department of Conservation and Development for processing, and a \$50 fee to the County Clerk for filing the Notice of Exemption.

**FISCAL IMPACT:**

Estimated Project cost: \$920,800. 82.6% Highway Safety Improvement Program Funds, 17.4% Local Road Funds.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Claudia Gemberling  
(925) 313-2192

cc: Ave' Brown

**BACKGROUND:**

The purpose of this Project is to provide systemic safety improvements to deter speeding along this stretch of the roadway and as such improve driver safety. The improvements include installation of rumble strips and delineators along the center of the road, reconstruction of the median, upgrades and replacement of signage for improved visibility, installation of speed advisory signs, and a surface overlay to preserve the integrity of the roadway. Project construction is expected to occur in spring 2020 and take approximately 30 working days to complete.

**CONSEQUENCE OF NEGATIVE ACTION:**

Delay in approving the project may result in a delay of design, construction, and may jeopardize funding.

**ATTACHMENTS**

CEQA

PUBLIC WORKS DEPARTMENT  
INITIAL STUDY OF  
ENVIRONMENTAL SIGNIFICANCE

PROJECT NUMBER: 0662-6R4151

CP# 17-08

PROJECT NAME: San Pablo Dam Road Traffic Safety Improvements

PREPARED BY: Claudia Gemberling, Environmental Services Division *CG*

DATE: October 3, 2018

APPROVED BY: Teresa B. Moore

DATE: 10/12/18

**RECOMMENDATIONS:**

☒ **Categorical Exemption: 15301(c)**

☐ Negative Declaration

☐ Environmental Impact Report Required

☐ Conditional Negative Declaration

The project will not have a significant effect on the environment. The recommendation is based on the following: The project consists of the repair of existing public structures in the same location with the same purpose and capacity involving negligible or no expansion of an existing use, pursuant to section 15301 of the CEQA guidelines.

What changes to the project would mitigate the identified impacts: N/A

USGS Quad Sheet: <u>Richmond/Briones Valley</u>	Base Map Sheet #: <u>L, M-8, N-9</u>	Parcel #: <u>N/A (within road right-of-way)</u>
---	--------------------------------------	---

**GENERAL CONSIDERATIONS:**

1. **Location:** San Pablo Dam Road between the City of Richmond limit and City of Orinda limit (Figures 1-2).
2. **Project Description:** Contra Costa County Public Works Department proposes to provide systemic safety improvements to deter speeding along this stretch of the roadway and as such improve driver safety. The improvements include installation of rumble strips and delineators along the center of the road, reconstruction of the median, upgrades and replacement of signage for improved visibility, installation of speed advisory signs, and a surface overlay to preserve the integrity of the roadway (Figures 3 – 7). Project construction is expected to occur in spring 2020 and take approximately 30 working days to complete.

The project will not require acquisition of any right-of-way or easements nor utility adjustments or relocation. No tree removals will be necessary however some vegetation trimming may be required.

3. **Does it appear that any feature of the project will generate significant public concern?**

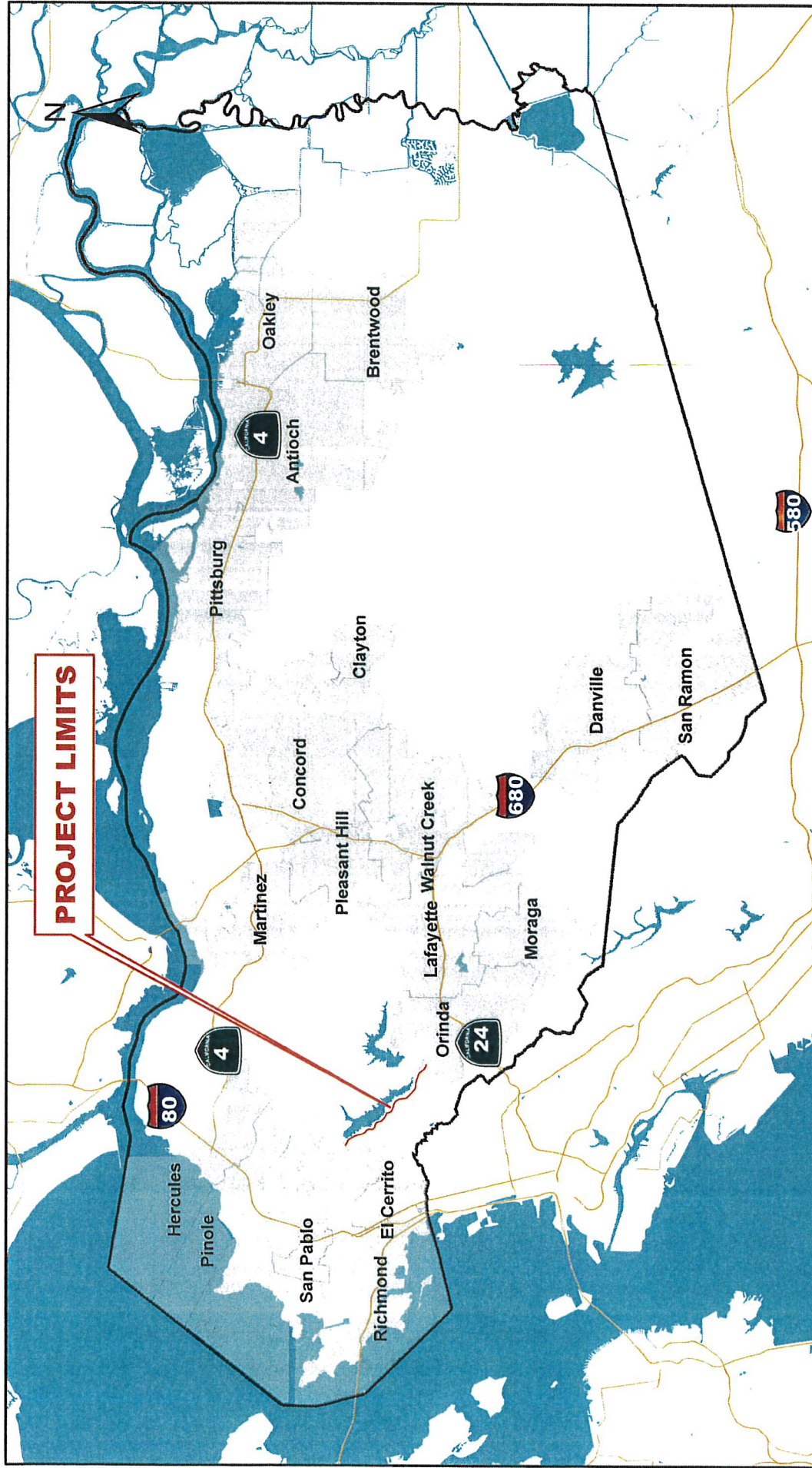
☐ Yes ☒ No ☐ maybe (Nature of concern):

4. **Will the project require approval or permits by other than a County agency?**

☐ Yes ☒ No

5. **Is the project within the Sphere of Influence of any city?** No





	<div data-bbox="1352 1558 1481 1722"> </div> <div data-bbox="1352 1255 1481 1558"> <p>Contra Costa County Public Works Department</p> </div> <div data-bbox="1494 1163 1515 1814"> <p>255 GLACIER DRIVE MARTINEZ, CALIFORNIA 94553 PH: (925) 313-2000 FAX: (925) 313-2333</p> </div>	<div data-bbox="1352 319 1380 919"> <p>VICINITY MAP OF CONTRA COSTA COUNTY</p> </div> <div data-bbox="1393 310 1481 907"> <p><b>San Pablo Dam Road Traffic Safety Improvements</b></p> </div> <div data-bbox="1494 100 1515 1142"> <p>FEDERAL ID NO: DB: LL CB: DATE: AUG 2016 Page 1 of 1</p> </div>
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FIGURE 1



Vicinity Map for  
the San Pablo Dam  
Road Safety  
Improvements

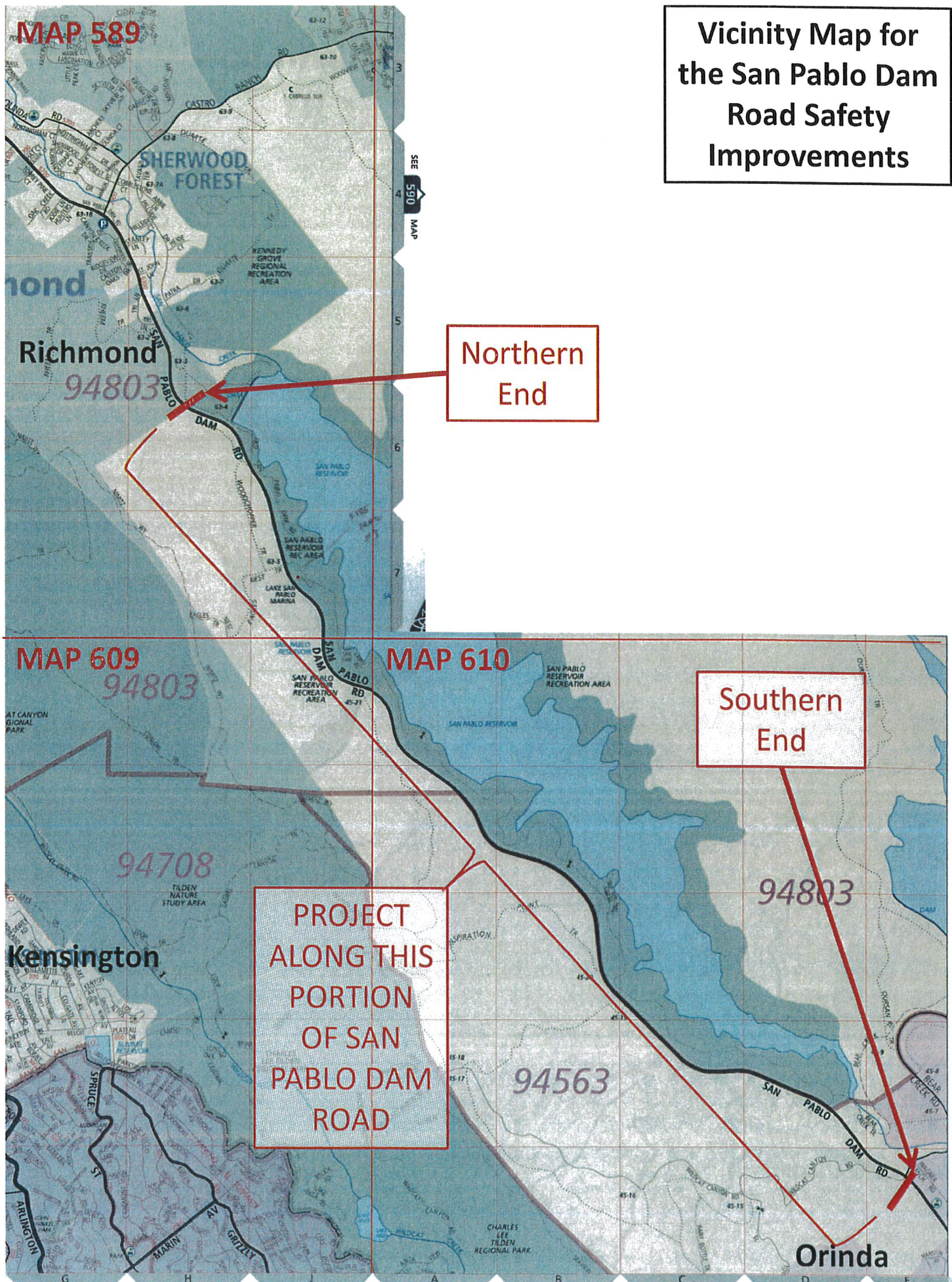


FIGURE 2



CALIFORNIA ENVIRONMENTAL QUALITY ACT  
**Notice of Exemption**

To: ☐ Office of Planning and Research  
P.O. Box 3044, Room 113  
Sacramento, CA 95812-3044

From: Contra Costa County  
Dept. of Conservation & Development  
30 Muir Road  
Martinez, CA 94553

☒ County Clerk  
County of: Contra Costa

Project Title: San Pablo Dam Road Traffic Safety Improvements  
Project No. 0662-6R4151 CP# 17-08

Project Applicant: Contra Costa County Public Works Department

Project Location - San Pablo Dam Road: City of Richmond limits to Bear Creek Road north of Orinda

Project Location: Orinda, Richmond areas

Project Location - County: West Contra Costa

**Description of Nature, Purpose and Beneficiaries of Project:**

Contra Costa County Public Works Department proposes to provide systemic safety improvements to deter speeding along this stretch of the roadway and as such improve driver safety. The improvements include installation of rumble strips and delineators along the center of the road, reconstruction of the median, upgrades and replacement of signage for improved visibility, installation of speed advisory signs, and a surface overlay to preserve the integrity of the roadway (Figures 3 - 7). Project construction is expected to occur in spring 2020 and take approximately 30 working days to complete.

The project will not require acquisition of any right-of-way or easements nor utility adjustments or relocation. No tree removals will be necessary however some vegetation trimming may be required.

Name of Person or Agency Carrying Out Project: Contra Costa County Public Works Department

**Exempt Status:**

- |   |  |
|---|--|
| <input type="checkbox"/> Ministerial Project (Sec. 21080(b) (1); 15268;     | <input checked="" type="checkbox"/> <b>Categorical Exemption: <u>Class 15301(c)</u></b>  |
| <input type="checkbox"/> Declared Emergency (Sec. 21080(b)(3); 15269(a));   | <input type="checkbox"/> Other Statutory Exemption, Code No.: _____                      |
| <input type="checkbox"/> Emergency Project (Sec. 21080(b)(4); 15269(b)(c)); | <input type="checkbox"/> General Rule of Applicability [Article 5, Section 15061 (b)(3)] |

**Reasons why project is exempt:** The project consists of the replacement or reconstruction of existing facilities in the same location and with the same purpose and capacity as the facility replaced or reconstructed involving negligible or no expansion of capacity, pursuant to section 15301 of the CEQA guidelines.

Lead Agency Contact Person: Claudia Gemberling - Public Works Dept. Area Code/Telephone/Extension: (925) 313-2192

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? ☐ Yes ☐ No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Title: \_\_\_\_\_

☐ Signed by Lead Agency ☐ Signed by Applicant

**AFFIDAVIT OF FILING AND POSTING**

I declare that on \_\_\_\_\_ I received and posted this notice as required by California Public Resources Code Section 21152(c). Said notice will remain posted for 30 days from the filing date.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**Applicant:**

Public Works Department  
255 Glacier Drive  
Martinez, CA 94553  
Attn: Claudia Gemberling  
Environmental Services Division  
Phone: (925) 313-2192

**Department of Fish and Game Fees Due**

- |   |
|---|
| <input type="checkbox"/> EIR - \$3,168.00                             |
| <input type="checkbox"/> Neg. Dec. - \$2,280.75                       |
| <input type="checkbox"/> DeMinimis Findings - \$0                     |
| <input checked="" type="checkbox"/> County Clerk - \$50               |
| <input checked="" type="checkbox"/> Conservation & Development - \$25 |

**Total Due: \$75.00**

Total Paid \$ \_\_\_\_\_

Receipt #: \_\_\_\_\_



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: January 15, 2019

Subject: Approve the Stormwater Management Facilities Operation and Maintenance Agreement for land use permit LP12-02110, Alamo area.

**RECOMMENDATION(S):**

ADOPT Resolution No. 2019/4 approving the Stormwater Management Facilities Operation and Maintenance Agreement for land use permit LP12-02110, for a project being developed by San Ramon Valley United Methodist Church, as recommended by the Public Works Director, Alamo area. (District II)

**FISCAL IMPACT:**

No fiscal impact

**BACKGROUND:**

The Stormwater Management Facilities Operation and Maintenance Agreement is required by Condition of Approval No. 65.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

Contact: Randolph Sanders (925)  
313-2111

By: Stacey M. Boyd, Deputy

CONSEQUENCE OF NEGATIVE ACTION:

The agreement will not be recorded and the Contra Costa County may not be in full compliance with its National Pollutant discharge Elimination System (NPDES) permit and Stormwater Management Discharge Control Ordinance.

AGENDA ATTACHMENTS

Resolution No. 2019/4

Stormwater Management Facilities Operation & Maintenance Agreement, and Right of Entry

MINUTES ATTACHMENTS

Signed: Resolution No. 2019/04



Recorded at the request of: Clerk of the Board

Return To: Public Works - Simone Saleh

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

**Adopted this Resolution on 01/15/2019 by the following vote:**

**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

**NO:** ☐

**ABSENT:** ☐

**ABSTAIN:** ☐

**RECUSE:** ☐

---

Resolution No. 2019/4

IN THE MATTER OF approving the Stormwater Management Facilities Operation and Maintenance Agreement for land use permit LP12-02110 (APN 197-090-003), Alamo area. (District II)

WHEREAS the Public Works Director has recommended that he be authorized to execute the Stormwater Management Facilities Operation and Agreement with San Ramon Valley United Methodist Church, as required by the Conditions of Approval for land use permit LP12-02110. This agreement would ensure the operation and maintenance of the stormwater facilities in accordance with the approved Stormwater Control Plan and approved Operation and Maintenance Plan for land use permit LP12-02110, which is located at 902 Danville Boulevard in the Alamo area.

NOW, THEREFORE, BE IT RESOLVED that the recommendation of the Public Works Director is APPROVED.

**Contact: Randolph Sanders (925) 313-2111**

I hereby certify that this 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: January 15, 2019**

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

By: Stacey M. Boyd, Deputy

**cc:** Jocelyn LaRocque- Engineering Services, Randolph Sanders- Engineering Services, Cece Sellgren - Watershed Program, San Ramon Valley United Methodist Church, Renee Hutchins - Records

**Recording Requested By:  
COUNTY OF CONTRA COSTA**

**When Recorded, Return To:  
COUNTY OF CONTRA COSTA  
Contra Costa County Public Works Department  
Attn: County Watershed Program  
255 Glacier Drive  
Martinez, CA 94553**

---

SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

**Document Title**

**COUNTY OF CONTRA COSTA**

**COVENANT RUNNING WITH THE LAND,  
STORMWATER MANAGEMENT FACILITIES OPERATION  
AND MAINTENANCE AGREEMENT, AND RIGHT OF ENTRY**

**PROJECT: LP12-2110**

**PROPERTY OWNER(S): The San Ramon Valley United Methodist Church**

**ASSESSOR'S PARCEL NUMBER(S): 197-090-003**

**COVENANT RUNNING WITH THE LAND,  
STORMWATER MANAGEMENT FACILITIES  
OPERATION AND MAINTENANCE AGREEMENT,  
AND RIGHT OF ENTRY**

This Covenant Running with the Land, Stormwater Management Facilities Operation and Maintenance Agreement, and Right of Entry ("Agreement") is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by and between The San Ramon Valley United Methodist Church and the County of Contra Costa, a political subdivision of the State of California.

**DEFINITIONS**

The following terms used in this Agreement have the meanings specified below:

**County:** The term "**County**" means the County of Contra Costa and its authorized officers, agents, and employees.

**County Engineer:** The term "**County Engineer**" means the Public Works Director for the County or his/her designee.

**Maintain:** The terms "**maintain**," "**maintained**," or "**maintenance**" mean taking all actions reasonably necessary to keep the Stormwater Facilities in first-class operation, condition, and repair, as described in the Stormwater Control Plan and the Operation and Maintenance Plan, which actions include but are not limited to annual inspection and reporting, painting, cleaning, refinishing, repairing, replacing, and reconstructing the Stormwater Facilities, the payment of any applicable County fees, and in the case of landscaping, plant replacement, mulch replacement, irrigating, trimming, mowing, and fertilizing the landscaping.

**NPDES Permit:** The term "**NPDES Permit**" means the National Pollutant Discharge Elimination System (NPDES) Permit No. CAS612008 issued to the County and other co-permittees by the San Francisco Regional Water Quality Control Board, as amended, and as may be superseded by subsequent NPDES permits that are issued from time to time.

**Operation and Maintenance Plan:** The term "**Operation and Maintenance Plan**" means the Stormwater Control Operation and Maintenance Plan for the Property prepared by Kier & Wright Civil Engineers and Surveyors, Inc., and deemed consistent with the Ordinance by the County, which may only be modified when, upon written application for such changes, the County Engineer, in his/her sole discretion, provides written consent to such changes. The Operation and Maintenance Plan and any approved changes are on file at the County Public Works Department.

**Ordinance:** The term "**Ordinance**" means Division 1014 of Title 10 of the Contra Costa County Code (Stormwater Management and Discharge Control), as may be amended from time to time.

**Project:** The term "**Project**" means LP12-2110, which is being developed on the Property by the Property Owner.

**Property:** The term "**Property**" means that real property described in Exhibit A attached to this Agreement.

**Property Owner:** The terms "**Property Owner**" and "**Property Owners**" mean The San Ramon Valley United Methodist Church, and all heirs, successors, executors, administrators, and assigns of any interest in the Property, it being the intent of the parties that the obligations under this Agreement, as provided in Civil Code Section 1468, run with the Property.

**Stormwater Control Plan:** The term "**Stormwater Control Plan**" means the Stormwater Control Plan prepared by Kier & Wright Civil Engineers and Surveyors, Inc., and deemed consistent with the Ordinance by the County, which may only be modified when, upon written application for such changes, the County Engineer, in his/her sole discretion, provides written consent to such changes. The Stormwater Control Plan and any approved changes are on file at the County Public Works Department.

**Stormwater Facilities:** The term "**Stormwater Facilities**" means the permanent stormwater management facilities and appurtenant design features located and constructed on the Property, as described in the Stormwater Control Plan and/or the Operation and Maintenance Plan.

## RECITALS

This Agreement is made and entered into with reference to the following facts:

- A. The Property Owner is the owner of the Property and intends to develop the Property with impervious surfaces.
- B. The County is the owner of Danville Boulevard and associated storm drains that are in the vicinity of the Property, and the County is required to ensure that stormwater runoff from the Property meets the requirements of the NPDES Permit.
- C. To meet its obligations under the NPDES Permit, the County has required the Property Owner to construct the Stormwater Facilities.
- D. To meet its obligations under the NPDES Permit, the County has approved the Property Owner's Operation and Maintenance Plan and the Stormwater Control Plan for the Stormwater Facilities.
- E. To meet the County's obligations under the NPDES Permit, the County's Ordinance requires proper operation and maintenance in perpetuity of the Stormwater Facilities constructed on the Property.

- F. The Operation and Maintenance Plan and/or the Stormwater Control Plan include an annual inspection and reporting requirement and a continuing maintenance requirement for the Stormwater Facilities constructed on the Property.

## **AGREEMENT**

**NOW, THEREFORE**, in consideration of the above premises, the sufficiency of which is acknowledged, the mutual covenants contained in this Agreement, and the following terms and conditions, the County and the Property Owner agree as follows:

### **SECTION 1**

**Responsibility for Operation and Maintenance:** The Property Owner represents and warrants that the Stormwater Facilities have been designed and installed in strict accordance with the Stormwater Control Plan, the Operation and Maintenance Plan, and the Ordinance. No portion of the Stormwater Facilities may be altered in any manner that is inconsistent with the Stormwater Control Plan or the Operation and Maintenance Plan without the prior, written consent of the County Engineer. The Property Owner shall continuously maintain the Stormwater Facilities in first-class operating condition, in strict accordance with the Stormwater Control Plan, the Operation and Maintenance Plan, and the Ordinance, and in compliance with all applicable federal, state, and local laws and regulations, as they may be amended from time to time.

The Property Owner shall engage a licensed landscape contractor or other licensed professional acceptable to the County Engineer to undertake the following maintenance activities on the Property, unless the Property Owner receives prior, written approval of an alternative method from the County Engineer:

1. Diagnosis and correction of the Stormwater Facilities malfunctions that cannot be corrected through routine maintenance,
2. Application of fertilizer and/or pest control products within, under, or above the Stormwater Facilities,
3. Repair of private drainage system (including rain gutters, downspouts, area drains, risers, inlets, outlets, overflows, clean-outs, connectors, earthen and concrete conveyance swales, check dam/retaining walls, and catch basins),
4. Maintenance of irrigation system that may affect stormwater reaching the Stormwater Facilities,
5. Modification of site topography through yard and driveway grading that may affect stormwater reaching the Stormwater Facilities,
6. Subdrain cleaning/replacement (including perforated drain pipe), and
7. Replacement of engineered soil and mulch.

The County Engineer may, at any time, revoke approval of an alternate method for the maintenance of the Stormwater Facilities and require the Property Owner to hire a licensed landscape contractor or other licensed professional acceptable to the County Engineer to undertake any of the activities mentioned in this section.

If a dispute should arise between the Property Owner with respect to the necessity for maintenance, the standard of maintenance, the contractor(s) to be engaged to perform any repair or maintenance work, or any other matters pertaining to the operation or maintenance of the Stormwater Facilities, the dispute may be submitted to the County Engineer, in which case the decision of the County Engineer shall be final.

The County recognizes that the Operation and Maintenance Plan may provide for the allocation of Property Owner responsibilities for the maintenance of Stormwater Facilities located on various Lots. However, regardless of the allocation of maintenance responsibilities, the Property Owner of each Lot is responsible for compliance with all of the obligations contained in this Agreement, and all Property Owners will be jointly and severally liable for failure to comply with the terms and conditions set forth in this Agreement and in the Ordinance.

The County may require the Property Owner to amend the Stormwater Control Plan and/or the Operation and Maintenance Plan whenever the County deems amendments necessary to maintain compliance with the NPDES Permit. In that case, the Property Owner shall have the amendments prepared by a licensed engineer and promptly submit the amendments to the County Engineer for review and approval. All amendments proposed by the Property Owner are subject to the prior, written approval of the County Engineer. Whenever the Property Owner requests amendments to the Stormwater Control Plan and/or the Operation and Maintenance Plan, the Property Owner shall pay the County in advance for all staff time spent reviewing and taking action with respect to such request, whether or not the County Engineer approves the proposed amendments. All approved amendments to the Stormwater Control Plan and the Operation and Maintenance Plan will be kept on file at the County Public Works Department. The Property Owner shall promptly comply with all requirements of the Stormwater Control Plan and the Operation and Maintenance Plan, including any approved amendments.

## **SECTION 2**

**Inspection by Property Owner:** The Property Owner shall inspect, at least annually, the Stormwater Facilities in accordance with this Agreement, including the requirements of the Operation and Maintenance Plan, the Stormwater Control Plan, and the Ordinance. The annual inspection shall include completion of the reporting form(s) required by the County, which form(s) will be provided annually to the Property Owner by the County. The Property Owner or a licensed landscape contractor or other licensed professional acceptable to the County Engineer must submit the reporting form(s) to the County Engineer no later than the deadline indicated on the form(s). Upon review, the County may require additional information from either the Property Owner or an appropriately-licensed contractor.

### **SECTION 3**

**Right of Entry and Stormwater Facilities Inspection by the County:** The Property Owner hereby grants permission to the County and its contractors and other agencies with an interest in the Stormwater Facilities, such as the Contra Costa County Flood Control and Water Conservation District, the Contra Costa Mosquito and Vector Control District, and the Regional Water Quality Control Board, to enter upon the Property at any reasonable time to inspect, assess, or observe the Stormwater Facilities for the purpose of ensuring that the Stormwater Facilities are being properly maintained and are continuing to perform in an adequate manner to protect water quality and the public health and safety. This includes the right to enter upon the Property whenever the County or other agency has a reasonable basis to believe that a violation of this Agreement, the Operation and Maintenance Plan, the Stormwater Control Plan, the Ordinance, or the NPDES Permit has occurred or is threatening to occur. It also includes the right for the County and its contractors to enter upon the Property to perform any maintenance or other obligations required of the Property Owner under this Agreement or to abate any nuisance in connection with the Stormwater Facilities. The County and the other agencies shall endeavor to provide reasonable notice to the Property Owner before entering the Property.

### **SECTION 4**

**Failure to Perform Required Stormwater Facilities Repairs or Maintenance by the Property Owner:** If the Property Owner fails to maintain the Stormwater Facilities in good working order and in accordance with the approved Operation and Maintenance Plan, the Stormwater Control Plan, and the Ordinance, the County, with prior notice, may enter the Property to return the Stormwater Facilities to good working order. The County is under no obligation to maintain or repair the Stormwater Facilities, and this Agreement may not be construed to impose any such obligation on the County. If the County, under this section, performs any work to return Stormwater Facilities to good working order, the Property Owner shall reimburse the County for all the costs incurred by the County, including administrative costs. The County will provide the Property Owner with an itemized invoice of the County's costs and the Property Owner will have 30 days to pay the invoice. If the Property Owner fails to pay the invoice within 30 days, the County may secure a lien against the Property in the amount of such costs. In addition, the County may make the cost of abatement of the nuisance caused by the failure to maintain the Stormwater Facilities a special assessment against the Property, which assessment may be collected on the tax roll in accordance with applicable law. This section does not prevent the County from pursuing other remedies against the Property or the Property Owner, including but not limited to those in the Ordinance and the nuisance abatement procedures in Division 14 of Title 1 (or successor provisions) of the Contra Costa County Ordinance Code.

If the Property Owner fails to maintain the Stormwater Facilities in accordance with this Agreement, the Operation and Maintenance Plan, the Stormwater Control Plan, or the Ordinance, the Property Owner shall be responsible for: (a) the costs of any code enforcement or nuisance abatement actions commenced by the County; and (b) the payment of, or reimbursement to the County for, any fines or penalties that may be levied against the County by the Regional Water Quality Control Board or any other regulatory agency, to the extent that the fines or penalties result from the Property Owner's failure to properly maintain the Stormwater Facilities. The County may recover such costs, fines, or penalties from the Property Owner in the same manner as provided in the preceding paragraph.

## **SECTION 5**

**Indemnity:** The Property Owner agrees to defend, indemnify, save, and hold harmless the County and its governing board from any and all demands, losses, claims, costs, suits, liabilities, and expenses for any property damage, personal injury, or death arising directly or indirectly from or connected with the design, construction, use, operation or maintenance of the Stormwater Facilities by the Property Owner or the presence or existence of the Stormwater Facilities on the Property, except for claims, costs, or liabilities resulting from the sole negligence or sole willful misconduct of the County. The Property Owner's obligations under this section shall include the payment of penalties, fines, attorneys' fees, experts' fees, costs, and litigation expenses, as well as liability for the release or existence of any hazardous materials on, under, or in the Property. If any action or proceeding is brought against any of the indemnitees, the Property Owner shall reimburse the indemnitees for any expenditures, including reasonable attorneys' fees and costs, incurred by the indemnitees and, if requested by any of the indemnitees, shall defend the action or proceeding at the Property Owner's sole expense with counsel reasonably acceptable to the indemnitees.

## **SECTION 6**

**Covenant Running with the Land:** The covenants of the Property Owner set forth above shall run with the land, and the burdens of the covenants shall be binding upon each and every part of the Property and the Lots and upon the Property Owner and the Property Owner's successors and assigns in ownership (on any interest in the Property) for the benefit of Danville Boulevard and associated storm drain(s) and each and every part thereof. Said covenants shall inure to the benefit of and be enforceable by the County and its successors and assigns in ownership of each and every part of the above referenced road(s) and storm drains.

## **SECTION 7**

**Severability:** Invalidity of any one of the provisions of this Agreement shall in no way affect any other provisions and all other provisions shall remain in full force and effect.

## **SECTION 8**

**No Dedication for Public Use:** The provisions of this Agreement shall not be construed to constitute a dedication for public use, either express or implied, and any actions by the County to enforce this Agreement, including without limitation code enforcement or nuisance abatement actions, shall not be deemed to involve the exercise by the County of dominion or control over the Stormwater Facilities or the Property.

## **SECTION 9**

**Notices:** All notices required by this Agreement or by law shall be in writing and shall be delivered in person or sent by certified mail, postage pre-paid.



Notices required to be given to the County shall be addressed as follows:

Contra Costa County Public Works Department  
Attention: County Watershed Program  
255 Glacier Drive  
Martinez, CA 94553

Notices required to be given to the Property Owner, including any heirs, successors, or assigns, will be sent to the mailing address for the Property Owner that is on file with the Contra Costa County Assessor. The Property Owner may request in writing that notices be sent to an additional address.

Any party may change its address or contact person by notice in writing to the other party and thereafter notices shall be addressed and transmitted to the new address and/or new contact person.

### SECTION 10

**Effective Date and Modification:** This Agreement is effective upon the date stated at the beginning of this Agreement. This Agreement shall not be modified except by written instrument executed by the County and the Property Owner at the time of modification. Such modifications shall be effective upon the date of execution and shall be recorded.

#### **County of Contra Costa**

By: \_\_\_\_\_  
Brian M. Belbas, Public Works Director

RECOMMENDED FOR APPROVAL:

Brian M. Belbas, Public Works Director

By: \_\_\_\_\_  
Deputy Director

APPROVED AS TO FORM:

Sharon L. Anderson  
County Counsel

By: \_\_\_\_\_  
Deputy County Counsel

Attachments: Exhibit A (Legal Description)  
Acknowledgment

H:\Public Works\WatershedProgram\OMAgreement.LP12-2110.6.9.17.docx

#### **Property Owner**

By: \_\_\_\_\_ 12/4/16  
Mark Miller  
Chairman of the Board

By: \_\_\_\_\_ 11/30/2018  
Greg Warwick  
Secretary  
see attached

[Note: All Property Owner signatures must be notarized. If Property Owner 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, any assistant secretary, the chief financial officer or any assistant treasurer. (See Corp. Code, § 313.)]

## EXHIBIT "A"

### LEGAL DESCRIPTION

A PORTION OF THE RANCHO SAN RAMON SITUATE IN THE COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

BEING ALL OF PARCELS ONE, TWO AND THREE AS SAID PARCELS ARE DESCRIBED IN THAT CERTAIN GRANT DEED TO SAN RAMON VALLEY UNITED METHODIST CHURCH RECORDED ON DECEMBER 14, 2000, AS DOCUMENT NUMBER 2000-0280537, CONTRA COSTA COUNTY RECORDS, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE WESTERLY CORNER OF SAID PARCEL ONE AND ON THE CENTERLINE OF DANVILLE BOULEVARD;

THENCE ALONG THE NORTHWESTERLY LINE OF SAID PARCEL ONE, NORTH 46°36'00" EAST, 465.30 FEET TO THE NORTHERLY CORNER OF SAID PARCEL ONE AND THE CENTERLINE OF SAN RAMON CREEK;

THENCE ALONG THE NORTHEASTERLY LINES OF SAID PARCELS ONE AND TWO AND THE CENTERLINE OF SAN RAMON CREEK THE FOLLOWING FOUR COURSES:

1. SOUTH 47°45'00" EAST, 81.84 FEET;
2. SOUTH 37°35'00" EAST, 184.80 FEET;
3. SOUTH 75°55'00" EAST, 122.76 FEET AND;
4. SOUTH 36°15'00" EAST, 31.11 FEET TO THE EASTERLY CORNER OF SAID PACEL TWO AND THE NORTHERLY CORNER OF SAID PARCEL THREE;

THENCE ALONG THE EASTERLY LINES OF SAID PARCEL THREE THE FOLLOWING SIX COURSES:

1. SOUTH 32°22'00" WEST, 75.47 FEET;
2. SOUTH 7°21'00" EAST, 57.20 FEET;
3. SOUTH 62°30'00" WEST, 66.28 FEET;
4. SOUTH 33°42'00" WEST, 114.52' FEET;
5. SOUTH 50°45'00" WEST, 115.60 FEET AND ;
6. SOUTH 0°24'00" WEST, 140.82 FEET TO THE SOUTHERLY CORNER OF SAID PARCEL THREE AND THE CENTERLINE OF SAID DANVILLE BOULEVARD;

THENCE ALONG THE SOUTHWESTERLY LINES OF SAID PARCELS ONE, TWO AND THREE AND THE CENTERLINE OF SAID DANVILLE BOULEVARD THE FOLLOWING TWO COURSES:

1. NORTH 42°00'00" WEST, 119.30 FEET AND;

2. NORTH 46°20'00" WEST, 446.64 FEET TO THE POINT OF BEGINNING OF THIS DESCRIPTION.

CONTAINING 216,364 SQUARE FEET ( 4.9670 ACRES ), MORE OR LESS.

KIER & WRIGHT CIVIL ENGINEERS & SURVEYORS, INC.

  
JOSEPH D. THOMPSON, L.S. 8121  
LICENSE EXPIRES 12-31-16

8-7-15  
DATE



- END OF THIS DESCRIPTION -

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

**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 California )  
County of ALAMEDA )

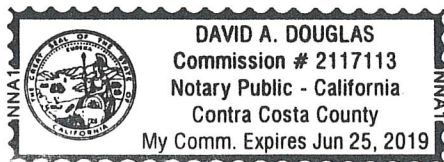
On DECEMBER 4, 2018 before me, DAVID A. DOUGLAS NOTARY PUBLIC,  
Date Here Insert Name and Title of the Officer

personally appeared MARK MILLER  
Name(s) of Signer(s)

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

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

WITNESS my hand and official seal.



Signature [Signature]  
Signature of Notary Public

Place Notary Seal Above

**OPTIONAL**

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document** COUNTY OF CONTRA COSTA

Title or Type of Document: COVENANT RUNNING RO WITH LAND Document Date: 12-04-18

Number of Pages: 8 Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: MARK MILLER  
☐ Corporate Officer — Title(s): \_\_\_\_\_  
☐ Partner — ☐ Limited ☐ General  
☒ Individual ☐ Attorney in Fact  
☐ Trustee ☐ Guardian or Conservator  
☐ Other: \_\_\_\_\_  
Signer Is Representing: \_\_\_\_\_

Signer's Name: \_\_\_\_\_  
☐ Corporate Officer — Title(s): \_\_\_\_\_  
☐ Partner — ☐ Limited ☐ General  
☐ Individual ☐ Attorney in Fact  
☐ Trustee ☐ Guardian or Conservator  
☐ Other: \_\_\_\_\_  
Signer Is Representing: \_\_\_\_\_



## 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.

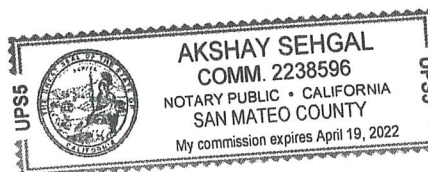
State of California  
County of San Mateo )

On November 30, 2018 before me, Akshay Sehgal, Notary Public  
(insert name and title of the officer)

personally appeared Greg Warwick,  
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 Akshay S (Seal)



Recorded at the request of: Clerk of the Board

Return To: Public Works - Simone Saleh

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

Adopted this Resolution on 01/15/2019 by the following vote:

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

NO: ☒

ABSENT: ☒

ABSTAIN: ☒

RECUSE: ☒

Resolution No. 2019/4

IN THE MATTER OF approving the Stormwater Management Facilities Operation and Maintenance Agreement for land use permit LP12-02110 (APN 197-090-003), Alamo area. (District II)

WHEREAS the Public Works Director has recommended that he be authorized to execute the Stormwater Management Facilities Operation and Agreement with San Ramon Valley United Methodist Church, as required by the Conditions of Approval for land use permit LP12-02110. This agreement would ensure the operation and maintenance of the stormwater facilities in accordance with the approved Stormwater Control Plan and approved Operation and Maintenance Plan for land use permit LP12-02110, which is located at 902 Danville Boulevard in the Alamo area.

NOW, THEREFORE, BE IT RESOLVED that the recommendation of the Public Works Director is APPROVED.

Contact: Randolph Sanders (925) 313-2111

I hereby certify that this 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

cc: Jocelyn LaRocque- Engineering Services, Randolph Sanders- Engineering Services, Cece Sellgren - Watershed Program, San Ramon Valley United Methodist Church, Renee Hutchins - Records



# Contra Costa County

To: Board of Supervisors  
From: Keith Freitas, Airports Director  
Date: January 15, 2019

Subject: APPROVE and AUTHORIZE the Director of Airports, or designee, to host a County sponsored event at the Buchanan Field Airport.

## **RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Director of Airports, or designee, to host the 11<sup>th</sup> Annual Tenant Appreciation Barbeque (tentatively scheduled for Thursday, May 2, 2019), in an amount of approximately \$17,000 and held at the Buchanan Field Airport to thank customers for choosing Contra Costa County Airports - Buchanan Field and Byron Airports to store their aircraft and/or operate businesses, Pacheco (District IV) and Byron area (District III).

Pursuant to Administrative Bulletin No. 114 (County and Non-County Sponsored Events and Activities):

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Beth Lee, (925)  
681-4200

cc:

#### RECOMMENDATION(S): (CONTD)

- APPROVE the Public Works - Airport Division to host the 11<sup>th</sup> Annual Tenant Appreciation Barbeque, which will require Airport Division staff time and County resources in an amount exceeding \$2,500; and,
- APPROVE and AUTHORIZE the expenditure of Airport Enterprise Funds, in an estimated amount of approximately \$17,000, including but not limited to costs for food, staff time, County equipment, rental equipment (tables, chairs, etc.), supplies (utensils, cups, napkins, storage containers, etc.), and other reasonable expenses related to hosting the 2019 – 11<sup>th</sup> Annual Tenant Appreciation Barbeque (including but not limited to providing Byron Airport coverage and replacement of barbeques, smokers, fans, tents, etc.)

#### FISCAL IMPACT:

There is no impact on the County General Fund. The total cost of approximately \$17,000 will be fully funded by the Airport Enterprise Fund. This estimated cost includes staff time (\$9,600), food/drink (\$4,000), and equipment/supplies/Byron coverage (\$3,400).

#### BACKGROUND:

The 11<sup>th</sup> Annual Tenant Appreciation BBQ is tentatively scheduled for Thursday, May 2, 2019 and will be held at the Buchanan Field Airport. The average annual attendance is typically five hundred (500) tenants and the approximate annual dollar amount expended on this event is \$17,000.

This event was developed to recognize the airport tenants/stakeholders “our customers” and would include providing food and beverages. The goal of this event is intended to assist in marketing both the Buchanan Field and Byron Airports by highlighting the services we provide to both current and potential customers, which are the livelihood of the Airport Enterprise Fund. This is part of a marketing program to attract and retain tenants that benefit both the Airport systems (operating as a business) and the County (FY 2015-16, the Buchanan Field and Byron Airports generated \$2.77 million in possessory interest tax to go back to the County General Fund).

Pursuant to Administrative Bulletin 114 the County Administrator's Office has reviewed and approved the Airport's request to host the 11<sup>th</sup> Annual Tenant Appreciation Barbeque and recommends approval of this action by the Board of Supervisors.

#### CONSEQUENCE OF NEGATIVE ACTION:

A negative action will cause a loss of marketing and promotion opportunity for the Airport and may impact funding.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Keith Freitas, Airports Director  
Date: January 15, 2019

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 Jamil Alkhoury for a Shade hangar at Buchanan Field Airport effective January 1, 2019 in the monthly amount of \$140.00, Pacheco area (District IV).

**FISCAL IMPACT:**

The Airport Enterprise Fund will realize \$1,680.00 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: **01/15/2019** ☒ 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: January 15, 2019

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 Agreement - Jamil Alkhoury



## CONTRA COSTA COUNTY - BUCHANAN FIELD AIRPORT

### T-HANGAR AND SHADE HANGAR RENTAL AGREEMENT

1. **PARTIES:** January 1, 2019 ("Effective Date"), the COUNTY OF CONTRA COSTA, a political subdivision of the State of California ("Airport"), Jamil Alkhoury ("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 # B-7 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 **January 1, 2019**, 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 \$ **140.00** in rent per month ("**Monthly Rent**") due and payable in advance on the first day of each calendar month, beginning on the commencement date of this Rental Agreement. Unless directed to do otherwise by Airport, Renter shall pay rent only in cash or by personal check, certified check, or money order. If the term of this Rental Agreement begins on a day other than the first day of the month, the Monthly Rent stated above for the first month shall be prorated



# Contra Costa County

To: Board of Supervisors  
From: Keith Freitas, Airports Director  
Date: January 15, 2019

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 Blake Hammerquist for a Shade hangar at Buchanan Field Airport effective January 1, 2019 in the monthly amount of \$140.00, Pacheco area (District IV).

## **FISCAL IMPACT:**

The Airport Enterprise Fund will realize \$1,680.00 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: **01/15/2019** ☒ 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: January 15, 2019

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 Agreement - Blake Hammerquist

## CONTRA COSTA COUNTY - BUCHANAN FIELD AIRPORT

### T-HANGAR AND SHADE HANGAR RENTAL AGREEMENT

1. **PARTIES:** January 1, 2019 ("Effective Date"), the COUNTY OF CONTRA COSTA, a political subdivision of the State of California ("**Airport**"), **Blake Hammerquist** ("**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 # **B-17** 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 **January 1, 2019**, 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 \$ **140.00** in rent per month ("**Monthly Rent**") due and payable in advance on the first day of each calendar month, beginning on the commencement date of this Rental Agreement. Unless directed to do otherwise by Airport, Renter shall pay rent only in cash or by personal check, certified check, or money order. If the term of this Rental Agreement begins on a day other than the first day of the month, the Monthly Rent stated above for the first month shall be prorated



**Contra  
Costa  
County**

To: Contra Costa County Flood Control District Board of Supervisors

From: Brian M. Balbas, Public Works Director/Chief Engineer

Date: January 15, 2019

Subject: Lower Walnut Creek — California Department of Fish and Wildlife Proposition 1/68 Grant. Project No. 7520-6B8285

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Chief Engineer, Contra Costa County Flood Control and Water Conservation District (FC District), or designee, to apply for grant assistance in the form of the California Department of Fish and Wildlife (CDFW) Proposition 1/68 Grant Program, in the amount of \$1.5 million, for partial implementation of the North and South Reaches of the Lower Walnut Creek Restoration Project, Martinez area.

**FISCAL IMPACT:**

Grant amount requested will be \$1.5 million of State Proposition 1/68 funds. Remaining project costs will be funded by FC District Zone 3B funds (Fund 252000) and local, state, and federal grant funds. There is no County match requirement.

**BACKGROUND:**

Following the 2014 congressional “selective deauthorization” of the most downstream 4 miles of Walnut and Pacheco Creeks, the FC District has completed a community-based planning process that identified a preferred alternative for restoration work of Lower Walnut Creek. The project subsequently attracted grant funding from the CDFW and the U.S. Environmental Protection Agency that covered California Environmental Quality Act (CEQA), design, and regulatory

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Paul Detjens, (925)  
313-2394

BACKGROUND: (CONT'D)

permitting phases of work. Now the FC District is seeking grant funding for implementation of the restoration project.

In 2016, an earlier phase of the project received \$537,457 in CDFW Proposition 1 grant funding that partially paid for CEQA/design/permitting activities. The FC District has been encouraged to apply for implementation funding under this same grant program.

FC District staff has confirmed that the Lower Walnut Creek Restoration Project meets the eligibility criteria for grant funding and the project delivers benefits that are aligned with the grant program's priorities. Alignment with this grant program has been a fundamental objective of the project's planning process.

Because the CDFW Proposition 1/68 Grant Program is a good match for the Lower Walnut Creek Restoration Project funding, the FC District intends to request 1.5 million of implementation funding.

CONSEQUENCE OF NEGATIVE ACTION:

Without the Board of Supervisors' approval, the FC District will not be able to apply for the CDFW Proposition 1/68 Grant described above.



**Contra  
Costa  
County**

To: Contra Costa County Flood Control District Board of Supervisors

From: Brian M. Balbas, Public Works Director/Chief Engineer

Date: January 15, 2019

Subject: Accept the Drainage Area Fee Program Development Impact Fee Annual Report, Countywide.

---

**RECOMMENDATION(S):**

ACCEPT the Contra Costa County Flood Control and Water Conservation District (District) Drainage Area Fee Program Development Impact Fee Annual Report (Report) for fiscal year 2017/18, as recommended by the Chief Engineer, Flood Control and Water Conservation District, Countywide.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

The purpose of the Report is to satisfy certain state law requirements that apply to impact fees paid in connection with the approval of a development project. California State legislation set certain legal and procedural parameters for the charging of development impact fees. This legislation was passed as AB1600 by the California Legislature and is now codified as California Government Code Sections (GC §) 66000 through 66025 (the "Mitigation Fee Act"). The Mitigation Fee Act imposes requirements on local agencies related to the accounting of fee revenues and expenditures. The District's Drainage Area Fee Program consists of approximately 50 separate fee areas or boundaries throughout Contra Costa County, each with a separate list of eligible

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Michelle Cordis, (925)  
313-2381

**BACKGROUND: (CONT'D)**

projects and a separate account to ensure that revenue collected from developments within a specific drainage area boundary will be spent specifically for projects identified within that drainage area. The attached Report provides accounting information for each of the Drainage Areas and is current as of the end of fiscal year 2017/18.

**CONSEQUENCE OF NEGATIVE ACTION:**

The Report would not be accepted.

**ATTACHMENTS**

Annual Report



**Contra Costa County Flood Control and Water Conservation District**

**Drainage Area Fee Program**

**Development Impact Fee Annual Report**

**In Compliance with Mitigation Fee Act/Assembly Bill 1600**

**Fiscal Year 2017/18**

**Contra Costa County Flood Control and Water Conservation District**  
**Drainage Area Fee Program**  
**Development Impact Fee Annual Report**

**Legal Requirements for Development Impact Fees**

California Government Code Section 66006 provides that each local agency that imposes development impact fees must prepare an annual report that includes specific information about those fees. In addition, Assembly Bill 1600 imposes certain accounting and reporting requirements with respect to the fees collected. The fees, for accounting purposes, must be segregated from the general funds of the County and from other funds or accounts containing fees collected for other improvements. Interest on each development fee fund or account must be credited to that fund or account and used only for the purposes for which the fees were collected.

For each separate development impact fee fund that the local agency maintains, California Government Code Section 66006(b)(1) requires the local agency to make available to the public, within 180 days after the end of each fiscal year, the following information for that fiscal year:

- A. A brief description of the type of fee in the account or fund.
- B. The amount of the fee.
- C. The beginning and ending balance of the account or fund.
- D. The amount of the fees collected and interest earned.
- E. An identification of each public improvement on which fees were expended and the amount of expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with fees.
- F. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement.
- G. A description of each inter-fund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and in the case of an inter-fund loan, the date on which the loan will be repaid and the rate of interest that the account or fund will receive on the loan.
- H. The amount of refunds made due to sufficient funds being collected to complete financing on incomplete public improvements and the amount of reallocation of funds made due to administrative costs of refunding unexpended revenues exceeding the amount to be refunded.

## **Drainage Area**

A Drainage Area is a geographic area of Contra Costa County in which the County imposes a Drainage Area Fee — a type of development impact fee — on new development to fund new development's share of the improvements required to satisfy drainage demands within that geographic area. (See Gov. Code, §§ 66484, 66484.7.) The County currently has 50 Drainage Areas (the number may vary from year to year) for which fees are collected.

## **Report Format**

Attachment A to this report contains the "Fee Schedule" that identifies the drainage mitigation fees imposed on new development within each Drainage Area during the calendar year.

Attachment B to this report is a financial report that provides accounting information, as required by Government Code section 66006(b)(1). Attachment B includes two primary tables:

- Table 1 is a "Fund Balance" Table that identifies the beginning and ending fund balance, amount of fees collected, total revenue, and total expenses for each Drainage Area.
- Table 2 is a "Project Expenditures" Table that identifies each project and the project's expenditures on which fees were expended within each Drainage Area during the fiscal year.

Attachment C to this report is a "Revolving Fund Balance" Table showing the different projects funded by a specific loan during the fiscal year.

Attachment D to this report is a map of the Drainage Areas covered by this report. The current project list for each Drainage Area is included in the most recent development program report for the Drainage Area, a copy of which may be obtained from the Contra Costa County Flood Control and Water Conservation District.

# Contra Costa County Flood Control and Water Conservation District

Agricultural lots must be used for agricultural purposes, generally greater than 20 acre lots

## Drainage Fee Schedule Updated January 1, 2017

\* DA with Annual Construction Cost Index Adjustment  
Based on 2016 ENR index of 3.66%

Drainage Area	NT code	Fund #	Org#	Fee Ordinance	Effective Date of Ordinance	Effective Date Last Increase	FEE Base	Base Unit Measure	Maximum Exemption	Standard Pool Fee	Maximum Deferral Excess Of	Drainage Plan	Involved Jurisdictions
DA8/CSAD2	AE	2602	7602	79-40	05/03/79	05/03/79	\$2,667	Per Acre	500 Sq Ft	None	1 Acre	FD-11263	CCC / Walnut Creek
DA9/SNCRN	AH	1110	120	79-45	05/10/79	05/10/79	\$900	Per Acre	\$4000 Value	Base Fee	5 Acres	FD-11435	CCC / Walnut Creek
DA 10	AK	2554	7554	92-52	10/03/92	10/03/92	\$ 0.34	Per Sq Ft	100 Sq Ft	\$290	2 Acres	FD-12264	CCC / Danville
DA 13	AN	2552	7552	86-36	07/12/86	07/12/86	\$ 0.17	Per Sq Ft	100 Sq Ft	\$145	2 Acres	FD-12475 & 6	CCC / Walnut Creek
DA 15A	AQ	2559	7559	85-19	04/22/85	04/22/85	\$ 0.35	Per Sq Ft	100 Sq Ft	\$290	2 Acres	FD-11936	CCC/Walnut Creek/Laf.
DA 16 *	AS	2583	7583	2002-41	02/03/03	01/01/17	\$ 1.24	Per Sq Ft	100 Sq Ft	\$1,091	2 Acres	FD-12473	CCC / Pleasant Hill
DA 19A	AV	2540	7540	89-24	06/10/89	06/10/89	\$ 0.35	Per Sq Ft	100 Sq Ft	\$300	2 Acres	FD-12421	CCC / Richmond
DA 22	BF	2588	7588	87-44	08/22/87	08/22/87	\$ 0.05	Per Sq Ft	100 Sq Ft	\$33	2 Acres	FD-12548 & 9	Concord / Walnut Creek
DA 29C*	BI	2555	7555	2006-46	02/19/07	01/01/17	\$ 0.87	Per Sq Ft	100 Sq Ft	\$766	2 Acres	FD-13010	Oakley
DA 29D*	BJ	2556	7556	2006-47	02/19/07	01/01/17	\$ 2.21	Per Sq Ft	100 Sq Ft	\$1,945	2 Acres	FD-13011	Oakley
DA 29E*	BK	2548	7548	2006-48	02/19/07	01/01/17	\$ 2.07	Per Sq Ft	100 Sq Ft	\$1,822	2 Acres	FD-12604	Oakley
DA 29G*	BM	2568	7568	2006-49	02/19/07	01/01/17	\$ 1.60	Per Sq Ft	100 Sq Ft	\$1,408	2 Acres	FD-12031-1	CCC/Antioch/Oakley
DA 29H*	BN	2569	7569	2006-50	02/19/07	01/01/17	\$ 1.16	Per Sq Ft	100 Sq Ft	\$1,021	2 Acres	FD-12575	Oakley
DA 29J*	BP	2570	7570	2002-29	12/22/02	01/01/17	\$ 0.62	Per Sq Ft	100 Sq Ft	\$546	2 Acres	FD-12249	CCC/Antioch
DA 30A*	CC	2557	7557	2007-07	11/10/07	01/01/17	\$ 0.63	Per Sq Ft	100 Sq Ft	\$554	2 Acres	FD-12367.1 & 8.1	Oakley
DA 30B*	CD	2546	7546	2006-51	02/19/07	01/01/17	\$ 1.72	Per Sq Ft	100 Sq Ft	\$1,514	2 Acres	FD-11927	CCC/Brentwood/Oakley
DA 30C*	CE	2558	7558	2007-08	11/10/07	01/01/17	\$ 0.41	Per Sq Ft	100 Sq Ft	\$361	2 Acres	FD-11928.1	CCC/Brentwood/Oakley
DA 33A	CL	2535	7535	85-51	09/26/85	09/26/85	\$ 0.21	Per Sq Ft	100 Sq Ft	\$185	2 Acres	FD-12429 & 30	CCC/Concord
DA 33B	CM	2541	7541	89-57	11/11/89	11/11/89	\$ 0.70	Per Sq Ft	100 Sq Ft	\$600	2 Acres	FD-12631	CCC/Concord
DA 33C	CN	2561	7561	90-07	03/30/90	03/30/90	\$ 0.44	Per Sq Ft	100 Sq Ft	\$380	2 Acres	FD-12649	CCC/Concord
DA 37A	CQ	2534	7534	85-41	07/04/85	07/04/85	\$925	Per Acre	500 Sq Ft	None	2 Acres	FD-12406	CCC/Danville
DA 40A	DC	2565	7565	82-09	02/04/82	02/04/82	\$ 0.21	Per Sq Ft	100 Sq Ft	\$180	2 Acres	FD-12090 & 1	CCC/Martinez
DA 44B*	DM	2547	7547	2002-42	02/03/03	01/01/17	\$ 1.04	Per Sq Ft	100 sq ft	\$915	1 Acre	FD-12009.1 & 10.1	CCC/Pleasant Hill/W.C.
DA 46*	DP	2578	7578	2002-43	02/03/03	01/01/17	\$ 0.79	Per Sq Ft	100 Sq Ft	\$695	2 Acres	FD-12555	CCC/Laf/Pl Hill/W. Crk
DA 47*	DQ	2597	7597	2001-04	03/26/01	01/01/17	\$ 1.19	Per Sq Ft	100 Sq Ft	\$1,047	2 Acres	FD-13075	Martinez/Pleasant Hill
DA 48B*	DS	2574	7574	2002-28	12/22/02	01/01/17	\$ 0.54	Per Sq Ft	100 Sq Ft	\$475	2 Acres	FD-12661	CCC/Pitts/Concord



**Contra Costa County Flood Control and Water Conservation District**

Agricultural lots must be used for agricultural purposes, generally greater than 20 acre lots

**Drainage Fee Schedule  
Updated January 1, 2017**

\* DA with Annual Construction Cost Index Adjustment Based on 2016 ENR index of 3.66%

Drainage Area	NT code	Fund #	Org#	Fee Ordinance	Effective Date of Ordinance	Effective Date Last Increase	FEE Base	Base Unit Measure	Maximum Exemption	Standard Pool Fee	Maximum Deferral Excess Of	Drainage Plan	Involved Jurisdictions
DA 48C	DT	2572	7572	93-73	11/20/93	11/20/93	\$ 0.43	Per Sq Ft	100 Sq Ft	\$379	2 Acres	FD-12296	CCC (Bay Point)
DA 48D	DU	2573	7573	93-53	10/02/93	10/02/93	\$ 0.54	Per Sq Ft	100 Sq Ft	\$465	2 Acres	FD-12438	CCC (Bay Point)
DA 52A*	ED	2553	7553	2007-09	11/10/07	01/01/17	\$ 0.31	Per Sq Ft	100 Sq Ft	\$273	2 Acres	FD-12007	CCC / Brentwood
DA 52B*	EF	2549	7549	2007-10	11/10/07	01/01/17	\$ 0.28	Per Sq Ft	100 Sq Ft	\$246	2 Acres	FD-11926	CCC / Brentwood
DA 52C*	EG	2571	7571	2007-11	11/10/07	01/01/17	\$ 1.12	Per Sq Ft	100 Sq Ft	\$986	2 Acres	FD-13077	CCC / Brentwood
DA 52D*	EH	2584	7584	2006-52	02/19/07	01/01/17	\$ 1.36	Per Sq Ft	100 Sq Ft	\$1,197	2 Acres	FD-12630	CCC/Brentwood/Oakley
DA 55*	EP	2579	7579	2002-23	11/11/02	01/01/17	\$ 0.90	Per Sq Ft	100 Sq Ft	\$792	2 Acres	FD-12606	CCC / Antioch
DA 56*	ER	2566	7566	2002-24	11/11/02	01/01/17	\$ 0.90	Per Sq Ft	100 Sq Ft	\$792	2 Acres	FD-12085.1 & 6.1	CCC/Antioch/Oakley/Brent
DA 57	ET	2538	7538	88-86	01/07/89	01/07/89	\$ 0.35	Per Sq Ft	100 Sq Ft	\$300	2 Acres	FD-12576 & 7	CCC / Martinez
DA 62*	FB	2543	7543	2002-35	02/03/03	01/01/17	\$ 0.79	Per Sq Ft	100 Sq Ft	\$695	2 Acres	FD-13080	CC/Martinez/Pleas. Hill
DA 67	FM	2539	7539	89-12	04/16/89	04/16/89	\$ 0.38	Per Sq Ft	100 Sq Ft	\$325	2 Acres	FD-12023 & 12624	CCC / Walnut Creek
DA 72*	GE	2544	7544	2002-36	02/03/03	01/01/17	\$ 0.79	Per Sq Ft	100 Sq Ft	\$695	2 Acres	FD13081	CCC/Martinez/Pleas. Hill
DA 73	GF	2567	7567	88-68	10/22/88	10/22/88	\$ 0.10	Per Sq Ft	100 Sq Ft	\$86	2 Acres	FD-12177	CCC/Richmond/San Pablo
DA 76	GY	2542	7542	94-20	04/29/94	04/29/94	\$ 0.70	Per Sq Ft	100 Sq Ft	\$620	2 Acres	FD-13007	CCC / Walnut Creek
DA 78*	GZ	2545	7545	2002-37	02/03/03	01/01/17	\$ 0.79	Per Sq Ft	100 Sq Ft	\$695	2 Acres	FD-13082	CCC/Pleasant Hill
DA 87*	HA	2585	7585	2002-38	02/03/03	01/01/17	\$ 0.79	Per Sq Ft	100 Sq Ft	\$695	2 Acres	FD-13083	CCC/Martinez/Pacheco
DA 88*	HB	2586	7586	2002-39	02/03/03	01/01/17	\$ 0.79	Per Sq Ft	100 Sq Ft	\$695	2 Acres	FD-13084	CCC/Pacheco/Martinez
DA 89*	HC	2587	7587	2002-40	02/03/03	01/01/17	\$ 0.79	Per Sq Ft	100 Sq Ft	\$695	2 Acres	FD-13085	CCC/Martinez/Pleas. Hill
DA 101A	JC	2581	7581	88-36	07/09/88	07/09/88	\$ 0.20	Per Sq Ft	100 Sq Ft	\$172	2 Acres	FD-12618	CCC/Danville/San Ramon
DA 104	JH	2589	7589	Repealed	11/10/07	11/10/07	\$0.00	Per Sq Ft	100 Sq Ft	\$0	2 Acres	FD-12625	CCC/Antioch/Brentwood
DA 105	JJ	2590	7590	Repealed	11/10/07	11/10/07	\$0.00	Per Sq Ft	100 Sq Ft	\$0	2 Acres	FD-12626	CCC / Brentwood
DA 106	JL	2591	7591	Repealed	11/10/07	11/10/07	\$0.00	Per Sq Ft	100 Sq Ft	\$0	2 Acres	FD-12627.1	CCC / Brentwood
DA 107	JN	2592	7592	Repealed	11/10/07	11/10/07	\$0.00	Per Sq Ft	100 Sq Ft	\$0	2 Acres	FD-12628.1	CCC / Brentwood
DA 108	JQ	2593	7593	Repealed	11/10/07	11/10/07	\$0.00	Per Sq Ft	100 Sq Ft	\$0	2 Acres	FD-12629.1	CCC / Brentwood
DA 109	JS	2595	7595	94-75	02/16/95	02/16/95	\$ 0.35	Per Sq Ft	400 Sq Ft	\$310	2 Acres	FD-13041	CCC / Brentwood
DA 128	LM	2537	7537	85-72	01/18/86	01/18/86	\$ 0.17	Per Sq Ft	100 Sq Ft	\$145	2 Acres	FD-12415 thru 7	CCC/Concord/W. C.
DA 130*	KG	2562	7562	2007-06	11/10/07	01/01/17	\$ 0.72	Per Sq Ft	100 Sq Ft	\$634	2 Acres	FD-13111	CCC/Antioch/Oakley/Brent



**Contra Costa County Flood Control and Water Conservation District**

Agricultural lots must be used for agricultural purposes, generally greater than 20 acre lots													Drainage Fee Schedule Updated January 1, 2018					* DA with Annual Construction Cost Index Adjustment Based on 2017 ENR index of 3.77%		
Drainage Area	NT Code	Fund #	Org#	Fee Ordinance	Effective Date of Ordinance	Effective Date Last Increase	FEE Base	Base Unit Measure	Maximum Exemption	Standard Pool Fee	Maximum Deferral Excess Of	Drainage Plan	Involved Jurisdictions							
DA8/CSAD2	AE	2602	7602	79-40	05/03/79	05/03/79	\$2,667	Per Acre	500 Sq Ft	None	1 Acre	FD-11263	CCC / Walnut Creek							
DA9/ISNCRN	AH	1110	120	79-45	05/10/79	05/10/79	\$900	Per Acre	\$4000 Value	Base Fee	5 Acres	FD-11435	CCC / Walnut Creek							
DA 10	AK	2554	7554	92-52	10/03/92	10/03/92	\$ 0.34	Per Sq Ft	100 Sq Ft	\$290	2 Acres	FD-12264	CCC / Danville							
DA 13	AN	2552	7552	86-36	07/12/86	07/12/86	\$ 0.17	Per Sq Ft	100 Sq Ft	\$145	2 Acres	FD-12475 & 6	CCC / Walnut Creek							
DA 15A	AQ	2559	7559	85-19	04/22/85	04/22/85	\$ 0.35	Per Sq Ft	100 Sq Ft	\$290	2 Acres	FD-11936	CCC/Walnut Creek/Laf.							
DA 16 *	AS	2583	7583	2002-41	02/03/03	01/01/18	\$ 1.28	Per Sq Ft	100 Sq Ft	\$1,126	2 Acres	FD-12473	CCC / Pleasant Hill							
DA 19A	AV	2540	7540	89-24	06/10/89	06/10/89	\$ 0.35	Per Sq Ft	100 Sq Ft	\$300	2 Acres	FD-12421	CCC / Richmond							
DA 22	BF	2588	7588	87-44	08/22/87	08/22/87	\$ 0.05	Per Sq Ft	100 Sq Ft	\$33	2 Acres	FD-12548 & 9	Concord / Walnut Creek							
DA 29C*	BI	2555	7555	2006-46	02/19/07	01/01/18	\$ 0.90	Per Sq Ft	100 Sq Ft	\$792	2 Acres	FD-13010	Oakley							
DA 29D*	BJ	2556	7556	2006-47	02/19/07	01/01/18	\$ 2.29	Per Sq Ft	100 Sq Ft	\$2,015	2 Acres	FD-13011	Oakley							
DA 29E*	BK	2548	7548	2006-48	02/19/07	01/01/18	\$ 2.15	Per Sq Ft	100 Sq Ft	\$1,892	2 Acres	FD-12604	Oakley							
DA 29G*	BM	2568	7568	2006-49	02/19/07	01/01/18	\$ 1.66	Per Sq Ft	100 Sq Ft	\$1,461	2 Acres	FD-12031-1	CCC/Antioch/Oakley							
DA 29H*	BN	2569	7569	2006-50	02/19/07	01/01/18	\$ 1.21	Per Sq Ft	100 Sq Ft	\$1,065	2 Acres	FD-12575	Oakley							
DA 29J*	BP	2570	7570	2002-29	12/22/02	01/01/18	\$ 0.64	Per Sq Ft	100 Sq Ft	\$563	2 Acres	FD-12249	CCC/Antioch							
DA 30A*	CC	2557	7557	2007-07	11/10/07	01/01/18	\$ 0.66	Per Sq Ft	100 Sq Ft	\$581	2 Acres	FD-12367.1 & 8.1	Oakley							
DA 30B*	CD	2546	7546	2006-51	02/19/07	01/01/18	\$ 1.78	Per Sq Ft	100 Sq Ft	\$1,566	2 Acres	FD-11927	CCC/Brentwood/Oakley							
DA 30C*	CE	2558	7558	2007-08	11/10/07	01/01/18	\$ 0.43	Per Sq Ft	100 Sq Ft	\$378	2 Acres	FD-11928.1	CCC/Brentwood/Oakley							
DA 33A	CL	2535	7535	85-51	09/26/85	09/26/85	\$ 0.21	Per Sq Ft	100 Sq Ft	\$185	2 Acres	FD-12429 & 30	CCC/Concord							
DA 33B	CM	2541	7541	89-57	11/11/89	11/11/89	\$ 0.70	Per Sq Ft	100 Sq Ft	\$600	2 Acres	FD-12631	CCC/Concord							
DA 33C	CN	2561	7561	90-07	03/30/90	03/30/90	\$ 0.44	Per Sq Ft	100 Sq Ft	\$380	2 Acres	FD-12649	CCC/Concord							
DA 37A	CQ	2534	7534	85-41	07/04/85	07/04/85	\$925	Per Acre	500 Sq Ft	None	2 Acres	FD-12406	CCC/Danville							
DA 40A	DC	2565	7565	82-09	02/04/82	02/04/82	\$ 0.21	Per Sq Ft	100 Sq Ft	\$180	2 Acres	FD-12090 & 1	CCC/Martinez							
DA 44B*	DM	2547	7547	2002-42	02/03/03	01/01/18	\$ 1.07	Per Sq Ft	100 sq ft	\$942	1 Acre	FD-12009.1 & 10	CCC/Pleasant Hill/W. C.							
DA 46*	DP	2578	7578	2002-43	02/03/03	01/01/18	\$ 0.82	Per Sq Ft	100 Sq Ft	\$722	2 Acres	FD-12555	CCC/Laf/Pl.Hill/W. Crk							
DA 47*	DQ	2597	7597	2001-04	03/26/01	01/01/18	\$ 1.24	Per Sq Ft	100 Sq Ft	\$1,091	2 Acres	FD-13075	Martinez/Pleasant Hill							
DA 48B*	DS	2574	7574	2002-28	12/22/02	01/01/18	\$ 0.56	Per Sq Ft	100 Sq Ft	\$493	2 Acres	FD-12661	CCC/Pitts/Concord							



# Contra Costa County Flood Control and Water Conservation District

Agricultural lots must be used for agricultural purposes, generally greater than 20 acre lots

## Drainage Fee Schedule Updated January 1, 2018

\* DA with Annual Construction Cost Index Adjustment  
Based on 2017 ENR index of 3.77%

Drainage Area	NT code	Fund #	Org#	Fee Ordinance	Effective Date of Ordinance	Effective Date Last Increase	FEE Base	Base Unit Measure	Maximum Exemption	Standard Foot Fee	Maximum Deferral Excess Of	Drainage Plan	Involved Jurisdictions
DA 48C	DT	2572	7572	93-73	11/20/93	11/20/93	\$ 0.43	Per Sq Ft	100 Sq Ft	\$379	2 Acres	FD-12296	CCC (Bay Point)
DA 48D	DU	2573	7573	93-53	10/02/93	10/02/93	\$ 0.54	Per Sq Ft	100 Sq Ft	\$465	2 Acres	FD-12438	CCC (Bay Point)
DA 52A*	ED	2553	7553	2007-09	11/10/07	01/01/18	\$ 0.32	Per Sq Ft	100 Sq Ft	\$282	2 Acres	FD-12007	CCC / Brentwood
DA 52B*	EF	2549	7549	2007-10	11/10/07	01/01/18	\$ 0.30	Per Sq Ft	100 Sq Ft	\$264	2 Acres	FD-11926	CCC / Brentwood
DA 52C*	EG	2571	7571	2007-11	11/10/07	01/01/18	\$ 1.17	Per Sq Ft	100 Sq Ft	\$1,030	2 Acres	FD-13077	CCC / Brentwood
DA 52D*	EH	2584	7584	2006-52	02/19/07	01/01/18	\$ 1.41	Per Sq Ft	100 Sq Ft	\$1,241	2 Acres	FD-12630	CCC/Brentwood/Oakley
DA 55*	EP	2579	7579	2002-23	11/11/02	01/01/18	\$ 0.93	Per Sq Ft	100 Sq Ft	\$818	2 Acres	FD-12606	CCC / Antioch
DA 56*	ER	2566	7566	2002-24	11/11/02	01/01/18	\$ 0.93	Per Sq Ft	100 Sq Ft	\$818	2 Acres	FD-12085.1 & 6.1	CCC/Antioch/Oakley/Brent
DA 57	ET	2538	7538	88-86	01/07/89	01/07/89	\$ 0.35	Per Sq Ft	100 Sq Ft	\$300	2 Acres	FD-12576 & 7	CCC / Martinez
DA 62*	FB	2543	7543	2002-35	02/03/03	01/01/18	\$ 0.82	Per Sq Ft	100 Sq Ft	\$722	2 Acres	FD-13080	CC/Martinez/Pleas. Hill
DA 67	FM	2539	7539	89-12	04/16/89	04/16/89	\$ 0.38	Per Sq Ft	100 Sq Ft	\$325	2 Acres	FD-12023 & 1262	CCC / Walnut Creek
DA 72*	GE	2544	7544	2002-36	02/03/03	01/01/18	\$ 0.82	Per Sq Ft	100 Sq Ft	\$722	2 Acres	FD13081	CCC/Martinez/Pleas. Hill
DA 73	GF	2567	7567	88-68	10/22/88	10/22/88	\$ 0.10	Per Sq Ft	100 Sq Ft	\$86	2 Acres	FD-12177	CCC/Richmond/San Pablo
DA 76	GY	2542	7542	94-20	04/29/94	04/29/94	\$ 0.70	Per Sq Ft	100 Sq Ft	\$620	2 Acres	FD-13007	CCC / Walnut Creek
DA 78*	GZ	2545	7545	2002-37	02/03/03	01/01/18	\$ 0.82	Per Sq Ft	100 Sq Ft	\$722	2 Acres	FD-13082	CCC/Pleasant Hill
DA 87*	HA	2585	7585	2002-38	02/03/03	01/01/18	\$ 0.82	Per Sq Ft	100 Sq Ft	\$722	2 Acres	FD-13083	CCC/Martinez/Pacheco
DA 88*	HB	2586	7586	2002-39	02/03/03	01/01/18	\$ 0.82	Per Sq Ft	100 Sq Ft	\$722	2 Acres	FD-13084	CCC/Pacheco/Martinez
DA 89*	HC	2587	7587	2002-40	02/03/03	01/01/18	\$ 0.82	Per Sq Ft	100 Sq Ft	\$722	2 Acres	FD-13085	CCC/Martinez/Pleas. Hill
DA 101A	JC	2581	7581	88-36	07/09/88	07/09/88	\$ 0.20	Per Sq Ft	100 Sq Ft	\$172	2 Acres	FD-12618	CCC/Danville/San Ramon
DA 104	JH	2589	7589	Repealed	11/10/07	11/10/07	\$0.00	Per Sq Ft	100 Sq Ft	\$0	2 Acres	FD-12625	CCC/Antioch/Brentwood
DA 105	JJ	2590	7590	Repealed	11/10/07	11/10/07	\$0.00	Per Sq Ft	100 Sq Ft	\$0	2 Acres	FD-12626	CCC / Brentwood
DA 106	JL	2591	7591	Repealed	11/10/07	11/10/07	\$0.00	Per Sq Ft	100 Sq Ft	\$0	2 Acres	FD-12627.1	CCC / Brentwood
DA 107	JN	2592	7592	Repealed	11/10/07	11/10/07	\$0.00	Per Sq Ft	100 Sq Ft	\$0	2 Acres	FD-12628.1	CCC / Brentwood
DA 108	JQ	2593	7593	Repealed	11/10/07	11/10/07	\$0.00	Per Sq Ft	100 Sq Ft	\$0	2 Acres	FD-12629.1	CCC / Brentwood
DA 109	JS	2595	7595	94-75	02/16/95	02/16/95	\$ 0.35	Per Sq Ft	400 Sq Ft	\$310	2 Acres	FD-13041	CCC / Brentwood
DA 128	LM	2537	7537	85-72	01/18/86	01/18/86	\$ 0.17	Per Sq Ft	100 Sq Ft	\$145	2 Acres	FD-12415 thru 7	CCC/Concord/W.C.
DA 130*	KG	2562	7562	2007-06	11/10/07	01/01/18	\$ 0.75	Per Sq Ft	100 Sq Ft	\$660	2 Acres	FD-13111	CCC/Antioch/Oakley/Brent

Fiscal Year 2016-2017  
Contra Costa County Flood Control and Water Conservation District  
Fund Balance  
Attachment B - Table 1

			FY 17/18	FY 17/18	FY 17/18	FY 17/18	FY 17/18	FY 17/18	FY 17/18	FY 17/18
		Acct	Beginning	Developer	Interest	Prop Tax	Loan/Other	Total	Total	Ending
Process Date: 12/07/18		ID	Fund Balance	Fees	Income	Revenue	Revenue	Revenue	Expenses	Fund Balance
<b>DRAINAGE FEE AREAS</b>	<b>Fund</b>	<b>ORG</b>		<b>9200</b>						
SERV AREA D-2 W C	260200	7602	341,614	14,751	3,751	0	0	18,502	(1,328)	358,788
DA 9	111000	0120	261,195	2,891	2,251	0	0	5,142	(1,323)	265,014
DA 10	255400	7554	3,997,231	0	44,893	381,431	17,734	444,058	(7,018)	4,434,271
DA 13	255200	7552	3,998,070	13,698	44,893	342,232	2,292	403,116	(20,868)	4,380,318
DA 15A	255900	7559	143,533	1,078	0	0	0	1,078	(1,574)	143,037
DA 16	258300	7583	1,276,049	8,703	11,254	83,036	556	103,549	(4,403)	1,375,195
DA 19A	254000	7540	31,008	96,312	0	0	0	96,312	(1,449)	125,871
DA 22	258800	7588	193,971	32	0	0	0	32	(1,275)	192,728
DA 290	255000	7550	21,208	0	0	2,039	14	2,053	(16)	23,245
DA 29C	255500	7555	278,825	889	2,245	0	0	3,134	(5,121)	276,838
DA 29D	255600	7556	315,556	1,452	2,245	0	0	3,696	(6,019)	313,233
DA 29E	254800	7548	31,191	0	0	0	0	0	(8,372)	22,818
DA 29G	256800	7568	54,253	0	0	0	0	0	(8,622)	45,631
DA 29H	256900	7569	141,527	310,485	0	0	0	310,485	(16,763)	435,249
DA 29J	257000	7570	851	0	0	0	0	0	0	851
DA 300	255100	7551	69,242	0	0	4,749	31	4,781	(38)	73,985
DA 30A	255700	7557	337,223	9,908	0	0	0	9,908	(14,430)	332,701
DA 30B	254600	7546	432,357	8,201	2,993	0	0	11,194	(8,848)	434,702
DA 30C	255800	7558	2,076,348	4,864	14,964	0	0	19,828	(6,401)	2,089,774
DA 33A	253500	7535	203,316	0	1,496	0	5,000	6,496	(3,348)	206,465
DA 33B	254100	7541	5,721	0	0	0	0	0	(2,073)	3,648
DA 33C	256100	7561	474	0	0	0	0	0	0	474
DA 37A	253400	7534	9,063	0	0	0	0	0	(1,275)	7,788
DA 40A	256500	7565	361,001	122	0	0	0	122	(1,275)	359,847
DA 44B	254700	7547	345,905	10,638	2,245	0	0	12,883	(6,254)	352,534
DA 46	257800	7578	1,207,882	77,634	15,006	0	0	92,640	(18,840)	1,281,682
DA 47	259700	7597	147,600	8,755	1,501	0	0	10,256	(2,716)	155,140
DA 48B	257400	7574	791,038	538	5,986	0	0	6,524	(6,709)	790,852
DA 48C	257200	7572	623,962	185	5,238	0	0	5,422	(3,047)	626,338
DA 48D	257300	7573	3,954	1,030	0	0	0	1,030	0	4,984
DA 52A	255300	7553	457,367	2,855	4,489	0	0	7,344	(2,709)	462,002
DA 52B	254900	7549	31,826	0	0	0	0	0	(1,973)	29,853
DA 52C	257100	7571	1,123,968	904,616	7,482	0	0	912,098	(428,053)	1,608,012
DA 52D	258400	7584	17,671	0	0	0	0	0	(2,870)	14,801
DA 55	257900	7579	2,136,041	0	12,214	0	45,240	57,454	(403,294)	1,790,201
DA 56	256600	7566	8,532,744	368	89,787	0	0	90,155	(364,994)	8,257,905
DA 57	253800	7538	7,113	559	0	0	69,998	70,557	(7,546)	70,124
DA 62	254300	7543	108,826	35,774	0	0	0	35,774	(4,863)	139,737
DA 67	253900	7539	167,912	3,577	0	0	0	3,577	(2,296)	169,192
DA 72	254400	7544	26,033	2,072	0	0	0	2,072	(1,375)	26,730
DA 73	256700	7567	219,696	1,021	1,496	0	0	2,518	(4,758)	217,456
DA 76	254200	7542	280,794	25,568	2,245	0	0	27,813	(4,089)	304,519
DA 78	254500	7545	12,400	2,902	0	0	0	2,902	(1,275)	14,026
DA 87	258500	7585	35,356	2,867	0	0	0	2,867	(2,754)	35,468
DA 88	258600	7586	21,376	912	0	0	0	912	(2,970)	19,318
DA 89	258700	7587	18,241	81,762	0	0	0	81,762	(2,571)	97,432
DA 101A	258100	7581	897,974	0	8,253	0	0	8,253	(1,467)	904,760
DA 109	259500	7595	4,432	1,831	0	0	0	1,831	(1,275)	4,987
DA 128	253700	7537	119,825	20,253	0	0	0	20,253	(23,601)	116,477
DA 130	256200	7562	1,932,797	812,605	7,482	0	0	820,088	(395,951)	2,356,934
<b>Drainage Area Totals</b>			<b>33,853,558</b>	<b>2,480,906</b>	<b>294,408</b>	<b>813,487</b>	<b>140,866</b>	<b>3,720,468</b>	<b>(1,820,090)</b>	<b>35,753,936</b>

Note 1: Figures based on 100% Finance Reports dated 8/31/18.

Fiscal Year 2017-18  
 Contra Costa Count Flood Control and Water Conservation District  
 Project Expenditures Table  
 Attachment B - Table 2

FY 17/178	Acct			Project Expenditures	Project Expenditures	Project Expenditures	Construction
Process Date: 12/07/18	ID			from DA Fees (\$)	All Sources (\$)	from DA Fees (%)	Completion Date
DRAINAGE FEE AREAS	ORG	Project Description	Activity				
DA 52C	7571	DA 52C BASINS MODIFICATION FOR MOSQUITO ABATEMENT.	W08178	\$ 404,387.99	\$ 404,387.99	100%	2018
DA 130	7562	BASINS EAST OF BRENTWOOD DA 130 MARSH CREEK WIDENING	W08490	\$ 55,600.64	\$ 59,697.25	100%	2020
DA 130	7562	PHASE 2 DAINTY TO SAND CREEK FCZ 1 MARSH CREEK CHANNEL GRANT PROJECT COORDINATION W/AMERICAN RIVERS	W08176	\$ 254,558.78	\$ 13,494.23	100%	2020
Drainage Area Totals				<b>\$ 714,547.41</b>	<b>\$ 464,085.24</b>		
Note 1: Figures based on 100% Finance Reports dated 8/31/18.							



**Fiscal Year 2017-2018**  
**Contra Costa County Flood Control and Water Conservation District**  
**Revolving Fund Balance**  
**Attachment C**

Flood Control Revolving Fund (2506)

Reporting Period June 30, 2018

					PROJECT	END BAL	END BAL
					FUNDED	LOANS	DEPOSITS
DRAINAGE AREA					BY LOAN	6/30/2018	6/30/2018
			LOAN				
			#				
DA 22	7588	D	31.B	Finance Various Capital Projects			80,000.00
DA 30A	7557	L	31.3	Finance to Complete Acquisition of Detention Basin 1		80,000.00	
FCZ 3B	7520	D	35.B	Finance Construction of Regional Storm Drain - Hwy 4 Widening			130,000.00
DA 29H	7569	L	35.2	Finance Construction of Regional Storm Drain - Hwy 4 Widening		130,000.00	
FCD	7505	D	39.B	Finance Construction of Storm Drain Outfall - Hwy 4			200,000.00
DA 29H	7569	L	39.1	Finance Construction of Storm Drain Outfall - Hwy 4		200,000.00	
FCZ 3B	7520	D	41.C	Finance Construction of Storm Drain Outfall - Hwy 4			140,000.00
DA 29H	7569	L	41.1	Finance Construction of Storm Drain Outfall - Hwy 4		140,000.00	
FCZ 1	7521	D	42.D	Finance Various Capital Projects			70,000.00
FCZ 3B	7520	D	42.E	Finance Various Capital Projects			29,000.00
DA 30A	7557	L	42.1	Finance Acquisition of Upper Basin		99,000.00	
DA 16	7583	D	46.A	Finance Various Capital Projects			50,000.00
DA 29C	7555	D	46.B	Finance Various Capital Projects			77,000.00
FCD	7505	D	46.G	Finance Various Capital Projects			41,000.00
DA 30A	7557	L	46.1	Refinance Prior Revolving Fund Loan		168,000.00	
DA 56	7566	D	48.A	Refinance Prior Revolving Fund Loan			100,000.00
DA 30A	7557	L	48.1	Refinance Prior Revolving Fund Loan		100,000.00	
FCD	7505	D	49.A	Finance Completion of Basin Modifications at Laurel Rd Basin			350,000.00
DA 30A	7557	L	49.1	Finance Completion of Basin Modifications at Laurel Rd Basin		350,000.00	
FCD	7505	D	53.A	Finance Laurel Basin Modifications			25,000.00
DA 16	7583	D	53.C	Finance Laurel Basin Modifications			35,000.00
DA 30A	7557	L	53.5	Finance Laurel Basin Modifications		60,000.00	
FCD	7505	D	55.C	Finance Various Capital Projects			41,000.00
DA 30A	7557	L	55.2	Finance Prior Revolving Fund Loan		14,000.00	
DA 57	7538	L	55.6	Finance Completion of Pacheco Creek Detention Basin		27,000.00	
FCD	7505	D	57.A	Refinance Prior Revolving Fund Loan			120,000.00
DA 30A	7557	L	57.1	Refinance Prior Revolving Fund Loan		120,000.00	
FCD	7505	D	61.A	Refinance Prior Revolving Fund Loan			266,000.00
DA 48D	7573	L	61.1	Refinance Prior Revolving Fund Loan		266,000.00	
FCD	7505	D	63.A	Finance Various Capital Projects			62,000.00
DA 29H	7569	L	63.2	Finance Various Capital Projects		20,000.00	
DA 30A	7557	L	63.3	Finance Various Capital Projects		25,000.00	
DA 57	7538	L	63.4	Finance Various Capital Projects		17,000.00	
FCZ 3B	7520	D	65.A	Refinance Various Capital Projects			279,400.00
DA 30	7530	L	65.2	Refinance Various Capital Projects		86,400.00	



**Fiscal Year 2017-2018**  
**Contra Costa County Flood Control and Water Conservation District**  
**Revolving Fund Balance**  
**Attachment C**

Flood Control Revolving Fund (2506)  
Reporting Period June 30, 2018

					PROJECT FUNDED BY LOAN	END BAL LOANS 6/30/2018	END BAL DEPOSITS 6/30/2018
DRAINAGE AREA	LOAN #						
FCZ 9	7532	L	65.3	Refinance Various Capital Projects		140,000.00	
DA 33C	7561	L	65.6	Refinance Various Capital Projects		3,000.00	
DA 29H	7569	L	65.9	Refinance Various Capital Projects		50,000.00	
DA 55	7579	D	65.D	Refinance Various Capital Projects			100,000.00
DA 127	7563	L	65.7	Refinance Various Capital Projects		100,000.00	
DA 56	7566	D	66.A	Refinance Various Projects & Maintenance			239,000.00
DA 29D	7556	L	66.1	Refinance Various Projects & Maintenance		239,000.00	
FCZ 3B	7520	D	67.A	Finance Expansion of Rossmoor Detention Basin			200,000.00
DA 67	7539	L	67.1	Finance Expansion of Rossmoor Detention Basin		200,000.00	
FCZ 3B	7520	D	68.A	Finance Repair Project			80,000.00
DA 29G	7568	L	68.1	Finance Repair Project		80,000.00	
FCZ 3B	7520	D	69.A	Finance Construction Activities			700,000.00
DA 67	7539	L	69.1	Finance Construction Activities		700,000.00	
FCD	7505	D	70.A	Finance Maintenance Activities			55,000.00
FCZ9	7532	L	70.1	Finance Maintenance Activities		55,000.00	
FCZ 3B	7520	D	71.A	Finance Maintenance Activities			850,000.00
DA 29G	7568	L	71.1	Finance Maintenance Activities		850,000.00	
DA 56	7566	D	72.A	Finance Construction Activities			350,000.00
DA 29G	7568	L	72.1	Finance Construction Activities		350,000.00	
FCD	7505	D	72.Y	Finance Construction Activities			425,000.00
FCZ9	7532	L	72.3	Finance Construction Activities		425,000.00	
FCD	7505	D	73.A	Finance Administration and Maintenance			8,500.00
DA 127	7563	L	73.1	Finance Administration and Maintenance		8,500.00	
FCD	7505	D	75.A	Finance Construction of Flood Walls			820,000.00
FCZ9	7532	L	75.1	Finance Construction of Flood Walls		820,000.00	
FCD	7505	D	76.A	Finance Ongoing Right of Way Work, Planning and Annual Maintenance			100,000.00
FCZ9	7532	L	76.1	Finance Ongoing Right of Way Work, Planning and Annual Maintenance		100,000.00	
FCD	7505	D	77.A	Finance Ongoing Right of Way Work, Planning and Annual Maintenance			200,000.00
FCZ9	7532	L	77.1	Finance Ongoing Right of Way Work, Planning and Annual Maintenance		200,000.00	
FCD	7505	D	77.B	Finance Ongoing Annual Maintenance			100,000.00
DA 127	7563	L	77.2	Finance Ongoing Annual Maintenance		100,000.00	
FCD	7505	D	78.A	Finance Ongoing Right of Way Work, Planning and Annual Maintenance			200,000.00
FCZ9	7532	L	78.1	Finance Ongoing Right of Way Work, Planning and Annual Maintenance		200,000.00	

**Fiscal Year 2017-2018**  
**Contra Costa County Flood Control and Water Conservation District**  
**Revolving Fund Balance**  
**Attachment C**

Flood Control Revolving Fund (2506)

Reporting Period June 30, 2018

		PROJECT	END BAL	END BAL
		FUNDED	LOANS	DEPOSITS
DRAINAGE AREA	LOAN #	BY LOAN	6/30/2018	6/30/2018
Total Revolv Fund Loans			6,522,900.00	6,522,900.00

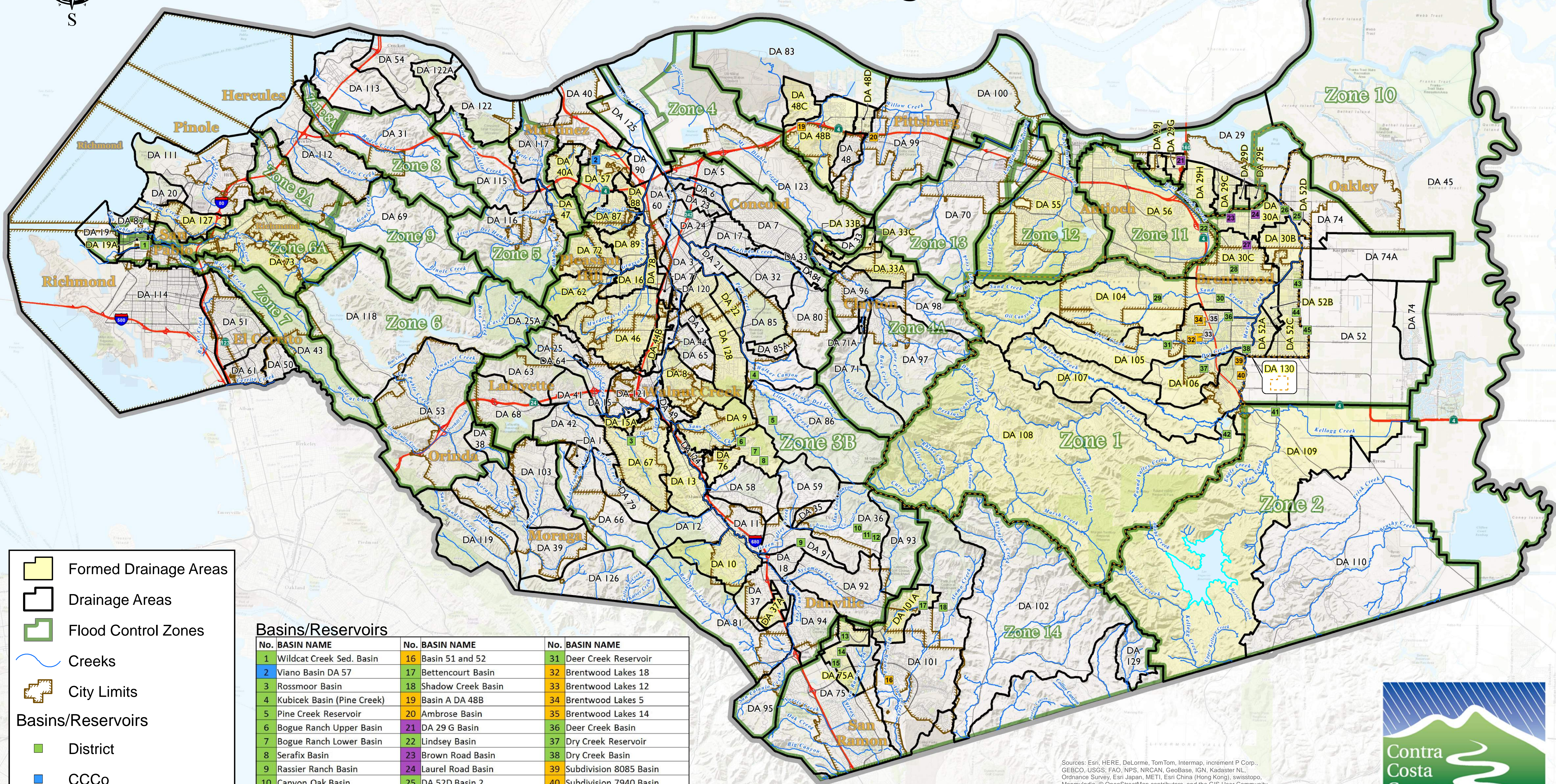
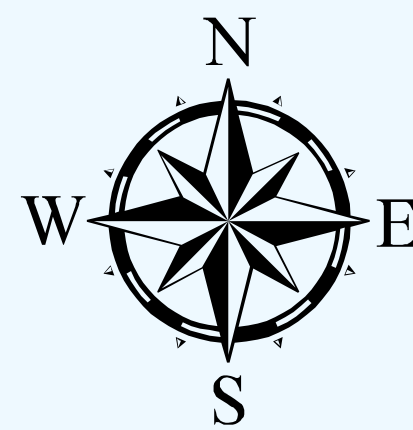
Account Status as of 06/30/18.

D = Funds Deposited in the Revolving Fund

L = Funds Loaned out by the Revolving Fund



# Contra Costa County Flood Control & Water Conservation District Zones and Drainage Areas



## Basins/Reservoirs

No.	BASIN NAME	No.	BASIN NAME	No.	BASIN NAME
1	Wildcat Creek Sed. Basin	16	Basin 51 and 52	31	Deer Creek Reservoir
2	Viano Basin DA 57	17	Bettencourt Basin	32	Brentwood Lakes 18
3	Rossmoor Basin	18	Shadow Creek Basin	33	Brentwood Lakes 12
4	Kubicek Basin (Pine Creek)	19	Basin A DA 48B	34	Brentwood Lakes 5
5	Pine Creek Reservoir	20	Ambrose Basin	35	Brentwood Lakes 14
6	Bogue Ranch Upper Basin	21	DA 29 G Basin	36	Deer Creek Basin
7	Bogue Ranch Lower Basin	22	Lindsey Basin	37	Dry Creek Reservoir
8	Serafix Basin	23	Brown Road Basin	38	Dry Creek Basin
9	Rassier Ranch Basin	24	Laurel Road Basin	39	Subdivision 8085 Basin
10	Canyon Oak Basin	25	DA 52D Basin 2	40	Subdivision 7940 Basin
11	Hidden Oak Basin	26	DA 52D Basin 1	41	Kellogg Creek Basin
12	Mossy Oak Basin	27	Freedom High Basin	42	Marsh Creek Reservoir
13	Canyon Lakes Basin 1	28	Fairview Basin	43	Barrington Basin
14	Canyon Lakes Basin 2	29	Upper Sand Creek Basin	44	Heron Park Basin
15	Canyon Lakes Basin 3	30	Lower Sand Creek Basin	45	Signature Basin

Sources: Esri, HERE, DeLorme, TomTom, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community

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# Contra Costa County

To: Board of Supervisors  
From: Keith Freitas, Airports Director  
Date: January 15, 2019

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 Andrew Wells for a Shade hangar at Buchanan Field Airport effective December 20, 2018 in the monthly amount of \$177.07, Pacheco area (District IV).

## **FISCAL IMPACT:**

The Airport Enterprise Fund will realize \$2,124.84 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: **01/15/2019** ☒ 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: January 15, 2019

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 Agreement - Andrew Wells



## CONTRA COSTA COUNTY - BUCHANAN FIELD AIRPORT

### T-HANGAR AND SHADE HANGAR RENTAL AGREEMENT

1. **PARTIES:** December 20, 2018 ("Effective Date"), the COUNTY OF CONTRA COSTA, a political subdivision of the State of California ("Airport"), **Andrew Wells** ("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 # **B-12** on the T-Hangar and Shade Hangar Site Plan, attached hereto as Exhibit B and incorporated herein. This T-Hangar or Shade Hangar is part of the T-Hangar and Shade Hangar Site ("**T-Hangar Site**") and shall hereinafter be described as the "**T-Hangar.**"

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

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

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

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

6. **TERM:** This Rental Agreement shall be from month to month commencing **December 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 \$ **177.07** 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: Keith Freitas, Airports Director  
Date: January 15, 2019

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 Tracy Peters for a T-hangar at Buchanan Field Airport effective January 1, 2019 in the monthly amount of \$370.00, Pacheco area (District IV).

## **FISCAL IMPACT:**

The Airport Enterprise Fund will realize \$4,440.00 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: **01/15/2019** ☒ 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: January 15, 2019

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 Agreement



## CONTRA COSTA COUNTY - BUCHANAN FIELD AIRPORT

### T-HANGAR AND SHADE HANGAR RENTAL AGREEMENT

1. **PARTIES:** January 1, 2019 ("Effective Date"), the COUNTY OF CONTRA COSTA, a political subdivision of the State of California ("Airport"), Tracy Peters ("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 # E-15 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 January 1, 2019, 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 \$ 370.00 in rent per month ("**Monthly Rent**") due and payable in advance on the first day of each calendar month, beginning on the commencement date of this Rental Agreement. Unless directed to do otherwise by Airport, Renter shall pay rent only in cash or by personal check, certified check, or money order. If the term of this Rental Agreement begins on a day other than the first day of the month, the Monthly Rent stated above for the first month shall be prorated



Contra  
Costa  
County

To: Board of Supervisors  
From: Keith Freitas, Airports Director  
Date: January 15, 2019

Subject: APPROVE and ADOPT the Disadvantaged Business Enterprise (DBE) Program for County Airports

---

**RECOMMENDATION(S):**

APPROVE and ADOPT the Disadvantaged Business Enterprise (DBE) Program for County Airports,

AUTHORIZE and DIRECT the Public Works Director, or designee, to sign and submit the DBE Program for County Airports document to the Federal Aviation Administration for acceptance, and

RESCIND the existing Disadvantaged Business Enterprise Program approved by the Board of Supervisors on December 8, 2015, with regard to the Federal Aviation Administration

**FISCAL IMPACT:**

Costs associated with the DBE Program for County Airports will be funded 100% by Airport Enterprise Funds. Without a DBE Program for County Airports, the County will not be eligible for federal funding for airport projects.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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:

The Federal Aviation Administration (FAA) and Federal Highway Administration (FHWA) are within the U.S. Department of Transportation (DOT). They are the source of billions of dollars in federal funding to local agencies for airport and highway improvements each year. To be eligible for funding, agencies must comply with Part 26 of Title 49 of the Code of Federal Regulations (CFR), “Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Program.” 49 CFR, Part 26 requires local agencies to implement a disadvantaged business enterprise (“DBE”) program. In general, the goal of a DBE program is to allow small businesses that are at least 51% controlled by one or more persons who are socially and economically disadvantaged the opportunity to compete for certain contracts.

In 2005, the Ninth Circuit Court of Appeals issued a ruling that affected all state and local agency DBE programs in the nine western states. (*Western States Paving Co. v. State of Washington Dept. of Transportation*, 407 F.3d 983 (9th Cir. 2005).) The Court of Appeals ruled that agencies must have evidence that demonstrated a need for race-conscious measures, such as DBE goals, in their federally-funded contracts. Following this ruling, the FHWA instructed agencies to provide evidence in support of their race-conscious DBE programs, or begin gathering evidence and change to race-neutral DBE programs in the interim.

Operating under FHWA, the California Department of Transportation (Caltrans) conducted a state-wide availability and disparity study on behalf of the local agencies in its jurisdiction that receive FHWA funds. The FHWA approved this study in March 2009. The study demonstrated a need for race-conscious contract goals for African American, Women, Asian Pacific American and Native American-owned businesses (Underutilized Disadvantaged Business Enterprises (“UDBE”)).

Based on the results of the study, Caltrans revised its DBE Program to implement race-conscious UDBE goals. Under the revised DBE Program, new race-conscious contract specifications were required to be incorporated in all federal-aid construction and consultant contracts. Caltrans required local agencies and receive FHWA funds through Caltrans (and FAA funds) to implement this revised DBE program. The Board of Supervisors approved the Caltrans DBE Implementation Agreement on May 19, 2009.

In 2012, Caltrans again revised the DBE Program removing the requirement for race-conscious UDBE goals and the Federal Aviation Administration released its own format requirements for a DBE Program.

In 2014, the Department of Transportation made significant changes to the overall DBE program requirements. The FAA and Caltrans have interpreted the change differently resulting in the need to create two separate program documents – one for FAA and another for Caltrans.

In 2015, the Contra Costa County Administrator’s Office determined that the overall responsibility for the DOT DBE Program(s) should reside with the Public Works Department. In consideration of the changes at the DOT and Contra Costa County, the new DBE program for the County Airports refers to the County as the responsible party but assigns the responsibility for implementation to the Public Works Department.

As a result of the great many changes, this DBE Program for County Airports has been created and is being submitted for approval and adoption. This DBE Program for County Airports will supersede the County DBE Program adopted by the Board of Supervisors on December 8, 2015, as applied to County Airports. The County DBE Program adopted by the Board of Supervisors on December 8, 2015, will continue to apply to County projects that receive FHWA funds, until it is superseded by a revised program adopted by the Board of Supervisors at a later date.



Upon Board approval of the attached DBE Program for County Airports, the Public Works Department will submit the attached DBE Program for County Airports to the FAA for acceptance. The attached DBE Program for County Airports replaces the previous DBE Program by the Board of Supervisors on December 8, 2015, for federally funded airport construction and consulting projects.

**CONSEQUENCE OF NEGATIVE ACTION:**

If the Board does not take the recommended action, FAA will stop authorizing Federal funds earmarked for County Airport Projects

**ATTACHMENTS**

DBE Attachments

# **DBE PROGRAM FOR COUNTY AIRPORTS**

## **Public Works Department**

### **Contra Costa County**

#### **Section 26.1, 26.23 Objectives/Policy Statement**

Contra Costa County (County), owner of Buchanan Field and Byron Airports, has established a Disadvantaged Business Enterprise (DBE) Program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26 ("Part 26"). All references to "Section" refer to subparts in Part 26). The County has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, the County has signed an assurance that it will comply with 49 CFR Part 26. The County's DBE Program for County Airports applies to County airport projects that receive Federal Aviation Administration (FAA) funding. It supersedes the County DBE Program adopted by the Board of Supervisors on December 8, 2015, as applied to County airports. The County DBE Program adopted by the Board of Supervisors on December 8, 2015, will continue to apply to County projects that receive Federal Highway Administration (FHWA) funds, unless it is superseded by a revised program adopted by the Board of Supervisors.

It is the policy of the County to ensure that DBEs as defined in Part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is also County policy:

1. To ensure nondiscrimination in the award and administration of DOT - assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT - assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT-assisted contracts;
6. To promote the use of DBEs in all types of federally-assisted contracts and procurement activities;
7. To assist the development of firms that can compete successfully in the market place outside the DBE Program; and
8. To provide appropriate flexibility to recipients of Federal financial assistance in establishing and providing opportunities for DBEs.

The County's Public Works Director ("Director") has been designated as the DBE Liaison Officer (DBELO). In that capacity, the Director is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by the County in its financial assistance agreements with the DOT.

This policy statement has been made available to the County's Board of Supervisors and to all relevant County departments. The County will post this policy statement on the publicly viewed Public Works and Airport web pages and make it available to both DBE and non-DBE businesses that perform work for the County on DOT-assisted contracts.

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Brian Balbas, Public Works Director

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Date

## **SUBPART A – GENERAL REQUIREMENTS**

### **Section 26.1 Objectives**

The objectives are found in the policy statement on the first page of this program.

### **Section 26.3 Applicability**

The County is the recipient of Federal airport funds authorized by 49 U.S.C. 47101, et seq.

### **Section 26.5 Definitions**

Defined terms used in this program have the meaning given them in Section 26.5. For more details on 49 CFR Part 26 and links to related websites, see Attachment 1.

### **Section 26.7 Non-discrimination Requirements**

The County will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, or national origin.

In administering its DBE program, the County will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program with respect to individuals of a particular race, color, sex, or national origin.

### **Section 26.11 Record Keeping Requirements**

#### **1. Reporting to DOT: 26.11(b)**

The County will report DBE participation to DOT/FAA as follows:

The County will transmit to FAA annually on December 1, the "Uniform Report of DBE Awards or Commitments and Payments" form, found in Appendix B to Part 26. The County will also report the DBE contractor firm information either on the FAA DBE Contractor's Form or other similar format. The County will begin using the revised Uniform Report of DBE Awards or Commitments and Payments for reporting FY 2019 reports due December 1, 2019.

#### **2. Bidders List: 26.11(c)**

The County will create and maintain a bidders list. The purpose of the list is to provide as accurate data as possible about the universe of DBE and non-DBE contractors and subcontractors who seek to work on County DOT-assisted contracts for use in helping to set our overall goals. The bidders list will include the name, address, DBE and non-DBE status, age of firm, and annual gross receipts of firms.

The County will collect this information in the following ways:

A copy of the data collection form is included as Attachment 3 "Bidders List Application." This form is posted and downloadable on the Public Works and Airport websites. Lists are maintained and updated by the individual divisions using them.

### **Section 26.13 Federal Financial Assistance Agreement**

The County has signed the following assurances, applicable to all DOT-assisted contracts and their administration:

1. Assurance: 26.13(a) Each financial assistance agreement the County signs with a DOT operating administration (or a primary recipient) will include the following assurance:

"Assurance: 26.13(a) The recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR Part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under 49 CFR Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq. )."

*[Note: The above language is to be used verbatim, as it is stated in 26.13(a).]*

2. Contract Assurance: 26.13(b) The County will ensure that the following clause is included in each contract the County signs with a contractor and each subcontract the prime contractor signs with a subcontractor:

"Contract Assurance (26.13) The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate, which may include, but is not limited to:

- (1) Withholding monthly progress payments;
- (2) Assessing sanctions;
- (3) Liquidated damages; and/or
- (4) Disqualifying the contractor from future bidding as non-responsible."



[Note: The above language is used verbatim, as it is stated in 26.13(b) in the Special Conditions of each contract/agreement.]

## **SUBPART B - ADMINISTRATIVE REQUIREMENTS**

### **Section 26.21 DBE Program Updates**

The County is required to have a DBE program meeting the requirements of Part 26 as it will receive grants for airport planning or development and will award prime contracts, cumulative total value of which exceeds \$250,000 in FAA funds in a federal fiscal year. The County is not eligible to receive DOT financial assistance unless DOT has approved the County's DBE program and the County is in compliance with it and Part 26. The County will continue to carry out its program until all funds from DOT financial assistance have been expended. The County does not have to submit regular updates of our program, as long as the County remains in compliance. However, the County will submit significant changes in the program for approval.

### **Section 26.23 Policy Statement**

The Policy Statement is elaborated on the first page of this DBE Program.

### **Section 26.25 DBE Liaison Officer (DBELO)**

The Department has designated the following individual as our DBE Liaison Officer:

*Brian Balbas  
Public Works Director  
255 Glacier Drive  
Martinez, CA 94553  
(925) 313-2000  
Brian.balbas@pw.cccounty.us*

In that capacity and in coordination with other appropriate officials, the DBELO is ultimately responsible for developing, implementing and monitoring the DBE program and ensuring that the County complies with all provisions of 49 CFR Part 26. The DBELO relies on Department staff from several divisions including the Airports, Design/Construction, Transportation, Contracts Administration and County Counsel to assist in the administration of the program. DBELO has direct, independent access to the Public Works Director concerning DBE program matters. An organization chart displaying the DBELO's position in the organization is found in Attachment 2 to this Program.

Department staff fulfills the following duties and responsibilities of the DBELO:

1. Gathers and reports statistical data and other information as required by DOT.
2. Reviews third party contracts and purchase requisitions for compliance with this program.
3. Works with all Department divisions to set overall annual goals.

4. Ensures that bid notices and requests for proposals are available to DBEs in a timely manner.
5. Identifies contracts and procurements so that DBE goals are included in solicitations (both race-neutral methods and contract specific goals) and monitors results.
6. Analyzes Department's progress toward attainment and identifies ways to improve progress.
7. Participates in pre-bid meetings.
8. Advises the County Administrative Officer\Board of Supervisors on DBE matters and achievement.
9. Determines contractor compliance with good faith efforts.
10. Plans and participates in DBE training seminars.
11. Provides outreach to DBEs and community organizations to advise them of opportunities.

#### **Section 26.27 DBE Financial Institutions**

It is the policy of the County to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable efforts to use these institutions, and to encourage prime contractors on DOT-assisted contracts to make use of these institutions.

Information on the availability of such institutions can be obtained from the DBE Liaison Officer. The California Department of Transportation (Caltrans) Disadvantaged Business Enterprise Program may offer assistance to the DBE Liaison Officer.

#### **Section 26.29 Prompt Payment Mechanisms**

The County has established, as part of its DBE Program, a contract clause requiring prime contractors to pay subcontractors for satisfactory performance of their contracts no later than 10 days from receipt of each payment made by the County to the prime contractor.

The County will ensure prompt and full payment of retainage from the prime contractor to the subcontractor within 30 days after the subcontractor's work is satisfactorily completed. The County will use the following method to comply with this requirement:

Hold retainage from prime contractors and provide for prompt and regular incremental acceptances of portions of the prime contract, pay retainage to prime contractors based on these acceptances, and require a contract clause obligating the prime contractor to pay all retainage owed to the subcontractor for satisfactory completion of the accepted work within 30 days after receipt of our payment to the prime contractor.

County will consider a subcontractor's work is satisfactorily completed when all the tasks called for in the subcontract have been accomplished and documented as required by the County. When County has made an incremental acceptance of a portion of a prime contract, the work of a subcontractor covered by that acceptance is deemed to be satisfactorily completed.

### Prompt Payment

The County will include the following clause in each DOT-assisted prime contract:

"Prompt Payment (26.29) - The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 10 days from the receipt of each payment the prime contractor receives from the County. The prime contractor agrees further to return retainage payments to each subcontractor within 30 days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the County. This clause applies to both DBE and non-DBE subcontractors."

### Monitoring Payments to DBEs

The County will require prime contractors to maintain records and documents of payments to DBEs for three years following the performance of the contract. These records will be made available for inspection upon request by any authorized representative of the County or DOT. This reporting requirement also extends to any certified DBE subcontractor.

The County will perform interim audits of contract payments to DBEs. The audit will review payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts stated in the schedule of DBE participation.

### **Section 26.31      Directory**

The County will refer interested persons to the Unified Certification Program DBE directory available from the Caltrans Disadvantaged Business Enterprise Program's website at [www.dot.ca.gov/hq/bep](http://www.dot.ca.gov/hq/bep). See Attachment 4 for additional information.

### **Section 26.33      Over-concentration**

The County has not identified that over-concentration exists in the types of work that DBEs perform.

### **Section 26.35      Business Development Programs**

The County has not established a business development program.

## **Section 26.37      Monitoring and Enforcement Mechanisms**

The County will take the following monitoring and enforcement mechanisms to ensure compliance with 49 CFR Part 26.

1. The County will bring to the attention of the Department of Transportation any false, fraudulent, or dishonest conduct in connection with the program, so that DOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in 26.107.
2. The County will implement similar action under its own legal authorities, including responsibility determinations in future contracts. Attachment 7 lists the regulations, provisions, and contract remedies available in the event of non-compliance with the DBE regulation by a participant in its DBE Program.
3. The County will implement a monitoring and enforcement mechanism to ensure that work committed to DBEs at contract award or subsequently (i.e., as the result of modification to the contract) is actually performed by the DBEs to which the work was committed.
4. The Department will assign a Resident Engineer (RE) or Contract Administrator to monitor and track actual DBE participation through contractor and subcontractor reports of payments in accordance with the following:

### **A. After Contract Award**

After the contract award the County will review the award documents for the portion of items each DBE and first tier subcontractor will be performing and the dollar value of that work. With these documents the RE/Contract Administrator will be able to determine the work to be performed by the DBEs or subcontractors listed.

### **B. Preconstruction Conference**

A preconstruction conference will be scheduled between the RE/Contract Administrator and the contractor or their representative to discuss the work each DBE subcontractor will perform.

Before work can begin on a subcontract, the local agency will require the contractor to submit a completed "Subcontracting Request," Exhibit 16-B of the Caltrans Local Assistance Program Manual (LAPM) or equivalent. When the RE/Contract Administrator receives the completed form, it will be checked for agreement of the first-tier subcontractors and DBEs. The RE/Contract Administrator will not approve the request when it identifies someone other than the DBE or first tier subcontractor listed in the previously completed "List of Subcontractors and DBEs" form in the Proposal and the "Local Agency-Bidder DBE Information (Construction Contracts)," Exhibit 15-G of the LAPM or equivalent. The "Subcontracting Request" will not be approved until any discrepancies are resolved. If an issue cannot be resolved at that time, or there is some other concern, the RE/Contract Administrator will require



the contractor to eliminate the subcontractor in question before signing the subcontracting request. A change in the DBE or first tier subcontractor may be addressed during a substitution process at a later date.

Suppliers, vendors, or manufacturers listed on the "Local Agency-Bidder DBE Information (Construction Contracts)," Exhibit 15-G of the LAPM or equivalent will be compared by the RE/Contract Administrator to those listed in the completed "Notice of Materials to be Used", Exhibit 16-I of the LAPM or equivalent. Differences must be resolved by either making corrections or requesting a substitution.

Substitutions will be subject to the Subletting and Subcontracting Fair Practices Act (FPA). Local agencies will require contractors to adhere to the provisions within Subletting and Subcontracting Fair Practices Act (State Law) Sections 4100-4144. FPA requires the contractor to list all subcontractors in excess of one half of one percent (0.5%) of the contractor's total bid or \$10,000, whichever is greater. The statute is designed to prevent bid shopping by contractors. The FPA explains that a contractor may not substitute a subcontractor listed in the original bid except with the approval of the awarding authority.

The RE/Contract Administrator will give the contractor a blank Exhibit 17-F of the LAPM, "Final Report Utilization of Disadvantaged Business Enterprises, First Tier Subcontractors" and will explain to them that the document will be required at the end of the project, for which payment can be withheld, in conformance with the contract.

### C. Construction Contract Monitoring

The RE will ensure that the RE's staff (inspectors) knows what items of work each DBE is responsible for performing. Inspectors will notify the RE immediately of apparent violations.

When a firm other than the listed DBE subcontractor is found performing the work, the RE will notify the contractor of the apparent discrepancy and potential loss of payment. Based on the contractor's response, the RE will take appropriate action: The DBE Liaison Officer will perform a preliminary investigation to identify any potential issues related to the DBE subcontractor performing a commercially useful function. Any substantive issues will be forwarded to the Caltrans Disadvantaged Business Enterprise Program. If the contractor fails to adequately explain why there is a discrepancy, payment for the work will be withheld and a letter will be sent to the contractor referencing the applicable specification violation and the required withholding of payment.

If the contract requires the submittal of a monthly truck document, the contractor will be required to submit "Monthly DBE Trucking Verification," Exhibit 16-Z of the LAPM, or equivalent, to the RE showing the owner's name; California Highway Patrol CA number; and the DBE certification number of the owner of the truck for each truck used during that month for which DBE participation will be claimed. The trucks will be listed by California Highway Patrol CA number in the daily diary

or on a separate piece of paper for documentation. The numbers are checked by inspectors regularly to confirm compliance.

Providing evidence of DBE payment is the responsibility of the contractor.

#### D. Substitution

When a DBE substitution is requested, the RE/Contract Administrator will request a letter from the contractor explaining why substitution is needed. The RE/Contract Administrator must review the letter to be sure names and addresses are shown, dollar values are included, and reason for the request is explained. If the RE/Contract Administrator agrees to the substitution, the RE/Contract Administrator will notify, in writing, the DBE subcontractor regarding the proposed substitution and procedure for written objection from the DBE subcontractor in accordance with the Subletting and Subcontracting Fair Practices Act. If the contractor is not meeting the contract goal with this substitution, the contractor must provide the required good faith effort to the RE/Contract Administrator for local agency consideration.

If there is any doubt in the RE/Contract Administrator's mind regarding the requested substitution, the RE/Contract Administrator may contact the DLAE for assistance and direction.

#### E. Record Keeping and Final Report Utilization of Disadvantaged Business Enterprises

The contractor shall maintain records showing the name and address of each first-tier subcontractor. The records shall also show:

- 1) The name and business address, regardless of tier, of every DBE subcontractor, DBE vendor of materials and DBE trucking company.
- 2) The date of payment and the total dollar figure paid to each of the firms.
- 3) The DBE prime contractor shall also show the date of work performed by their own forces along with the corresponding dollar value of the work claimed toward DBE contract goal, if applicable.

When a contract has been completed the contractor will provide a summary of the records stated above. The DBE utilization information will be documented on "Final Report Utilization of Disadvantaged Business Enterprises, First Tier Subcontractors," Exhibit 17-F of the LAPM or equivalent. The RE will compare the completed Exhibit 17-F to the contractor's completed "Local Agency Bidder DBE Information (Construction Contracts)," Exhibit 15-G of the LAPM or equivalent, and, if applicable, to the completed "Subcontracting Request," Exhibit 16-B of the LAPM. The DBEs shown on the completed Exhibit 17-F should be the same as those originally listed unless an authorized substitution was allowed, or the contractor used more DBEs and they were added. The dollar amount should reflect any changes made in planned work done by the DBE. The contractor will be required to explain in writing why the names of the subcontractors, the work items or dollar figures

are different from what was originally shown on the completed Exhibit 15-G when:

- a. There have been no changes made by the RE.
- b. The contractor has not provided a sufficient explanation in the comments attached to the completed Exhibit 17-F.

The explanation is to be attached to the completed Exhibit 17-F for submittal to the RE. The RE is to file the completed Exhibit 17-F in the project records.

The RE/Contract Administrator will keep track of the DBE certification status on the Internet at [www.dot.ca.gov/hq/bep](http://www.dot.ca.gov/hq/bep) and keep the RE informed of changes that affect the contract. The RE will require the contractor to act in accordance with existing contractual commitments regardless of decertification.

Attachment 6 includes blank Caltrans Exhibits 15-G, 17-F

### **Section 26.39      Fostering small business participation.**

The County has created a small business element to this program to facilitate competition by small business concerns. Under this program, the County is taking all reasonable steps to eliminate obstacles to participation by small businesses, including unnecessary and unjustified bundling of contract requirements that may preclude small business participation in procurements as prime contractors or subcontractors.

The County's small business element is incorporated as Attachment 10 to this DBE Program. Fostering small business participation is a requirement of good faith implementation of our DBE program.



## **SUBPART C – GOALS, GOOD FAITH EFFORTS, AND COUNTING**

### **Section 26.43      Set-asides or Quotas**

The County does not use quotas in any way in the administration of this DBE program.

### **Section 26.45      Overall Goals**

The County will establish an overall DBE goal covering a three-year federal fiscal year period if the County anticipates awarding DOT/FAA funded prime contracts the cumulative total value of which exceeds \$250,000 during any one or more of the reporting fiscal years within the three-year goal period. In accordance with Section 26.45(f) the County will submit its overall three-year DBE Goal to the FAA by August 1, as required by the established schedule below.

<b>Airport Type</b>	<b>Region</b>	<b>Date Due (Goal Period)</b>	<b>Next Goal Due (Goal Period)</b>
<b>Non-Hub Primary</b>	<b>All Regions</b>	<b>August 1, 2018 (2019/2020/2021)</b>	<b>August 1, 2021 (2022/2023/2024)</b>

The DBE goals will be established in accordance with the 2-step process as specified in 49 CFR Part 26.45. If the County does not anticipate awarding DOT/FAA funded prime contracts the cumulative total value of which exceeds \$250,000 during any of the years within the three-year reporting period, the County will not develop an overall goal; however, this DBE Program will remain in effect and the County will seek to fulfill the objectives outlined in 49 CFR Part 26.1 and 26.45(c).

*Step 1.* The first step is to determine the relative availability of DBEs in the market area, “base figure”. We will use DBE Directories and Census Bureau Data for specified counties. We will then adjust the “base figure” percentage so that it reflects as accurately as possible the DBE participation the recipient would expect in the absence of discrimination based on past participation, a disparity study and/or information about barriers to entry to past competitiveness of DBEs on Contracts.

Any methodology the County chooses will be based on demonstrable evidence of local market conditions and be designed to ultimately attain a goal that is rationally related to the relative availability of DBEs in our market. The County understands that the exclusive use of a list of prequalified contractors or plan holders, or a bidders list that does not comply with the requirements of paragraph (c)(2) of Section 26.45, is not an acceptable alternative means of determining the availability of DBEs.

*Step 2.* Once the County has calculated a base figure, the County will examine all of the evidence available in our jurisdiction to determine what adjustment, if any, is needed to the base figure to arrive at our overall goal. If the evidence does not suggest an adjustment is necessary, then no adjustment will be made.



When establishing the overall goal, the County's program provides for consultation and publication, in accordance with 49 CFR Part 26.45 (g)(1). The program includes consultation with minority, women's and general contractor groups, community organizations, and other officials or organizations which could be expected to have information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and the County's efforts to establish a level playing field for the participation of DBEs. The consultation will include a scheduled, direct, interactive exchange (e.g., a face-to-face meeting, video conference, teleconference) with as many interested stakeholders as possible focused on obtaining information relevant to the County's goal setting process, and it will occur before the County is required to submit our goal methodology to the operating administration for review pursuant to paragraph (f) of Section 26.45. The County will document in our goal submission the consultation process that the County engaged in. Notwithstanding paragraph (f)(4) of Section 26.45, the County will not implement our proposed goal until the County has complied with this requirement.

In addition, the County will publish a notice announcing our proposed overall goal before submission to the operating administration on August 1. The notice will be posted on our official internet web site and may be posted in any other sources (e.g., minority-focused media, trade association publications). If the proposed goal changes following review by the operating administration, the revised goal will be posted on our official internet web site. The County will inform the public that the proposed overall goal and its rationale are available for inspection during normal business hours at our principal airport office and that the County and DOT/FAA will accept comments on the goals for 30 days from the date of the notice. Notice of the comment period will include the addresses to which comments may be sent (including offices and websites) where the proposal may be reviewed. **The public comment period will not extend the August 1 deadline.**

Our Overall Three-Year DBE Goal submission to DOT/FAA will include a summary of information and comments received, if any, during this public participation process and our responses.

The County will begin using our overall goal on October 1 of the reporting period, unless the County has received other instructions from DOT.

#### Section 26.45 (e) - Project Goals

If permitted or required by the FAA Administrator, the County will express our overall goals as a percentage of funds for a particular grant or project or group of grants and/or projects, including entire projects. Like other overall goals, a project goal may be adjusted to reflect changed circumstances, with the concurrence of the appropriate operating administration. A project goal is an overall goal and must meet all the substantive and procedural requirements of this section pertaining to overall goals. A project goal covers the entire length of the project to which it applies. The project goal should include a projection of the DBE participation anticipated to be obtained during each fiscal year covered by the project goal. The funds for the project to which the project goal pertains are separated from the base from which our regular overall goal, applicable to contracts not part of the project covered by a project goal, is calculated.

If the County establishes a goal on a project basis, the County will begin using our goal by the time of the first solicitation for a DOT-assisted contract for the project.

#### Section 26.45(f) - Prior Operating Administration Concurrent

The County understands that we are not required to obtain prior operating administration concurrence with our overall goal. However, if the operating administration's review suggests that our overall goal has not been correctly calculated or that our method for calculating goals is inadequate, the operating administration may, after consulting with us, adjust our overall goal or require that we do so. The adjusted overall goal is binding. In evaluating the adequacy or soundness of the methodology used to derive the overall goal, the U.S. DOT operating administration will be guided by the goal setting principles and best practices identified by the Department of Transportation in guidance issued pursuant to Section 26.9.

A description of the methodology to calculate the overall goal and the goal calculations can be found in Attachment 5 to this Program.

#### **Section 26.47      Failure to meet overall goals.**

The County will maintain an approved DBE Program and overall DBE goal, if applicable, as well as administer our DBE Program in good faith to be considered to be in compliance with Part 26.

If the County awards and commitments shown on our Uniform Report of Awards or Commitments and Payments at the end of any fiscal year are less than the overall goal applicable to that fiscal year, the County will do the following in order to be regarded by the Department of Transportation as implementing your DBE Program in good faith:

1. Analyze in detail the reasons for the difference between the overall goal and our awards and commitments in that fiscal year;
2. Establish specific steps and milestones to correct the problems we have identified in our analysis and to enable us to meet fully your goal for the new fiscal year;
3. The County will prepare, within 90 days of the end of the fiscal year, the analysis and corrective actions developed under paragraph (c)(1) and (2) of Section 26.47. We will retain copy of analysis and corrective actions in records for a minimum of three years and will make it available to FAA upon request.

### **Section 26.51(a-c) Breakout of Estimated Race-Neutral & Race-Conscious Participation**

The County will meet the maximum feasible portion of its overall goal by using race-neutral means of facilitating race-neutral DBE participation. Race-neutral DBE participation includes any time a DBE wins a prime contract through customary competitive procurement procedures or is awarded a subcontract on a prime contract that does not carry a DBE contract goal.

Race-neutral means include, but are not limited to, the following:

1. Arranging solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitate participation by DBEs and other small businesses and by making contracts more accessible to small businesses, by means such as those provided under Section 26.39 of Part 26.
2. Providing assistance in overcoming limitations such as inability to obtain bonding or financing (e.g., by such means as simplifying the bonding process, reducing bonding requirements, eliminating the impact of surety costs from bids, and providing services to help DBEs, and other small businesses, obtain bonding and financing);
3. Providing technical assistance and other services;
4. Carrying out information and communications programs on contracting procedures and specific contract opportunities (e.g., ensuring the inclusion of DBEs, and other small businesses, on recipient mailing lists for bidders; ensuring the dissemination to bidders on prime contracts of lists of potential subcontractors; provision of information in languages other than English, where appropriate); and
5. Providing services to help DBEs, and other small businesses, improve long-term development, increase opportunities to participate in a variety of kinds of work, handle increasingly significant projects, and achieve eventual self-sufficiency.

A breakout analysis of estimated race-neutral and race-conscious participation can be found in Attachment 5 to this program.

### **Section 26.51(d-g) Contract Goals**

The County will arrange solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitate participation by DBEs and other small businesses and will make contracts more accessible to small businesses, by means such as those provided under Section 26.39.

If our approved projection under paragraph (c) of Section 26.45 indicates that we can meet our entire overall goal for a given year through race-neutral means, we will implement our program without setting contract goals during that year, unless it becomes necessary in order meet our overall goal.

*(Example to paragraph (f) (1): The County's overall goal for Year 1 is 12 percent. The County estimates that it can obtain 12 percent or more DBE participation through the use of race-neutral measures, without any use of contract goals. In this case, the County does not set any contract goals for the contracts that will be performed in Year 1. However, if part way through Year 1, the County DBE awards or commitments are not at a level that would permit it to achieve its overall goal for Year 1, the County could begin setting race-conscious DBE contract goals during the remainder of the year as part of its obligation to implement its program in good faith).*

The County will establish contract goals only on those DOT-assisted contracts that have subcontracting possibilities. We need not establish a contract goal on every such contract, and the size of contract goals will be adapted to the circumstances of each such contract (e.g., type and location of work, availability of DBEs to perform the particular type of work).

The County will express our contract goals as a percentage of the total amount of a DOT-assisted contract.

## **Section 26.53      Good Faith Efforts Procedures**

### Demonstration of good faith efforts (26.53(a) & (c))

The obligation of the bidder/offeror is to make good faith efforts. The bidder/offeror can demonstrate that it has done so either by meeting the contract goal or documenting good faith efforts. Examples of good faith efforts are found in Appendix A to Part 26. See Attachment 6 for forms related to this section.

The County treats bidders'/ offerors' compliance with good faith effort requirements as a matter of responsiveness. A responsive proposal is meeting all the requirements of the advertisement and solicitation.

The Department of Public Works Contract Administrator ("Contract Administrator") is responsible for determining whether a bidder/offeror who has not met the contract goal has documented sufficient good faith efforts to be regarded as responsive.

The County will ensure that all information is complete and accurate and adequately documents the bidder/offeror's good faith efforts before the County commits to the performance of the contract by the bidder/offeror.

### Information to be submitted (26.53(b))

In our solicitations for DOT/FAA-assisted contracts for which a contract goal has been established, we will require the following:

1. All bidders or offerors will be required to submit the following information to the Agency, at the time provided in paragraph (b)(3) of Section 26.53:

- (a) The names and addresses of DBE firms that will participate in the contract;



- (b) A description of the work that each DBE will perform. To count toward meeting a goal, each DBE firm must be certified in a NAICS code applicable to the kind of work the firm would perform on the contract;
  - (c) The dollar amount of the participation of each DBE firm participating;
  - (d) Written documentation of the bidder/offeror's commitment to use a DBE subcontractor whose participation it submits to meet a contract goal; and
  - (e) Written confirmation from each listed DBE firm that it is participating in the contract in the kind and amount of work provided in the prime contractor's commitment.
  - (f) If the contract goal is not met, evidence of good faith efforts (see Appendix A of Part 26). The documentation of good faith efforts must include copies of each DBE and non-DBE subcontractor quote submitted to the bidder when a non-DBE subcontractor was selected over a DBE for work on the contract; and
2. The County will require that the bidder/offeror present the information required by paragraph (b)(2) of Section 26.53; under sealed bid procedures, as a matter of **responsiveness**, or with initial proposals, under contract negotiation procedures.

#### Administrative Reconsideration (26.53(d))

Within 10 business days of being informed by County that it is not responsive because it has not documented sufficient good faith efforts, a bidder/offeror may request administrative reconsideration. Bidder/offerors should make this request in writing to the following reconsideration official:

Contra Costa County  
Public Works Department  
255 Glacier Drive  
Martinez, CA 94553  
Attn: DBE Administrative Reconsideration  
(925) 313-2000  
[admin@pw.cccounty.us](mailto:admin@pw.cccounty.us)

The reconsideration official will not have played any role in the original determination that the bidder/offeror did not document sufficient good faith efforts.

As part of this reconsideration, the bidder/offeror will have the opportunity to provide written documentation or argument concerning the issue of whether it met the goal or made adequate good faith efforts to do so. The bidder/offeror will have the opportunity to meet in person with our reconsideration official to discuss the issue of whether it met the goal or made adequate good faith efforts to do so. The County will send the bidder/offeror a written decision on reconsideration, explaining the basis for finding that the bidder did or did not meet the goal or make adequate good faith efforts to do so. The result of the reconsideration process is not administratively appealable to FAA, FHWA, Caltrans, or the Department of Transportation.

Good Faith Efforts when a DBE is Replaced on a Contract (26.53(f)(g))

The County will require the contractor that is awarded the contract to make available a copy of all DBE subcontracts. The subcontractor shall ensure that all subcontracts or agreements with DBEs to supply labor or materials require that the subcontract and all lower tier subcontracts be performed in accordance with Part 26's provisions.

In this situation, the prime contractor will be required to obtain the Director's, or designee's, prior written approval of the substitute DBE and to provide copies of new or amended subcontracts, or documentation of good faith efforts.

The County will require a contractor to make good faith efforts to replace a DBE that is terminated or has otherwise failed to complete its work on a contract with another certified DBE, to the extent needed to meet the contract goal. The prime contractor is required to notify the Contract Administrator immediately of the DBE's inability or unwillingness to perform and provide reasonable documentation. The County will require that a prime contractor not terminate a DBE subcontractor listed in response to paragraph (b)(2) of Section 26.53 (or an approved substitute DBE firm) without the Director's, or designee's, prior written consent.

The Director will provide such written consent only if the Director agrees, for reasons stated in our concurrence document, that the prime contractor has good cause to terminate the DBE firm. For purposes of this paragraph, good cause includes the following circumstances:

1. The listed DBE subcontractor fails or refuses to execute a written contract;
2. The listed DBE subcontractor fails or refuses to perform the work of its subcontract in a way consistent with normal industry standards. Provided however, that good cause does not exist if the failure or refusal of the DBE subcontractor to perform its work on the subcontract results from the bad faith or discriminatory action of the prime contractor;
3. The listed DBE subcontractor fails or refuses to meet the prime contractor's reasonable, non-discriminatory bond requirements.
4. The listed DBE subcontractor becomes bankrupt, insolvent, or exhibits credit unworthiness;
5. The listed DBE subcontractor is ineligible to work on public works projects because of suspension and debarment proceedings pursuant to 2 CFR Parts 180, 215 and 1,200 or applicable state law;
6. The County has determined that the listed DBE subcontractor is not a responsible contractor;
7. The listed DBE subcontractor voluntarily withdraws from the project and provides to Director written notice of its withdrawal;
8. The listed DBE is ineligible to receive DBE credit for the type of work required;
9. A DBE owner dies or becomes disabled with the result that the listed DBE contractor is unable to complete its work on the contract;
10. Other documented good cause that the County determined compels the termination of the DBE subcontractor. Provided, that good cause does not exist if the prime contractor seeks to terminate a DBE it relied upon to obtain the contract so that the prime contractor can self-perform the work for which the DBE contractor was engaged

or so that the prime contractor can substitute another DBE or non-DBE contractor after contract award.

Before transmitting to the Director its request to terminate and/or substitute a DBE subcontractor, the prime contractor must give notice in writing to the DBE subcontractor, with a copy to the Director, of its intent to request to terminate and/or substitute, and the reason for the request.

The prime contractor must give the DBE five days to respond to the prime contractor's notice and advise the Department and the contractor of the reasons, if any, why it objects to the proposed termination of its subcontract and why the Director should not approve the prime contractor's action. If required in a particular case as a matter of public necessity (e.g., safety), the Director, or designee, may provide a response period shorter than five days.

In addition to post-award terminations, the provisions of this section apply to pre-award deletions of or substitutions for DBE firms put forward by offerors in negotiated procurements.

The County will require a contractor to make good faith efforts to replace a DBE that is terminated or has otherwise failed to complete its work on a contract with another certified DBE. These good faith efforts shall be directed at finding another DBE to perform at least the same amount of work under the contract as the DBE that was terminated, to the extent needed to meet the contract goal that the County established for the procurement. The good faith efforts shall be documented by the contractor. If we request documentation from the contractor under this provision, the contractor shall submit the documentation to us within 7 days, which may be extended for an additional 7 days if necessary at the request of the contractor, and the recipient shall provide a written determination to the contractor stating whether or not good faith efforts have been demonstrated.

The County will include in each prime contract the contract clause required by Section 26.13(b) stating that failure by the contractor to carry out the requirements of Part 26 is a material breach of the contract and may result in the termination of the contract or such other remedies set forth in that section that the County deems appropriate if the prime contractor fails to comply with the requirements of this section.

If the contractor fails or refuses to comply in the time specified, our contracting office will issue an order stopping all or part of payment/work until satisfactory action has been taken. If the contractor still fails to comply, the contracting officer may issue a termination for default proceeding.

## **Section 26.55      Counting DBE Participation**

The County will count DBE participation toward overall and contract goals as provided in 49 CFR 26.55. The County will not count the participation of a DBE subcontract toward a contractor's final compliance with its DBE obligations on a contract until the amount being counted has actually been paid to the DBE.



If the firm is not currently certified as a DBE in accordance with the standards of subpart D of Part 26 at the time of the execution of the contract, the County will not count the firm's participation toward any DBE goals, except as provided for in 26.87(j).

## **SUBPART E – CERTIFICATION PROCEDURES**

### **Section 26.81 Unified Certification Programs**

Only certified DBE firms as shown on the Unified Certification Program DBE Directory (available from the Caltrans Disadvantaged Business Enterprise Program's website at [www.dot.ca.gov/hq/bep](http://www.dot.ca.gov/hq/bep)) will participate as DBEs in this DBE Program. See Attachment 8 and 9 for DBE Certification Application Form and related links.

## **SUBPART F – COMPLIANCE AND ENFORCEMENT**

### **Section 26.109 Information, Confidentiality, Cooperation and Intimidation or Retaliation**

The County will safeguard from disclosure to third parties information that may reasonably be regarded as confidential business information, consistent with Federal, state, and local law.

Notwithstanding any provision of Federal or state law, the County will not release any information that may reasonably be construed as confidential business information to any third party without the written consent of the firm that submitted the information. This includes applications for DBE certification and supporting information. However, the County will transmit this information to DOT in any certification appeal proceeding under Section 26.89 of Part 26 or to any other state to which the individual's firm has applied for certification under Section 26.85 of Part 26.

All participants in the Department of Transportation's DBE program (including, but not limited to, recipients, DBE firms and applicants for DBE certification, complainants and appellants, and contractors using DBE firms to meet contract goals) are required to cooperate fully and promptly with DOT and recipient compliance reviews, certification reviews, investigations, and other requests for information. Failure to do so shall be a ground for appropriate action against the party involved (e.g., with respect to recipients, a finding of noncompliance; with respect to DBE firms, denial of certification or removal of eligibility and/or suspension and debarment; with respect to a complainant or appellant, dismissal of the complaint or appeal; with respect to a contractor which uses DBE firms to meet goals, findings of non-responsibility for future contracts and/or suspension and debarment).

The County, contractor, or any other participant in the program will not intimidate, threaten, coerce, or discriminate against any individual or firm for the purpose of interfering with any right or privilege secured by Part 26 or because the individual or firm has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under Part 26. If the County violates this prohibition, the County is in noncompliance with Part 26.



The Disadvantaged Business Enterprise Program for County Airports is approved by:

CONTRA COSTA COUNTY APPROVALS

FORM APPROVED BY COUNTY COUNSEL

By: Kathleen M. Andrus  
Deputy County Counsel

APPROVED BY COUNTY ADMINISTRATOR

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

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

The Disadvantaged Business Enterprise Program for County Airports is accepted by:

FEDERAL AVIATION ADMINISTRATION

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

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

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

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

## ATTACHMENTS

- Attachment 1 Regulations: 49 CFR Part 26 or website link
- Attachment 2 Organizational Chart
- Attachment 3 Bidder's List Collection Form
- Attachment 4 DBE Directory or link to DBE Directory
- Attachment 5 Overall Goal Calculations
- Attachment 6 Demonstration of Good Faith Efforts or Good Faith Effort Plan - Forms 1 & 2
- Attachment 7 DBE Monitoring and Enforcement Mechanisms
- Attachment 8 DBE Certification Application Form
- Attachment 9 State's UCP Agreement
- Attachment 10 Small Business Element Program

## ATTACHMENT 1

Regulations: 49 CFR Part 26, or link to website

1. U.S. Government Publishing Office:  
<http://www.ecfr.gov/cgi-bin/text-idx?SID=4ffe314da0f3bc8b18fc4cbf2e0990bf&mc=true&node=pt49.1.26&rgn=div5>
2. U.S. Department of Transportation Website:  
<http://www.dot.gov/osdbu/disadvantaged-business-enterprise>.
3. U.S. Department of Transportation "49 CFR Part 26 Sample Disadvantaged Business Enterprise Program":  
<http://www.dot.gov/osdbu/disadvantaged-business-enterprise/49-cfr-part-26-sample-disadvantaged-business>
4. FAA "Program Guidance for DBE Administrators":  
[https://www.faa.gov/about/office\\_org/headquarters\\_offices/acr/bus\\_ent\\_program/dbe\\_program\\_admin/](https://www.faa.gov/about/office_org/headquarters_offices/acr/bus_ent_program/dbe_program_admin/)

United States  
Department of Transportation

## Disadvantaged Business Enterprise (DBE) Program

### Overview

The U.S. Department of Transportation's DBE (disadvantaged business enterprise) program provides a vehicle for increasing the participation by MBEs in state and local procurement. DOT DBE regulations require state and local transportation agencies that receive DOT financial assistance, to establish goals for the participation of DBEs. Each DOT-assisted State and local transportation agency is required to establish annual DBE goals, and review the scopes of anticipated large prime contracts throughout the year and establish contract-specific DBE subcontracting goals.

In addition to establishing goals, state and local recipients also certify the eligibility of DBE firms to participate in DOT-assisted projects. Some groups are presumed to be socially and economically disadvantaged for the purposes of participation in this program. In 1987 Congress added women to the groups presumed to be disadvantaged. The main objectives of the DBE Program are:

- To ensure that small disadvantaged business enterprises (DBE) can compete fairly for federally funded transportation-related projects.
- To ensure that only eligible firms participate as DBEs.
- To assist DBE firms in competing outside the DBE Program.

There has been, since 1983, a statutory provision requiring DOT to ensure that at least 10% of the funds authorized for the highway and transit financial assistance programs be expended with DBEs. DOT has established a single DBE goal, encompassing both firms owned by women and minority group members.

To be certified as a DBE, a firm must be a small business owned and controlled by socially and economically disadvantaged individuals. Certifiers make the determinations based upon on-site visits, personal interviews, reviews of licenses, stock ownership, equipment, bonding capacity, work completed, resume of principal owners and financial capacity.

All offices within the Office of the Secretary (OST) and Operating Administrations (OA) involved in program operation and oversight share important responsibilities in ensuring nondiscrimination in the award and administration of DOT's federally assisted contracts. These responsibilities require systematic coordination to ensure: (1) the DBE program is administered properly, (2) all regulatory provisions are appropriately implemented by DOT recipients, and (3) information about the program and its operation is communicated by the Department in a consistent, unified way to all parties and stakeholders.

These offices include elements from the Office of the Secretary-the Departmental Office of Civil Rights (DOCR), the Office of the General Counsel (OGC), and the Office of Small Disadvantaged Business Utilization (OSDBU) - as well as from the three OAs distributing financial assistance to



DOT recipients - the [Federal Aviation Administration \(FAA\)](#), the [Federal Highway Administration \(FHWA\)](#), and the [Federal Transit Administration \(FTA\)](#). The DOCR will act as the lead office in OST for the DBE program. In this capacity, the DOCR will coordinate the Department's oversight of the DBE program.

## Most Popular Services

- [State DOT and DBE Program websites](#)
- [DBE Certification Forms](#)
- [Official Q&As on DBE Program Regulations 49 CFR 26](#)
- [Official Q&As on DBE Program Regulations 49 CFR 23](#)
- [DBE Program Points of Contact](#)
- [DBE Appeal Decisions](#)

## Additional References

- [DBE Program Reauthorization Provision](#)
- [Guidance For DBE Program Administrators](#)
- [Background on the DBE Program](#)
- [DBE Program Archives](#)
- [Reporting DBE Program Fraud](#)

Updated: Thursday, April 23, 2015

## *Related Links*

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- [2014 DBE Program Final Rule](#)
- [DBE Program Points of Contact](#)
- [Official Q&As on DBE Program Regulations 49 CFR 23](#)
- [Official Q&As on DBE Program Regulations 49 CFR 26](#)
- [DBE Certification Forms](#)
- [DBE Appeal Decisions](#)

## *Related Documents*

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- [Disadvantaged Business Enterprise \(DBE\) Program Unified Certification Program](#)

## *Contact Us*

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### **Office of Small and Disadvantaged Business Utilization**

U.S. Department of Transportation

1200 New Jersey Ave. SE

W56-485

Washington, DC 20590

United States

Phone: 202-366-1930

Alt: 800-532-1169

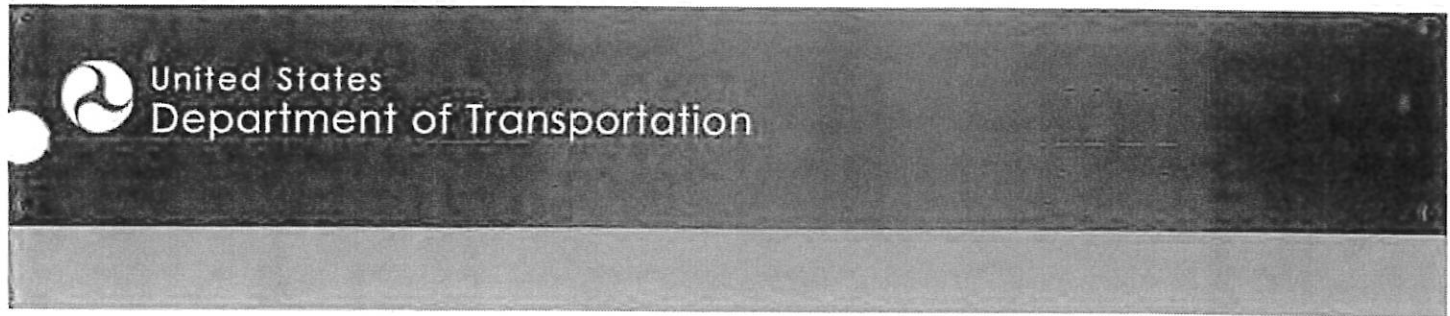
Fax: 202-366-7228

Business Hours:

8:00am-5:00pm ET, M-F

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# 49 CFR Part 26 Sample Disadvantaged Business Enterprise Program

## Overview

The Department of Transportation (DOT) has prepared this sample program to help recipients comply with 49 CFR Part 26, the DOT DBE rule. We published Part 26 in the Federal Register on February 2, 1999, and it became effective March 4 (64 F.R. 5096). It made extensive revisions to DOT's DBE program, formally administered under 49 CFR Part 23.

This sample program supersedes guidance issued by the operation administrations under former part 23. It does not address the separate DBE program for airport concessionaires, which continues to be administered in accordance with 49 CFR Part 23.

We are providing this sample DBE program for informational purposes, and recipients are not required to use it or its format. However, recipients may wish to use it as a guide in preparing their program documents. Recipients may customize the sample program to fit their circumstances. The three DOT operating administrations with DBE program responsibilities - the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and the Federal Aviation Administration (FAA) - may provide additional guidance for program matters that are specific to their programs. This sample program should, however, lead to greater consistency among recipients' submissions.

At a number of points, the sample program refers to provisions of part 26. Recipients may quote referenced portions of the rule in their program if they wish, but they are not required to do so. The sample program also provides language for some documents that are part of the program (e.g. policy statements, contract clauses). Except where otherwise noted, recipients are not required to use this language, and may use their own language as long as it meets regulatory requirements.

In the sample program, we have put instructions and notes in italics. Recipients would not put this italicized material into their program documents.

You may obtain an electronic version of this document, the DBE regulation themselves and other DOT guidance [here](http://www.dot.gov/osdbu/disadvantaged-business-enterprise/49-cfr-part-26-sample-disadvantaged-business).

*The General Counsel of the Department of Transportation has reviewed this document and approved it as consistent with the language and intent of 49 CFR part 26.*



## Office of Civil Rights

About ACR

EEO Complaints of  
Discrimination Program

EEO Affirmative Programs

Airport Disadvantaged  
Business Enterprise Program

General DBE Program

Program Guidance for  
DBE Program  
Administrators

DBE and ACDBE Program  
Training Conferences

How to Become Certified as a  
DBE

Where to Find Airport DBE  
Business Opportunities

How to Contact FAA DBE  
Staff

Mandatory DBE/ACDBE  
Certification Training Program

Outreach Program

Airport Civil Rights Programs

EEO Policies, Laws &  
Regulations

Feedback Box

Training

FAA Home Offices Office of Civil Rights Airport Disadvantaged Business Enterprise Program Program Guidance for DBE Program Administrators

## Program Guidance for DBE Program Administrators



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Three operating administrations within the U.S. Department of Transportation (DOT) have a Disadvantaged Business Enterprise (DBE) program. These are the Federal Aviation Administration (FAA), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA). As such, the Office of Small and Disadvantaged Business Utilization (OSDBU) within DOT maintains the Department's main DBE web site, which includes Guidance for DBE Program Administrators.

### Additional guidance from FAA

- Part 26 Final Rule – Effective 8/9/12 (PDF)
- Sample ACDBE Plan (MS Word)
- Sample DBE Program (MS Word)
- Reporting DBE Participation
  - FAA dbE-Connect Reporting System
- Airport Concession Disadvantaged Business Enterprise
  - Joint Venture Guidance (MS Word)
  - Principles for Evaluating Long-term, Exclusive Agreements in the ACDBE Program (PDF)

Page last modified: December 01, 2014 12:19:30 PM EST

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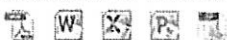


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All Questions

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Freedom of Information Act (FOIA)

ATTACHMENT 2

Organizational Chart

**Contra Costa County  
Public Works Department  
255 Glacier Drive  
Martinez, CA 94553  
(925) 313-2000**

**Brian Balbas**  
Public Works Director  
(925) 313-2000  
admin@pw.cccounty.us

(DBE Liaison)

# Department Divisions and Functions

**Michele Wara**  
Executive Secretary  
(925) 313-2202  
michele.wara@pw.cccounty.us

**Warren Lai**  
Deputy Director  
(925) 313-2180  
warren.lai@pw.cccounty.us

**Linda Zimmerman**  
Secretary-Advanced  
(925) 313-2204  
linda.zimmerman@pw.cccounty.us

**Joe Yee**  
Deputy Director  
(925) 313-2104  
joe.yee@pw.cccounty.us

**Steve Kowalewski**  
Chief Deputy Director  
(925) 313-2225  
steve.kowalewski@pw.cccounty.us

**Mike Carlson**  
Deputy Director  
(925) 313-2321  
mike.carlson@pw.cccounty.us

**Linda Zimmerman**  
Secretary-Advanced  
(925) 313-2204  
linda.zimmerman@pw.cccounty.us

**Carrie Ricci**  
Deputy Director  
(925) 313-2335  
carrie.ricci@pw.cccounty.us

**Facilities Services**  
**Kevin Lachapelle**  
Division Manager  
(925) 313-7082  
kevin.lachapelle@pw.cccounty.us

- Maintain & Repair County Facilities
- Minor Tenant Improvements
- Install & Maintain HVAC- Security Systems & Fire Alarms
- Traffic Signal Maintenance
- Landscape Maintenance
- Pest Control

**Capital Projects**  
**Ramesh Kantaria**  
Division Manager  
(925) 313-2144  
ramesh.kantaria@pw.cccounty.us

- County Cap Proj Mgmt Svcs
- Building Tenant Improvements
- Parks, landscape Imp, sitework, utilities
- Seismic/struct/mech/elect upgrades
- Design, advertise/bid/award, construction management
- Design-Build, Const Mgr-at est
- Risk, programming, cost planning
- Energy management projects and services

**Design/Construction**  
**Kevin Enigh**  
Division Manager  
(925) 313-2233  
kevin.enigh@pw.cccounty.us

- Advertise/Administer Const Contracts for Trans & FC Infra
- Test Construction Materials
- Inspect Subdivision Const
- Inspect Permit Construction
- Prepare Contract Plans & Specs for Rd, FC & Air Cap Imp Proj
- Inspection Program

**Custodial Services**  
**Derrick West**  
Division Manager  
(925) 313-7096  
derrick.west@pw.cccounty.us

- Building Cleaning Services
- Lighting Replacement
- Custodial Contract Management

**Fleet Services**  
**Carlos Velasquez**  
Division Manager  
(925) 313-7072  
carlos.velasquez@pw.cccounty.us

- Vehicle repair & maintenance
- Vehicle purchase & disposal
- GPS management

**Maintenance**  
**Allison Knapp**  
Division Manager  
(925) 313-7008  
allison.knapp@pw.cccounty.us

- Road Maintenance
- County Drainage Maintenance
- Flood Control District Maintenance
- Weed Abatement
- Encroachments

**Materials Management**  
**Stan Burton**  
Division Manager  
(925) 313-7078  
stan.burton@pw.cccounty.us

- Recycling
- Document Shredding
- Surplus
- Furniture Moves

**Airports**  
**Keith Freitas**  
Director of Airports  
(925) 681-4200  
keith.freitas@airport.cccounty.us

- Operations
- Development
- Property Management

**Print & Mail**  
**Dale Morseman**  
Division Manager  
(925) 646-5520  
dale.morseman@pw.cccounty.us

- Print Shop
- Graphic Design
- Copy Center
- Mail Processing
- Inter-Office Mail Delivery

**Environmental**  
**Ave Brown**  
Division Mgr  
(925) 313-2311  
ave.brown@pw.cccounty.us

- Prepare Project Environmental Docs
- Prepare CEQA Documents
- Prepare NEPA Documents
- Obtain regulatory permits

**Engineering Services**  
**Slava Gospodchikov**  
Division Mgr  
(925) 313-2316  
slava.gospodchikov@pw.cccounty.us

- Assessment District Develop & Coordination
- Land Develop Application Review & Plan Review
- Public Works Permits
- Maintain Field Maps and Records
- Central Permit Desk
- Underground Svcs Alert Areas
- Special Districts Service
- Sanitary District Eng.
- County Surveyor
- Record Map & Drawing Review

**Flood Control/Clean Water**  
**Tim Jensen**  
Division Mgr  
(925) 313-2390  
tim.jensen@pw.cccounty.us

- Drainage Area Fees
- Capital Improvement Prog.
- Feasibility Studies
- Development Review
- Rain/Stream Gauge Data
- Floodplain Management
- Watershed Program
- CCC Clean Water Program

**Transportation Engineering**  
**Jerry Fahy**  
Division Mgr  
(925) 313-2276  
jerry.fahy@pw.cccounty.us

- Cap Rd Imp & Presv Prog
- Area of Benefit
- Grant Applications
- State Projects Coordination
- Advance Planning
- Traffic System Management
- Underground Utility District Administration
- State Route 4 Bypass

**Administrative Services**  
**Vacant**  
Services Officer  
(925) 313-....  
.....@pw.cccounty.us

**Kristen Hardeman**  
Secretary-Journey  
(925) 313-2340  
kristen.hardeman@pw.cccounty.us

**Personnel**  
Labor Relations  
Administrative Support  
Staff Development/Training  
Safety  
Clerical Services

**Purchasing**  
**David Gould**  
Purchasing Mgr  
(925) 313-2151  
david.gould@pw.cccounty.us

- Procurement Services
- Manage Contracts
- Purchasing Contracts
- Manage Purchasing Agreements
- Administer County Procurement Program

**Dept Comm & Media Relations**  
**Coordinator**  
**Steve Padilla**  
(925) 313-2115  
steve.padilla@pw.cccounty.us

- Contract Administration
- Pipeline Franchises
- Records
- Accreditation Program

**Finance**  
**Diana Oyler**  
Chief of Fiscal Svcs  
(925) 313-2122  
diana.oyler@pw.cccounty.us

- Fiscal Management
- Contract Administration
- Accts Payable/Receivable
- Claims Processing
- Purchasing
- Fee & Indemnity Collections
- Trust Funds
- Capital Projects Accounting
- Utility Bills

**Information Technology**  
**Mark Wharton**  
Network Admin II  
(925) 313-2243  
mark.wharton@pw.cccounty.us

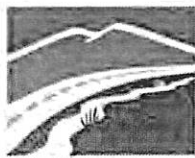
**Barry Schamach**  
Information Systems Project Manager  
(925) 313-2185  
barry.schamach@pw.cccounty.us

- Computer Mapping
- GIS Program
- Computer Operations
- Drafting Support
- Database Admin
- Systems Analysis

**DBELO**  
**Brian Balbas**  
Public Works Director  
255 Glacier Drive  
Martinez, CA 94553  
(925) 313-2000  
EMAIL: brian.balbas@pw.cccounty.us

**ATTACHMENT 3**  
Bidder's List Collection Form





Contra Costa County  
Public Works  
Department

Julia R. Bueren, Director  
Deputy Directors  
Brian M. Balbas  
Stephen Kowalewski  
Stephen Silveira  
Joe Yee

DESIGN/CONSTRUCTION DIVISION

**BIDDERS LIST APPLICATION**

Firms who wish to be added to our bidders list for road, flood control, and airport construction contracting opportunities should return the completed form to the address above, Attention: Design/Construction Division. Fax or Email is acceptable. Firms interested in building construction should contact Capital Projects Division, (925) 313-2000.

Firm Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: (\_\_\_\_) \_\_\_\_\_ Fax No.: (\_\_\_\_) \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
(Required to receive bid notices)

Business Type: ☐ Contractor ☐ Subcontractor ☐ Materials Supplier/Manuf. ☐ Trucker ☐ Building Exchange

In what year did your business start under its current name? (Required for DBE's under 49 CFR Part 26) Year \_\_\_\_\_

Gross Annual Receipts: What was your firm's average gross annual receipts for the last three years?  
(DBEs are required to provide this information under 49 CFR Part 26)

- ☐ Less than \$1 Million ☐ Less than \$10 Million ☐ More than \$16.6 Million  
☐ Less than \$5 Million ☐ Less than \$16.6 Million

California Contracting License(s) Held:

CLASSIFICATION

LICENSE NO.

\_\_\_\_\_

\_\_\_\_\_

Type of Firm (Please check all that apply):

- ☐ <sup>MB</sup> Minority Owned Business (MBE) --Certifying Agency: \_\_\_\_\_  
☐ <sup>WB</sup> Women Owned Business (WBE) --Certifying Agency: \_\_\_\_\_  
☐ <sup>SB</sup> Small Business Enterprise (SBE) --(As defined by State of California)--Certifying Agency: \_\_\_\_\_  
☐ <sup>DBE</sup> Disadvantaged Business Enterprise (DBE) -- CUCP Certification No.: \_\_\_\_\_  
(Must be certified by a California Unified Certification Program participating agency)  
☐ <sup>LB</sup> Local Business Enterprise (LBE) -- i.e. headquartered in Contra Costa County  
☐ <sup>DVB</sup> Disabled Veteran Business Enterprise (DVBE)--Certifying Agency: \_\_\_\_\_

Type of Work Interested in (Please check all that apply):

- ☐ <sup>RC</sup> Roadway Construction/Reconstruction/Overlay/Paving/Grading (AC&PCC)  
☐ <sup>ST</sup> Reinforced Concrete Structures (Bridges, Retaining Walls, etc...)  
☐ <sup>SR</sup> Storm Damage Repair (Landslide, Erosion and Embankment Repairs, etc...)  
☐ <sup>RS</sup> Road Surface Treatments (Slurry Seals, Microsurfacing, Pavement Rejuvenating Agent, etc...)  
☐ <sup>TS</sup> Traffic Signal Construction/Modification  
☐ <sup>FI</sup> Frontage Improvements (Sidewalks, Curb Ramps, Bike Paths, etc...)  
☐ <sup>LS</sup> Landscaping and Irrigation  
☐ <sup>SD</sup> Storm Drain (Pipelines, Culverts, Drainage Structures, etc...)  
☐ <sup>AI</sup> Airport Improvements (Runway and Taxiway Construction/Rehabilitation)  
☐ <sup>OO</sup> Other (Please Specify): \_\_\_\_\_

Department Use  
Only  
Date Received:

ID # \_\_\_\_\_

"Accredited by the American Public Works Association"

255 Glacier Drive Martinez, CA 94553-4825  
TEL: (925) 313-2000 • FAX: (925) 313-2333  
Email: admin@pw.cccounty.us

## **ATTACHMENT 4**

### **California (Caltrans) DBE Directory**

#### **Section 26.31 Directory**

The Contra Costa County Public Works Department will refer interested persons to the Unified Certification Program DBE directory available from the Caltrans Disadvantaged Business Enterprise Program's website at [www.dot.ca.gov/hq/bep](http://www.dot.ca.gov/hq/bep) .

## **ATTACHMENT 5**

Contra Costa County Airports Disadvantaged Business Enterprise (DBE)  
Overall DBE Goal and Methodology for Federal Fiscal Years  
(FFY) 2019-2021  
(Covering the period of October 1, 2018 to September 30, 2021)

**CONTRA COSTA COUNTY AIRPORTS  
DISADVANTAGED BUSINESS ENTERPRISE (DBE)  
OVERALL DBE GOAL AND METHODOLOGY  
FOR  
FEDERAL FISCAL YEARS (FFY) 2019-2021  
(Covering the period of October 1, 2018 to September 30, 2021)**

## **I. INTRODUCTION**

The Contra Costa County Airports (the County) is required to develop and submit a Disadvantaged Business Enterprise (DBE) Overall Goal for DBE participation as a condition of receiving federal assistance, pursuant Moving Ahead for Progress in the 21<sup>st</sup> Century; 49 CFR Part 26 “Participation by Disadvantaged Business Enterprises in U.S. Department of Transportation Programs” and the Federal Aviation Administration (FAA) Master Funding Agreement.

## **II. BACKGROUND**

Effective March 3, 2010, the United States Department of Transportation (“DOT”) issued a final rule affecting the implementation and management of the Department’s Disadvantaged Business Enterprise (“DBE”) program. The final rule, required submission of a goal-setting methodology on a three-year cycle. Pursuant to this final rule, the County is still required to conduct an annual review to account for changes that may warrant an adjustment to the overall goal or make an adjustment based on changed circumstances (i.e. significant change in the legal standards governing the DBE program, new contracting opportunities presented by the availability of new or different grant opportunities, etc.) to ensure the goal and program as a whole are narrowly tailored throughout the goal period. Under the three-year schedule, the County’s DBE goal and methodology submission is due to FAA on August 1, 2018 for proposed FAA funded contracting activities for Federal Fiscal Years (FFY) 2019/21.

**The County herein presents its Proposed Overall DBE Goal Methodology for FFY 2019/21 goal period, which resulted in a 7% Overall DBE Goal.**

## **III. DOT-ASSISTED CONTRACTING PROGRAM FOR FFY 2019-2021**

*Table 1* represents the Contra Costa County Airports’ (the County) U.S. DOT-assisted (FAA) contracting program, which includes projects considered in preparing its ***Proposed Overall DBE Goal-Setting Methodology***. The projects have viable subcontracting possibilities and corresponding availability of DBEs, a required criterion for Overall Goal consideration, and are anticipated to be awarded within the respective goal period.



**Table 1**

PROJECT	Total Estimated Cost (Federal Share)
Buchanan - Design New ARFF Equipment Storage Bay	\$237,500
Buchanan Construction - Overlay/Reconstruction of RWY 14L/32R	\$3,990,000
Buchanan - Construction of new ARFF Equipment Storage Bay	\$2,850,000
Buchanan - Design Engineering and Enviro Analysis for Reconstruct/Overlay of Txwy Golf and Runway 01L Run-up	\$190,000
Buchanan - Construction of Asphalt Pavement Reconstruct/Overlay Txwy Golf and Runway 01L Run-up	\$1,140,000
<b>TOTAL</b>	<b>\$8,407,500</b>

**Table 2** provides a summary of work grouped into one (3) primary categories: Construction, Professional Services and Materials and Supplies, utilizing the North American Industry Classification System (NAICS) work categories and comparable 2016 Census Business Patterns NAICS Work Codes. **Table 2** also serves to identify the estimated Federal Dollar Share and the Percent of Federal funding, as follows:

**Table 2**

CONTRACT CATEGORY	NAICS CUCP DATABASE	ESTIMATED FEDERAL DOLLAR SHARE	% OF FEDERAL FUNDING
Construction	237110, 237310, 238110, 238120, 238130, 238160, 238170, 238210, 238220, 238310, 238320, 238910, 238990, 484110, 484220	\$6,074,775.00	72.25%
Professional Services	541310, 541330, 541350, 541370, 541380, 541512, 541611, 541620, 541990	\$1,645,875.00	19.58%
Materials & Supplies	423320, 423390	\$686,850.00	8.17%
<b>TOTAL</b>		<b>\$8,407,500</b>	<b>100%</b>

#### IV. GOAL METHODOLOGY

##### *Step 1: Determination of a Base Figure (26.45)<sup>1</sup>*

To establish Contra Costa County Airports' (County) Base Figure of the relative availability of DBEs to all comparable firms (DBE and Non-DBEs) available to propose on the County's FFYs 2019-2021 DOT-assisted contracting opportunities projected to be solicited during the respective goal period; the County followed one of the five prescribed federal goal-setting methodologies in accordance with 49 CFR Part 26 regulations. This was accomplished by accessing the *California Unified Certification Program (CUCP) Directory of Certified DBE Firms* and the

<sup>1</sup> §26.45 represents Title 49 CFR Part 26 regulatory referenced section.

**2016 U.S. Census Bureau County Business Patterns (CBP) Database.** Comparisons were made within the County's market area (defined as Alameda County, Contra Costa County, Marin County, Napa County, Sacramento County, San Francisco County, San Joaquin County, San Mateo County, Santa Clara County, Solano County, Sonoma County, and Stanislaus County) and by specified industries and types of businesses identified in Table 2. The County local market area represents where the substantial majority of the County of Contra Costa Airports' contracting dollars are expended and/or where the substantial majority of contractors and subcontractors bids or quotes are received.

The County of Contra Costa Airports made a concerted effort to ensure that the scope of businesses included in the numerator was as close as possible to the scope included in the denominator. For corresponding detail of all work category classifications grouped, refer to Table 3.

- ⇒ **For the numerator:** *California UCP DBE Database of Certified Firms*
- ⇒ **For the denominator:** *2016 U.S. Census Bureau's Business Pattern Database (CBP)*

To determine the relative availability of DBEs, the County divided the numerator<sup>2</sup> representing the ratio of ready, willing and able DBE firms, by the denominator<sup>3</sup> representing all firms (DBE and Non-DBEs) available in each work category, see below:

$$\frac{\text{Number of Ready, Willing and Able DBEs}}{\text{Number of All Available Firms}} = \text{DBE Availability \%}$$

(Including DBEs and Non-DBEs)

To determine the appropriate weighting percent by NAICS, the estimated dollar value by NAICS was divided by the total estimated federal dollars for FFY 2019/21. The weighting percent by NAICS was then multiplied by the DBE Availability % to determine the Base Figure % by NAICS, see below:

$$\text{Weighting} \quad \times \quad \text{DBE Availability \%} \quad = \quad \text{Base Figure \% by NAICS}$$

To determine the Step 1 Base Figure, the County added together all Base Figure % by NAICS in Table 3 below, resulting in a 24.69% that was multiplied by 70%, (to account for 30% Prime performance required on most of the County's contracts) to produce a Step 1 Base Figure of 17%.

---

<sup>1</sup> 26.45 represents Title 49 CFR Part 26 regulatory goal setting methodology reference.

<sup>2</sup> Numerator represents all DBE firms established within the County's market area.

<sup>3</sup> Denominator represents all comparable available established firms within the County's market area.

**Table 3**

CATEGORY OF WORK	NAICS CODES	Weighting*	DBE Availability %	Base Figure % by NAICS
Water and Sewer Line and Related Structures Construction	237110	1.22%	42.99%	0.52%
Highway, Street and Bridge Construction	237310	4.95%	91.86%	4.55%
Poured Concrete Foundation and Structure Contractors	238110	9.49%	21.81%	2.07%
Structural Steel and Precast Concrete Contractors	238120	1.69%	67.03%	1.14%
Framing Carpentry Contractors	238130	6.78%	14.45%	0.98%
Roofing Contractors	238160	0.85%	2.33%	0.02%
Siding Contractors	238170	0.51%	7.04%	0.04%
Electrical Contractors	238210	5.76%	5.23%	0.30%
Plumbing, Heating, and Air-Conditioning Contractors	238220	3.39%	1.53%	0.05%
Drywall and Insulation Contractors	238310	0.51%	3.88%	0.02%
Painting and Wall Covering Contractors	238320	0.51%	2.68%	0.01%
Site Preparation Contractors	238910	14.68%	23.04%	3.38%
All Other Specialty Trade Contractors	238990	13.90%	20.19%	2.81%
Brick, stone and related construction Material Merchant Wholesalers	423320	6.10%	39.47%	2.41%
Other Construction Material Merchant Wholesaler (stripes/markings)	423390	2.07%	37.04%	0.77%
General Freight Trucking, Local	484110	6.19%	15.05%	0.93%
Specialized Freight Trucking, Local	484220	1.83%	37.16%	0.68%
Architectural Services	541310	1.78%	8.15%	0.15%
Engineering Services	541330	5.51%	13.74%	0.76%
Building Inspection Services	541350	0.34%	47.31%	0.16%
Surveying and Mapping (except Geophysical) Services	541370	0.05%	63.16%	0.03%
Testing Laboratories	541380	1.66%	22.83%	0.38%
Computer System Design Services (CADD)	541512	0.25%	8.93%	0.02%
Administrative Management and General Management Consulting Services	541611	7.37%	21.73%	1.60%
Environmental Consulting Services	541620	0.95%	60.37%	0.57%
All Other Professional, Scientific, and Technical Services (Surveying)	541990	1.66%	21.10%	0.35%
Total:		100%		24.69%
Base Figure 24.69% *70% (30% Prime to Perform Factor) = 17.29% 17% (Rounded to the nearest whole number)				

### ***Step 2: Adjusting the Base Figure***

Upon establishing the Base Figure, Contra Costa County Airports (County) reviewed and assessed other known evidence potentially impacting the relative availability of DBEs within the County's market area, in accordance with prescribed narrow tailoring provisions set forth under 49 CFR Part 26.45 Step 2; DBE Goal Adjustment guidelines.

Evidence considered in making an adjustment to the Base Figure included the County's *Past DBE Goal Attainments, Disparity Studies, and Other Evidence*, as follows:

#### ***A. Past DBE Goal Attainments***

The following table below reflects the demonstrated capacity of DBEs (measured by historical DBE participation) on FTA-assisted contracts awarded by the County within the last three (3) Federal Fiscal Years:



**Table 4**

	Year	Attainment
Byron	FFY 2015*	21%
Buchanan		0%
Byron	FFY 2016	0%
Buchanan		4%
Byron	FFY 2017	0%
Buchanan		28%
	Median of Past Awards = 0%, 0%, <u>0%, 4%</u> , 21%, 28% = Average of two middle numbers: 0+4=4/2= 2% <b>Median Past Participation = 2%</b>	

*\*FFY 2018 still in progress as of the date of methodology preparation, so FFY 2015 was used in lieu of FFY 2018*

The County considered an adjustment to the Base Figure based on the median DBE participation on DOT-assisted contracts completed within the past three FFYs (2015/17). The median established for the past three years is below the Base Figure derived from Step 1; therefore, an adjustment to the Base Figure based on the County's past DBE goal participation has been made. As three years of DBE Participation data was reviewed and the years reviewed included projects with a similar variety in scope to the scopes projected for the 2019/21 period, the County can reasonably assume that the rates of DBE participation reflected are an accurate reflection of DBE capacity to perform in the 2019/21 overall goal period. The adjustment is calculated in accordance with FTA guidance by averaging the Base Figure with the Median DBE Past participation, as shown below.

17% Base Figure + 2% Median Past Participation = 19%
$19/2 = 9.5\%$
<b>Adjusted Base Figure: 10%</b>

The formula resulted in a downward adjustment to Base Figure based from 17% to 10%.

#### ***B. Evidence from Disparity Studies***

The County Contra Costa Airports (County) did not find it feasible to conduct its own independent availability/disparity study; however, the County identified three (3) disparity studies in the assessment of whether a Race-Conscious DBE Program should be adopted by the County. This was done in conformance with FAA's recommendation for recipients to utilize relevant State or local disparity studies as a basis for developing race-conscious goals, to assist recipients with meeting the requirements pertaining to the Western Paving Ruling. The three identified Disparity Studies were the Caltrans Disparity Study, The Los Angeles County Metropolitan Transportation Authority (Metro) Disparity Study and the Reno-Tahoe Airport Authority Disparity Study.

The first Disparity Study considered was that of the California Department of Transportation (Caltrans), completed in 2016 due to the timeliness of the contracts reviewed. The Caltrans Disparity Study reviewed Construction and Engineering contracts state-wide between the years



January 1, 2011 to December 31, 2014. Overall, certified DBEs received 6.4 percent of the relevant contracting dollars that Caltrans and subrecipient local agencies awarded during the study period. As the Caltrans' Disparity Study included thousands of contracts from areas outside of the County's market area as well as projects that had no relation to the scopes included in this methodology the County opted to not utilize this Disparity Study to apply an adjustment to their base figure or their current race-neutral DBE application measures.

The second Disparity Study taken into consideration was the 2015 Reno-Tahoe Airport Authority Disparity Study which was anticipated to be complete in 2016 but at the time this goal methodology was developed information was still not published. As this study and the accompanying analysis is not yet available the County did not utilize this Disparity Study to make an adjustment to the base figure.

The third Disparity Study taken into consideration was the Burbank-Glendale-Pasadena Airport Authority (BGPAA) Disparity Study, completed in 2012 due to the similarity of contract types reviewed. Disparity analysis results indicated that most racial/ethnic and gender groups showed disparities on contracts where race- and gender-conscious measures were not in place during the study period. Since August 2006, BGPAA has solely used neutral means and has fallen considerably short of its annual goals for DBE participation. — BBC identified substantial disparities between the utilization of minority-owned firms in BGPAA contracts and what might be expected based upon the availability analysis (substantial disparities for each racial and ethnic group in the Federal DBE Program). Minority-owned firms were underutilized in BGPAA contracts even when the DBE contract goals program was in place. As a result, the Disparity Study recommended the use of contract DBE goals.

As the Disparity Study satisfies the legal standards established by the Ninth Circuit Court of Appeals in *Western States Paving Co., Inc. v. Washington State Department of Transportation*, and guidance from the U.S. Department of Transportation/Federal Transit Administration (FTA) concerning the implementation of race-conscious application, the County has elected to utilize this study as a basis for implementation of a race-conscious component of their Overall DBE goal. The County will ensure that the use of race-conscious goals is narrowly tailored and consistent with other relevant legal standards.

The County will continue to review applicable Disparity Studies as they become available and apply the appropriate adjustments to their Race-neutral/Race-Conscious DBE goal application.

#### ***D. Other Evidence***

The Federal DBE Program suggests that federal aid recipients also examine "other factors" when determining whether to make any step-2 adjustments to their base figures.

To ensure the County of Contra Costa Airports (County) DBE goal was tailored and best represents the DBEs available to perform within the County's market area and within the scopes identified, the County considered three like Agency DBE goals whose methodology utilized similar projects descriptions.

The County first considered Norman Y. Mineta San Jose International Airport's (SJC) Overall DBE Goal for FFY 2017/2019 due to its market area (defined as Santa Clara and Alameda

counties) and the scopes (5 of the 8 NAICS identified by SJC are included in the County's methodology) included within its Overall DBE Goal-Setting Methodology. SJC's methodology included a base figure of 11.13% that was adjusted in consideration of the FFY 2015 Past DBE Attainments (1.48%) to 6.30%.

The County considered The Port of Oakland's (OAK) Overall DBE Goal for FFY 2017/2019 due to its market area (defined as Contra Costa and Alameda counties) and the scopes (pavement and taxiway projects represented 94.8% of the projected dollars) included within its Overall DBE Goal-Setting Methodology. OAK's methodology included a base figure of 11.22% that was adjusted in consideration of the average of past DBE Attainments achieved (4.8%) to 8.01%.

The County considered San Francisco International Airport's (SFO) Overall DBE Goal for FFY 2017/2019 due to its market area (defined as Contra Costa, Alameda, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano and Sonoma counties) and the scopes (pavement and taxiway projects represented 52% of the projected dollars) included within its Overall DBE Goal-Setting Methodology. SFO's methodology included a base figure of 9.25% that was adjusted in consideration of the average of past DBE Attainments achieved (11.57%) to 10.41%.

The County has found it reasonable to conclude the Median Past DBE Attainments of SJC, OAK and SFO which include nearby market areas and similar project scopes could be utilized to project the types of DBE attainments that the County may be able to achieve. In consideration of this, the County has made an adjustment to the base figure as depicted below:

*Table 5*

Recipient	Median Past Participation
Norman Y. Mineta San Jose International Airport (SJC)	1.48%
The Port of Oakland	4.8%
San Francisco International Airport's (SFO)	11.57%
Median of % Past Attainments = $1.48 + 4.8 + 11.57 = 4.8\%$	

Median of % Past Attainments = 4.8%

Median of % Past Attainments + Adjusted Base Figure =  $4.8\% + 10\% = 14.8\%$

Base Figure Adjusted =  $\frac{14.8\%}{2} = 7.4\%$

Adjusted Base Figure = 7% (rounded)

Given the above, the adjusted goal for FY 2019-2021 is 7%.

## **OVERALL DBE GOAL AND PROJECTION OF RACE-NEUTRAL AND RACE-CONSCIOUS PARTICIPATION:**

**The Overall DBE Goal for FFY 2019-2021 for the County Contra Costa Airports' FAA-assisted contracts is 7%.** The Overall Goal is expressed as a percentage of all DOT-assisted funds that County of Contra Costa Airports will expend in applicable DOT-assisted contracts in the given federal fiscal years.

The goal further serves to identify the relative availability of DBE's based on evidence of ready willing, and able DBE's to all comparable firms, which are known to be available to compete for and perform on the County of Contra Costa Airports' DOT-assisted contracts.

## V. RACE-NEUTRAL/RACE-CONSCIOUS BREAKOUT ANALYSIS

The County of Contra Costa Airports (County) will implement race conscious measures, coupled with race-neutral measures based on the results received from the County's analysis of its past utilization data and an examination of similar market area Disparity Studies.

### A. Consideration of the Amount by which the County has Exceeded Goals in the Past

DOT has identified the amount a recipient has exceeded their overall goals in the past years as a useful tool in projecting the race/gender-neutral participation one can expect in future Federal Fiscal Years.

The following table reflects the demonstrated capacity of DBEs on FTA-assisted contracts completed by the County within the last three (3) Federal Fiscal Years:

**Table 6**

	Overall DBE Goal by Period	RN/RC Application Period	Federal Fiscal Year	DBE Attainment	% Goal Exceeded
Byron	12.79%	RN	FFY 2015*	21%	8%
Buchanan	5.64%	RC		0%	-6%
Byron	3.13%	RN	FFY 2016	0%	-3%
Buchanan	12.28%	RC		4%	-8%
Byron**			FFY 2017		
Buchanan	12%	RN		28%	16%
% Goals Exceeded in numerical Order: -3%, -8%, <u>-6%</u> , 8%, 16% <b>-6% Median Amount Goals have been Exceeded</b>					

\*FFY 2018 still in progress as of the date of methodology preparation, so FFY 2015 was used in lieu of FFY 2018

\*\*Excluded from analysis as goal information was not available

The County's Historical Past race-neutral participation above the DBE goal produced a median of 0% DBE Participation (as illustrated in the table above). As the County's historical DBE Participation does not exceed the projected DBE goal valid during the attainment periods, it is reasonable to conclude that the FFY 2019/21 goal cannot be met race-neutrally based on this factor.

### B. Past Participation by DBE Prime Contractors

DOT has identified that the amount of past participation obtained through the use of DBE primes should be considered achieved race/gender-neutrally and that those attainments can be used as a basis for estimating a similar level of race/gender-neutral participation in the next overall goal period.



Therefore, the County considered the amount of past DBE participation (based on awards) obtained through the use of DBE primes in FFYs 2015, 2016 and 2017 below:

**Table 7**

	FFY	Total Dollar Value Awarded to DBE Prime	Total Dollar Value of Awarded Contracts
Byron	2017	\$ 0	\$ 0
Buchanan		\$ 0	\$ 527,129
Byron	2016	\$ 0	\$ 0
Buchanan		\$ 0	\$ 1,583,965
Byron	2015	\$ 0	\$ 834,506
Buchanan		\$ 0	\$ 0
Totals:		\$0	\$2,945,600.00
% DBE Prime Participation			0%

The County found that 0% of the DBE participation during FFYs 2015 through 2017 was produced by the utilization of DBE primes. This value was developed by dividing the total dollars awarded to DBE Primes (\$0) by the total dollars awarded on all Primes contracts (\$2,945,600) within FFYs 2015 through 2017, as displayed in the table above. The County confirmed that the projects completed during FFYs 2015 through 2017 were similar to the types of projects being procured in the upcoming overall goal period, a required criterion for consideration in utilizing DBE prime participation to validate race-neutral application. As 0% DBE participation was achieved on like-projects during the attainment period reviewed the County concluded that this rate of DBE participation would be an accurate reflection of DBE prime capacity in the primary types of work projected to be performed in the coming overall goal period.

### C. Consider Past Participation by DBE Subcontractors on Contracts without Goals

DOT has identified that the amount of past participation obtained through the use of DBE subcontractors on contracts without DBE goals should be considered achieved race/gender-neutrally and that those attainments can be used as a basis for estimating a similar level of race/gender-neutral participation in the next overall goal period. Therefore, the County considered the amount of past DBE subcontractor participation on contracts without DBE goals in FFYs 2015, 2016 and 2017 below:

**Table 8**

	FFY	Total Dollar Value Awarded to DBE Subs on RN Contracts	Total Dollar Value of Awarded Contracts without Goals
Byron	2017	\$ 0	\$ 0
Buchanan		\$ 94,380	\$ 372,186
Byron	2016	\$ 0	\$ 0
Buchanan**			
Byron	2015	\$ 162,000	\$ 752,606
Buchanan**			
Totals:		\$256,380	\$1,124,792
% DBE Prime Participation			22.79% = 23%*

\*Rounded to the nearest whole number

\*\*Excluded from analysis as participation was achieved with race-conscious measures



A DBE participation value of 23% was derived by the utilization of DBE firms in the Race-Neutral (RN) periods above. Although the County reviewed a three-year period to provide a sufficient sampling of performance on past projects, closer examination uncovered that the 2015 FFY included RC participation, so this participation was excluded from the analysis. The County confirmed that the projects completed during FFYs 2015 through 2017 were similar to the types of projects being procured in the upcoming overall goal period, a required criterion for consideration in utilizing race-neutral DBE subcontractor participation to validate race-neutral application. As 23% DBE participation was achieved on like-projects during the attainment period reviewed the County concluded that this rate of DBE participation would be an accurate reflection of DBE subcontractor's capacity to perform race-neutrally in the 2019/21 overall goal period.

#### **D. Consider MBE/WBE/DBE Participation Pursuant to Race/Gender-Neutral State or Local Programs.**

The County monitors DBE participation but does not currently track MBE/WBE/DBE participation on Race/Gender-Neutral or Local Programs. The County will consider methods of tracking this information in the future for use in considering the proper race/gender-neutral application.

#### **E. Past History of Inability to Achieve Goals**

DOT has identified that a recipient's past inability to meet their goals in the past years as a powerful indicator that the recipient may be justified in applying race-/gender-conscious measures to achieve their goals in future Federal Fiscal Years. The following table below reflects the demonstrated capacity of DBEs (measured by historical DBE participation) on FTA-assisted contracts awarded by the County within the last three (3) Federal Fiscal Years:

**Table 9**

	Overall DBE Goal by Period	RN/RC Application Period	Federal Year	Fiscal	DBE Attainment	% Beneath Goal
Byron	12.79%	RN	FFY 2015*		21%	8.21%
Buchanan	5.64%	RC			0%	-5.64%
Byron	3.13%	RN	FFY 2016		0%	-3.13%
Buchanan	12.28%	RC			4%	-8.28%
Byron**			FFY 2017			
Buchanan	12%	RN			28%	16%
% Goals Exceeded in numerical Order: -8.28%, -5.64%, <b>-3.13%</b> , 8.21%,16% <b>-3% Median Past History of Inability to Achieve Goals</b>						

\*FFY 2018 still in progress as of the date of methodology preparation, so FFY 2015 was used in lieu of FFY 2018

\*\*Excluded from analysis as participation was achieved with race-conscious measures

The County's historical DBE participation produced a shortfall in their ability to meet goals in Federal Fiscal Years 2015 through 2017.

As three years of DBE Participation data was reviewed for projects with similar scopes and values to the projects in the upcoming goal period, the County can reasonably assume that the rates of DBE participation reflected are an accurate reflection of DBE capacity to perform race-neutrally in the 2019/21 overall goal period. The County has applied this to the proposed DBE Goal to project the necessary race-conscious/race-neutral breakout, as illustrated below:

% Goals Exceeded in Past = -6%  
RN DBE Prime Participation = 0%  
RN DBE Subcontractor Participation = 23%  
Past Inability to Meet Goal (Median below goal) = -3%  
 $-6\% + 0\% + 23\% + -3\% = 11\%$   
 $14\% / 4 = 3.5\%$  (Average RN Participation)  
**4% RN Projection (Rounded to the nearest whole number)**

**DBE Goal: 7%**  
**RN Application 4% / RC Application 3%**

Consistent with the FAA guidance provided and the reasons delineated above the County has found it advisable to implement the race-neutral/race-conscious breakout illustrated above to meet the proposed Overall DBE Goal in accordance with 49 CFR Part 26.51.

**F. Monitor DBE Participation to Determine Whether an Adjustment to the Use of Race/Gender-Conscious Measures is Necessary**

The County will continue to monitor its DBE participation during the overall goal period to determine whether the application of race-neutral/race-conscious measures to meet the proposed Overall DBE Goal remains on target. The County will adjust the application of race/gender-neutral and race/gender-conscious measures, as necessary to ensure they meet the maximum feasible portion the overall goal by using race/gender-neutral means of facilitating DBE participation.

**VI. PUBLIC PARTICIPATION AND FACILITATION**

In accordance with Public Participation Regulatory Requirements of Title 49 CFR Part 26, minority, women, local business chambers, and community organizations within the County's market area were consulted and provided an opportunity to review the goal analysis and provide input. The County prepared Outreach Consultation Letters advising the aforementioned business community of the proposed DBE goal analysis and its availability for review and comment on the County's website.

The County issued a Public Notice publishing the County's Overall Goal for the FFY 2019/21 FAA-assisted contracts on their website. The Notice informed the public that the proposed goal and rationale were available for inspection on the County's website and that the County would accept comments on the goal analysis for 30 days from the date of the Public Notice. Additionally, the Public Notice requested participation from the public in a forum to discuss and share their valuable experience and input pertaining to effects of discrimination on opportunities for DBE's in the County's market area. The public was informed that the County would give full consideration to all comments and input received as a part of the consultation process and would assess its impact on the Proposed Overall DBE Goal. The final Overall Goal submitted to FAA for approval will remain on the County's website through the life of the goal period.

As a follow-up, the County invited the public as well as identified minority, women and general contractor groups and organizations within the County's market area to attend a public forum (December 20, 2018) from 9:00am to 11:00 am), in order to provide testimony and any additional information regarding effects of discrimination on opportunities for DBE's in the County's market

area. The County identified 310 of these groups and organizations for direct solicitation to participate in the public forum, review the proposed goal and share their valuable experience and input.

Additionally, the County consults and will continue to consult with minority groups and organizations year-round via event attendance and facilitation to directly solicit the public in-person regarding input they have on DBE opportunities.

Comment review produced one, therefore an adjustment to the goal was not necessary.

**PUBLIC NOTICE**  
**County Contra Costa Airports**

**NOTICE IS HEREBY GIVEN**, that the County Contra Costa Airports, (herein referred to as the “County”) has established a Proposed Overall Disadvantaged Business Enterprise (DBE) Goal of 7% for Federal Fiscal Years (FFYs) 2019/2021. The County proposes to meet 4% of the goal through the use of race-neutral measures and the remaining 3% through the use of race-conscious measures. The DBE goal is applicable to FTA-assisted contracts scheduled to be solicited and awarded during the period of October 1, 2018 through September 30, 2021.

The County’s Proposed Overall Goal and its rationale (developed in response to DOT’s Disadvantaged Business Enterprise Program Regulations published under Title 49 CFR Part 26) are available for inspection and public review on the County’s website at: <http://www.co.contra-costa.ca.us/4694/Airports>.

The County will accept comments for thirty (30) days from the date of this Notice. Comments can be forwarded to the County via the website above. Comments may also be forwarded to the Regional Civil Rights Officer, U.S. Department of Transportation, Federal Transportation Administration, Region IX, 201 Mission Street, Suite 2210, San Francisco, California 94105-1800.



# Contra Costa Times

175 Lennon Lane, Suite 100  
Walnut Creek, CA 94598  
925-943-8019

3730177

CONTRA COSTA COUNTY AIRPORTS  
ATTN: DIRECTOR OF AIRPORTS OFC.  
550 SALLY RIDE DR.  
CONCORD, CA 94520

## PROOF OF PUBLICATION

FILE NO. DBE FFYs 2019/2021

In the matter of

### Contra Costa Times

I am a citizen of the United States. I am over the age of eighteen years and I am not a party to or interested in the above entitled matter. I am the Legal Advertising Clerk of the printer and publisher of the Contra Costa Times, a newspaper published in the English language in the City of Walnut Creek, County of Contra Costa, State of California.

I declare that the Contra Costa Times is a newspaper of general circulation as defined by the laws of the State of California as determined by court decree dated October 22, 1934, Case Number 19764. Said decree states that the Contra Costa Times is adjudged to be a newspaper of general circulation for the City of Walnut Creek, County of Contra Costa and State of California. Said order has not been revoked.

I declare that the notice, of which the annexed is a printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

**12/08/2018**

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Executed at Walnut Creek, California.  
On this 8th day of December, 2018.

Signature

Legal No. 0006266115

### PUBLIC NOTICE Contra Costa County Airports

**NOTICE IS HEREBY GIVEN**, that the County Contra Costa Airports, (herein referred to as the "County") has established a Proposed Overall Disadvantaged Business Enterprise (DBE) Goal of 7% for Federal Fiscal Years (FFYs) 2019/2021. The County proposes to meet 4% of the goal through the use of race-neutral measures and the remaining 3% through the use of race-conscious measures. The DBE goal is applicable to FTA-assisted contracts scheduled to be solicited and awarded during the period of October 1, 2018 through September 30, 2021. The County's Proposed Overall Goal and its rationale (developed in response to DOT's Disadvantaged Business Enterprise Program Regulations published under Title 49 CFR Part 26) are available for inspection and public review on the County's website at: <http://www.co.contra-costa.ca.us/4694/Airports>.

The County will accept comments for thirty (30) days from the date of this Notice. Comments can be forwarded to the County via the website above. Comments may also be forwarded to the Regional Civil Rights Officer, U.S. Department of Transportation, Federal Transportation Administration, Region IX, 201 Mission Street, Suite 2210, San Francisco, California 94105-1800.

**CCT #6266115; Dec. 8, 2018**

## ATTACHMENT 6

### Demonstration of Good Faith Efforts

1. For Construction Contracts:  
Caltrans Exhibit 15-G and 17-F are provided with the Bidders DBE Good Faith Effort Booklet as part of the solicitation documentation.
2. For Consulting Contracts:  
Caltrans Exhibit 10-O1 and 10-O2 are provided with the Consultants DBE Good Faith Effort Booklet as part of the solicitation documentation.

## EXHIBIT 15-G CONSTRUCTION CONTRACT DBE COMMITMENT

1. Local Agency: \_\_\_\_\_ 2. Contract DBE Goal: \_\_\_\_\_
3. Project Description: \_\_\_\_\_
4. Project Location: \_\_\_\_\_
5. Bidder's Name: \_\_\_\_\_ 6. Prime Certified DBE: ☐ 7. Bid Amount: \_\_\_\_\_
8. Total Dollar Amount for ALL Subcontractors: \_\_\_\_\_ 9. Total Number of ALL Subcontractors: \_\_\_\_\_

10. Bid Item Number	11. Description of Work, Service, or Materials Supplied	12. DBE Certification Number	13. DBE Contact Information (Must be certified on the date bids are opened)	14. DBE Dollar Amount
<b>Local Agency to Complete this Section</b> 21. Local Agency Contract Number: _____ 22. Federal-Aid Project Number: _____ 23. Bid Opening Date: _____ 24. Contract Award Date: _____  Local Agency certifies that all DBE certifications are valid and information on this form is complete and accurate.  25. Local Agency Representative's Signature _____ 26. Date _____ 27. Local Agency Representative's Name _____ 28. Phone _____ 29. Local Agency Representative's Title _____			<b>15. TOTAL CLAIMED DBE PARTICIPATION</b>  IMPORTANT: Identify all DBE firms being claimed for credit, regardless of tier. Names of the First Tier DBE Subcontractors and their respective item(s) of work listed above must be consistent, where applicable with the names and items of the work in the "Subcontractor List" submitted with your bid. Written confirmation of each listed DBE is required.  16. Preparer's Signature _____ 17. Date _____ 18. Preparer's Name _____ 19. Phone _____ 20. Preparer's Title _____	\$ _____  % _____

DISTRIBUTION: 1. Original – Local Agency  
 2. Copy – Caltrans District Local Assistance Engineer (DLAE). Failure to submit to DLAE within 30 days of contract execution may result in de-obligation of federal funds on contract. Include additional copy with award package.

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814

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INSTRUCTIONS – CONSTRUCTION CONTRACT DBE COMMITMENT

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CONTRACTOR SECTION

1. **Local Agency** - Enter the name of the local or regional agency that is funding the contract.
2. **Contract DBE Goal** - Enter the contract DBE goal percentage as it appears on the project advertisement.
3. **Project Location** - Enter the project location as it appears on the project advertisement.
4. **Project Description** - Enter the project description as it appears on the project advertisement (Bridge Rehab, Seismic Rehab, Overlay, Widening, etc).
5. **Bidder's Name** - Enter the contractor's firm name.
6. **Prime Certified DBE** - Check box if prime contractor is a certified DBE.
7. **Bid Amount** - Enter the total contract bid dollar amount for the prime contractor.
8. **Total Dollar Amount for ALL Subcontractors** - Enter the total dollar amount for all subcontracted contractors. SUM = (DBEs + all Non-DBEs). Do not include the prime contractor information in this count.
9. **Total number of ALL subcontractors** - Enter the total number of all subcontracted contractors. SUM = (DBEs + all Non-DBEs). Do not include the prime contractor information in this count.
10. **Bid Item Number** - Enter bid item number for work, services, or materials supplied to be provided.
11. **Description of Work, Services, or Materials Supplied** - Enter description of work, services, or materials to be provided. Indicate all work to be performed by DBEs including work performed by the prime contractor's own forces, if the prime is a DBE. If 100% of the item is not to be performed or furnished by the DBE, describe the exact portion to be performed or furnished by the DBE. See LAPM Chapter 9 to determine how to count the participation of DBE firms.
12. **DBE Certification Number** - Enter the DBE's Certification Identification Number. All DBEs must be certified on the date bids are opened.
13. **DBE Contact Information** - Enter the name, address, and phone number of all DBE subcontracted contractors. Also, enter the prime contractor's name and phone number, if the prime is a DBE.
14. **DBE Dollar Amount** - Enter the subcontracted dollar amount of the work to be performed or service to be provided. Include the prime contractor if the prime is a DBE. See LAPM Chapter 9 for how to count full/partial participation.
15. **Total Claimed DBE Participation - \$:** Enter the total dollar amounts entered in the "DBE Dollar Amount" column. **%:** Enter the total DBE participation claimed ("Total Claimed DBE Participation Dollars" divided by item "Bid Amount"). If the total % claimed is less than item "Contract DBE Goal," an adequately documented Good Faith Effort (GFE) is required (see Exhibit 15-H DBE Information - Good Faith Efforts of the LAPM).
16. **Preparer's Signature** - The person completing the DBE commitment form on behalf of the contractor's firm must sign their name.
17. **Date** - Enter the date the DBE commitment form is signed by the contractor's preparer.
18. **Preparer's Name** - Enter the name of the person preparing and signing the contractor's DBE commitment form.
19. **Phone** - Enter the area code and phone number of the person signing the contractor's DBE commitment form.
20. **Preparer's Title** - Enter the position/title of the person signing the contractor's DBE commitment form.

LOCAL AGENCY SECTION

21. **Local Agency Contract Number** - Enter the Local Agency contract number or identifier.
22. **Federal-Aid Project Number** - Enter the Federal-Aid Project Number.
23. **Bid Opening Date** - Enter the date contract bids were opened.
24. **Contract Award Date** - Enter the date the contract was executed.
25. **Local Agency Representative's Signature** - The person completing this section of the form for the Local Agency must sign their name to certify that the information in this and the Contractor Section of this form is complete and accurate.
26. **Date** - Enter the date the DBE commitment form is signed by the Local Agency Representative.
27. **Local Agency Representative's Name** - Enter the name of the Local Agency Representative certifying the contractor's DBE commitment form.
28. **Phone** - Enter the area code and phone number of the person signing the contractor's DBE commitment form.
29. **Local Agency Representative Title** - Enter the position/title of the Local Agency Representative certifying the contractor's DBE commitment form.



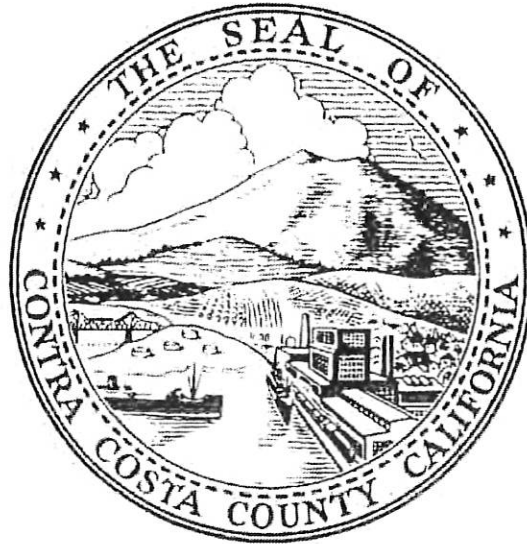


**INSTRUCTIONS – FINAL REPORT-UTILIZATION OF DISADVANTAGED BUSINESS ENTERPRISES (DBE) AND FIRST-TIER SUBCONTRACTORS**

1. **Local Agency Contract Number** - Enter the Local Agency contract number or identifier.
2. **Federal-Aid Project Number** - Enter the Federal-Aid Project Number.
3. **Local Agency** - Enter the name of the local or regional agency that is funding the contract.
4. **Contract Completion Date** - Enter the date the contract was completed.
5. **Contractor/Consultant** - Enter the contractor/consultant's firm name.
6. **Business Address** - Enter the contractor/consultant's business address.
7. **Final Contract Amount** - Enter the total final amount for the contract.
8. **Contract Item Number** - Enter contract item for work, services, or materials supplied provided. Not applicable for consultant contracts.
9. **Description of Work, Services, or Materials Supplied** - Enter description of work, services, or materials provided. Indicate all work to be performed by DBEs including work performed by the prime contractor/consultant's own forces, if the prime is a DBE. If 100% of the item is not to be performed or furnished by the DBE, describe the exact portion to be performed or furnished by the DBE. See LAPM Chapter 9 to determine how to count the participation of DBE firms.
10. **Company Name and Business Address** - Enter the name, address, and phone number of all subcontracted contractors/consultants. Also, enter the prime contractor/consultant's name and phone number, if the prime is a DBE.
11. **DBE Certification Number** - Enter the DBE's Certification Identification Number. Leave blank if subcontractor is not a DBE.
12. **Contract Payments** - Enter the subcontracted dollar amount of the work performed or service provided. Include the prime contractor/consultant if the prime is a DBE. The Non-DBE column is used to enter the dollar value of work performed by firms that are not certified DBE or for work after a DBE becomes decertified.
13. **Date Work Completed** - Enter the date the subcontractor/subconsultant's item work was completed.
14. **Date of Final Payment** - Enter the date when the prime contractor/consultant made the final payment to the subcontractor/subconsultant for the portion of work listed as being completed.
15. **Original DBE Commitment Amount** - Enter the "Total Claimed DBE Participation Dollars" from Exhibits 15-G or 10-O2 for the contract.
16. **Total** - Enter the sum of the "Contract Payments" Non-DBE and DBE columns.
17. **Contractor/Consultant Representative's Signature** - The person completing the form on behalf of the contractor/consultant's firm must sign their name.
18. **Contractor/Consultant Representative's Name** - Enter the name of the person preparing and signing the form.
19. **Phone** - Enter the area code and telephone number of the person signing the form.
20. **Date** - Enter the date the form is signed by the contractor's preparer.
21. **Local Agency Representative's Signature** - A Local Agency Representative must sign their name to certify that the contracting records and on-site performance of the DBE(s) has been monitored.
22. **Local Agency Representative's Name** - Enter the name of the Local Agency Representative signing the form.
23. **Phone** - Enter the area code and telephone number of the person signing the form.
24. **Date** - Enter the date the form is signed by the Local Agency Representative.

# **Contra Costa County**

## **Public Works Department**



### **Bidder's Disadvantaged Business Enterprise (DBE) Good Faith Efforts Booklet**

For use in bidding federally funded County projects subject to the Disadvantaged Business Enterprise (DBE) Program.

For questions about this booklet or any components of the DBE Good Faith Effort, please contact the County's Design/Construction Division Affirmative Action Liaison at (925) 313-2000.

## EXHIBIT 10-O1 CONSULTANT PROPOSAL DBE COMMITMENT

1. Local Agency: \_\_\_\_\_ 2. Contract DBE Goal: \_\_\_\_\_
3. Project Description: \_\_\_\_\_
4. Project Location: \_\_\_\_\_
5. Consultant's Name: \_\_\_\_\_ 6. Prime Certified DBE: ☐

7. Description of Work, Service, or Materials Supplied	8. DBE Certification Number	9. DBE Contact Information	10. DBE %	
<b>Local Agency to Complete this Section</b>		<b>11. TOTAL CLAIMED DBE PARTICIPATION</b>	<b>%</b>	
17. Local Agency Contract Number: _____ 18. Federal-Aid Project Number: _____ 19. Proposed Contract Execution Date: _____  Local Agency certifies that all DBE certifications are valid and information on this form is complete and accurate.				
20. Local Agency Representative's Signature _____ 21. Date _____ 22. Local Agency Representative's Name _____ 23. Phone _____ 24. Local Agency Representative's Title _____		<b>IMPORTANT:</b> Identify all DBE firms being claimed for credit, regardless of tier. Written confirmation of each listed DBE is required.  12. Preparer's Signature _____ 13. Date _____ 14. Preparer's Name _____ 15. Phone _____ 16. Preparer's Title _____		

DISTRIBUTION: Original – Included with consultant's proposal to local agency.



## INSTRUCTIONS – CONSULTANT PROPOSAL DBE COMMITMENT

### CONSULTANT SECTION

1. **Local Agency** - Enter the name of the local or regional agency that is funding the contract.
2. **Contract DBE Goal** - Enter the contract DBE goal percentage as it appears on the project advertisement.
3. **Project Description** - Enter the project description as it appears on the project advertisement (Bridge Rehab, Seismic Rehab, Overlay, Widening, etc.).
4. **Project Location** - Enter the project location as it appears on the project advertisement.
5. **Consultant's Name** - Enter the consultant's firm name.
6. **Prime Certified DBE** - Check box if prime contractor is a certified DBE.
7. **Description of Work, Services, or Materials Supplied** - Enter description of work, services, or materials to be provided. Indicate all work to be performed by DBEs including work performed by the prime consultant's own forces, if the prime is a DBE. If 100% of the item is not to be performed or furnished by the DBE, describe the exact portion to be performed or furnished by the DBE. See LAPM Chapter 9 to determine how to count the participation of DBE firms.
8. **DBE Certification Number** - Enter the DBE's Certification Identification Number. All DBEs must be certified on the date bids are opened.
9. **DBE Contact Information** - Enter the name, address, and phone number of all DBE subcontracted consultants. Also, enter the prime consultant's name and phone number, if the prime is a DBE.
10. **DBE %** - Percent participation of work to be performed or service provided by a DBE. Include the prime consultant if the prime is a DBE. See LAPM Chapter 9 for how to count full/partial participation.
11. **Total Claimed DBE Participation %** - Enter the total DBE participation claimed. If the total % claimed is less than item "Contract DBE Goal," an adequately documented Good Faith Effort (GFE) is required (see Exhibit 15-H DBE Information - Good Faith Efforts of the LAPM).
12. **Preparer's Signature** - The person completing the DBE commitment form on behalf of the consultant's firm must sign their name.
13. **Date** - Enter the date the DBE commitment form is signed by the consultant's preparer.
14. **Preparer's Name** - Enter the name of the person preparing and signing the consultant's DBE commitment form.
15. **Phone** - Enter the area code and phone number of the person signing the consultant's DBE commitment form.
16. **Preparer's Title** - Enter the position/title of the person signing the consultant's DBE commitment form.

### LOCAL AGENCY SECTION

17. **Local Agency Contract Number** - Enter the Local Agency contract number or identifier.
18. **Federal-Aid Project Number** - Enter the Federal-Aid Project Number.
19. **Proposed Contract Execution Date** - Enter the proposed contract execution date.
20. **Local Agency Representative's Signature** - The person completing this section of the form for the Local Agency must sign their name to certify that the information in this and the Consultant Section of this form is complete and accurate.
21. **Date** - Enter the date the DBE commitment form is signed by the Local Agency Representative.
22. **Local Agency Representative's Name** - Enter the name of the Local Agency Representative certifying the consultant's DBE commitment form.
23. **Phone** - Enter the area code and phone number of the person signing the consultant's DBE commitment form.
24. **Local Agency Representative Title** - Enter the position/title of the Local Agency Representative certifying the consultant's DBE commitment form.

## EXHIBIT 10-O2 CONSULTANT CONTRACT DBE COMMITMENT

1. Local Agency: \_\_\_\_\_ 2. Contract DBE Goal: \_\_\_\_\_
3. Project Description: \_\_\_\_\_
4. Project Location: \_\_\_\_\_
5. Consultant's Name: \_\_\_\_\_ 6. Prime Certified DBE: ☐ 7. Total Contract Award Amount: \_\_\_\_\_
8. Total Dollar Amount for ALL Subconsultants: \_\_\_\_\_ 9. Total Number of ALL Subconsultants: \_\_\_\_\_

10. Description of Work, Service, or Materials Supplied	11. DBE Certification Number	12. DBE Contact Information	13. DBE Dollar Amount
<b>Local Agency to Complete this Section</b> 20. Local Agency Contract Number: _____ 21. Federal-Aid Project Number: _____ 22. Contract Execution Date: _____ Local Agency certifies that all DBE certifications are valid and information on this form is complete and accurate.			14. TOTAL CLAIMED DBE PARTICIPATION \$ _____ % _____
23. Local Agency Representative's Signature _____ 24. Date _____ 25. Local Agency Representative's Name _____ 26. Phone _____ 27. Local Agency Representative's Title _____		IMPORTANT: Identify all DBE firms being claimed for credit, regardless of tier. Written confirmation of each listed DBE is required. 15. Preparer's Signature _____ 16. Date _____ 17. Preparer's Name _____ 18. Phone _____ 19. Preparer's Title _____	

DISTRIBUTION: 1. Original – Local Agency  
 2. Copy – Caltrans District Local Assistance Engineer (DLAE). Failure to submit to DLAE within 30 days of contract execution may result in de-obligation of federal funds on contract.

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

## INSTRUCTIONS – CONSULTANT CONTRACT DBE COMMITMENT

### CONSULTANT SECTION

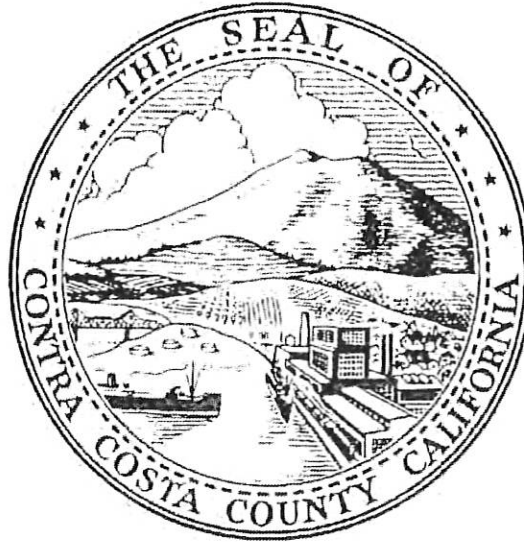
1. **Local Agency** - Enter the name of the local or regional agency that is funding the contract.
2. **Contract DBE Goal** - Enter the contract DBE goal percentage as it appears on the project advertisement.
3. **Project Description** - Enter the project description as it appears on the project advertisement (Bridge Rehab, Seismic Rehab, Overlay, Widening, etc).
4. **Project Location** - Enter the project location as it appears on the project advertisement.
5. **Consultant's Name** - Enter the consultant's firm name.
6. **Prime Certified DBE** - Check box if prime contractor is a certified DBE.
7. **Total Contract Award Amount** - Enter the total contract award dollar amount for the prime consultant.
8. **Total Dollar Amount for ALL Subconsultants** - Enter the total dollar amount for all subcontracted consultants. SUM = (DBEs + all Non-DBEs). Do not include the prime consultant information in this count.
9. **Total number of ALL subconsultants** - Enter the total number of all subcontracted consultants. SUM = (DBEs + all Non-DBEs). Do not include the prime consultant information in this count.
10. **Description of Work, Services, or Materials Supplied** - Enter description of work, services, or materials to be provided. Indicate all work to be performed by DBEs including work performed by the prime consultant's own forces, if the prime is a DBE. If 100% of the item is not to be performed or furnished by the DBE, describe the exact portion to be performed or furnished by the DBE. See LAPM Chapter 9 to determine how to count the participation of DBE firms.
11. **DBE Certification Number** - Enter the DBE's Certification Identification Number. All DBEs must be certified on the date bids are opened.
12. **DBE Contact Information** - Enter the name, address, and phone number of all DBE subcontracted consultants. Also, enter the prime consultant's name and phone number, if the prime is a DBE.
13. **DBE Dollar Amount** - Enter the subcontracted dollar amount of the work to be performed or service to be provided. Include the prime consultant if the prime is a DBE. See LAPM Chapter 9 for how to count full/partial participation.
14. **Total Claimed DBE Participation - \$:** Enter the total dollar amounts entered in the "DBE Dollar Amount" column. **%:** Enter the total DBE participation claimed ("Total Participation Dollars Claimed" divided by item "Total Contract Award Amount"). If the total % claimed is less than item "Contract DBE Goal," an adequately documented Good Faith Effort (GFE) is required (see Exhibit 15-H DBE Information - Good Faith Efforts of the LAPM).
15. **Preparer's Signature** - The person completing the DBE commitment form on behalf of the consultant's firm must sign their name.
16. **Date** - Enter the date the DBE commitment form is signed by the consultant's preparer.
17. **Preparer's Name** - Enter the name of the person preparing and signing the consultant's DBE commitment form.
18. **Phone** - Enter the area code and phone number of the person signing the consultant's DBE commitment form.
19. **Preparer's Title** - Enter the position/title of the person signing the consultant's DBE commitment form.

### LOCAL AGENCY SECTION

20. **Local Agency Contract Number** - Enter the Local Agency contract number or identifier.
21. **Federal-Aid Project Number** - Enter the Federal-Aid Project Number.
22. **Contract Execution Date** - Enter the date the contract was executed.
23. **Local Agency Representative's Signature** - The person completing this section of the form for the Local Agency must sign their name to certify that the information in this and the Consultant Section of this form is complete and accurate.
24. **Date** - Enter the date the DBE commitment form is signed by the Local Agency Representative.
25. **Local Agency Representative's Name** - Enter the name of the Local Agency Representative certifying the consultant's DBE commitment form.
26. **Phone** - Enter the area code and phone number of the person signing the consultant's DBE commitment form.
27. **Local Agency Representative Title** - Enter the position/title of the Local Agency Representative certifying the consultant's DBE commitment form.

# **Contra Costa County**

## **Public Works Department**



### **Consultant's Disadvantaged Business Enterprise (DBE) Good Faith Efforts Booklet**

For use in submitting Statement of Qualifications (SOQs) or Proposals on federally funded County projects subject to the County's Disadvantaged Business Enterprise (DBE) Program.

For questions about this booklet, or any components of the DBE Good Faith Effort, please contact Adelina Huerta, Contra Costa County Public Works, Design Construction Division at (925)313-2305.



## ATTACHMENT 7

### DBE Monitoring and Enforcement Mechanisms

The Public Works Department has available several remedies to enforce the DBE requirements contained in its contracts, including, but not limited to, the following:

1. Breach of contract action, pursuant to the terms of the contract;
2. Breach of contract action, pursuant to California Civil Code Section 3300-3322.
3. The Public Works Department will assign a Resident Engineer (RE) or Contract Administrator to monitor and track actual DBE participation through contractor and subcontractor reports of payments in accordance with the following:

#### A. After Contract Award

After the contract award the Public Works Department will review the award documents for the portion of items each DBE and first tier subcontractor will be performing and the dollar value of that work. With these documents the RE/Contract Administrator will be able to determine the work to be performed by the DBEs or subcontractors listed.

#### B. Preconstruction Conference

A preconstruction conference will be scheduled between the RE/Contract Administrator and the contractor or their representative to discuss the work each DBE subcontractor will perform.

Before work can begin on a subcontract, the local agency will require the contractor to submit a completed "Subcontracting Request," Exhibit 16-B of the Caltrans Local Assistance Program Manual (LAPM) or equivalent. When the RE/Contract Administrator receives the completed form it will be checked for agreement of the first tier subcontractors and DBEs. The RE/Contract Administrator will not approve the request when it identifies someone other than the DBE or first tier subcontractor listed in the previously completed "List of Subcontractors and DBEs" form in the Proposal and the "Local Agency-Bidder DBE Information (Construction Contracts)," Exhibit 15-G of the LAPM or equivalent. The "Subcontracting Request" will not be approved until any discrepancies are resolved. If an issue cannot be resolved at that time, or there is some other concern, the RE/Contract Administrator will require the contractor to eliminate the subcontractor in question before signing the subcontracting request. A change in the DBE or first tier subcontractor may be addressed during a substitution process at a later date.

Suppliers, vendors, or manufacturers listed on the "Local Agency-Bidder DBE Information (Construction Contracts)," Exhibit 15-G of the LAPM or equivalent will be compared by the RE/Contract Administrator to those listed in the completed "Notice of Materials to be Used", Exhibit 16-I of the LAPM or equivalent. Differences must be resolved by either making corrections or requesting a substitution.

Substitutions will be subject to the Subletting and Subcontracting Fair Practices Act (FPA). Local agencies will require contractors to adhere to the provisions within Subletting and Subcontracting Fair Practices Act (State Law) Sections 4100-4144. FPA requires the contractor to list all subcontractors in excess of one half of one percent (0.5%) of the contractor's total bid or \$10,000, whichever is greater. The statute is designed to prevent bid shopping by contractors. The FPA explains that a contractor may not substitute a subcontractor listed in the original bid except with the approval of the awarding authority.

The RE/Contract Administrator will give the contractor a blank Exhibit 17-F of the LAPM, "Final Report Utilization of Disadvantaged Business Enterprises, First Tier Subcontractors" and will explain to them that the document will be required at the end of the project, for which payment can be withheld, in conformance with the contract.

#### C. Construction Contract Monitoring

The RE will ensure that the RE's staff (inspectors) knows what items of work each DBE is responsible for performing. Inspectors will notify the RE immediately of apparent violations.

When a firm other than the listed DBE subcontractor is found performing the work, the RE will notify the contractor of the apparent discrepancy and potential loss of payment. Based on the contractor's response, the RE will take appropriate action: The DBE Liaison Officer will perform a preliminary investigation to identify any potential issues related to the DBE subcontractor performing a commercially useful function. Any substantive issues will be forwarded to the Caltrans Disadvantaged Business Enterprise Program. If the contractor fails to adequately explain why there is a discrepancy, payment for the work will be withheld and a letter will be sent to the contractor referencing the applicable specification violation and the required withholding of payment.

If the contract requires the submittal of a monthly truck document, the contractor will be required to submit "Monthly DBE Trucking Verification," Exhibit 16-Z of the LAPM, or equivalent, to the RE showing the owner's name; California Highway Patrol CA number; and the DBE certification number of the owner of the truck for each truck used during that month for which DBE participation will be claimed. The trucks will be listed by California Highway Patrol CA number in the daily diary or on a separate piece of paper for documentation. The numbers are checked by inspectors regularly to confirm compliance.

Providing evidence of DBE payment is the responsibility of the contractor.

#### D. Substitution

When a DBE substitution is requested, the RE/Contract Administrator will request a letter from the contractor explaining why substitution is needed. The RE/Contract Manager must review the letter to be sure names and addresses are shown, dollar values are included, and reason for the request is explained. If the RE/Contract Administrator agrees to the substitution, the RE/Contract Manager will notify, in writing, the DBE subcontractor regarding the proposed substitution and procedure for written objection from the DBE subcontractor in accordance with the Subletting and Subcontracting Fair Practices Act. If the contractor is not meeting the contract goal with this substitution, the contractor must provide the required good faith effort to the RE/Contract Manager for local agency consideration.

If there is any doubt in the RE/Contract Administrator's mind regarding the requested substitution, the RE/Contract Administrator may contact the DLAE for assistance and direction.

#### E. Record Keeping and Final Report Utilization of Disadvantaged Business Enterprises

The contractor shall maintain records showing the name and address of each first-tier subcontractor. The records shall also show:

1. The name and business address, regardless of tier, of every DBE subcontractor, DBE vendor of materials and DBE trucking company.
2. The date of payment and the total dollar figure paid to each of the firms.

3. The DBE prime contractor shall also show the date of work performed by their own forces along with the corresponding dollar value of the work claimed toward DBE contract goal, if applicable.

When a contract has been completed the contractor will provide a summary of the records stated above. The DBE utilization information will be documented on "Final Report Utilization of Disadvantaged Business Enterprises, First Tier Subcontractors," Exhibit 17-F of the LAPM or equivalent. The RE will compare the completed Exhibit 17-F to the contractor's completed "Local Agency Bidder DBE Information (Construction Contracts)," Exhibit 15-G of the LAPM or equivalent, and, if applicable, to the completed "Subcontracting Request," Exhibit 16-B of the LAPM or equivalent. The DBEs shown on the completed Exhibit 17-F should be the same as those originally listed unless an authorized substitution was allowed, or the contractor used more DBEs and they were added. The dollar amount should reflect any changes made in planned work done by the DBE. The contractor will be required to explain in writing why the names of the subcontractors, the work items or dollar figures are different from what was originally shown on the completed Exhibit 15-G when:

- a) There have been no changes made by the RE/Contract Administrator.
- b) The contractor has not provided a sufficient explanation in the comments section of the completed Exhibit 17-F.

The explanation will be attached to the completed Exhibit 17-F for submittal to the RE. The RE will file this in the project records.

The RE/Contract Administrator will keep track of the DBE certification status on the Internet at [www.dot.ca.gov/hq/bep](http://www.dot.ca.gov/hq/bep) and keep the RE informed of changes that affect the contract. The RE will require the contractor to act in accordance with existing contractual commitments regardless of decertification.

In addition, the Federal government has available several enforcement mechanisms that it may apply to firms participating in the DBE problem, including, but not limited to, the following:

1. Suspension or debarment proceedings pursuant to 49 CFR Part 26
2. Enforcement action pursuant to 49 CFR Part 31
3. Prosecution pursuant to 18 USC 1001.

## CIVIL CODE

### SECTION 3300-3322

[3300.] Section Thirty-three Hundred. For the breach of an obligation arising from contract, the measure of damages, except where otherwise expressly provided by this Code, is the amount which will compensate the party aggrieved for all the detriment proximately caused thereby, or which, in the ordinary course of things, would be likely to result therefrom.

3301. No damages can be recovered for a breach of contract which are not clearly ascertainable in both their nature and origin.

3302. The detriment caused by the breach of an obligation to pay money only, is deemed to be the amount due by the terms of the obligation, with interest thereon.

3304. The detriment caused by the breach of a covenant of "seizin," of "right to convey," of "warranty," or of "quiet enjoyment," in a grant of an estate in real property, is deemed to be:

1. The price paid to the grantor; or, if the breach is partial only, such proportion of the price as the value of the property affected by the breach bore at the time of the grant to the value of the whole property;
2. Interest thereon for the time during which the grantee derived no benefit from the property, not exceeding five years;
3. Any expenses properly incurred by the covenantee in defending his possession.

3305. The detriment caused by the breach of a covenant against incumbrances in a grant of an estate in real property is deemed to be the amount which has been actually expended by the covenantee in extinguishing either the principal or interest thereof, not exceeding in the former case a proportion of the price paid to the grantor equivalent to the relative value at the time of the grant of the property affected by the breach, as compared with the whole, or, in the latter case, interest on a like amount.

3306. The detriment caused by the breach of an agreement to convey an estate in real property, is deemed to be the price paid, and the expenses properly incurred in examining the title and preparing the necessary papers, the difference between the price agreed to be paid and the value of the estate agreed to be conveyed at the time of the breach, the expenses properly incurred in preparing to enter upon the land, consequential damages according to proof, and interest.



3317. The detriment caused by a carrier's delay in the delivery of freight, is deemed to be the depreciation in the intrinsic value of the freight during the delay, and also the depreciation, if any, in the market value thereof, otherwise than by reason of a depreciation in its intrinsic value, at the place where it ought to have been delivered, and between the day at which it ought to have been delivered, and the day of its actual delivery.

3318. The detriment caused by the breach of a warranty of an agent's authority, is deemed to be the amount which could have been recovered and collected from his principal if the warranty had been complied with, and the reasonable expenses of legal proceedings taken, in good faith, to enforce the act of the agent against his principal.

3319. (a) In each written contract for private works of improvement entered into on or after January 1, 1996, the contracting party and the design professional may agree to contractual provisions that include a late payment penalty, in lieu of any interest otherwise due. The terms of the late payment penalty shall be specifically set forth in the written contract.

(b) The penalty authorized pursuant to subdivision (a) shall be separate from, and in addition to, the design professionals liens provided by Chapter 3 (commencing with Section 8300) of Title 2 of Part 6 of Division 4, mechanics liens provided by Chapter 4 (commencing with Section 8400) of Title 2 of Part 6 of Division 4, and stop payment notices provided by Chapter 5 (commencing with Section 8500) of Title 2 of Part 6 of Division 4.

(c) None of the rights or obligations created or permitted by this section between design professionals and contracting parties shall apply to construction loan funds held by a lender pursuant to a construction loan agreement.

(d) For purposes of this section, the following definitions apply:

(1) "Contracting party" means any person or entity entering into a written contract with a design professional for professional design services for a private work of improvement.

(2) "Design professional" means a person licensed as an architect pursuant to Chapter 3 (commencing with Section 5500) of Division 3 of the Business and Professions Code, registered as a professional engineer pursuant to Chapter 7 (commencing with Section 6700) of Division 3 of the Business and Professions Code, or licensed as a land surveyor pursuant to Chapter 15 (commencing with Section 8700) of Division 3 of the Business and Professions Code.

3320. (a) In each contract for public works of improvement, entered into on or after January 1, 1996, the public agency shall pay to the prime design professional any progress payment within 30 days of receipt of a written demand for payment in accordance with the contract, and the final retention payment within 45 days of receipt of a written demand for payment in accordance with the contract. If the public agency disputes in good faith any portion of the amount due, it may withhold from the payment an amount not to exceed 150

notices on public works provided by Chapter 4 (commencing with Section 9350) of Title 3 of Part 6 of Division 4.

(d) None of the rights or obligations created by this section between prime design professionals and subconsultant design professionals shall apply to construction loan funds held by a lender pursuant to a construction loan agreement.

(e) For purposes of this section:

(1) "Public agency" means the state, any county, any city, any city and county, any district, any public authority, any public agency, any municipal corporation, or other political subdivision or political corporation of the state.

(2) "Design professional" means a person licensed as an architect pursuant to Chapter 3 (commencing with Section 5500) of Division 3 of the Business and Professions Code, registered as a professional engineer pursuant to Chapter 7 (commencing with Section 6700) of Division 3 of the Business and Professions Code, or licensed as a land surveyor pursuant to Chapter 15 (commencing with Section 8700) of Division 3 of the Business and Professions Code.

(3) "Prime design professional" means a design professional having a written contract directly with the public agency.

(4) "Subconsultant design professional" means a design professional having a written contract with a prime design professional.

3322. (a) (1) A broker of construction trucking services shall pay all transportation charges submitted by a motor carrier of property in dump truck equipment by the 25th day following the last day of the calendar month in which the transportation was performed, if the charges, including all necessary documentation, are submitted by the fifth day following the last day of the calendar month in which the transportation was performed. If there is a good faith dispute over a portion of the charges claimed, the broker may withhold payment of an amount not to exceed 150 percent of the estimated cost of the disputed amount.

(2) A broker who violates paragraph (1) shall pay to the motor carrier of property in dump truck equipment a penalty of 2 percent per month on the improperly withheld amount.

(3) In an action for the collection of moneys not paid in accordance with paragraph (1), the prevailing party shall be entitled to his or her attorney's fees and costs.

(b) For purposes of subdivision (a), the following definitions apply:

(1) A "broker of construction trucking services" means any person, excluding a licensed contractor, that, as a principal or agent, arranges for transportation services to be provided by an independent contractor motor carrier of property in dump truck equipment and who is responsible for paying the transportation charges of the motor carrier.

(2) A "motor carrier of property in dump truck equipment" means a motor carrier of property permitted by the Department of Motor Vehicles that hauls any type of construction commodity or material in dump truck equipment.

(c) Subdivision (a) only applies if a motor carrier of property is in compliance with Division 14.85 (commencing with Section 36000) of the Vehicle Code at the time the dump truck transportation work is performed.

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION  
**SUBCONTRACTING REQUEST**  
DC-CEM-1201 (REV. 4/94) (OLD HC-45) CT# 7541-3514-7

FRONT

See Instructions  
On Back

CONTRACTOR NAME		COUNTY	REQUEST NUMBER		
BUSINESS ADDRESS		ROUTE			
CITY/STATE		CONTRACT NO.			
ZIP CODE		FEDERAL AID PROJECT NO. (From Special Provisions)			
SUBCONTRACTOR (Name, Business Address, Phone)	BID ITEM NUMBER(S)	% OF BID ITEM SUBBED	CHECK IF: (See Categories Below) (1) (2) (3)	DESCRIBE WORK WHEN LESS THAN 100% OF WORK IS SUBBED	\$ AMOUNT BASED ON BID \$ AMOUNT
<p>Categories: 1) Specialty 2) Listed Under Fair Practices Act 3) Certified DBE/MBE/WBE/DVBE</p> <p>I Certify That:</p> <ul style="list-style-type: none"> <li>The Standard Provisions for labor set forth in the contract apply to the subcontracted work.</li> <li>If applicable, (Federal Aid Projects only) Section 14 (Federal Requirements) of the Special Provisions have been inserted in the subcontracts and shall be incorporated in any lower-tier subcontract. Written contracts have been executed for the above noted subcontracted work.</li> </ul>					

CONTRACTOR'S SIGNATURE	DATE
------------------------	------

NOTE: This section is to be completed by the Resident Engineer

1. Total of bid items .....	\$ .....
2. Specialty items (previously requested).....	\$ .....
3. Specialty items (this request) .....	\$ .....
4. Total (lines 2+3).....	\$ .....
5. Contractor must perform with own forces (lines 1 minus 4) x .....	% .....
6. Bid items previously subcontracted .....	\$ .....
7. Bid items subcontracted ( this request) .....	\$ .....
8. Total (lines 6+7).....	\$ .....
9. Balance of work Contractor to perform (lines 1 minus 8).....	\$ ..... \$ .....

RESIDENT ENGINEER'S SIGNATURE	APPROVED	DATE
-------------------------------	----------	------

CEM-1201 (HC-46 REV. 4/94) COPY DISTRIBUTION: 1. Original - Contractor 2. Copy - local agency Resident Engineer  
3. Copy - local agency Labor Compliance Officer 4. Contractor's Information Copy

[Back](#)

## INSTRUCTIONS FOR COMPLETING SUBCONTRACTING REQUEST FORM

*All First-tier subcontractors must be included on a subcontracting request.*

Submit in accordance with Section 8-1.01 of the *Caltrans Standard Specifications*. Type or print requested information. Information copy is to be retained by the contractor. Submit other copies to project's Resident Engineer. After approval, the original will be returned to the contractor.

When an entire item is subcontracted, the value to be shown is the contractor's bid price.

When a portion of an item is subcontracted, describe the portion, and show the % of bid item and value.

### THIS FORM IS NOT TO BE USED FOR SUBSTITUTIONS.

Prior to submittal of Form CEM-1201 involving a replacement Subcontractor, submit a separate written request for approval to substitute a listed subcontractor. Section 4107 of the Government Code covers the conditions for substitution.

Submit a separate written request for approval of any DBE/MBE/WBE/DVBE substitution. Include appropriate backup information and state what efforts were made to accomplish the same dollar value of work by other certified DBE/MBE/WBE/DVBEs.

NOTE: For contractors who will be performing work on railroad property, it is necessary for the contractor to complete and submit the Certificate of Insurance (State Form DH-OS-A10A) naming the subcontractor as insured. *No work shall be allowed which involves encroachment on railroad property until the specified insurance has been approved.*



**ATTACHMENT 8**  
DBE Certification Application Form

<http://www.dot.gov/osdbu/disadvantaged-business-enterprise/dbe-uniform-certification-application>

*(New form October 2, 2014)*



**UNIFORM CERTIFICATION APPLICATION**  
**DISADVANTAGED BUSINESS ENTERPRISE (DBE) /**  
**AIRPORT CONCESSION DISADVANTAGED BUSINESS ENTERPRISE (ACDBE)**  
**49 C.F.R. Parts 23 and 26**

*Roadmap for Applicants*

**1. Should I apply?**

You may be eligible to participate in the DBE/ACDBE program if:

- The firm is a for-profit business that performs or seeks to perform transportation related work (or a concession activity) for a recipient of Federal Transit Administration, Federal Highway Administration, or Federal Aviation Administration funds.
- The firm is at least 51% owned by a socially and economically disadvantaged individual(s) who also controls it.
- The firm's disadvantaged owners are U.S. citizens or lawfully admitted permanent residents of the U.S.
- The firm meets the Small Business Administration's size standard and does not exceed \$23.98 million in gross annual receipts for DBE (\$56.42 million for ACDBEs). (Other size standards apply for ACDBE that are banks/financial institutions, car rental companies, pay telephone firms, and automobile dealers.)

**2. How do I apply?**

First time applicants for DBE certification must complete and submit this certification application and related material to the certifying agency in your home state and participate in an on-site interview conducted by that agency. The attached document checklist can help you locate the items you need to submit to the agency with your completed application. If you fail to submit the required documents, your application may be delayed and/or denied. Firms already certified as a DBE do not have to complete this form, but may be asked by certifying agencies outside of your home state to provide a copy of your initial application form, supporting documents, and any other information you submitted to your home state to obtain certification or to any other state related to your certification.

**3. Where can I send my application?** [INSERT UCP PARTICIPATING MEMBER CONTACT INFORMATION]

**4. Who will contact me about my application and what are the eligibility standards?**

The DBE and ACDBE Programs require that all U.S. Department of Transportation (DOT) recipients of federal assistance participate in a statewide Unified Certification Program (UCP). The UCP is a one-stop certification program that eliminates the need for your firm to obtain certification from multiple certifying agencies within your state. The UCP is responsible for certifying firms and maintaining a database of certified DBEs and ACDBEs for DOT grantees, pursuant to the eligibility standards found in 49 C.F.R. Parts 23 and 26.

**5. Where can I find more information?**

U.S. DOT—<https://www.civilrights.dot.gov/> (This site provides useful links to the rules and regulations governing the DBE/ACDBE program, questions and answers, and other pertinent information)

SBA—Small Business Size Standards matched to the North American Industry Classification System (NAICS): <http://www.census.gov/eos/www/naics/> and <http://www.sba.gov/content/table-small-business-size-standards>.

In collecting the information requested by this form, the Department of Transportation (Department) complies with the provisions of the Federal Freedom of Information and Privacy Acts (5 U.S.C. 552 and 552a). The Privacy Act provides comprehensive protections for your personal information. This includes how information is collected, used, disclosed, stored, and discarded. Your information will not be disclosed to third parties without your consent. The information collected will be used solely to determine your firm's eligibility to participate in the Department's Disadvantaged Business Enterprise Program as defined in 49 CFR §26.5 and the Airport Concession Disadvantaged Business Enterprise Program as defined in 49 CFR §23.3. You may review DOT's complete Privacy Act Statement in the Federal Register published on April 11, 2000 (65 FR 19477).

Under 49 C.F.R. §26.107, dated February 2, 1999 and January 28, 2011, if at any time, the Department or a recipient has reason to believe that any person or firm has willfully and knowingly provided incorrect information or made false statements, the Department may initiate suspension or debarment proceedings against the person or firm under 2 CFR Parts 180 and 1200, Nonprocurement Suspension and Debarment, take enforcement action under 49 C.F.R. Part 31, Program Fraud and Civil Remedies, and/or refer the matter to the Department of Justice for criminal prosecution under 18 U.S.C. 1001, which prohibits false statements in Federal programs.



**INSTRUCTIONS FOR COMPLETING THE  
DISADVANTAGED BUSINESS ENTERPRISE (DBE)  
AIRPORT CONCESSIONS DISADVANTAGED BUSINESS ENTERPRISE (ACDBE)  
UNIFORM CERTIFICATION APPLICATION**

**NOTE:** All participating firms must be for-profit enterprises. If your firm is not for profit, then you do NOT qualify for the DBE/ACDBE program and should not complete this application. If you require additional space for any question in this application, please attach additional sheets or copies as needed, taking care to indicate on each attached sheet/copy the section and number of this application to which it refers.

**Section 1: CERTIFICATION INFORMATION**

**A. Basic Contact Information**

- (1) Enter the contact name and title of the person completing this application and the person who will serve as your firm's contact for this application.
- (2) Enter the legal name of your firm, as indicated in your firm's Articles of Incorporation or charter.
- (3) Enter the primary phone number of your firm.
- (4) Enter a secondary phone number, if any.
- (5) Enter your firm's fax number, if any.
- (6) Enter the contact person's email address.
- (7) Enter your firm's website addresses, if any.
- (8) Enter the street address of the firm where its offices are physically located (not a P.O. Box).
- (9) Enter the mailing address of your firm, if it is different from your firm's street address.

**B. Prior/Other Certifications and Applications**

- (10) Check the appropriate box indicating whether your firm is currently certified in the DBE/ACDBE programs, and provide the name of the certifying agency that certified your firm. List the dates of any site visits conducted by your home state and any other states or UCP members. Also provide the names of state/UCP members that conducted the review.
- (11) Indicate whether your firm or any of the persons listed has ever been denied certification as a DBE, 8(a), or Small Disadvantaged Business (SDB) firm, or state and local MBE/WBE firm. Indicate if the firm has ever been decertified from one of these programs. Indicate if the application was withdrawn or whether the firm was debarred, suspended, or otherwise had its bidding privileges denied or restricted by any state or local agency, or Federal entity. If your answer is yes, identify the name of the agency, and explain fully the nature of the action in the space provided. Indicate if you have ever appealed this decision to the Department and if so, attach a copy of USDOT's final agency decision(s).

**Section 2: GENERAL INFORMATION**

**A. Business profile:**

- (1) Give a concise description of the firm's primary activities, the product(s) or services the company provides, or type of construction. If your company offers more than one product/service, list primary product or service first (attach additional sheets if necessary). This description may be used in our UCP online directory if you are certified as a DBE.

- (2) If you know the appropriate NAICS Code for the line(s) of work you identified in your business profile, enter the codes in the space provided.
- (3) State the date on which your firm was established as stated in your firm's Articles of Incorporation or charter.
- (4) State the date each person became a firm owner.
- (5) Check the appropriate box describing the manner in which you and each other owner acquired ownership of your firm. If you checked "Other," explain in the space provided.
- (6) Check the appropriate box that indicates whether your firm is "for profit." If you checked "No," then you do NOT qualify for the DBE/ACDBE program and should not complete this application. All participating firms must be for-profit enterprises. If the firm is a for profit enterprise, provide the Federal Tax ID number as stated on your firm's Federal tax return.
- (7) Check the appropriate box that describes the type of legal business structure of your firm, as indicated in your firm's Articles of Incorporation or similar document. Identify all joint venture partners if applicable. If you checked "Other," briefly explain in the space provided.
- (8) Indicate in the spaces provided how many employees your firm has, specifying the number of employees who work on a full-time, part-time, and seasonal basis. Attach a list of employees, their job titles, and dates of employment, to your application.
- (9) Specify the firm's gross receipts for each of the past three years, as stated in your firm's filed Federal tax returns. You must submit complete copies of the firm's Federal tax returns for each year. If there are any affiliates or subsidiaries of the applicant firm or owners, you must provide these firms' gross receipts and submit complete copies of these firm(s) Federal tax returns. Affiliation is defined in 49 C.F.R. §26.5 and 13 C.F.R. Part 121.

**B. Relationships and Dealings with Other Businesses**

- (1) Check the appropriate box that indicates whether your firm is co-located at any of its business locations, or whether your firm shares a telephone number(s), a post office box, any office space, a yard, warehouse, other facilities, any equipment, financing, or any office staff and/or employees with any other business, organization or entity of any kind. If you answered "Yes," then specify the name of the other firm(s) and fully explain the nature of your relationship with these other businesses by identifying the business or person with whom you have any formal, informal, written, or



oral agreement. Provide an explanation of any items shared with other firms in the space provided.

- (2) Check the appropriate box indicating whether any other firm currently has or had an ownership interest in your firm at present or at any time in the past. If you checked yes, please explain.
- (3) Check the appropriate box that indicates whether at present or at any time in the past your firm:
  - (a) ever existed under different ownership, a different type of ownership, or a different name;
  - (b) existed as a subsidiary of any other firm;
  - (c) existed as a partnership in which one or more of the partners are/were other firms;
  - (d) owned any percentage of any other firm; and
  - (e) had any subsidiaries of its own.
- (f) served as a subcontractor with another firm constituting more than 25% of your firm's receipts.

If you answered "Yes" to any of the questions in (3)(a-f), you may be asked to explain the arrangement in detail.

### Section 3: MAJORITY OWNER INFORMATION

Identify all individuals or holding companies with any ownership interest in your firm, providing the information requested below (if your firm has more than one owner, provide completed copies of this section for each owner):

#### A. Identify the majority owner of the firm holding 51% or more ownership interest

- (1) Enter the full name of the owner.
- (2) Enter his/her title or position within your firm.
- (3) Give his/her home phone number.
- (4) Enter his/her home (street) address.
- (5) Indicate this owner's gender.
- (6) Identify the owner's ethnic group membership. If you checked "Other," specify this owner's ethnic group/identity not otherwise listed.
- (7) Check the appropriate box to indicate whether this owner is a U.S. citizen or a lawfully admitted permanent resident. If this owner is neither a U.S. citizen nor a lawfully admitted permanent resident of the U.S., then this owner is NOT eligible for certification as a DBE owner.
- (8) Enter the number of years during which this owner has been an owner of your firm.
- (9) Indicate the percentage of the total ownership this person holds and the date acquired, including (if appropriate), the class of stock owned.
- (10) Indicate the dollar value of this owner's initial investment to acquire an ownership interest in your firm, broken down by cash, real estate, equipment, and/or other investment. Describe how you acquired your business and attach documentation substantiating this investment.

#### B. Additional Owner Information

- (1) Describe the familial relationship of this owner to each other owner of your firm and employees.
- (2) Indicate whether this owner performs a management or supervisory function for any other business. If you

checked "Yes," state the name of the other business and this owner's function/title held in that business.

- (3) (a) Check the appropriate box that indicates whether this owner owns or works for any other firm(s) that has any relationship with your firm. If you checked "Yes," identify the name of the other business, the nature of the business relationship, and the owner's function at the firm.
  - (b) If the owner works for any other firm, non-profit organization, or is engaged in any other activity more than 10 hours per week, please identify this activity.
- (4) (a) Provide the personal net worth of the owner applying for certification in the space provided. Complete and attach the accompanying "Personal Net Worth Statement for DBE/ACDBE Program Eligibility" with your application. Note, complete this section and accompanying statement only for each owner applying for DBE qualification (i.e., for each owner claiming to be socially and economically disadvantaged).
- (b) Check the appropriate box that indicates whether any trust has been created for the benefit of the disadvantaged owner(s). If you answered "Yes," you may be asked to provide a copy of the trust instrument.
- (5) Check the appropriate to indicate whether any of your immediate family members, managers, or employees, own, manage, or are associated with another company. Immediate family member is defined in 49 C.F.R. §26.5. If you answered "Yes," provide the name of each person, your relationship to them, the name of the company, the type of business, and whether they own or manage the company.

### Section 4: CONTROL

#### A. Identify the firm's Officers and Board of Directors

- (1) In the space provided, state the name, title, date of appointment, ethnicity, and gender of each officer.
- (2) In the space provided, state the name, title, date of appointment, ethnicity, and gender of each individual serving on your firm's Board of Directors.
- (3) Check the appropriate box to indicate whether any of your firm's officers and/or directors listed above performs a management or supervisory function for any other business. If you answered "Yes," identify each person by name, his/her title, the name of the other business in which s/he is involved, and his/her function performed in that other business.
- (4) Check the appropriate box that indicates whether any of your firm's officers and/or directors listed above own or work for any other firm(s) that has a relationship with your firm. (e.g., ownership interest, shared office space, financial investments, equipment leases, personnel sharing, etc.) If you answered "Yes," identify the name of the firm, the individual's name, and the nature of his/her business relationship with that other firm.





## **B. Duties of Owners, Officers, Directors, Managers and Key Personnel**

(1), (2) Specify the roles of the majority and minority owners, directors, officers, and managers, and key personnel who control the functions listed for the business. Submit résumés for each owner and non-owner identified below. State the name of the individual, title, race and gender and percentage ownership if any. Circle the frequency of each person's involvement as follows: "always, frequently, seldom, or never" in each area.

Indicate whether any of the persons listed in this section perform a management or supervisory function for any other business. Identify the person, business, and their title/function. Identify if any of the persons listed above own or work for any other firm(s) that has a relationship with this firm (e.g. ownership interest, shared office space, financial investment, equipment, leases, personnel sharing, etc.) If you answered "Yes," describe the nature of his/her business relationship with that other firm.

## **C. Inventory: Indicate firm inventory in these categories:**

### **(1) Equipment and Vehicles**

State the make and model, and current dollar value of each piece of equipment and motor vehicle held and/or used by your firm. Indicate whether each piece is either owned or leased by your firm or owner, whether it is used as collateral, and where this item is stored.

### **(2) Office Space**

State the street address of each office space held and/or used by your firm. Indicate whether your firm or owner owns or leases the office space and the current dollar value of that property or its lease.

### **(3) Storage Space**

State the street address of each storage space held and/or used by your firm. Indicate whether your firm or owner owns or leases the storage space and the current dollar value of that property or its lease. Provide a signed lease agreement for each property.

## **D. Does your firm rely on any other firm for management functions or employee payroll?**

Check the appropriate box that indicates whether your firm relies on any other firm for management functions or for employee payroll. If you answered "Yes," you may be asked to explain the nature of that reliance and the extent to which the other firm carries out such functions.

## **E. Financial / Banking Information**

**Banking Information.** State the name, City and State of your firm's bank. In the space provided, identify the persons able to sign checks on this account. Provide bank authorization and signature cards

**Bonding Information.** State your firm's bonding limits (in dollars), specifying both the aggregate and project limits.

## **F. Sources, amounts, and purposes of money loaned to your firm, including the names of persons or firms guaranteeing the loan.**

State the name and address of each source, the name of person securing the loan, original dollar amount and the current balance of each loan, and the purpose for which each loan was made to your firm. Provide copies of signed loan agreements and security agreements

## **G. Contributions or transfers of assets to/from your firm and to/from any of its owners or another individual over the past two years:**

Indicate in the spaces provided, the type of contribution or asset that was transferred, its current dollar value, the person or firm from whom it was transferred, the person or firm to whom it was transferred, the relationship between the two persons and/or firms, and the date of the transfer.

## **H. Current licenses/permits held by any owner or employee of your firm.**

List the name of each person in your firm who holds a professional license or permit, the type of permit or license, the expiration date of the permit or license, and issuing State of the license or permit. Attach copies of licenses, license renewal forms, permits, and haul authority forms.

## **I. Largest contracts completed by your firm in the past three years, if any.**

List the name of each owner or contractor for each contract, the name and location of the projects under each contract, the type of work performed on each contract, and the dollar value of each contract.

## **J. Largest active jobs on which your firm is currently working.**

For each active job listed, state the name of the prime contractor and the project number, the location, the type of work performed, the project start date, the anticipated completion date, and the dollar value of the contract.

## **AIRPORT CONCESSION (ACDBE) APPLICANTS**

Identify the concession space, address and location at the airport, the value of the property or lease, and fees/lease payments paid to the airport. Provide information concerning any other airport concession businesses the applicant firm or any affiliate owns and/or operates, including name, location, type of concession, and start date of the concession enterprise.

## **AFFIDAVIT & SIGNATURE**

The Affidavit of Certification must accompany your application for certification. Carefully read the attached affidavit in its entirety. Fill in the required information for each blank space, and sign and date the affidavit in the presence of a Notary Public, who must then notarize the form.

## Section 1: CERTIFICATION INFORMATION



### A. Basic Contact Information

- (1) Contact person and Title: \_\_\_\_\_ (2) Legal name of firm: \_\_\_\_\_
- (3) Phone #: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ (4) Other Phone #: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ (5) Fax #: (\_\_\_\_) \_\_\_\_ - \_\_\_\_
- (6) E-mail: \_\_\_\_\_ (7) Firm Websites: \_\_\_\_\_
- (8) Street address of firm (No P.O. Box): \_\_\_\_\_ City: \_\_\_\_\_ County/Parish: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
- (9) Mailing address of firm (if different): \_\_\_\_\_ City: \_\_\_\_\_ County/Parish: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### B. Prior/Other Certifications and Applications

(10) Is your firm currently certified for any of the following U.S. DOT programs?

☐ DBE ☐ ACDBE Names of certifying agencies: \_\_\_\_\_

☒ If you are certified in your home state as a DBE/ACDBE, you do not have to complete this application for other states. Ask your state UCP about the interstate certification process.

List the dates of any site visits conducted by your home state and any other states or UCP members:

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ State/UCP Member: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ State/UCP Member: \_\_\_\_\_

(11) Indicate whether the firm or any persons listed in this application have ever been:

(a) Denied certification or decertified as a DBE, ACDBE, 8(a), SDB, MBE/WBE firm? ☐ Yes ☐ No

(b) Withdrawn an application for these programs, or debarred or suspended or otherwise had bidding privileges denied or restricted by any state or local agency, or Federal entity? ☐ Yes ☐ No

If yes, explain the nature of the action. (If you appealed the decision to DOT or another agency, attach a copy of the decision,

## Section 2: GENERAL INFORMATION

**A. Business Profile:** (1) Give a concise description of the firm's primary activities and the product(s) or service(s) it provides. If your company offers more than one product/service, list the primary product or service first. Please use additional paper if necessary. This description may be used in our database and the UCP online directory if you are certified as a DBE or ACDBE.

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(2) Applicable NAICS Codes for this line of work include: \_\_\_\_\_

(3) This firm was established on \_\_\_\_/\_\_\_\_/\_\_\_\_ (4) I/We have owned this firm since: \_\_\_\_/\_\_\_\_/\_\_\_\_

(5) Method of acquisition (Check all that apply):

- ☐ Started new business ☐ Bought existing business ☐ Inherited business ☐ Secured concession  
☐ Merger or consolidation ☐ Other (explain) \_\_\_\_\_



(6) Is your firm "for profit"? ☐ Yes ☐ No → **⊗ STOP!** If your firm is NOT for-profit, then you do NOT qualify for this program and should not fill out this application.  
Federal Tax ID# \_\_\_\_\_

(7) Type of Legal Business Structure: (check all that apply):

- ☐ Sole Proprietorship      ☐ Limited Liability Partnership  
☐ Partnership      ☐ Corporation  
☐ Limited Liability Company      ☐ Joint Venture (Identify all JV partners \_\_\_\_\_)  
☐ Applying as an ACDBE      ☐ Other, Describe \_\_\_\_\_

(8) Number of employees: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Seasonal \_\_\_\_\_ Total \_\_\_\_\_  
(Provide a list of employees, their job titles, and dates of employment, to your application).

(9) Specify the firm's gross receipts for the last 3 years. (Submit complete copies of the firm's Federal tax returns for each year. If there are affiliates or subsidiaries of the applicant firm or owners, you must submit complete copies of these firms' Federal tax returns).

Year _____	Gross Receipts of Applicant Firm \$ _____	Gross Receipts of Affiliate Firms \$ _____
Year _____	Gross Receipts of Applicant Firm \$ _____	Gross Receipts of Affiliate Firms \$ _____
Year _____	Gross Receipts of Applicant Firm \$ _____	Gross Receipts of Affiliate Firms \$ _____

#### **B. Relationships and Dealings with Other Businesses**

(1) Is your firm co-located at any of its business locations, or does it share a telephone number, P.O. Box, office or storage space, yard, warehouse, facilities, equipment, inventory, financing, office staff, and/or employees with any other business, organization, or entity? ☐ Yes ☐ No

If Yes, explain the nature of your relationship with these other businesses by identifying the business or person with whom you have any formal, informal, written, or oral agreement. Also detail the items shared.

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(2) Has any other firm had an ownership interest in your firm at present or at any time in the past?

☐ Yes ☐ No If Yes, explain \_\_\_\_\_

(3) At present, or at any time in the past, has your firm:

- (a) Ever existed under different ownership, a different type of ownership, or a different name? ☐ Yes ☐ No  
(b) Existed as a subsidiary of any other firm? ☐ Yes ☐ No  
(c) Existed as a partnership in which one or more of the partners are/were other firms? ☐ Yes ☐ No  
(d) Owned any percentage of any other firm? ☐ Yes ☐ No  
(e) Had any subsidiaries? ☐ Yes ☐ No  
(f) Served as a subcontractor with another firm constituting more than 25% of your firm's receipts? ☐ Yes ☐ No

(If you answered "Yes" to any of the questions in (2) and/or (3)(a)-(f), you may be asked to provide further details and explain whether the arrangement continues).



### Section 3: MAJORITY OWNER INFORMATION

A. Identify the majority owner of the firm holding 51% or more ownership interest.

(1) Full Name: \_\_\_\_\_ (2) Title: \_\_\_\_\_ (3) Home Phone #: \_\_\_\_\_  
( ) - \_\_\_\_\_

(4) Home Address (Street and Number): \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

(5) Gender: ☐ Male ☐ Female

(6) Ethnic group membership (Check all that apply):

- ☐ Black ☐ Hispanic  
☐ Asian Pacific ☐ Native American  
☐ Subcontinent Asian  
☐ Other (specify) \_\_\_\_\_

(7) U.S. Citizenship:

- ☐ U.S. Citizen  
☐ Lawfully Admitted Permanent Resident

(8) Number of years as owner: \_\_\_\_\_

(9) Percentage owned: \_\_\_\_\_ %

Class of stock owned: \_\_\_\_\_

Date acquired \_\_\_\_\_

(10) Initial investment to acquire ownership interest in firm:	Type	Dollar Value
	Cash	\$
	Real Estate	\$
	Equipment	\$
	Other	\$

Describe how you acquired your business:

- ☐ Started business myself  
☐ It was a gift from: \_\_\_\_\_  
☐ I bought it from: \_\_\_\_\_  
☐ I inherited it from: \_\_\_\_\_  
☐ Other \_\_\_\_\_

(Attach documentation substantiating your investment)

### B. Additional Owner Information

(1) Describe familial relationship to other owners and employees:

(2) Does this owner perform a management or supervisory function for any other business? ☐ Yes ☐ No

If Yes, identify: Name of Business: \_\_\_\_\_ Function/Title: \_\_\_\_\_

(3)(a) Does this owner own or work for any other firm(s) that has a relationship with this firm? (e.g., ownership interest, shared office space, financial investments, equipment, leases, personnel sharing, etc.) ☐ Yes ☐ No

Identify the name of the business, and the nature of the relationship, and the owner's function at the firm:

(b) Does this owner work for any other firm, non-profit organization, or is engaged in any other activity more than 10 hours per week? If yes, identify this activity: \_\_\_\_\_

(4)(a) What is the personal net worth of this disadvantaged owner applying for certification? \$ \_\_\_\_\_

(b) Has any trust been created for the benefit of this disadvantaged owner(s)? ☐ Yes ☐ No

(If Yes, you may be asked to provide a copy of the trust instrument).

(5) Do any of your immediate family members, managers, or employees own, manage, or are associated with another company? ☐ Yes ☐ No If Yes, provide their name, relationship, company, type of business, and indicate whether they own or manage the company: (Please attach extra sheets, if needed): \_\_\_\_\_





### Section 3: OWNER INFORMATION, Cont'd.

**A. Identify all individuals, firms, or holding companies that hold LESS THAN 51% ownership interest in the firm (Attach separate sheets for each additional owner)**

(1) Full Name: \_\_\_\_\_ (2) Title: \_\_\_\_\_ (3) Home Phone #: \_\_\_\_\_  
( ) - \_\_\_\_\_

(4) Home Address (Street and Number): \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

(5) Gender: ☐ Male ☐ Female

(6) Ethnic group membership (Check all that apply)

- ☐ Black ☐ Hispanic  
☐ Asian Pacific ☐ Native American  
☐ Subcontinent Asian  
☐ Other (specify) \_\_\_\_\_

(7) U.S. Citizenship:

- ☐ U.S. Citizen  
☐ Lawfully Admitted Permanent Resident

(8) Number of years as owner: \_\_\_\_\_

(9) Percentage owned: \_\_\_\_\_ %

Class of stock owned: \_\_\_\_\_

Date acquired \_\_\_\_\_

(10) Initial investment to	Type	Dollar Value
acquire ownership	Cash	\$
interest in firm:	Real Estate	\$
	Equipment	\$
	Other	\$

Describe how you acquired your business:

- ☐ Started business myself  
☐ It was a gift from: \_\_\_\_\_  
☐ I bought it from: \_\_\_\_\_  
☐ I inherited it from: \_\_\_\_\_  
☐ Other \_\_\_\_\_

(Attach documentation substantiating your investment)

### B. Additional Owner Information

(1) Describe familial relationship to other owners and employees:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(2) Does this owner perform a management or supervisory function for any other business? ☐ Yes ☐ No  
If Yes, identify: Name of Business: \_\_\_\_\_ Function/Title: \_\_\_\_\_

(3)(a) Does this owner own or work for any other firm(s) that has a relationship with this firm? (e.g., ownership interest, shared office space, financial investments, equipment, leases, personnel sharing, etc.) ☐ Yes ☐ No  
Identify the name of the business, and the nature of the relationship, and the owner's function at the firm:

(b) Does this owner work for any other firm, non-profit organization, or is engaged in any other activity more than 10 hours per week? If yes, identify this activity: \_\_\_\_\_

(4)(a) What is the personal net worth of this disadvantaged owner applying for certification? \$ \_\_\_\_\_

(b) Has any trust been created for the benefit of this disadvantaged owner(s)? ☐ Yes ☐ No  
(If Yes, you may be asked to provide a copy of the trust instrument).

(5) Do any of your immediate family members, managers, or employees own, manage, or are associated with another company? ☐ Yes ☐ No If Yes, provide their name, relationship, company, type of business, and indicate whether they own or manage: (Please attach extra sheets, if needed): \_\_\_\_\_

## Section 4: CONTROL



### A. Identify your firm's Officers and Board of Directors (If additional space is required, attach a separate sheet):

	Name	Title	Date Appointed	Ethnicity	Gender
(1) Officers of the Company	(a)				
	(b)				
	(c)				
	(d)				
(2) Board of Directors	(a)				
	(b)				
	(c)				
	(d)				

### (3) Do any of the persons listed above perform a management or supervisory function for any other business?

☐ Yes ☐ No If Yes, identify for each:

Person: \_\_\_\_\_ Title: \_\_\_\_\_  
 Business: \_\_\_\_\_ Function: \_\_\_\_\_

Person: \_\_\_\_\_ Title: \_\_\_\_\_  
 Business: \_\_\_\_\_ Function: \_\_\_\_\_

### (4) Do any of the persons listed in section A above own or work for any other firm(s) that has a relationship with this firm? (e.g., ownership interest, shared office space, financial investments, equipment, leases, personnel sharing, etc.)

☐ Yes ☐ No If Yes, identify for each:

Firm Name: \_\_\_\_\_ Person: \_\_\_\_\_  
 Nature of Business Relationship: \_\_\_\_\_

### B. Duties of Owners, Officers, Directors, Managers, and Key Personnel

#### 1. (Identify your firm's management personnel who control your firm in the following areas (Attach separate sheets as needed).)

A = Always F = Frequently	S = Seldom N = Never	Majority Owner (51% or more)				Minority Owner (49% or less)			
		Name:	Title:	Percent Owned:		Name:	Title:	Percent Owned:	
Sets policy for company direction/scope of operations		A <input type="checkbox"/>	F <input type="checkbox"/>	S <input type="checkbox"/>	N <input type="checkbox"/>	A <input type="checkbox"/>	F <input type="checkbox"/>	S <input type="checkbox"/>	N <input type="checkbox"/>
Bidding and estimating		A <input type="checkbox"/>	F <input type="checkbox"/>	S <input type="checkbox"/>	N <input type="checkbox"/>	A <input type="checkbox"/>	F <input type="checkbox"/>	S <input type="checkbox"/>	N <input type="checkbox"/>
Major purchasing decisions		A <input type="checkbox"/>	F <input type="checkbox"/>	S <input type="checkbox"/>	N <input type="checkbox"/>	A <input type="checkbox"/>	F <input type="checkbox"/>	S <input type="checkbox"/>	N <input type="checkbox"/>
Marketing and sales		A <input type="checkbox"/>	F <input type="checkbox"/>	S <input type="checkbox"/>	N <input type="checkbox"/>	A <input type="checkbox"/>	F <input type="checkbox"/>	S <input type="checkbox"/>	N <input type="checkbox"/>
Supervises field operations		A <input type="checkbox"/>	F <input type="checkbox"/>	S <input type="checkbox"/>	N <input type="checkbox"/>	A <input type="checkbox"/>	F <input type="checkbox"/>	S <input type="checkbox"/>	N <input type="checkbox"/>
Attend bid opening and lettings		A <input type="checkbox"/>	F <input type="checkbox"/>	S <input type="checkbox"/>	N <input type="checkbox"/>	A <input type="checkbox"/>	F <input type="checkbox"/>	S <input type="checkbox"/>	N <input type="checkbox"/>
Perform office management (billing, accounts receivable/payable, etc.)		A <input type="checkbox"/>	F <input type="checkbox"/>	S <input type="checkbox"/>	N <input type="checkbox"/>	A <input type="checkbox"/>	F <input type="checkbox"/>	S <input type="checkbox"/>	N <input type="checkbox"/>
Hires and fires management staff		A <input type="checkbox"/>	F <input type="checkbox"/>	S <input type="checkbox"/>	N <input type="checkbox"/>	A <input type="checkbox"/>	F <input type="checkbox"/>	S <input type="checkbox"/>	N <input type="checkbox"/>
Hire and fire field staff or crew		A <input type="checkbox"/>	F <input type="checkbox"/>	S <input type="checkbox"/>	N <input type="checkbox"/>	A <input type="checkbox"/>	F <input type="checkbox"/>	S <input type="checkbox"/>	N <input type="checkbox"/>
Designates profits spending or investment		A <input type="checkbox"/>	F <input type="checkbox"/>	S <input type="checkbox"/>	N <input type="checkbox"/>	A <input type="checkbox"/>	F <input type="checkbox"/>	S <input type="checkbox"/>	N <input type="checkbox"/>
Obligates business by contract/credit		A <input type="checkbox"/>	F <input type="checkbox"/>	S <input type="checkbox"/>	N <input type="checkbox"/>	A <input type="checkbox"/>	F <input type="checkbox"/>	S <input type="checkbox"/>	N <input type="checkbox"/>
Purchase equipment		A <input type="checkbox"/>	F <input type="checkbox"/>	S <input type="checkbox"/>	N <input type="checkbox"/>	A <input type="checkbox"/>	F <input type="checkbox"/>	S <input type="checkbox"/>	N <input type="checkbox"/>
Signs business checks		A <input type="checkbox"/>	F <input type="checkbox"/>	S <input type="checkbox"/>	N <input type="checkbox"/>	A <input type="checkbox"/>	F <input type="checkbox"/>	S <input type="checkbox"/>	N <input type="checkbox"/>

2. Complete for all Officers, Directors, Managers, and Key Personnel who control the following functions for the firm. (Attach separate sheets as needed).

A = Always F = Frequently	S = Seldom N = Never	Officer/Director/Manager/Key Personnel				Officer/Director/Manager/Key Personnel			
		Name: _____	Title: _____	Race and Gender: _____	Percent Owned: _____	Name: _____	Title: _____	Race and Gender: _____	Percent Owned: _____
Sets policy for company direction/scope of operations	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>				
Bidding and estimating	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>				
Major purchasing decisions	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>				
Marketing and sales	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>				
Supervises field operations	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>				
Attend bid opening and lettings	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>				
Perform office management (billing, accounts receivable/payable, etc.)	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>				
Hires and fires management staff	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>				
Hire and fire field staff or crew	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>				
Designates profits spending or investment	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>				
Obligates business by contract/credit	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>				
Purchase equipment	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>				
Signs business checks	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>	A <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/>				

Do any of the persons listed in B1 or B2 perform a management or supervisory function for any other business? If Yes, identify the person, the business, and their title/function: \_\_\_\_\_

Do any of the persons listed above own or work for any other firm(s) that has a relationship with this firm? (e.g., ownership interest, shared office space, financial investments, equipment, leases, personnel sharing, etc.) If Yes, describe the nature of the business relationship: \_\_\_\_\_

C. Inventory: Indicate your firm's inventory in the following categories (Please attach additional sheets if needed):

1. Equipment and Vehicles

Make and Model	Current Value	Owned or Leased by Firm or Owner?	Used as collateral?	Where is item stored?
1. _____				
2. _____				
3. _____				
4. _____				
5. _____				
6. _____				
7. _____				
8. _____				
9. _____				

2. Office Space

Street Address	Owned or Leased by Firm or Owner?	Current Value of Property or Lease
_____		
_____		
_____		



**3. Storage Space** *(Provide signed lease agreements for the properties listed)*

Street Address	Owned or Leased by Firm or Owner?	Current Value of Property or Lease
_____	_____	_____
_____	_____	_____

**D. Does your firm rely on any other firm for management functions or employee payroll?** ☐ Yes ☐ No

**E. Financial/Banking Information** *(Provide bank authorization and signature cards)*

Name of bank: \_\_\_\_\_ City and State: \_\_\_\_\_  
The following individuals are able to sign checks on this account: \_\_\_\_\_

Name of bank: \_\_\_\_\_ City and State: \_\_\_\_\_  
The following individuals are able to sign checks on this account: \_\_\_\_\_

**Bonding Information:** If you have bonding capacity, identify the firm's bonding aggregate and project limits:  
Aggregate limit \$ \_\_\_\_\_ Project limit \$ \_\_\_\_\_

**F. Identify all sources, amounts, and purposes of money loaned to your firm including from financial institutions. Identify whether you the owner and any other person or firm loaned money to the applicant DBE/ACDBE. Include the names of any persons or firms guaranteeing the loan, if other than the listed owner.** *(Provide copies of signed loan agreements and security agreements).*

Name of Source	Address of Source	Name of Person Guaranteeing the Loan	Original Amount	Current Balance	Purpose of Loan
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____

**G. List all contributions or transfers of assets to/from your firm and to/from any of its owners or another individual over the past two years** *(Attach additional sheets if needed):*

Contribution/Asset	Dollar Value	From Whom Transferred	To Whom Transferred	Relationship	Date of Transfer
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____

**H. List current licenses/permits held by any owner and/or employee of your firm** *(e.g. contractor, engineer, architect, etc.) (Attach additional sheets if needed):*

Name of License/Permit Holder	Type of License/Permit	Expiration Date	State
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____





I. List the three largest contracts completed by your firm in the past three years, if any:

Name of Owner/Contractor	Name/Location of Project	Type of Work Performed	Dollar Value of Contract
1.			
2.			
3.			

J. List the three largest active jobs on which your firm is currently working:

Name of Prime Contractor and Project Number	Location of Project	Type of Work	Project Start Date	Anticipated Completion Date	Dollar Value of Contract
1.					
2.					
3.					

**AIRPORT CONCESSION (ACDBE) APPLICANTS ONLY MUST COMPLETE THIS SECTION**

Identify the following information concerning the ACDBE applicant firm:

<u>Concession Space</u>	<u>Address / Location at Airport</u>	<u>Value of Property or Lease</u>	<u>Fees/Lease Payments Paid to the Airport</u>

Provide information concerning any other airport concession businesses the applicant firm or any affiliate owns and/or operates, including name, location, type of concession, and start date of concession

<u>Name of Concession</u>	<u>Location</u>	<u>Type of Concession</u>	<u>Start Date of Concession</u>



## AFFIDAVIT OF CERTIFICATION

*This form must be signed and notarized for each owner upon which disadvantaged status is relied.*

**A MATERIAL OR FALSE STATEMENT OR OMISSION MADE IN CONNECTION WITH THIS APPLICATION IS SUFFICIENT CAUSE FOR DENIAL OF CERTIFICATION, REVOCATION OF A PRIOR APPROVAL, INITIATION OF SUSPENSION OR DEBARMENT PROCEEDINGS, AND MAY SUBJECT THE PERSON AND/OR ENTITY MAKING THE FALSE STATEMENT TO ANY AND ALL CIVIL AND CRIMINAL PENALTIES AVAILABLE PURSUANT TO APPLICABLE FEDERAL AND STATE LAW.**

I \_\_\_\_\_ (full name printed),  
swear or affirm under penalty of law that I am  
\_\_\_\_\_ (title) of the applicant firm  
\_\_\_\_\_ and that I  
have read and understood all of the questions in this  
application and that all of the foregoing information and  
statements submitted in this application and its attachments  
and supporting documents are true and correct to the best of  
my knowledge, and that all responses to the questions are full  
and complete, omitting no material information. The responses  
include all material information necessary to fully and  
accurately identify and explain the operations, capabilities and  
pertinent history of the named firm as well as the ownership,  
control, and affiliations thereof.

I recognize that the information submitted in this application is  
for the purpose of inducing certification approval by a  
government agency. I understand that a government agency  
may, by means it deems appropriate, determine the accuracy  
and truth of the statements in the application, and I authorize  
such agency to contact any entity named in the application, and  
the named firm's bonding companies, banking institutions,  
credit agencies, contractors, clients, and other certifying  
agencies for the purpose of verifying the information supplied  
and determining the named firm's eligibility.

I agree to submit to government audit, examination and review  
of books, records, documents and files, in whatever form they  
exist, of the named firm and its affiliates, inspection of its  
places(s) of business and equipment, and to permit interviews  
of its principals, agents, and employees. I understand that  
refusal to permit such inquiries shall be grounds for denial of  
certification.

If awarded a contract, subcontract, concession lease or  
sublease, I agree to promptly and directly provide the prime  
contractor, if any, and the Department, recipient agency, or  
federal funding agency on an ongoing basis, current, complete  
and accurate information regarding (1) work performed on the  
project; (2) payments; and (3) proposed changes, if any, to the  
foregoing arrangements.

I agree to provide written notice to the recipient agency or  
Unified Certification Program of any material change in the  
information contained in the original application within 30  
calendar days of such change (e.g., ownership changes,  
address/telephone number, personal net worth exceeding \$1.32  
million, etc.).

I acknowledge and agree that any misrepresentations in this  
application or in records pertaining to a contract or subcontract  
will be grounds for terminating any contract or subcontract  
which may be awarded; denial or revocation of certification;  
suspension and debarment; and for initiating action under  
federal and/or state law concerning false statement, fraud or  
other applicable offenses.

I certify that I am a socially and economically disadvantaged  
individual who is an owner of the above-referenced firm seeking  
certification as a Disadvantaged Business Enterprise or Airport  
Concession Disadvantaged Business Enterprise. In support of my  
application, I certify that I am a member of one or more of the  
following groups, and that I have held myself out as a member of  
the group(s): (Check all that apply):

- ☐ Female ☐ Black American ☐ Hispanic American  
☐ Native American ☐ Asian-Pacific American  
☐ Subcontinent Asian American ☐ Other (specify) \_\_\_\_\_

I certify that I am socially disadvantaged because I have been  
subjected to racial or ethnic prejudice or cultural bias, or have  
suffered the effects of discrimination, because of my identity  
as a member of one or more of the groups identified above,  
without regard to my individual qualities.

I further certify that my personal net worth does not exceed  
\$1.32 million, and that I am economically disadvantaged  
because my ability to compete in the free enterprise system has  
been impaired due to diminished capital and credit  
opportunities as compared to others in the same or similar line  
of business who are not socially and economically  
disadvantaged.

I declare under penalty of perjury that the information  
provided in this application and supporting documents is true  
and correct.

Signature \_\_\_\_\_  
(DBE/ACDBE Applicant) (Date) \_\_\_\_\_

### NOTARY CERTIFICATE



## UNIFORM CERTIFICATION APPLICATION SUPPORTING DOCUMENTS CHECKLIST

In order to complete your application for DBE or ACDBE certification, you must attach copies of all of the following REQUIRED documents. A failure to supply any information requested by the UCP may result in your firm denied DBE/ACDBE certification.

### Required Documents for All Applicants

- ☐ Résumés (that include places of employment with corresponding dates), for all owners, officers, and key personnel of the applicant firm
- ☐ Personal Net Worth Statement for each socially and economically disadvantaged owners comprising 51% or more of the ownership percentage of the applicant firm.
- ☐ Personal Federal tax returns for the past 3 years, if applicable, for each disadvantaged owner
- ☐ Federal tax returns (and requests for extensions) filed by the firm and its affiliates with related schedules, for the past 3 years.
- ☐ Documented proof of contributions used to acquire ownership for each owner (e.g., both sides of cancelled checks)
- ☐ Signed loan and security agreements, and bonding forms
- ☐ List of equipment and/or vehicles owned and leased including VIN numbers, copy of titles, proof of ownership, insurance cards for each vehicle.
- ☐ Title(s), registration certificate(s), and U.S. DOT numbers for each truck owned or operated by your firm
- ☐ Licenses, license renewal forms, permits, and haul authority forms
- ☐ Descriptions of all real estate (including office/storage space, etc.) owned/leased by your firm and documented proof of ownership/signed leases
- ☐ Documented proof of any transfers of assets to/from your firm and/or to/from any of its owners over the past 2 years
- ☐ DBE/ACDBE and SBA 8(a), SDB, MBE/WBE certifications, denials, and/or decertifications, if applicable; and any U.S. DOT appeal decisions on these actions.
- ☐ Bank authorization and signatory cards
- ☐ Schedule of salaries (or other remuneration) paid to all officers, managers, owners, and/or directors of the firm
- ☐ List of all employees, job titles, and dates of employment.
- ☐ Proof of warehouse/storage facility ownership or lease arrangements

### Partnership or Joint Venture

- ☐ Original and any amended Partnership or Joint Venture Agreements

### Corporation or LLC

- ☐ Official Articles of Incorporation (signed by the state official)
- ☐ Both sides of all corporate stock certificates and your firm's stock transfer ledger
- ☐ Shareholders' Agreement(s)
- ☐ Minutes of all stockholders and board of directors meetings

- ☐ Corporate by-laws and any amendments
- ☐ Corporate bank resolution and bank signature cards
- ☐ Official Certificate of Formation and Operating Agreement with any amendments (for LLCs)

### Optional Documents to Be Provided on Request

*The UCP to which you are applying may require the submission of the following documents. If requested to provide these document, you must supply them with your application or at the on-site visit.*

- ☐ Proof of citizenship
- ☐ Insurance agreements for each truck owned or operated by your firm
- ☐ Audited financial statements (if available)
- ☐ Personal Federal Tax returns for the past 3 years, if applicable, for other disadvantaged owners of the firm.
- ☐ Trust agreements held by any owner claiming disadvantaged status
- ☐ Year-end balance sheets and income statements for the past 3 years (or life of firm, if less than three years)

### Suppliers

- ☐ List of product lines carried and list of distribution equipment owned and/or leased

## ATTACHMENT 9

### State's UCP Agreement

The Public Works Department does not have an agreement with the State of California but instead chooses to utilize the database provided through the California Department of Transportation (Caltrans) at the Disadvantaged Business Enterprise Program's website at <http://www.dot.ca.gov/hq/bep>.



ATTACHMENT 10

Small Business Element Program

**ATTACHMENT 10**  
Small Business Element

*On December 13, 1999 the Contra Costa County Board of Supervisors approved the County-wide Small Business Enterprise Program. The Public Works Department participates in this program and incorporates its elements into all contracts.*

*The Public Works Department includes the Small Business Enterprise and Outreach Program sheet (attached) with each of its contracts. The information gathered here is tabulated and reported to the County Administrators Office twice per year. The Small Business Program goal is to award 50% of all contracts within the program threshold to SBE, MBE, WBE, LBE, DBE, DVBE, WBE, DVBE or OBE businesses.*

## SMALL BUSINESS ENTERPRISE and OUTREACH PROGRAMS

FROM:

Deputy/Division Head (please print)

Deputy/Division Head (signature)

Form Prepared By

Phone Number

☐ New

☐ Renewal

☐ Amendment

Explain

Company Name

Type of Product

WO#/ PO#/ERR#

Dollar Amount

**The Small Business Enterprise (SBE) Program applies to** Construction contracts of \$175,000 or less, and Purchasing Transactions and Professional/Personal service contracts of \$100,000 or less.

**The Outreach Program applies to:** Construction contracts that exceed \$100,000, Purchasing Transactions that exceed \$10,000, and Professional/Personal service contracts that exceed \$2,500.

**CATEGORY** (check one): ☐ Professional Service ☐ Personal Service ☐ Purchase ☐ Construction  
**TYPE OF PAYMENT** (check one): ☐ Contract ☐ Purchase Order ☐ Warrant Request ☐ Credit Card

\* IS THIS REQUEST EXEMPT FROM THE SBE/OUTREACH PROGRAM? \*

- ☐ **YES** (please check appropriate box below – you do not have to complete the rest of this form)  
☐ **NO** (please complete the rest of this form)

----- CHECK ONE -----

- |  |   |
|--|---|
| <input type="checkbox"/> Vendor Chosen by Purchasing (No Outreach)<br><input type="checkbox"/> Association dues and membership fees<br><input type="checkbox"/> Lodging<br><input type="checkbox"/> Public transportation, bridge tolls<br><input type="checkbox"/> Utility installation fees<br><input type="checkbox"/> Legal notices<br><input type="checkbox"/> Contracts between divisions within a department<br><input type="checkbox"/> Clean Water Program – Tom Dalziel's group <b>only</b> .<br><input type="checkbox"/> Landfills for trash collected on County roadways | <input type="checkbox"/> Publications<br><input type="checkbox"/> Postage & national courier companies, ie. Federal Express, UPS<br><input type="checkbox"/> Registration and conference booths<br><input type="checkbox"/> Permits, fees & licenses paid to government agencies<br><input type="checkbox"/> Pre-employment screening & fitness for duty exams<br><input type="checkbox"/> Purchases or contracts with other public agencies<br><input type="checkbox"/> Contracts between two different department<br><input type="checkbox"/> Contracts with private non-profit organizations and agencies<br><input type="checkbox"/> State Route 4 Bypass Authority |
|--|---|

\* PLEASE CHECK ALL APPLICABLE ITEMS LISTED BELOW \*

- ☐ **Small Business Enterprise (SBE):** independently owned & operated, not dominant in its field of operation, principal office located in California, has 100 or less employees, average annual gross receipts of 10 million dollars or less over the previous 3 years, or is a manufacturer with 100 or less employees. State certified SBEs qualify for participation in the County's SBE Program.
- ☐ **Minority Business Enterprise (MBE):** Business entity that is at least 51% owned by one or more minority persons.
- ☐ **Women Business Enterprise (WBE):** Business entity that is at least 51% owned by one or more women.
- ☐ **Local Business Enterprise (LBE):** Is a business that has its main office or principal place of business within the boundaries of Contra Costa County.
- ☐ **Disadvantage Business Enterprise (DBE):** A small business owned (at least 51%) and controlled by socially and economically disadvantaged individuals. Used primarily for state or federally funded projects.
- ☐ **Disabled Veteran Business Enterprise (DVBE):** is a business entity at least 51% owned by one or more disabled veterans. The disabled Veteran must be a California resident have a service-connected disability of at least 10% or more and be an honorably discharged veteran of the U.S. Military, Naval or Air Services.
- ☐ **Other Business Enterprise (OBE):** Is any business which does not qualify as a Minority or Women Business Enterprise
- ☐ **None of the above.**

**SOLICITATION FORM**

- ☐ Solicitation form attached  
☐ Form NOT attached, explain below  
☐ This is an amendment/renewal/novation  
 Is an SBE Vendor within program threshold

Date form prepared

**SELF CERTIFICATION FORM**

- ☐ Self Certification form attached  
☐ Vendor found on BidSync or other Auth. Site

Date

Category

Screen shot – County website 06302015

Contra Costa County, CA Official Website - Windows Internet Explorer

costa.ca.us/4266/Equal-Employment-Opportunity-Office

ins Local A... APWA - Self Assessment Business Search - Californ... Check a License - Contrac... UPS Suggested Sites Web Slice Gallery

ice | Contra C...

Equal Employment Opportunity Programs

Equal Employment Opportunity Contacts

County Practices and Procedures

Forms

Hiring Outreach Oversight Committee

State and Federal EEO Resources

Live Chat

CCTV

Online Payments

Jobs

County Home • Government • County Administration • Divisions • Risk Management • Equal Employment Opportunity Office

## Equal Employment Opportunity Office

### Overview

The Equal Employment Opportunity (EEO) Office ensures that County employees, applicants, and vendors are provided a professional environment which is free from discrimination and/or harassment. This office also ensures non-discrimination in the execution of contracts while promoting positive external customer relations.

- The goal of the EEO Office is for the County's Workforce data to reflect the diversity of the County's Census Residential Labor Force. In order to assess the diversity in County employment, we compare the labor force data (race, sex, ethnicity, and job classification) from the most recent U.S. Census Report to the County's workforce data. The County makes every effort to achieve this goal by targeting recruitment and employment efforts which result in diverse applicant pools of qualified candidates. Currently, the County's diverse workforce is the result of the leadership of the Board of Supervisors and the commitment of the County Administrator, Department Heads, managers, supervisors, employees, unions, and community groups and organizations.
- The County values the contributions of businesses in the County's Contracting Programs for construction, purchasing and professional/personal services. These efforts promote the County's commitment to ensuring full and equitable participation for County contracts by minorities, women, and other businesses. The County is dedicated to increasing the participation of Small Business Enterprises (SBE), Disadvantaged Business Enterprises (DBE) and Disabled Veteran Business Enterprises (DVBE) in both Federal and State contracting and procurement.

### Contact Us

Antoine J. Wilson  
Equal Employment  
Opportunity Officer

2530 Arnold Dr.  
Suite 140  
Martinez, CA 94553

Ph: 925-335-1455  
Fx: 925-335-1420  
925-335-1421

Hours  
Monday - Friday  
8 a.m. - 5 p.m.

Internet | Protected Mode: On



Screen Shot – EEO Website – SBE Programs

A Official Website - Windows Internet Explorer

/4517/Small-Business-Enterprise-Programs

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**CALIFORNIA**  
**CONTRA COSTA**  
*County*

Site Tools < Share

Home Departments

Government Doing Business Environment Community

Help Me Find

Good Faith Effort Documentation Booklet

Disadvantaged Business Enterprise (DBE)

Live Chat

CCTV

Online Payments

Jobs

County Home > Government > County Administration > Divisions > Risk Management > Equal Employment Opportunity Office > Equal Employment Opportunity Programs > Contracting Programs > Small Business Enterprise Programs

### Small Business Enterprise Programs

Contra Costa County values the contributions of small business in the County and has developed programs to assist in the solicitation and awarding of contracts. The Board of Supervisors has adopted these programs to enable small and local businesses to compete for a share of the County's purchasing transactions.

The Board of Supervisors has set a goal of awarding at least 50% of eligible product and service dollars to small businesses. The Small Business Enterprise (SBE) Program applies to: (1) county-funded construction contracts of \$175,000 or less; (2) purchasing transactions of \$100,000 or less; and (3) professional/personal service contracts of \$100,000 or less. Businesses included under these programs include:

- [Small Business Enterprise \(SBE\)](#)
- [Disadvantaged Business Enterprise \(DBE\)](#)
- [Disabled Veteran Business Enterprise \(DVBE\)](#)
- [Local Business Enterprise \(LBE\)](#)
- [Minority Business Enterprise \(MBE\)](#)
- [Women Business Enterprise \(WBE\)](#)

The SBE Programs objective is to have at least 50% or more of the total eligible dollar base amounts be awarded to SBEs. For Contra Costa County's Small Business Enterprise Program, a SBE is an eligible Small Business Enterprise, as defined by the California Government Code, Section 14837, Chapter 3.5 must be:

- Independently owned and operate business, which is not dominant in its field of operation
- Principal office of which is located in California
- Officers of which are domiciled in California, and which together with affiliates, has 100 or fewer employees
- Average annual gross receipts of fourteen million dollars (\$14,000,000) or less over the previous three tax years, or a manufacturer with 100 or fewer employees

Internet



# Contra Costa County

To: Board of Supervisors  
From: Sharon Offord Hymes, Risk Manager  
Date: January 15, 2019

Subject: Final Settlement of Claim, Kelly Dunham vs. Contra Costa County

---

## **RECOMMENDATION(S):**

RECEIVE this report concerning the final settlement of Kelly Dunham vs. Contra Costa County and AUTHORIZE payment from the Workers' Compensation Internal Service Fund in an amount not to exceed \$100,000, less disability advances.

## **FISCAL IMPACT:**

Workers' Compensation Internal Service Fund payment of \$100,000, less permanent disability advances.

## **BACKGROUND:**

Attorney Mark A. Cartier, defense counsel for the County, has advised the County Administrator that within authorization an agreement has been reached settling the workers' compensation claim of Kelly Dunham v. Contra Costa County. The Board's December 18, 2018 vote was: Supervisors Gioia, Andersen, Burgis and Mitchoff - Yes. Supervisor Glover - Absent. This action is taken so that the terms of the final settlement and the earlier December 18, 2018 closed session vote of this Board authorizing its negotiated settlement is known publicly.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

Contact: Sharon Hymes-Offord  
(925) 335-1400

By: Stacey M. Boyd, Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Case will not be settled.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: January 15, 2019

Subject: Claims

---

**RECOMMENDATION(S):**

DENY claims filed by AAA NCNU Insurance Exchange, Brejon Bandy, Jamisi Calloway, Alberto Cruz, Enterprise Damage Recovery Unit, Dawnya Walker, and Wilber a subrogee USAA a subrogee of Kathlyn A. Trejo. DENY amended claim filed by Kristin Casas. DENY late claim filed by Tod and Alyse Hickman.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

AAA NCNU Insurance Exchange: Property claim by insurer for damage to insured's vehicle in the amount of \$3,020.06 as a result of motor vehicle accident with County employee.

Brejon Bandy: Property claim for lost property while in custody in the amount of \$750.

Jamisi Calloway: Personal injury claim for injury sustained from car accident in an amount exceeding \$25,000 arising out of alleged dangerous condition of County property.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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)

Alberto Cruz: Personal injury claim for alleged false imprisonment in an amount to be determined.

Enterprise Damage Recovery Unit: Property claim for damage to vehicle by County employee in the amount of \$855.23

Dawnya Walker: Personal injury claim for a trip and fall in an unknown amount alleging a dangerous condition of County property.

Wilber a/s/o USAA a/s/o Kathlyn A. Trejo: Property claim by insurer for damage to insured's vehicle in the amount of \$3,840.25 as a result of motor vehicle accident with County employee.

Kristin Casas: Amended property claim for damage to vehicle in the amount of \$1,000 due to alleged negligence of County employee.

Tod & Alyse Hickman: Request that Board of Supervisors accept a late claim alleging employment discrimination.



Contra  
Costa  
County

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: January 15, 2019

Subject: ACCEPT Board members meeting reports for December 2018

---

**RECOMMENDATION(S):**

ACCEPT Board members meeting reports for December 2018.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

Government Code section 53232.3(d) requires that members of legislative bodies report on meetings attended for which there has been expense reimbursement (mileage, meals, lodging ex cetera). The attached reports were submitted by the Board of Supervisors members in satisfaction of this requirement. District V has nothing to report.

**CONSEQUENCE OF NEGATIVE ACTION:**

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

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Joellen Bergamini  
925.335.1906

cc:

## ATTACHMENTS

District II December 2018 Report

District IV December 2018  
Report

District I December 2018 Report

District III December 2018 Report

## Supervisor Candace Andersen – Monthly Meeting Report *December 2018*

Date	Meeting	Location
2	Alamo Tree Lighting	Alamo
3	DVOC	San Ramon
3	Family & Human/Hiring Outreach	Martinez
3	SWAT	Moraga
3	First Five	Concord
4	Board of Supervisors	Martinez
4	Danville Council Meeting	Danville
5	Budget Coalition Workshop	Concord
6	San Ramon Kiwanis	San Ramon
6	San Ramon Council meeting	San Ramon
7	CCCTA	Concord
10	Internal Operations	Martinez
10	Orinda USD	Orinda
11	Board of Supervisors	Martinez
11	Orinda City Council	Orinda
12	CCCERA	Concord
12	LAFCO	San Ramon
12	Moraga Town Council	Moraga
13	CCCSWA	Walnut Creek
17	Alamo Liaison	Danville
18	Board of Supervisors	Martinez
20	CCCTA	Concord



EMPLOYEE NUMBER:	<u>37927</u>
EMPLOYEE NAME:	<u>MITCHOFF, KAREN</u> (Last Name, First Name)
EMP LOCATION ADDRESS:	2151 SALVIO ST., SUITE R, CONCO

EMP PHONE #: (925) 521-7100

FOR OFFICE USE ONLY

DATE	FROM/TO	PURPOSE	MILES
3-Dec	CONCORD-MARTINEZ	Finance Committee	17
4-Dec	CONCORD-MARTINEZ	Board of Supervisors Meeting	17
10-Dec	CONCORD-MARTINEZ	Legislation Committee	17
11-Dec	CONCORD-MARTINEZ	Board of Supervisors Meeting	17
12-Dec	CONCORD-SAN FRANCISCO	ABAG Ad Hoc Selection Committee	58
14-Dec	CONCORD-SAN FRANCISCO	ABAG Special Admin Committee	58
18-Dec	CONCORD-MARTINEZ	Board of Supervisors Meeting	17
19-Dec	CONCORD-MARTINEZ	Document Signing	17
TOTAL			218

DATE	ITEM OF EXPENSE	AMOUNT
12-Dec	Bridge Toll - Fastrak	\$6.00
14-Dec	Bridge Toll - Fastrak	\$6.00
TOTAL		12

	PD TAX	REIM TAX	NO TAX
TOTAL	TOTAL	TOTAL	

ORG	TASK	OPT	ACTIVITY	MILES
1104				218

DATE	DESCRIPTION	ORG	ACCT	TASK	OPT	ACTIVITY	AMOUNT
12-Dec	Bridge Toll - Fastrak	1100	2300				\$6.00
14-Dec	Bridge Toll - Fastrak	1104	2300				\$6.00

DEPARTMENT HEAD OR DEPUTY \_\_\_\_\_ DATE \_\_\_\_\_

M8154 Rev. 11/09

**Supervisor John Gioia****December – 2018 Monthly Meeting Statement**

Government Code section 53232.3(d) requires that members of legislative bodies report on meetings attended for which there has been expense reimbursement (mileage, meals, lodging, etc.).

Supervisor did not seek reimbursement from the County for any meetings that he attended in his capacity as a County Supervisor during the month of December, 2018.

**Supervisor Diane Burgis - December 2018 AB**  
 (Government Code Section 53232.3(d) requires that all public bodies report on meetings attended for which there is reimbursement (mileage, meals, lodging, etc.))

Date	Meeting Name	Location
4-Dec	Meeting with Fire Chief Jeff Carman	Concord
4-Dec	Northern Waterfront Meeting	Concord
4-Dec	Meeting with Brentwood Councilmember Johnny Rodriguez	Brentwood
4-Dec	Meeting with Lt. Foley from the Sheriff's Department	Brentwood
4-Dec	Constituent Meeting	Brentwood
4-Dec	Mental Health Commission Meeting	Martinez
6-Dec	Non-Profit Round Table Meeting	Brentwood
6-Dec	Antioch Rotary	Antioch
6-Dec	Meeting with Assistant Chief Information Officer, Jennifer Hopkins	Brentwood
6-Dec	Diablo Community Services District Event	Diablo
7-Dec	Delta Counties Coalition Meeting	Brentwood
7-Dec	Family Justice Center Meeting	Concord
7-Dec	Meeting with Phillips 66 Refinery	Martinez
7-Dec	Phone Meeting with Airport Director, Keith Freitas	Brentwood
10-Dec	CCTA - Balfour Ribbon Cutting Ceremony	Brentwood
10-Dec	Legislation Committee Meeting	Martinez
10-Dec	Internal Operations Committee Meeting	Martinez
10-Dec	Meeting with County Staff	Martinez
11-Dec	Board of Supervisors Meeting	Martinez
11-Dec	Housing Authority Meeting	Brentwood
12-Dec	Contra Costa Health Plan/Joint Conference Committee Meeting	Martinez
12-Dec	Meeting with Concord City Councilmember Carlyn Obringer	Martinez
12-Dec	LAFCO Meeting	Martinez
12-Dec	Tri-Delta Transit Meeting	Antioch
13-Dec	Meeting with Harvest Time	Brentwood
13-Dec	Meeting with Ensuring Opportunity Campaign to End Poverty in Contra Costa County	Brentwood
13-Dec	Meeting with Brentwood City Manager, Gus Vina	Brentwood
13-Dec	Meeting with County Staff	Brentwood
13-Dec	East Contra Costa Regional Fee & Finance Authority Meeting	Antioch
13-Dec	State Route 4 Bypass Authority Meeting	Antioch
13-Dec	Transplan Meeting	Antioch
14-Dec	Delta Counties Coalition Meeting	Brentwood

14-Dec	Contra Costa Health Plan/Joint Conference Committee Meeting	Martinez
17-Dec	2019 Contra Costa Watershed Symposium Meeting	Martinez
17-Dec	Meeting with Antioch City Councilmember, Joy Motts	Brentwood
18-Dec	Board of Supervisors Meeting	Martinez
18-Dec	IFPTE Local 21 Holiday Event	Pleasant Hill

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



### 1234 Report

### 1234 Report

<b>Purpose</b>
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Business Meeting

Business Meeting

Business Meeting

Business Meeting

## Business Meeting

## Business Meeting

Community Outreach
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Community Outreach
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Business Meeting

Community Outreach
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Community Outreach
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## Business Meeting

Business Meeting

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Business Meeting
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Business Meeting
Business Meeting
Business Meeting
Business Meeting
Community Outreach



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: January 15, 2019

Subject: Recognizing Linda Weder on the occasion of her retirement from Contra Costa County

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stephanie Mello, Deputy

Contact: Diana Oyler  
925-313-2122

cc:

AGENDA

ATTACHMENTS

Resolution 2019/1

MINUTES

ATTACHMENTS

Signed Resolution No.

2019/1



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

**In the matter of:**

**Resolution No. 2019/1**

*RECOGNIZING the contributions of Linda Weder on the occasion of her Retirement from Contra Costa County*

**WHEREAS**, Linda Weder started as a temporary Clerk - Experienced Level with Contra Costa County in the Health Services Department in 1991; and

**WHEREAS**, in 1991 Linda Weder began her career with Contra Costa County in a permanent position in the Probation Department as a Data Entry Operator II; and

**WHEREAS**, Linda was hired in the Office of Revenue Collection as a permanent Account Clerk – Experienced Level in March, 1995; and

**WHEREAS**, Linda was promoted to Account Clerk – Advanced Level on March 1, 1998; and

**WHEREAS**, in April 2003 Linda received a Certificate of Appreciation for providing excellent support to staff in the Office of Revenue Collection; and

**WHEREAS**, Linda was hired as an Account Clerk – Advanced Level in the Public Works Department on June 14, 2010; and

**WHEREAS**, in October 2016 Linda was recognized for her excellent team work in her day to day duties in the Finance Division of the Public Works Department ; and

**WHEREAS**, Linda has been a valuable resource to the Department and the Finance Division throughout her career;

**NOW, THEREFORE, BE IN RESOLVED** that the Contra Costa County Board of Supervisors hereby recognize Linda Weder for 27 years of dedicated service to Contra Costa County and congratulate her on the occasion of her retirement.

\_\_\_\_\_  
**JOHN GIOIA**

Chair, 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: January 15, 2019

David J. Twa,

By: \_\_\_\_\_, Deputy



# The Board of Supervisors of Contra Costa County, California

In the matter of recognizing the contributions of Linda Weder on the occasion of her Retirement from Contra Costa County

Resolution No. 2019/1

WHEREAS, Linda Weder started as a temporary Clerk - Experienced Level with Contra Costa County in the Health Services Department in 1991; and

WHEREAS, in 1991 Linda Weder began her career with Contra Costa County in a permanent position in the Probation Department as a Data Entry Operator II; and

WHEREAS, Linda was hired in the Office of Revenue Collection as a permanent Account Clerk – Experienced Level in March, 1995; and

WHEREAS, Linda was promoted to Account Clerk – Advanced Level on March 1, 1998; and

WHEREAS, in April 2003 Linda received a Certificate of Appreciation for providing excellent support to staff in the Office of Revenue Collection; and

WHEREAS, Linda was hired as an Account Clerk – Advanced Level in the Public Works Department on June 14, 2010; and

WHEREAS, in October 2016 Linda was recognized for her excellent team work in her day to day duties in the Finance Division of the Public Works Department; and


WHEREAS, Linda has been a valuable resource to the Department and the Finance Division throughout her career.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Contra Costa County does hereby recognize Linda Weder for 27 years of dedicated service to Contra Costa County and congratulate her on the occasion of her retirement.

*PASSED by a unanimous vote of the Board of Supervisors members present this 15<sup>th</sup> day of January, 2019.*

  
**JOHN GIOIA**  
Chair,  
District I Supervisor

  
**CANDACE ANDERSEN**  
District II Supervisor

  
**DIANE BURGIS**  
District III Supervisor

  
**KAREN MITCHOFF**  
District IV Supervisor

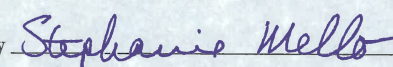
  
**FEDERAL D. GLOVER**  
District V Supervisor



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: January 15, 2019

DAVID TWA, Clerk of the Board of Supervisors and County Administrator

By , Deputy





**Contra  
Costa  
County**

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: January 15, 2019

Subject: APPOINT members to the reconstituted Alcohol and Other Drugs Advisory Board

---

**RECOMMENDATION(S):**

APPOINT 11 members and one at-large alternate member to the newly reconstituted Alcohol and Other Drugs Advisory Board, as recommended by the Internal Operations Committee. APPROVE the corrected bylaws, to conform with the directions to include three alternate seats, as approved by the Board of Supervisors on October 23, 2018

**FISCAL IMPACT:**

None.

**BACKGROUND:**

On October 23, 2018, the Board of Supervisors approved new bylaws to reconstitute the Alcohol and Other Drugs Advisory Board from 15 seats to 11 seats plus 3 Alternates. This board order serves to reassign the current members to the newly-created seats, as listed below.

Additionally, a corrected version of bylaws is attached, to reflects the addition of the three authorized at-large seats, in addition to the five district seats, and six at-large seats. These seats were recommended by the Internal Operations Committee and were included in the Board Order approved on October 23, 2018.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Emlyn Struthers,  
925-335-1919

cc:

**BACKGROUND: (CONT'D)**

<b><u>New Seat</u></b>	<b><u>Appointee Name</u></b>	<b><u>Term End Date</u></b>
District I	Antwon Cloird	June 30, 2019
District II	Catherine Taughinbaugh	June 30, 2020
District III	Cynthia Chavez	June 30, 2019
District IV	Tom Aswad	June 30, 2020
District V	Sunita Frey	June 30, 2020
At-Large 1	Jonathan Ciampi	June 30, 2020
At-Large 2	Victor Ortiz	June 30, 2021
At-Large 3	Sienna Cowing	June 30, 2019
At-Large 4	Guita Bahramipour	June 30, 2019
At-Large 5	Michael Collins	June 30, 2020
At-Large 6	Talia Moore	June 30, 2019
At-Large Alternate 1	Kevin Orozco	June 30, 2020
At-Large Alternate 2	Vacant	June 30, 2019
At-Large Alternate 3	Vacant	June 30, 2021

**CONSEQUENCE OF NEGATIVE ACTION:** Without acting to reassign the members to the new seats, the membership composition of the Alcohol and Other Drugs Advisory Board will not reflect the current bylaws.

**ATTACHMENTS** AODAB Revised Bylaws CLEAN AODAB Revised Bylaws REDLINE

**CONTRA COSTA COUNTY  
ALCOHOL AND OTHER DRUGS ADVISORY BOARD**

**BYLAWS**

Article I  
Name

The organization shall be known as the Contra Costa County Alcohol and Other Drugs Advisory Board (AODAB or Board).

Article II  
Mission and Objectives

Section 1 - Mission Statement

The mission of the Contra Costa County Alcohol and Other Drugs Advisory Board is to assess family and community needs regarding prevention and treatment of alcohol and other drug-related problems, provide resultant findings and recommendations to the Health Services Department and the Board of Supervisors. The Board also serves as an advocate for these findings and recommendations to the communities that we serve.

Section 2 – Objectives

The objective of the AODAB is to develop an effective, concerted, and countywide campaign to reduce alcohol and other drug abuse through an organized program of education, prevention, treatment, and control. The Board will take into account on-going and recently completed projects and programs developed by others. The Board shall review and make recommendations regarding all County alcohol and other drug programs and needs.

Article III  
Membership

Section 1 – Composition

The Board shall be composed of not more than eleven regular voting members. Five members represent the County Supervisorial Districts (one member to be nominated by each of the five County Supervisors) and six at-large members shall represent the county as a whole. Three at-large alternate member seats are also authorized. Alternate members are permitted to participate in discussions, but may only vote in the absence of a regular voting member. The at-large members and alternates shall be appointed by the Board of Supervisors in order to ensure the Board's geographic, cultural, racial, age, and ethnic diversity. County Supervisors shall be encouraged to consider the Board's list of recommended applicants.

Section 2 – Nominations

Members shall have a professional interest in or personal commitment to alleviating alcohol and other drug problems. The Executive Committee of the Board will interview all applicants for at-large



seats, rank them in order of preferred appointment, and submit AODAB-approved recommendations to the Board of Supervisors. Persons age 16 or older, living within Contra Costa County, are eligible for appointment to the Board.

### Section 3 – Conflict of Interest

No individual is eligible to serve on the Board who is an employee of or a consultant to an agency which contracts with the County's Health Services Department for any alcohol or other drug related program. In addition, no individual shall serve on the Board who is a volunteer member of the Board of Directors of any agency which contracts with the County's Health Services Department for any alcohol or other drug related program.

### Section 4 – Resignations

A member may resign from the Board by submitting a written letter of resignation to his or her District Supervisor with a copy to the Board Chair. A member with four (4) absences or more within one calendar year may be deemed to have resigned from the Board when so determined by the Executive Committee and ratified by the full Board (See Article IV, Section 6). The Board of Supervisors must formally recognize each resignation in order for the seat to become vacant.

### Section 5 – Member Recognition

At the time of resignation or completion of a term of office, any Board member who has served in good standing for a minimum of five years, and with the concurrence of the Board, shall be recommended for recognition through a resolution from the Board of Supervisors.

## Article IV Meetings

### Section 1 – Conduct of Meetings

The Board shall meet monthly with the time and location of meetings determined by the majority of the members. Periodically the meetings shall be held in different locations throughout the County to facilitate community involvement. All meetings of the Board and its committees shall be open to the public and conducted in accordance with applicable laws.

### Section 2 – Quorum

The quorum for a meeting shall consist of a majority of all regular authorized, voting seats on the Board or a committee, whether vacant or filled.

### Section 3 – Voting

Each Board member shall have one vote. Decisions on any issue at a regularly scheduled or announced special meeting shall be decided by a majority vote of the appointed membership.

### Section 4 – Agenda

The agenda shall be developed by the Board Chair, the Department Director (or the Alcohol and Other Drugs Services representative), and the Executive Committee. The agenda shall be mailed

(either electronically, via the U.S. Postal Service, or faxed) to members at least 96 hours prior to the Board meeting and publicly posted in accordance with applicable laws.

### Section 5 – Minutes

Minutes shall be taken at every Board meeting and drafts distributed prior to the next meeting for shall be conducted committee meeting and a summary shall be reported by the committee Chair at the next Board meeting.

### Section 6 – Attendance

Members are expected to attend all the monthly meetings of the Board, generally no more than one meeting per month. No more than four (4) absences will be permitted within a calendar year. (See Article II, Section 4). A Board member anticipating more than four absences who wishes to remain on the Board may ask for an exception by submitting a written request to the Executive Committee. The decision of the Executive Committee may be appealed to the full Board for reconsideration.

## Article V Officers

### Section 1 – Election of Officers

The Board shall consist of the following officers: Chair, Vice-Chair and immediate Past Chair. It shall be the responsibility of the Past Chair to conduct the annual election. The Past Chair shall prepare a draft a ballot for the positions of Chair and Vice Chair and circulate the draft ballot at during the November meeting at which time nominations shall be made. Members may nominate themselves for office if they so choose. A nominee must accept the nomination in order to appear as a candidate on the final ballot. If a nominee is not present at the November meeting, the Past Chair shall contact the nominee to confirm his or her acceptance. The annual election for Chair and Vice Chair shall be held at during the December meeting.

If the Past Chair declines, is unable, or otherwise fails to conduct the annual election, it shall be conducted by an appointed member. The appointed member shall prepare the draft ballot, contact nominees and otherwise fulfill the Past Chair's election responsibilities.

### Section 2 – Officer Terms

The term of office shall be one year, commencing on January 1. Officers may serve up to two consecutive terms, unless an additional term is approved by a special vote of two-thirds of the appointed Board. Upon resignation or removal of the Chair, the Vice-Chair shall assume the office of the Chair until an election takes place. The election must be held within 60 days of the effective date of the resignation or removal from that position. In the case of the Vice-Chair's subsequent resignation or removal, the members shall hold an election within 60 days to elect a member to complete that term of office. A former Chair may run for election so long there has been a break in service of at least one term.

## Article VI **Committees**

### Section 1 – Appointment of Committees

The Chair shall appoint committees and make special assignments as necessary in administering the duties of the Board. Committee assignments shall be made during the January Board meeting or as needed during the year.

### Section 2 – Standing Committees

The Board shall maintain the standing committees as listed below. The Chair shall appoint members to standing committees (other than the Executive Committee). See Article VI.

- A. Executive Committee
- B. Community Awareness Committee
- C. Programs and Services Committee

### Section 3 – *Ad hoc* Committees

The Chair may create *ad hoc* committees and appoint members as needed. The Chair shall strive to have representation from all five districts on these committees.

### Section 4 – Liaisons

The Chair shall appoint liaison members to the Tobacco Prevention Coalition, the Mental Health Commission, the Contra Costa Council on Homelessness advisory board or to any other committee, coalition, board, or group the Board recommends that a liaison member would be appropriate.

## ARTICLE VII **Duties**

### Section 1 – Officers

The Chair, or the Vice Chair in the absence of the Chair, shall perform the following duties:

- A. The Chair shall conduct all regular and special meetings of the Board. The Vice Chair shall assume the duties of the Chair in the absence of the Chair. In the event that neither the Chair nor the Vice Chair is able to attend a meeting, the Chair or the Vice Chair may designate an experienced member to act as temporary Chair. If no designation is made prior to a meeting and a quorum is present, those members assembled shall determine who is to chair that meeting.

- B. The officers may transact urgent business of the Board between regular meetings. Such actions must be submitted to the general Board for ratification at the next regular Board meeting.
- C. Officers may recommend and implement policies governing the affairs of the Board consistent with current Board of Supervisors guidance and direction. The Chair shall have the authority to approve a request by the Chair of any standing committee for a letter of support or opposition requested by individuals or organizations for alcohol and other drug related issues. To facilitate this approval process, the Board shall draft a “core” list of positions on alcohol and other drugs related topics.
- D. Officers may determine dates, places, and times of any meeting with input from members of the Board.
- E. The Chair shall present the annual report of Board accomplishments to the Board of Supervisors generally on the second Tuesday in December or as directed by the Board of Supervisors.

## Section 2 – Committee Duties

Committees meet every other month, unless projects and activities require a greater frequency of meetings. The exception is the Executive Committee, which meets monthly in preparation for the monthly Board meetings.

### A. Executive Committee

The Executive Committee shall consist of the Chair, Vice Chair, immediate Past Chair, and the Chair of each of the standing committees. The Executive Committee shall be empowered to develop Board policies which shall be submitted to the Board for ratification. The Executive Committee will perform the following duties:

1. Provide leadership and direction to the Board.
2. Promote understanding and discussion of relevant policy and legislation.
3. Develop Board meeting agendas.
4. Recommend items for the Board packets.
5. Identify and consider alcohol and other drug issues of concern to the Board, individual board members or members of the public.
6. Consider issues previously delegated during Board meetings.
7. Review by-laws and committee goals at least once every 3 years.
8. Ensure that committees follow the mission of the AODAB and remain consistent with the established Board goals and objectives.
9. Review and make recommendations regarding the Alcohol and Other Drugs Services Budget.
10. Prepare the Annual Report.
11. Assist the Supervisors in recruiting new applicants for the Board.
  - a. Verify applicant information and the continued interest of applicants on file.
  - b. Interview and evaluate new applicants for at-large Board membership in accordance with the criteria established by the Board of Supervisors.

- c. Following interviews, submit a list of Board-approved at-large candidates in ranked order and recommendations to the Board of Supervisors.

B. Community Awareness Committee

1. Heighten awareness and provide education regarding current and emerging AOD issues impacting the community.
2. Work to dissolve negative stigma in the community regarding recovery from addictive use of alcohol and other drugs.
3. Manage the "People Who Make a Difference Awards." No current member of the AODAB or AODS Administration staff shall be eligible to receive a "People Who Make a Difference Award."
4. Manage the AODAB webpage with guidance from the AODS Director/staff.
5. Work with all agencies participating in bringing resources to the community and those we serve regarding alcohol and other drugs and related issues.
6. Manage the "Recovery Month Champion Awards."
7. Submit meeting notes to county staff after each meeting.

C. Programs and Services Committee

Members of this committee will work to review and understand treatment and prevention modalities by all life cycle populations in the AOD system of care, identify gaps in the system and make recommendations. To this end, the committee will:

1. Coordinate quarterly field trips for the committee members to visit service providers; conduct facility surveys and solicit client input during these visits.
2. Evaluate the availability of and accessibility to alcohol and other drugs prevention and treatment services for youth and families, including care for elders.
3. Conduct interactive sessions or focus groups with clients as needed.
4. Submit meeting notes to county staff after each meeting.

The information and feedback thus obtained will be shared with the Board, the Alcohol and Other Drugs program of the Health Services Department, and the Board of Supervisors, as appropriate.

Article VII  
Amendments

These Bylaws may be amended/revised only by the Board of Supervisors after having been reviewed by County Counsel. Proposed amendments/revisions will be presented at one meeting and voted upon at the next Board meeting. Any amendments/revisions must receive a majority vote of the Board prior to submitting to the staff of the Board of Supervisors. See Article VII, Section 2.A.5. for further guidance on this review process.



Alcohol and Other Drugs Advisory Board of CCC Bylaws

Revised/Adopted September 25, 2002

Revised/Adopted October 23, 2002

Revised/Adopted July, 2005

Revised/Adopted October 2006

Revised/Adopted April 2010 (by AODAB only)

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Revised August 8, 2016

Revised/Adopted October 22, 2014 and April 22, 2015 for submittal to the Board of Supervisors

Revised in Internal Operations Committee on October 8, 2018 for Board of Supervisors Adoption on October 23, 2018

Revised/Adopted January 15, 2019

# CONTRA COSTA COUNTY ALCOHOL AND OTHER DRUGS ADVISORY BOARD

## BYLAWS

### Article I

#### Name

The organization shall be known as the Contra Costa County Alcohol and Other Drugs Advisory Board (AODAB or Board).

### Article II

#### Mission and Objectives

##### Section 1 - Mission Statement

The mission of the Contra Costa County Alcohol and Other Drugs Advisory Board is to assess family and community needs regarding prevention and treatment of alcohol and other drug-related problems, provide resultant findings and recommendations to the Health Services Department and the Board of Supervisors. The Board also serves as an advocate for these findings and recommendations to the communities that we serve.

##### Section 2 – Objectives

The objective of the AODAB is to develop an effective, concerted, and countywide campaign to reduce alcohol and other drug abuse through an organized program of education, prevention, treatment, and control. The Board will take into account on-going and recently completed projects and programs developed by others. The Board shall review and make recommendations regarding all County alcohol and other drug programs and needs.

### Article III

#### Membership

##### Section 1 – Composition

The Board shall be composed of not more than eleven regular voting members. Five members represent the County Supervisorial Districts (one member to be nominated by each of the five County Supervisors) and six at-large members shall represent the county as a whole. Three at-large alternate member seats are also authorized. Alternate members are permitted to participate in discussions, but may only vote in the absence of a regular voting member. The at-large members and alternates shall be appointed by the Board of Supervisors in order to ensure the Board's geographic, cultural, racial, age, and ethnic diversity. County Supervisors shall be encouraged to consider the Board's list of recommended applicants.

##### Section 2 – Nominations

Members shall have a professional interest in or personal commitment to alleviating alcohol and other drug problems. The Executive Committee of the Board will interview all applicants for at-large seats,

rank them in order of preferred appointment, and submit AODAB-approved

recommendations to the Board of Supervisors. Persons age 16 or older, living within Contra Costa County, are eligible for appointment to the Board.

### Section 3 – Conflict of Interest

No individual is eligible to serve on the Board who is an employee of or a consultant to an agency which contracts with the County's Health Services Department for any alcohol or other drug related program. In addition, no individual shall serve on the Board who is a volunteer member of the Board of Directors of any agency which contracts with the County's Health Services Department for any alcohol or other drug related program.

### Section 4 – Resignations

A member may resign from the Board by submitting a written letter of resignation to his or her District Supervisor with a copy to the Board Chair. A member with four (4) absences or more within one calendar year may be deemed to have resigned from the Board when so determined by the Executive Committee and ratified by the ~~full~~ Board (See Article IV, Section 6). The Board of Supervisors must formally recognize each resignation in order for the seat to become vacant.

### Section 5 – Member Recognition

At the time of resignation or completion of a term of office, any Board member who has served in good standing for a minimum of five years, and with the concurrence of the Board, shall be recommended for recognition through a resolution from the Board of Supervisors.

## Article IV Meetings

### Section 1 – Conduct of Meetings

The Board shall meet monthly with the time and location of meetings determined by the majority of the members. Periodically the meetings shall be held in different locations throughout the County to facilitate community involvement. All meetings of the Board and its committees shall be open to the public and conducted in accordance with applicable laws.

### Section 2 – Quorum

The quorum for a meeting shall consist of a majority of all regular authorized, voting seats on the Board or a committee, whether vacant or filled.

### Section 3 – Voting

Each Board member shall have one vote. Decisions on any issue at a regularly scheduled or announced special meeting shall be decided by a majority vote of the appointed membership.

### Section 4 – Agenda

The agenda shall be developed by the Board Chair, the Department Director (or the Alcohol and Other Drugs Services representative), and the Executive Committee. The agenda shall be mailed

(either electronically, via the U.S. Postal Service, or faxed) to members at least 96 hours prior to the Board meeting and publicly posted in accordance with applicable laws.

### Section 5 – Minutes

Minutes shall be taken at every Board meeting and drafts distributed prior to the next meeting for shall be conducted committee meeting and a summary shall be reported by the committee Chair at the next Board meeting.

### Section 6 – Attendance

Members are expected to attend all the monthly meetings of the Board, generally no more than one meeting per month. No more than four (4) absences will be permitted within a calendar year. (See Article II, Section 4). A Board member anticipating more than four absences who wishes to remain on the Board may ask for an exception by submitting a written request to the Executive Committee. The decision of the Executive Committee may be appealed to the ~~fulfull~~ Board for reconsideration.

## Article V Officers

### Section 1 – Election of Officers

The Board shall consist of the following officers: Chair, Vice-Chair and immediate Past Chair. It shall be the responsibility of the Past Chair to conduct the annual election. The Past Chair shall prepare a draft a ballot for the positions of Chair and Vice Chair and circulate the draft ballot at during the November meeting at which time nominations shall be made. Members may nominate themselves for office if they so choose. A nominee must accept the nomination in order to appear as a candidate on the final ballot. If a nominee is not present at the November meeting, the Past Chair shall contact the nominee to confirm his or her acceptance. The annual election for Chair and Vice Chair shall be held at during the December meeting.

If the Past Chair declines, is unable, or otherwise fails to conduct the annual election, it shall be conducted by an appointed member. The appointed member shall prepare the draft ballot, contact nominees and otherwise fulfill the Past Chair's election responsibilities.

### Section 2 – Officer Terms

The term of office shall be one year, commencing on January 1. Officers may serve up to two consecutive terms, unless an additional term is approved by a special vote of two-thirds of the appointed Board. Upon resignation or removal of the Chair, the Vice-Chair shall assume the office of the Chair until an election takes place. The election must be held within 60 days of the effective date of the resignation or removal from that position. In the case of the Vice-Chair's subsequent resignation or removal, the members shall hold an election within 60 days to elect a member to complete that term of office. A former Chair may run for election so long there has been a break in service of at least one term.



## Article VI **Committees**

### Section 1 – Appointment of Committees

The Chair shall appoint committees and make special assignments as necessary in administering the duties of the Board. Committee assignments shall be made during the January Board meeting or as needed during the year.

### Section 2 – Standing Committees

The Board shall maintain the standing committees as listed below. The Chair shall appoint members to standing committees (other than the Executive Committee). See Article VI.

- A. Executive Committee
- B. Community Awareness Committee
- C. Programs and Services Committee

### Section 3 – *Ad hoc* Committees

The Chair may create *ad hoc* committees and appoint members as needed. The Chair shall strive to have representation from all five districts on these committees.

### Section 4 – Liaisons

The Chair shall appoint liaison members to the Tobacco Prevention Coalition, the Mental Health Commission, the Contra Costa Council on Homelessness advisory board or to any other committee, coalition, board, or group the Board recommends that a liaison member would be appropriate.

## ARTICLE VII **Duties**

### Section 1 – Officers

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- A. The Chair shall conduct all regular and special meetings of the Board. The Vice Chair shall assume the duties of the Chair in the absence of the Chair. In the event that neither the Chair nor the Vice Chair is able to attend a meeting, the Chair or the Vice Chair may designate an experienced member to act as temporary Chair. If no designation is made prior to a meeting and a quorum is present, those members assembled shall determine who is to chair that meeting.

- B. The officers may transact urgent business of the Board between regular meetings. Such actions must be submitted to the general Board for ratification at the next regular Board meeting.
- C. Officers may recommend and implement policies governing the affairs of the Board consistent with current Board of Supervisors guidance and direction. The Chair shall have the authority to approve a request by the Chair of any standing committee for a letter of support or opposition requested by individuals or organizations for alcohol and other drug related issues. To facilitate this approval process, the Board shall draft a “core” list of positions on alcohol and other drugs related topics.
- D. Officers may determine dates, places, and times of any meeting with input from members of the Board.
- E. The Chair shall present the annual report of Board accomplishments to the Board of Supervisors generally on the second Tuesday in December or as directed by the Board of Supervisors.

## Section 2 – Committee Duties

Committees meet every other month, unless projects and activities require a greater frequency of meetings. The exception is the Executive Committee, which meets monthly in preparation for the monthly Board meetings.

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10. Prepare the Annual Report.
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  - a. Verify applicant information and the continued interest of applicants on file.
  - b. Interview and evaluate new applicants for at-large Board membership in accordance with the criteria established by the Board of Supervisors.

- c. Following interviews, submit a list of Board-approved at-large candidates in ranked order and recommendations to the Board of Supervisors.

B. Community Awareness Committee

1. Heighten awareness and provide education regarding current and emerging AOD issues impacting the community.
2. Work to dissolve negative stigma in the community regarding recovery from addictive use of alcohol and other drugs.
3. Manage the "People Who Make a Difference Awards." No current member of the AODAB or AODS Administration staff shall be eligible to receive a "People Who Make a Difference Award."
4. Manage the AODAB webpage with guidance from the AODS Director/staff.
5. Work with all agencies participating in bringing resources to the community and those we serve regarding alcohol and other drugs and related issues.
6. Manage the "Recovery Month Champion Awards."
7. Submit meeting notes to county staff after each meeting.

C. Programs and Services Committee

Members of this committee will work to review and understand treatment and prevention modalities by all life cycle populations in the AOD system of care, identify gaps in the system and make recommendations. To this end, the committee will:

1. Coordinate quarterly field trips for the committee members to visit service providers; conduct facility surveys and solicit client input during these visits.
2. Evaluate the availability of and accessibility to alcohol and other drugs prevention and treatment services for youth and families, including care for elders.
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The information and feedback thus obtained will be shared with the Board, the Alcohol and Other Drugs program of the Health Services Department, and the Board of Supervisors, as appropriate.

Article VII  
Amendments

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Alcohol and Other Drugs Advisory Board of CCC Bylaws

Revised/Adopted September 25, 2002

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Revised in Internal Operations Committee on October 8, 2018 for Board of Supervisors Adoption on October 23, 2018

[Revised/Adopted January 15, 2019](#)



Contra  
Costa  
County

To: Board of Supervisors  
From: Candace Andersen, District II Supervisor  
Date: January 15, 2019

Subject: APPOINTMENT TO THE COUNTY SERVICE AREA P-5 CITIZENS ADVISORY COMMITTEE

---

**RECOMMENDATION(S):**

MOVE the following individual from the 2nd Alternate seat to the Appointee 5 Seat on the County Service Area P-5 Citizens Advisory Committee for a two-year term with an expiration date of December 31, 2020; DECLARE a vacancy in the 2nd Alternate Seat and DIRECT the Clerk of the Board to post the vacancy as recommended by Supervisor Candace Andersen:

Jan Afridi  
Alamo, CA 94507

**FISCAL IMPACT:**

NONE

**BACKGROUND:**

Established on April 18, 1972, by Resolution Number 72/257, the purpose of the County Service Area P-5 Citizen Advisory Committee is to act as a liaison between the citizens of the P-5 Police District and the Office of the Sheriff of Contra Costa County by: Advising the

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☒ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Jill Ray 925-957-8860

cc: District 2 Supervisor, Maddy Book, CSA P5 CAC, Appointee



**BACKGROUND: (CONT'D)**

Board of Supervisors and the Office of the Sheriff of the community's needs and desires regarding police protection; Promoting public safety in the areas of home safety, traffic safety, vacation security and crime prevention through the neighborhood watch program; and maintaining oversight of expenditures of the public funds accruing in the P-5 Police District.

**CONSEQUENCE OF NEGATIVE ACTION:**

The Seat will remain vacant.

**CHILDREN'S IMPACT STATEMENT:**

NONE



Contra  
Costa  
County

To: Board of Supervisors  
From: Candace Andersen, District II Supervisor  
Date: January 15, 2019

Subject: APPOINTMENT TO THE ALAMO POLICE SERVICES ADVISORY COMMITTEE

---

**RECOMMENDATION(S):**

APPOINT the following individual to the Appointee 2 Seat on the Alamo Police Services Advisory Committee for a two-year term with an expiration date of December 31, 2020, as recommended by Supervisor Candace Andersen:

Dr. Alden Harken  
Alamo, CA 94507

**FISCAL IMPACT:**

NONE

**BACKGROUND:**

Established on November 18, 1969, by Board Resolution 69/765, the purpose of the County Service Area P-2B Citizens Advisory Committee is to advise the Board of Supervisors and the Sheriff's Department on the needs of the Alamo community for extended police services which shall include, but not be limited to, enforcement of the State Vehicle Code, crime prevention, and litter control.

On March 19, 2013, the Board of Supervisors approved a Board Order that retitled the County Service Area P-2B Citizens Advisory Committee to the "Alamo Police Services Advisory Committee".

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☒ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Jill Ray 925-957-8860

cc: District 2 Supervisor, Maddy Book, APSAC, Appointee



BACKGROUND: (CONT'D)

Alamo Police Services Advisory Committee is comprised of nine regular members and two alternates who each serve a two year term.

CONSEQUENCE OF NEGATIVE ACTION:

The Committee will have a difficult time attaining a quorum.

CHILDREN'S IMPACT STATEMENT:

NONE



# Contra Costa County

To: Board of Supervisors  
From: John Gioia, District I Supervisor  
Date: January 15, 2019

Subject: Accept the resignation of Brandy Faulkner from Appointed Seat 6 of the El Sobrante Municipal Advisory Council

---

## **RECOMMENDATION(S):**

Accept the resignation of Brandy Faulkner from Appointed Seat 6 of the El Sobrante Municipal Advisory Council. Please, declare her seat vacant.

## **FISCAL IMPACT:**

None

## **BACKGROUND:**

Mrs. Faulkner has been serving on the El Sobrante MAC since 2017 and now wishes to resign her seat.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: James Lyons,  
510-231-8692

cc:





Contra  
Costa  
County

To: Board of Supervisors  
From: Candace Andersen, District II Supervisor  
Date: January 15, 2019

Subject: APPOINTMENT TO THE ALAMO POLICE SERVICES ADVISORY COMMITTEE

---

**RECOMMENDATION(S):**

REAPPOINT the following individual to the Appointee 8 Seat on the Alamo Police Services Advisory Committee for a two-year term with an expiration date of December 31, 2020, as recommended by Supervisor Candace Andersen:

Karen McPherson  
Alamo, CA 94507

**FISCAL IMPACT:**

NONE

**BACKGROUND:**

Established on November 18, 1969, by Board Resolution 69/765, the purpose

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☒ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Jill Ray 925-957-8860

cc: District 2 Supervisor, Maddy Book, APSAC, Appointee

**BACKGROUND: (CONT'D)**

of the County Service Area P-2B Citizens Advisory Committee is to advise the Board of Supervisors and the Sheriff's Department on the needs of the Alamo community for extended police services which shall include, but not be limited to, enforcement of the State Vehicle Code, crime prevention, and litter control. On March 19, 2013, the Board of Supervisors approved a Board Order that retitled the County Service Area P-2B Citizens Advisory Committee to the "Alamo Police Services Advisory Committee". Alamo Police Services Advisory Committee is comprised of nine regular members and two alternates who each serve a two year term.

**CONSEQUENCE OF NEGATIVE ACTION:**

The Committee could have a problem attaining a quorum.

**CHILDREN'S IMPACT STATEMENT:**

NONE



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Federal D. Glover, District V Supervisor  
Date: January 15, 2019

Subject: Appointment to the Crockett-Carquinez Fire Protection District Fire Advisory Commission

---

**RECOMMENDATION(S):**

APPOINT the following individual, Ronald Maria, to the Appointee 3 seat on the Crockett-Carquinez Fire Protection District Fire Advisory Commission for the remainder of the four-year term with an expiration date of December 31, 2021, and APPOINT the following individual, Harold Burnett, to the Alternate 1 seat on the Crockett-Carquinez Fire Protection District Fire Advisory Commission for the remainder of the four-year term with an expiration date of December 31, 2020, as recommended by Supervisor Glover.

Ronald Maria - Crockett, CA 94525

Harold Burnett - Crockett, CA 94525

**FISCAL IMPACT:**

None.

**BACKGROUND:**

The Crockett-Carquinez Fire Protection District Advisory Commission reviews and advises on annual operations and capital budgets; reviews Fire District expenditures; advises

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Dominic Aliano  
925-608-4200

cc:

BACKGROUND: (CONT'D)

the Fire Chief on district service matters; and serves as a liaison between the Board of Supervisors and the community served by the fire district.

CONSEQUENCE OF NEGATIVE ACTION:

The seats will remain vacant.



Contra  
Costa  
County

To: Board of Supervisors  
From: Candace Andersen, District II Supervisor  
Date: January 15, 2019

Subject: APPOINTMENT TO THE COUNTY SERVICE AREA P-5 CITIZENS ADVISORY COMMITTEE

---

**RECOMMENDATION(S):**

APPOINT the following individual to the 1st Alternate seat on the County Service Area P-5 Citizens Advisory Committee for a two-year term with an expiration date of December 31, 2020, as recommended by Supervisor Candace Andersen:

Jason Hill  
Alamo, CA 94507

**FISCAL IMPACT:**

NONE

**BACKGROUND:**

Established on April 18, 1972, by Resolution Number 72/257, the purpose of the County Service Area P-5 Citizen Advisory Committee is to act as a liaison between the citizens of the P-5 Police District and the Office of the Sheriff of Contra Costa County by: Advising the

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☒ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Jill Ray 925-957-8860

cc: District 2 Supervisor, Maddy Book, CSA P5 CAC, Appointee



BACKGROUND: (CONT'D)

Board of Supervisors and the Office of the Sheriff of the community's needs and desires regarding police protection; Promoting public safety in the areas of home safety, traffic safety, vacation security and crime prevention through the neighborhood watch program; and maintaining oversight of expenditures of the public funds accruing in the P-5 Police District.

CONSEQUENCE OF NEGATIVE ACTION:

The seat will remain vacant, which could effect quorum.

CHILDREN'S IMPACT STATEMENT:

NONE



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: January 15, 2019

Subject: DECLARE Vacant Low Income Sector Seat No. 2 on the Economic Opportunity Council

---

**RECOMMENDATION(S):**

ACCEPT resignation of Juan Pablo Benavente, DECLARE a vacancy in Low-Income Sector Seat 2 on the Economic Opportunity Council, and DIRECT the Clerk of the Board to post the vacancy, as recommended by the Employment and Human Services Director.

**FISCAL IMPACT:**

There is no fiscal impact.

**BACKGROUND:**

The duties and responsibilities of the Economic Opportunity Council (EOC) include: reviewing fiscal and programmatic reports submitted by staff; reviewing performance of Community Services Block Grant contractors and the Weatherization program services; selecting EOC officers and appointing members to Committees; making recommendations to the Board of Supervisors on all program proposals and budgets related to Community Services Block Grant and the Weatherization program; and, requiring and receiving budget and other reports prepared by staff every other month along with an Annual Report in September.

Mr. Benavente was appointed to Low-Income Sector Seat No. 2 on August 16, 2016. His current term has an end date of June 30, 2020. He submitted notice of resignation from seat, effective December 10, 2018.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: CSB (925) 681-6308

cc: Nancy Sparks, Christina Reich

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the Economic Opportunity Council will be unable to fill the vacancy.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: January 15, 2019

Subject: Appointment of Lorena Martinez-Ochoa as Alternate on First 5 Commission

---

**RECOMMENDATION(S):**

APPOINT Lorena Martinez-Ochoa as Alternate to Chris Farnitano, M.D. on the Contra Costa First 5 Children & Families Commission.

**FISCAL IMPACT:**

There is no fiscal impact.

**BACKGROUND:**

Ordinance 99-15 (County Children and Families First Commission – Proposition 10) established Contra Costa's Commission to complement Proposition 10, adopted on November 3, 1998.

Section 26-14.008 describes the process for Board appointment of alternate commissioners to include appointing the nominee proposed by the County Health Officer as the alternate for the County Health Officer.

Wanda Session, the most recent alternate to the County Health Officer, retired from County service on November 15, 2018. The County Health Officer recommends the appointment of Lorena Martinez-Ochoa, Director of Family, Maternal and Child Health Programs, to serve as his alternate to the Children & Families Commission.

---

☒ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact:

cc: Marcy Wilhelm, Jpeterson





CONSEQUENCE OF NEGATIVE ACTION:

If this appointment is not approved, the County Health Officer will not have anyone serving as his alternate on the Children & Families Commission.

CHILDREN'S IMPACT STATEMENT:

The First 5 Commission addresses critical issues related to children aged 0-5 years old.



Contra  
Costa  
County

To: Board of Supervisors  
From: David O. Livingston, Sheriff-Coroner  
Date: January 15, 2019

Subject: Appropriation Adjustment - SO Forensic Division (RapidHIT ID System)

---

**RECOMMENDATION(S):**

APPROVE Appropriation and Revenue Adjustment No.5042 authorizing new revenue in the amount of \$97,500 in the Office of the Sheriff (0255) and appropriating it for the purchase of a RapidHIT ID System for the Forensic Services Division.

**FISCAL IMPACT:**

This action increases revenue and appropriations by \$97,500 with no change in Net County Cost. The new revenue is from the Sheriff's Asset Forfeiture Funds.

**BACKGROUND:**

The Contra Costa County Office of the Sheriff's Forensic Services Division (FSD) is tasked with providing timely and accurate Laboratory results related to criminal investigations for the SO and 24 Law Enforcement Agencies within the County. This mission is accomplished by prioritizing casework, triaging requests for analysis and incorporating state of the art technology for a streamlined workflow. The FSD has been accredited by ASCLD/LAB ISO 25 (now ANAB) since 2002 and follows the FBI mandated CODIS requirements for any and all forensic DNA analytical methods.

The Crime Lab has identified the need for the acquisition of a revolutionary mechanism for high throughput DNA analysis also known as Rapid DNA analysis. The FBI defines Rapid DNA as "the fully automated (hands free) process of developing a CODIS Core Loci STR profile from a reference sample buccal swab. The "

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Liz Arbuckle  
925-335-1529



### BACKGROUND: (CONT'D)

swab in – profile out” 90-minute process consists of automated extraction, amplification, separation, detection, and allele calling without human intervention.

In 2017, the Rapid DNA Act was signed into law and establishes a system for the integration of Rapid DNA instruments for use by law enforcement "to solve and prevent violent crimes and other crimes, to exonerate the innocent, to prevent DNA analysis backlogs".

The ability of the FSD to impact overall field and investigative operations with the advent of Rapid DNA cannot be underestimated. As the DA’s Office continues to push for more and more “Rush” requests in order to hold detainees over for charging purposes, the need for timely results is critical. The role and scope of the FSD has evolved to include not just routine biological examination and DNA analysis but real-time results and investigative leads based on rush requests and dangers to the community.

As of today and through the end of the calendar year, Thermo Fisher, a longstanding partner for the DNA Unit and its current successful operation is offering a quote for a RapidHIT ID System at a significant 50% discount. The offer for this instrument is \$97,123.48 (including shipping and taxes) – see quote attached.

Other forensic laboratories have adopted Rapid DNA technology; Orange County Sheriff’s Office here in California, Palm Bay Sheriff’s Office in Florida, Buck’s County in Pennsylvania have employed this RapidHIT ID System for the last ten years with great success. Rapid DNA has also most recently been used in Butte County for human remains identification for the Camp Fire victims.

### CONSEQUENCE OF NEGATIVE ACTION:

Estimated revenue and appropriations will not be reflected in the current year budget for the purpose of acquiring equipment.

### AGENDA ATTACHMENTS

TC24/27 5042

### MINUTES ATTACHMENTS

Signed: Appropriations & Adjustment No. 5042

CONTRA COSTA COUNTY  
APPROPRIATION ADJUSTMENT

T/C 27

AUDITOR-CONTROLLER USE ONLY

FINAL APPROVAL NEEDED BY:

- ☒ BOARD OF SUPERVISORS  
☐ COUNTY ADMINISTRATOR

ACCOUNT CODING		BUDGET UNIT: Sheriff's Office (0255)			
ORGANIZATION	EXPENDITURE SUB-ACCOUNT	EXPENDITURE ACCOUNT DESCRIPTION	<DECREASE>		INCREASE
2515	4948	MISCELLANEOUS EQUIPMENT			97,500 00
TOTALS			0	00	97,500 00

APPROVED

AUDITOR-CONTROLLER:

BY: [Signature] DATE 12/31/18

COUNTY ADMINISTRATOR:

BY: [Signature] DATE 1/9/19

BOARD OF SUPERVISORS:

YES:

NO:

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

EXPLANATION OF REQUEST

To adjust appropriations for purchase of RapidHIT ID System  
for the SO Forensic Division.

[Signature]

SIGNATURE

Fiscal Officer

TITLE

12/26/2018

DATE

APPROPRIATION

APOO

5042

ADJ. JOURNAL NO.



CONTRA COSTA COUNTY  
ESTIMATED REVENUE ADJUSTMENT  
T/C 24

ACCOUNT CODING		BUDGET UNIT: (0255) Sheriff's Office			
ORGANIZATION	REVENUE ACCOUNT	REVENUE ACCOUNT DESCRIPTION	INCREASE		<DECREASE>
2515	9951	REIMBURSEMENTS - GOV/GOV	97,500	00	
TOTALS			97,500	00	0 00

AUDITOR-CONTROLLER  
2019 DEC 28 P 2:19

APPROVED

AUDITOR-CONTROLLER:

BY: [Signature] DATE 12/31/18

COUNTY ADMINISTRATOR:

BY: [Signature] DATE 1/9/19

BOARD OF SUPERVISORS:

YES:

NO:

EXPLANATION OF REQUEST

To adjust appropriations for purchase of RapidHIT ID System  
for the SO Forensic Division.

[Signature]

SIGNATURE

Fiscal Officer

TITLE

12/26/2018

DATE

REVENUE ADJ.  
JOURNAL NO.

RAOO

5042

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

CONTRA COSTA COUNTY  
APPROPRIATION ADJUSTMENT  
T/C 27

## AUDITOR-CONTROLLER USE ONLY

FINAL APPROVAL NEEDED BY:

- ☒ BOARD OF SUPERVISORS  
☐ COUNTY ADMINISTRATOR

ACCOUNT CODING		BUDGET UNIT: Sheriff's Office (0255)			
ORGANIZATION	EXPENDITURE SUB-ACCOUNT	EXPENDITURE ACCOUNT DESCRIPTION	<DECREASE>		INCREASE
2515	4948	MISCELLANEOUS EQUIPMENT			97,500 00
TOTALS			0 00		97,500 00

APPROVED

AUDITOR-CONTROLLER:

BY: [Signature]DATE 12/31/18

COUNTY ADMINISTRATOR:

BY: [Signature]DATE 1/9/19

BOARD OF SUPERVISORS:

YES: Gioia, Andersen, Burgis, Mitchoff, Glover

NO: None

## EXPLANATION OF REQUEST

To adjust appropriations for purchase of RapidHIT ID System  
for the SO Forensic Division.

BY: [Signature]DATE 1/15/2019

(M123 Rev 2/06)

SIGNATURE [Signature]

Escal Officer

TITLE

12/20/2018

DATE

APPROPRIATION

APOO

5042

ADJ. JOURNAL NO.

CONTRA COSTA COUNTY  
ESTIMATED REVENUE ADJUSTMENT  
T/C 24

ACCOUNT CODING		BUDGET UNIT: (0255) Sheriff's Office			
ORGANIZATION	REVENUE ACCOUNT	REVENUE ACCOUNT DESCRIPTION	INCREASE		<DECREASE>
2515	9951	REIMBURSEMENTS - GOV/GOV	97,500	00	
TOTALS			97,500	00	0 00

APPROVED

AUDITOR-CONTROLLER:

BY: [Signature] DATE 12/31/18

COUNTY ADMINISTRATOR:

BY: [Signature] DATE 1/9/19

BOARD OF SUPERVISORS:

YES: Gioia, Andersen, Burgis, Mitchoff, Glover

NO: None

EXPLANATION OF REQUEST

To adjust appropriations for purchase of RapidHIT ID System  
for the SO Forensic Division.

BY: Stacy M Boyd DATE 1/15/2019

(M 8134 Rev. 2/86)

SIGNATURE

TITLE

12/28/2018  
DATEREVENUE ADJ.  
JOURNAL NO.

RAOO

5042



Contra  
Costa  
County

To: Board of Supervisors  
From: John Kopchik, Director, Conservation & Development Department  
Date: January 15, 2019

Subject: Reassign Planner III position and incumbent from Department #0280 to Department #0285

---

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 35522 to reassign position #11615 and incumbent, Planner III (5ATA) (represented), from Department 0280 (Conservation and Development) to 0285 (Energy Upgrade) in the Department of Conservation and Development effective October 1, 2018.

**FISCAL IMPACT:**

There is no cost associated with this request. Position #11615 is currently partially funded by Land Development (0280) and Energy Upgrade (0285). This action will move 100% of the costs for the position to 0285 due to increased funding for staffing for the Bay Area Regional Energy Network.

**BACKGROUND:**

The Bay Area Regional Energy Network (BayREN) is a collaborative partnership between the 9 Bay Area counties and receives funding authorized by the California Public Utilities Commission (CPUC). BayREN operates a variety of programs that promote energy efficiency in the built environment. These programs include resources and incentives for homeowners to improve the energy efficiency of their homes and education and training for local government agencies that enforce the energy efficiency requirements of the California Building Code. DCD staff provide support to BayREN and implement BayREN programs in Contra Costa County. The CPUC recently approved a funding increase and extension which provides a more stable, long-term source of funding for BayREN. This enables DCD to provide more staff support to

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Jami Napier, Deputy

Contact: Kelli Zenn,  
925-674-7726

cc: Sylvia Wong Tam

BACKGROUND: (CONT'D)

BayREN and receive revenue to offset the cost of this staffing. The recommended action would facilitate accurate accounting for increased staff time that DCD is now able to provide to BayREN.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the costs associated with this Planner III position and activities will not be efficiently accounted for, and will continue to require additional accounting work to ensure the proper funding source is utilized.

AGENDA ATTACHMENTS

P300 11615 Reassign position/incumbent from DCD Dept 0280 to 0285

MINUTES ATTACHMENTS

signed P300 11615



## POSITION ADJUSTMENT REQUEST

NO. 35522  
DATE 10/1/2018

Department No./

Budget Unit No. 0285 Org No. 0285 Agency No. 38Department Conservation & Development

Action Requested: ADOPT Position Adjustment Resolution #35522 to reassign position #11615 and incumbent Planner III (5ATA) (represented), from Department 0280 (Conservation and Development) to Department 0285 (Energy Upgrade) in the Department of Conservation and Development.

Proposed Effective Date: 10/1/2018Classification 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 \$150,000.00Net County Cost 0.00Total this FY \$112,500.00N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT NA

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

John Kopchik

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Deputy County Administrator

Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/28/2018

Reassign position #11615 and incumbent, Planner III (5ATA) (represented), from Department 0280 (Conservation and Development) to 0285 (Energy Upgrade) in the Department of Conservation and Development effective October 1, 2018.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☐ Day following Board Action.☒ 10/1/2018 (Date)

Eva V. Barrios

12/28/2018

(for) Director of Human Resources

Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 1/9/2019

- ☒ Approve Recommendation of Director of Human Resources  
☐ Disapprove Recommendation of Director of Human Resources  
☐ Other: \_\_\_\_\_

/s/ Julie DiMaggio Enea

(for) County Administrator

## BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ DISAPPROVED ☐David J. Twa, Clerk of the Board of Supervisors  
and County AdministratorDATE 1/15/19BY Jami Napier

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

NO. 35522  
DATE 10/1/2018

Department Conservation & Development

Department No./  
Budget Unit No. 0285 Org No. 0285 Agency No. 38

Action Requested: ADOPT Position Adjustment Resolution #35522 to reassign position #11615 and incumbent Planner III (5ATA) (represented), from Department 0280 (Conservation and Development) to Department 0285 (Energy Upgrade) in the Department of Conservation and Development.

Proposed Effective Date: 10/1/2018

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 \$150,000.00

Net County Cost 0.00

Total this FY \$112,500.00

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT NA

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

John Kopchik

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/28/2018

Reassign position #11615 and incumbent, Planner III (5ATA) (represented), from Department 0280 (Conservation and Development) to 0285 (Energy Upgrade) in the Department of Conservation and Development effective October 1, 2018.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☐ Day following Board Action.

☒ 10/1/2018 (Date)

Eva V. Barrios

12/28/2018

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 1/9/2019

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: \_\_\_\_\_

/s/ Julie DiMaggio Enea

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

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 1/9/2019

No. \_\_\_\_\_

1. Project Positions Requested:
2. Explain Specific Duties of Position(s)
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
4. Duration of the Project: Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
5. Project Annual Cost
  - a. Salary & Benefits Costs: \_\_\_\_\_
  - b. Support Costs: \_\_\_\_\_  
(services, supplies, equipment, etc.)
  - c. Less revenue or expenditure: \_\_\_\_\_
  - d. Net cost to General or other fund: \_\_\_\_\_
6. Briefly explain the consequences of not filling the project position(s) in terms of:
  - a. potential future costs
  - b. legal implications
  - c. financial implications
  - d. political implications
  - e. organizational implications
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
9. How will the project position(s) be filled?
  - ☐ a. Competitive examination(s)
  - ☐ b. Existing employment list(s) Which one(s)? \_\_\_\_\_
  - ☐ c. Direct appointment of:
    - ☐ 1. Merit System employee who will be placed on leave from current job
    - ☐ 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services  
Date: January 15, 2019

Subject: Add one Mental Health Clinical Specialist position and cancel one Substance Abuse Counselor position in the Health Services Department

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22397 to add one Mental Health Clinical Specialist (VQSB) position at salary plan and grade level TC2-1384 (\$4,980-\$7,394) and cancel one vacant Substance Abuse Counselor (VHVC) position #17212 at salary plan and grade level TC5-1436 (\$5,090-\$6,187) in Health Services Department. (Represented)

**FISCAL IMPACT:**

Upon approval, this request has an approximate annual increase of \$22,370 with pension cost of \$5,515 already included. This cost is funded by 50% Realignment and 50% Substance Abuse Block Grant.

**BACKGROUND:**

The Health Services Department is requesting to add one Mental Health Clinical Specialist and cancel one vacant Substance Abuse Counselor position #17212 as part of the Organized Delivery System Drug Medi-Cal (ODS-DMC) expansion activities at Discovery House, county operated Substance Use Disorder (SUD) Treatment Residential Facility and Quality Management. The new position will have dual function between ODS-DMC Plan and ODS-DMC Waiver which operates as managed care plan.

The primary duties under

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Jami Napier, Deputy

Contact: Sabrina Pearson, (925)  
957-5240

cc:

#### BACKGROUND: (CONT'D)

ODS-DMC Plan is to establish medical necessities for admission in SUD which require a Licensed Practitioner of the Healing Arts and referral to appropriate community facilities. Under ODS-DMC waiver the incumbent is responsible for quality management in tracking the quality, frequency, cost, timeliness and adherence to a wide set of regulatory requirements. The incumbent is also responsible to conduct the Annual Onsite Monitoring visits to SUD facilities to ensure compliance with regulatory requirements and provide necessary training for SUD providers.

#### CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, Alcohol and Other Drugs Services, Discovery House will not have the appropriate level of staffing to offer services to the clients and it will affect the program's ability to draw down federal funding via Med-Cal.

#### AGENDA ATTACHMENTS

P300 22397: Add 1 Mental Health Clinical Specialist and Cxl 1 Substance Abuse Counselor in HSD

#### MINUTES ATTACHMENTS

signed P300 22397



C-31

## POSITION ADJUSTMENT REQUEST

NO. 22397  
DATE 12/4/2018

Department Health Services

Department No./  
Budget Unit No.0466 Org No 5933. Agency No. A18

Action Requested: Add one Mental Health Clinical Specialist (VQSB) position and cancel one vacant Substance Abuse Counselor (VHVC) position #17212 in Health Services Department.

Proposed Effective Date: 01/15/2019

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 \$22,370

Net County Cost

Total this FY \$9,320

N.C.C. this FY

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 50% Realignment and 50% Substance Abuse Block Grant

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Sabrina Pearson

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

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 12/11/18

☐ 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 1/15/19

BY Jami Napier

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

NO. 22397  
DATE 12/4/2018

Department Health Services

Department No./  
Budget Unit No. 0466 Org No 5933. Agency No. A18

Action Requested: Add one Mental Health Clinical Specialist (VQSB) position and cancel one vacant Substance Abuse Counselor (VHVC) position #17212 in Health Services Department.

Proposed Effective Date: 01/15/2019

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 \$22,370

Net County Cost

Total this FY \$9,320

N.C.C. this FY

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 50% Realignment and 50% Substance Abuse Block Grant

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Sabrina Pearson

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

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 12/11/18

☐ 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 12/4/2018

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



# Contra Costa County

To: Board of Supervisors  
From: Anna Roth, Health Services  
Date: January 15, 2019

Subject: Add two Clerk-Senior Level positions, cancel one vacant Administrative Aide-Project position and one vacant Administrative Aide-Deep Class position

## **RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22398 to add two full-time Clerk-Senior Level (JWXC) positions at salary plan and grade level 3RX-1033 (\$3,406-\$4,350), cancel one vacant Administrative Aide-Project position #14698 (AP73) at salary plan and grade level C85-0972 (\$3,216-\$4,989); and one vacant Administrative Aide-Deep Class position #17050 (AP7A) at salary plan and grade level B85-0972 (\$3,216-\$4,989) in the Health Services Department. (Represented)

## **FISCAL IMPACT:**

Upon approval, this request has an annual savings of \$41,163 with pension costs of \$5,840 already included. This cost is funded by State California Department of Public Health (CDPH) allocation for Maternal, Child & Adolescent Health (MCAH) with Federal match from Title XIX funding.

## **BACKGROUND:**

The Health Services Department is requesting to add two Clerk-Senior Level positions and cancel one vacant Administrative Aide-Project position #14698 and one vacant Administrative Aide-Deep Class position #17050 as part

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Jami Napier, Deputy

Contact: Sabrina Pearson, (925)  
957-5240

cc:

BACKGROUND: (CONT'D)

of the restructuring to better serve the current needs of the Public Health Division specifically within Family, Maternal & Child Health Programs. Due to an increase of funding within programs such as Children's Oral Health that works with preschools, schools and community partners to offer access to oral health services that provides preventive dental services to children in low-income areas of the County.

The primary duties of the new positions include composing and corresponding independently in accordance with the function and required services of the unit, gathering information and completing necessary forms, and dealing tactfully with the public and departmental staff.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Children's Oral Health Program within Family Maternal and Child Health Program will not have the appropriate level of support staff with lead responsibilities and independence to support the clerical staff, which will negatively impact patient services.

AGENDA ATTACHMENTS

P300 22398\_Add 2 Sr Clks Cxl 2 Admin Aides in HSD

MINUTES ATTACHMENTS

signed P300 22398



## POSITION ADJUSTMENT REQUEST

NO. 22398  
DATE 12/4/18Department Health ServicesDepartment No./  
Budget Unit No. 5770 Org No. 5826 Agency No. A18

Action Requested: Add two Clerk-Senior Level (JWXC) positions and cancel one vacant Administrative Aide-Project (AP73) position #14698 and cancel one vacant Administrative Aide-Deep Class (AP7A) position #17050 in Health Services Department.

Proposed Effective Date: 1/15/2019Classification 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 \$41,163

Net County Cost

Total this FY \$8,232

N.C.C. this FY

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% State California Department of Public Health (CDPH) allocation for Maternal, Child & Adolescent Health (MCAH) with Federal match from Title XIX funding.

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Sabrina Pearson

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

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 12/11/18

☐ 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

1/15/19

BY

Jami Napier

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

NO. 22398  
DATE 12/4/18

Department Health Services

Department No./  
Budget Unit No.5770 Org No. 5826 Agency No. A18

Action Requested: Add two Clerk-Senior Level (JWXC) positions and cancel one vacant Administrative Aide-Project (AP73) position #14698 and cancel one vacant Administrative Aide-Deep Class (AP7A) position #17050 in Health Services Department.

Proposed Effective Date: 1/15/2019

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 \$41,163

Net County Cost

Total this FY \$8,232

N.C.C. this FY

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% State California Department of Public Health (CDPH) allocation for Maternal, Child & Adolescent Health (MCAH) with Federal match from Title XIX funding.

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Sabrina Pearson

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

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 12/11/18

☐ 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 12/4/2018

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



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services  
Date: January 15, 2019

Subject: Add one Clerk-Senior Level Position and cancel one Health Services Planner/Evaluator Level B-Project Position in the Health Services Department

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22410 to add one Clerk Senior-Level (JWXC) position at salary plan and grade level 3RX-1033 (\$3,406-\$4,350) and cancel one vacant Health Services Planner Evaluator Level B-Project position #14251 (VCXD) at salary plan and grade level ZB2-1323 (\$4,688-7,683) in the Health Services Department. (Represented)

**FISCAL IMPACT:**

Upon approval, this request has an annual cost savings of approximately \$61,774 with pension costs of \$15,230 already included. (Mental Health Services Act)

**BACKGROUND:**

The Health Services Department is requesting to cancel one vacant Health Services Planner/Evaluator-Level B-Project position (#14251) and add one Clerk-Senior Level position to better serve the current needs of the Behavioral Health Division. The new position will support the newly expanded Quality Improvement/Quality Assurance Unit. This unit oversees quality management which includes collecting and analyzing data to measure performance goals and actions identified by the Quality Improvement Committee and has expanded to a staff of 11 with no clerical support.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Jami Napier, Deputy

Contact: Sabrina Pearson, (925)  
957-5240

cc:

### BACKGROUND: (CONT'D)

The primary duties of the new position is to initiate and answer correspondence independently, prepare clear and concise reports and use knowledge of office methods and equipment including filing, indexing and cross-referencing methods to support the staff of the unit.

### CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Quality Improvement/Quality Assurance unit will not have adequate clerical staff to support the needs of the unit.

### AGENDA ATTACHMENTS

P300 No. 22410 HSD

### MINUTES ATTACHMENTS

signed P300 22410



## POSITION ADJUSTMENT REQUEST

NO. 22410  
DATE 12/24/2018Department Health Services

Department No./

Budget Unit No. 0460 Org No. 5890 Agency No. A18Action Requested: Add one Clerk-Senior Level (JWXC) position and cancel one vacant Health Services Planner/Evaluator Level B-Project (VCXD) position #14251 in the Health Services Department.Proposed Effective Date: 1/16/2019Classification 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 (\$61,773)Net County Cost \$0Total this FY (\$25,738)N.C.C. this FY \$0SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost savings to Mental Health Services Act programsDepartment must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Sabrina Pearson

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Enid Mendoza1/10/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Exempt from Human Resources Department 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 1/10/2019☐ Approve Recommendation of Director of Human Resources☐ Disapprove Recommendation of Director of Human Resources☒ Other: Approve as recommended by the department.Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ DISAPPROVED ☐David J. Twa, Clerk of the Board of Supervisors  
and County AdministratorDATE 1/15/19BY Dami Napier

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

NO. 22410  
DATE 12/24/2018

Department Health Services

Department No./  
Budget Unit No. 0460 Org No. 5890 Agency No. A18

Action Requested: Add one Clerk-Senior Level (JWXC) position and cancel one vacant Health Services Planner/Evaluator Level B-Project (VCXD) position #14251 in the Health Services Department.

Proposed Effective Date: 1/16/2019

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 (\$61,773)

Net County Cost \$0

Total this FY (\$25,738)

N.C.C. this FY \$0

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost savings to Mental Health Services Act programs

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Sabrina Pearson

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Enid Mendoza

1/10/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Exempt from Human Resources Department 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 1/10/2019

☐ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☒ Other: Approve as recommended by the department.

Enid Mendoza

\_\_\_\_\_  
(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

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 11/21/2018

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



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Dianne Dinsmore, Human Resources Director  
Date: January 15, 2019

Subject: Modify Specified Positions in Human Resources, Auditor-Controller, County Administrator, and Veterans Services (P300 #22347, 22400, 22404, 22409)

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolutions No. 22347, 22400, 22404, and 22409 to modify specified positions and classifications in the Human Resources, Auditor-Controller, County Administrator, and Veterans Services departments (detail attached) effective February 1, 2019; and also effective February 1, 2019, DELETE the Countywide Accounting Differential identified in Section 56 of the Management Resolution No. 2018/612.

**FISCAL IMPACT:**

Upon approval, these actions have a total current year cost of approximately \$15,300 and a net General Fund cost of \$5,000. The annual total cost is estimated to be \$110,100 and a net General Fund cost of \$56,700. The costs are net of position cancellations and charges to user departments.

**BACKGROUND:**

The recommended actions address staffing flexibility, collaboration and efficiency in service delivery, as well as recruitment and retention.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Jami Napier, Deputy

Contact: Dianne Dinsmore (925)  
335-1766

## BACKGROUND: (CONT'D)

>

### Human Resources

In June 2017, the Board approved retitling Employee Benefits Manager to Human Resources Manager-Exempt and adding a Human Resources Manager-Exempt position in the Personnel Services Unit, in part to increase flexibility and employee development opportunities. Retitling Personnel Services Supervisor to Human Resources Supervisor and abolishing the separate classification of Employee Benefits Supervisor aligns with this strategy.

The Personnel Services Unit recently moved to a team-based structure to ensure continuity of service to departments. The Lead Human Resources Analysts will provide technical oversight and have responsibility for the day-to-day work and integrity of an assigned team. The work of these positions emphasizes coordination with others to increase efficiencies and meet the operational needs of County departments.

A number of Human Resources-specific classifications are significantly below the median of our comparator agencies. Despite repeated recruitment and extensive outreach, the Department has been unsuccessful in recruiting qualified candidates, resulting in a 40% vacancy rate in Human Resources Consultant positions. The salary adjustments, including collapsing two Human Resources Consultant levels into one classification titled Human Resources Analyst, will bring the County closer to market.

The Board of Supervisors authorized the addition of a Human Resources Information Systems (HRIS) Administrator position in the Employee Benefits Division in the 2017/18 budget and authorized the establishment of the classification in December 2017 to provide the technical expertise and oversight needed to support the new functionality and increased complexity introduced with the upgrade to PeopleSoft 9.2 and implementation of Benefits Administration.

Since that time, the Department has attempted to recruit but has received no applications from candidates who possess the required skillset. As a result, the County continues to rely on a consultant to backfill the position. This is not a sustainable solution.

The HRIS Administrator is critical to the County's ability to provide PeopleSoft functionality for benefits administration, workforce and salary management, and integration with other HRIS systems, including the County's applicant tracking and onboarding system. Without a competitive salary, we have no reason to believe we would not continue to experience the same recruitment failures.

The level of responsibility and qualifications of the HRIS Administrator align with the Business Systems Manager classification. Therefore, it is recommended that the salary be reallocated to match that of Business Systems Manager.

### Auditor-Controller

The proposed actions affect represented and unrepresented classifications used solely in the Auditor-Controllers' Office. The first action combines the represented Auditor I-II-III/Supervisor and Accountant I-II-III classification series into an Accountant-Auditor I-II-III/Supervising Accountant-Auditor series to provide more flexibility for staffing and cross-training purposes. The second action eliminates one of the Assistant County Auditor-Controller positions and reclassifies the remaining position from a three-step class (one merit step and two performance steps) to a standard five step range. Eligibility for the existing accounting differential is eliminated, which has the net effect of adding two five percent steps to the series and brings the classification closer to market median. The third action reallocates the represented classifications of the Payroll Technician series to recognize the



increased level of difficulty resulting from the recent upgrade and modifications of the PeopleSoft system and provide a career ladder by enabling incumbents to count qualifying experience towards the accounting series. The final action reallocates the five-step unrepresented classification of Auditor-Controller Division Manager. Eligibility for the existing accounting differential is eliminated, which has the net effect of adding less than five percent to the series and brings the classification closer to market median.

### County Administrator

The proposed actions add additional steps to the unrepresented Management Analyst and Labor Relation classifications. These classifications are used solely in divisions of the County Administrator's Office (County Administration, Office of Reentry and Justice, Clerk of the Board, and Labor Relations). These classifications are significantly below the median of our comparator agencies. Despite repeated recruitment and extensive outreach, the Department has often been unsuccessful in recruiting qualified candidates. The salary adjustments include adding three new steps to the Management Analyst series, and two new steps to the Labor Relations series, which will bring the County closer to market and enhance current recruitments.

### Veterans Services

The proposed action moves the unrepresented, single position classification of County Veterans' Services Officer from a one-step class to a four-step class to recognize the increasing level of complexity regarding provision of benefits to veterans in Contra Costa County.

### CONSEQUENCE OF NEGATIVE ACTION:

For long-term continuity, the actions are required to reduce dependency on outside consultants and to train, retain and recruit qualified applicants.

### AGENDA ATTACHMENTS

P300 22347

Attachment to P300 22347 Revised

P300 22400

Attachment to P300 22400 revised

P300 22404

Attachment to P300 22404

P300 22409

### MINUTES ATTACHMENTS

signed P300 22347 22400 22404 22409

C.34

## POSITION ADJUSTMENT REQUEST

NO. 22347  
DATE 11/26/2017Department Human ResourcesDepartment No. /  
Budget Unit No. 0035 Org No. Multi Agency No. 05

Action Requested: Abolish, Establish, and Reallocate specified positions in the Human Resources Department as detailed in attachment.

Proposed Effective Date: 1/1/2019Classification 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 \$72,535.00Net County Cost \$19,085.00Total this FY \$16,818.00N.C.C. this FY \$6,367.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT 83% User Department Fee Offset, 17% NCCDepartment must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Tina Pruett

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Lisa Driscoll

1/7/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/9/2019

See attached.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☐ Day following Board Action.☒ 2/1/2019(Date)

Tina Pruett

1/10/2019

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 1/10/2019☒ Approve Recommendation of Director of Human Resources☐ Disapprove Recommendation of Director of Human Resources☐ Other: \_\_\_\_\_

Lisa Driscoll

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ DISAPPROVED ☐David J. Twa, Clerk of the Board of Supervisors  
and County AdministratorDATE 1/15/19BY Jami Napier

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

NO. 22400  
DATE 12/20/2018Department No. /  
Budget Unit No. 0010 Org No. Multi Agency No. 10Department Auditor-Controller

Action Requested: Cancel, add, and reallocate specified positions in the Auditor-Controller's Office accounting series as specified in Attachment.

Proposed Effective Date: 1/15/2019Classification 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 (\$36,000.00)Net County Cost (\$36,000.00)Total this FY (\$15,000.00)N.C.C. this FY (\$15,000.00)SOURCE OF FUNDING TO OFFSET ADJUSTMENT The adjustment will save approximately \$36,000 per year.Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Robert Campbell

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Lisa Driscoll

12/20/2018

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/20/2018

See attached.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☐ Day following Board Action.☒ 2/1/2019(Date)

Tina Pruitt

12/20/2018

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 1/7/2019☒ Approve Recommendation of Director of Human Resources☐ Disapprove Recommendation of Director of Human Resources☐ Other: \_\_\_\_\_

Lisa Driscoll

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ DISAPPROVED ☐David J. Twa, Clerk of the Board of Supervisors  
and County AdministratorDATE 1/15/19

BY

Jami Napier

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:

C-34

## POSITION ADJUSTMENT REQUEST

NO. 22404  
DATE 1/8/2019Department County Administrator

Department No./

Budget Unit No. Multi Org No. Multi Agency No. 03

Action Requested: Reallocate specified classifications in the County Administrator's Office analyst series as specified in Attachment.

Proposed Effective Date: 1/15/2019Classification 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 \$65,342.00Net County Cost \$65,342.00Total this FY \$10,055.00N.C.C. this FY \$10,055.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT Existing departmental appropriations.Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Lisa Driscoll

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Lisa Driscoll

1/10/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/10/2019

See attached.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☐ Day following Board Action.☒ 2/1/2019(Date)

Tina Pruitt

1/10/2019

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 1/10/2019☒ Approve Recommendation of Director of Human Resources☐ Disapprove Recommendation of Director of Human Resources☐ Other: \_\_\_\_\_

Lisa Driscoll

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ DISAPPROVED ☐David J. Twa, Clerk of the Board of Supervisors  
and County AdministratorDATE 1/15/19

BY

Jami Napie

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:

C.34

## POSITION ADJUSTMENT REQUEST

NO. 22409  
DATE 1/9/2019

Department Veterans Services

Department No./

Budget Unit No. 0579 Org No. 0579 Agency No. 95

Action Requested: Reallocate classification of County Veterans' Services Officer (96A1) from a one-step to four-step class by adding three steps to top of range (5% each). Place encumbent (Emp #77060) at New Step 2.

Proposed Effective Date: 2/1/2019

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 \$8,234.00

Net County Cost \$8,234.00

Total this FY \$3,431.00

N.C.C. this FY \$3,431.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Existing departmental appropriations.

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Lisa Driscoll

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Lisa Driscoll

1/9/2019

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

### HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/10/2019

REALLOCATE the classification of County Veterans' Services Officer (96A1)(unrepresented) from salary plan and grade BD5-2069 (\$9,529.93) to salary plan and grade BD5-2069 (\$9,529.93-11,032,09) and place incumbent Employee #77060 at the New Step 2.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☐ Day following Board Action.

☒ 2/1/2019(Date)

Tina Pruitt

1/10/2019

\_\_\_\_\_  
(for) Director of Human Resources

\_\_\_\_\_  
Date

### COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

1/10/2019

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: \_\_\_\_\_

Lisa Driscoll

\_\_\_\_\_  
(for) County Administrator

### BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ DISAPPROVED ☐

DATE 1/15/19

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

BY

Jami Napier

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

NO. 22347  
DATE 11/26/2017

Department Human Resources

Department No./

Budget Unit No. 0035 Org No. Multi Agency No. 05

Action Requested: Abolish, Establish, and Reallocate specified positions in the Human Resources Department as detailed in attachment.

Proposed Effective Date: 1/1/2019

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 \$72,535.00

Net County Cost \$19,085.00

Total this FY \$16,818.00

N.C.C. this FY \$6,367.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 83% User Department Fee Offset, 17% NCC

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

Tina Pruett

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Lisa Driscoll

1/7/2019

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/9/2019

See attached.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☐ Day following Board Action.

☒ 2/1/2019(Date)

Tina Pruett

1/10/2019

\_\_\_\_\_  
(for) Director of Human Resources

\_\_\_\_\_  
Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

1/10/2019

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: \_\_\_\_\_

Lisa Driscoll

\_\_\_\_\_  
(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:

**Human Resources**  
**Attachment to P300 #22347**

1. REALLOCATE the classification of Human Resources Technician (AG7B) (unrepresented) from salary plan and grade B85-1308 (\$4,485.93-\$5,452.67) to salary plan and grade B85-1136 (\$4,945.73-\$6,011.57), and place incumbents in steps as follows:
  - a. Employees # 87271 (Pos # 15834), 82258 (Pos # 15908), 87308 (Pos # 11765) at the New Step 1, with an anniversary date for merit review of February 1 going forward;
  - b. Employee # 79563 (Pos # 13178) at the New Step 2;
  - c. Employees 66569 (Pos # 13176), 78799, (Pos # 15251) 71593 (Pos # 11120) at the New Step 3.
2. REALLOCATE and RETITLE the classification of Senior Human Resources Consultant (AGTF) (unrepresented) from salary plan and grade B85-1768 (\$7,073.87-\$8,598.33) to Human Resources Analyst at salary plan and grade B85-1138 (\$6,416.21-\$8,598.33) and place incumbents in steps as follows:
  - a. Employees # 71386 (Pos # 14652), 73365 (Pos # 100), 71910 (Pos # 13287), Employee # 77218 (Pos # 15906) at the New Step 7;
  - b. Employee # 82341 (Pos # 15907) at the New Step 4;
  - c. Employee # 82358 (10953) at the New Step 4.
3. ESTABLISH the classification of Lead Human Resources Analyst (AGNA) (unrepresented) at salary plan and grade B85-1080 (\$7,427.56-\$9,953.64), and reclassify three vacant Human Resources Consultant positions (position #s 13175, 13243, 14653) to Lead Human Resources Analyst.
4. REALLOCATE and RETITLE the classification of Personnel Services Supervisor (AGDE) (unrepresented) from salary plan and grade B82-1821(\$7,680.50-\$10,329.42) to Human Resources Supervisor at salary plan and grade B82-1821 (\$7,707.97-\$10,329.42) with no Outstanding Performance Pay steps and reclassify the Employee Benefits Supervisor position and its incumbent to Human Resources Supervisor and place incumbents in steps as follows:
  - a. Employees # 71979 (Pos # 86) 27843 (Pos # 15832) 72237 (Pos # 93) at the New Step 7.
5. REALLOCATE the classification of Human Resources Information Systems Administrator (AGDG) (unrepresented) from salary plan and grade B85-1001 (\$7,931.79-\$10,629.35) to salary plan and grade B85-1001 (\$10,037.26-\$12,200.35)
6. REALLOCATE the classification of Human Resources Manager (AGD4) (unrepresented) from salary plan and grade B85-1954 (\$8,504.32-\$11,396.58) to salary plan and grade B85-1954 (\$9,375.994 -\$12,564.73), and place incumbents in steps as follows:
  - a. Employee # 82057 (Pos # 17206) at the New Step 5;
  - b. Employee # 86303 (Pos # 17266) at the New Step 4.
7. ABOLISH the classifications of Human Resources Consultant (AGVF) (unrepresented) and Employee Benefits Supervisor (AJHA) (unrepresented).

# POSITION ADJUSTMENT REQUEST

NO. 22400  
DATE 12/20/2018

Department Auditor-Controller

Department No./

Budget Unit No. 0010 Org No. Multi Agency No. 10

Action Requested: Cancel, add, and reallocate specified positions in the Auditor-Controller's Office accounting series as specified in Attachment.

Proposed Effective Date: 1/15/2019

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 (\$36,000.00)

Net County Cost (\$36,000.00)

Total this FY (\$15,000.00)

N.C.C. this FY (\$15,000.00)

SOURCE OF FUNDING TO OFFSET ADJUSTMENT The adjustment will save approximately \$36,000 per year.

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

Robert Campbell

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Lisa Driscoll

12/20/2018

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/20/2018

See attached.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☐ Day following Board Action.

☒ 2/1/2019(Date)

Tina Pruitt

12/20/2018

\_\_\_\_\_  
(for) Director of Human Resources

\_\_\_\_\_  
Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 1/7/2019

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: \_\_\_\_\_

Lisa Driscoll

\_\_\_\_\_  
(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:

**Auditor-Controller**  
**Attachment to P300 #22400**

1. ESTABLISH the following four classifications:
  - a. Accountant-Auditor I (represented) at salary level ZB5-1368 (\$5,051.24 - \$6,139.81) and reclassify positions and incumbents of Accountant I and Auditor I classifications as follows:
    - i. Employees #82010 (Pos #148) and #79286 (Pos #182) and vacant position #181 at the New Step 1
    - ii. Employees #83899 (Pos #150) and #84450 (Pos #205) at the New Step 3
    - iii. Employees #86709 (Pos #197) and #81473 (Pos #14848) at the New Step 5
  - b. Accountant-Auditor II (represented) at salary level ZB5-1408 (\$5,643.64 - \$6,859.88) and reclassify positions and incumbents of Accountant II and Auditor II classifications as follows:
    - i. Vacant position #180 at New Step 1
    - ii. Employees #82016 (Pos #183) and #82143 (Pos #202) at New Step 3
  - c. Accountant-Auditor III (represented) at salary level ZB5-1644 (\$6,418.55 - \$7,801.79) and reclassify positions and incumbents of Accountant III and Auditor III classifications as follows:
    - i. Vacant positions #135, #136, #155, and #203 at the New Step 1
    - ii. Employee #83141 (Pos #165) at the New Step 2
    - iii. Employees #67338 (Pos #15600) and #79732 (Pos #208) at the New Step 4
    - iv. Employee #78364 (Pos #194) and #71066 (Pos #184) at the New Step 5
  - d. Supervising Accountant-Auditor (represented) at salary level ZA5-1001 (\$7,492.85 - \$9,107.61) and reclassify positions and incumbents of Supervising Accountant classification as follows:
    - i. Employee #76495 (Pos #175) at the New Step 3
    - ii. Employee #81449 (Pos #17645) at the New Step 1
    - iii. Employee #72525 (Pos #171) at the New Step 4
2. CANCEL the classifications of Auditor I, II, and III (represented).
3. REALLOCATE the classification of Assistant County Auditor-Controller (SAB1) (unrepresented) from salary level B85-2263 (\$11,548.13-\$12,731.82) to salary level B85-0874 (\$12,125.54-\$14,738.67) and place incumbent employee #60474 (Pos #15538) at the New Step 5.
4. CANCEL one Assistant County Auditor-Controller (Vacant) (Unrepresented) position #206.
5. REALLOCATE the classification of Payroll Technician (JD7B) (represented) from salary level 3R5-1308 (\$4,484.2-5,450.58) to salary level 3R5-1308 (\$4,594.48 - \$5,584.62). Incumbent employees Emp #65004 (Pos #154), Emp # 77086 (Pos #198), and Emp #77762 (Pos #157) remain at current steps.

**Auditor-Controller**  
**Attachment to P300 #22400**

6. ESTABLISH the classification of Senior Payroll Technician (represented) at salary level 3R5-0719 (\$4,824.20 - \$5,863.85) and reclassify specified positions and incumbents of Payroll Technicians as follows:
  - a. Employees #62822 (Pos #200), #68618 (Pos #189), and #77008 (Pos #164) at the New Step 5
7. ESTABLISH the classification of Supervising Payroll Technician (represented) at salary level K6X-1001 (\$4,711.60 - \$6,314.00) and reclassify position and incumbent of Account Clerk Supervisor as follows:
  - a. Employee #34856 (Pos #13898) to New Step 7
8. REALLOCATE the classification of Auditor-Controller Division Manager (SADD) (unrepresented) from salary level B85-1004 (\$9,095.99 - \$11,056.23) to salary level B85-1004 (\$9,977.84 - \$12,128.13). No change to incumbents' current steps.



# POSITION ADJUSTMENT REQUEST

NO. 22404  
DATE 1/8/2019

Department County Administrator

Department No./

Budget Unit No. Multi Org No. Multi Agency No. 03

Action Requested: Reallocate specified classifications in the County Administrator's Office analyst series as specified in Attachment.

Proposed Effective Date: 1/15/2019

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 \$65,342.00

Net County Cost \$65,342.00

Total this FY \$10,055.00

N.C.C. this FY \$10,055.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Exisitng departmental appropriations.

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

Lisa Driscoll

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Lisa Driscoll

1/10/2019

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/10/2019

See attached.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☐ Day following Board Action.

☒ 2/1/2019(Date)

Tina Pruitt

1/10/2019

\_\_\_\_\_  
(for) Director of Human Resources

\_\_\_\_\_  
Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 1/10/2019

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: \_\_\_\_\_

Lisa Driscoll

\_\_\_\_\_  
(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:

**County Administration**  
**Attachment to P300 #22404**

1. REALLOCATE the classification of Management Analyst (ADVB) (unrepresented) from salary level B85-1434 (\$5,602.89-\$7,508.41) seven-step range to salary level B85-1434 (\$5,602.89-\$8,691.92) ten-step range. Incumbent employees remain at existing steps.
2. REALLOCATE the classification of Sr. Management Analyst (ADTD) (unrepresented) from salary level B85-1585 (\$6,506.44-\$8,719.25) seven-step range to salary level B85-1585 (\$6,506.44-\$10,093.63) ten-step range. Incumbent employees remain at existing steps.
3. REALLOCATE the classification of Principal Management Analyst (ADHB) (unrepresented) from salary level B85-1905 (\$8,923.10-\$10,846.11) five-step range to salary level B85-1905 (\$8,923.10-\$12,555.73) eight-step range.
4. REALLOCATE the classification of Sr. Deputy County Administrator (ADDH) (unrepresented) from salary level B85-1978 (\$9,601.47-\$12,866.88) seven-step range to salary level B85-1978 (\$9,601.47-\$14,895.03) ten-step range and place incumbent Employee #39386 (Pos #6424) at the New Step 8. Employees #60541, #82411, #53576, #61698, #87061 remain at existing steps.
5. REALLOCATE the classification of Labor Relations Analyst I (ADSI) (unrepresented) from salary level B85-1694 (\$6,574.10-\$7,990.86) five-step range to salary level B85-1694 (\$6,574.10-\$8,809.92) seven-step range.
6. REALLOCATE the classification of Labor Relations Analyst II (ADSJ) (unrepresented) from salary level B85-1840 (\$7,596.57-\$9,233.68) five-step range to salary level B85-1840 (\$7,596.57-\$10,180.13) seven-step range. Incumbent employees remain at existing steps.
7. REALLOCATE the classification of Principal Labor Relations Analyst (ADNC) (unrepresented) from salary level B85-1936 (\$8,354.08-\$10,154.43) five-step range to salary level B85-1936 (\$8,354.08-\$11,195.26) seven-step range. Incumbent employee remains at existing step.
8. REALLOCATE the classification of Labor Relations Manager (ADD6) (unrepresented) from salary level B85-2077 (\$9,605.72-\$11,675.81) five-step range to salary level B85-2077 (\$9,369.28-\$12,555.73) seven-step range and place incumbent Employee #83706 (Pos #15734) at the New Step 6.

# POSITION ADJUSTMENT REQUEST

NO. 22409  
DATE 1/9/2019

Department Veterans Services

Department No./

Budget Unit No. 0579 Org No. 0579 Agency No. 95

Action Requested: Reallocate classification of County Veterans' Services Officer (96A1) from a one-step to four-step class by adding three steps to top of range (5% each). Place encumbent (Emp #77060) at New Step 2.

Proposed Effective Date: 2/1/2019

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 \$8,234.00

Net County Cost \$8,234.00

Total this FY \$3,431.00

N.C.C. this FY \$3,431.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Exisitng departmental appropriations.

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Lisa Driscoll

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Lisa Driscoll

1/9/2019

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/10/2019

REALLOCATE the classification of County Veterans' Services Officer (96A1)(unrepresented) from salary plan and grade BD5-2069 (\$9,529.93) to salary plan and grade BD5-2069 (\$9,529.93-11,032,09) and place incumbent Employee #77060 at the New Step 2.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☐ Day following Board Action.

☒ 2/1/2019(Date)

Tina Pruitt

1/10/2019

\_\_\_\_\_  
(for) Director of Human Resources

\_\_\_\_\_  
Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

1/10/2019

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: \_\_\_\_\_

Lisa Driscoll

\_\_\_\_\_  
(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:



# Contra Costa County

To: Board of Supervisors  
From: Anna Roth, Health Services  
Date: January 15, 2019

Subject: Add one position in the Health Services Department

---

## **RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22411 to add one (1) Health Services Reimbursement Accountant (VCTA) position at salary level ZA5-1854 (\$7,699.64 - \$10,318.26), in the Health Services Department. (Represented)

## **FISCAL IMPACT:**

Upon approval, this action has an approximate annual cost of \$210,322 with pension cost of \$43,956 included. The cost is entirely offset by 100% CCHP HMO Enterprise Fund II.

## **BACKGROUND:**

The Manager of the Contra Costa Health Plan Finance Unit is retiring in the Spring of 2019. This request will allow the department to hire a replacement in order for the retiring manager to train this individual before separating from the County. The Department plans to cancel the vacated position after the Manager retires.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Jami Napier, Deputy

Contact: Jacqueline Kidd,  
925-957-5240

cc:

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Contra Costa Health Plan Finance Unit will not have adequately trained staff to meet the demands and operational needs of the health plan.

AGENDA ATTACHMENTS

P300 No. 22411 HSD

MINUTES ATTACHMENTS

signed P300 22411



## POSITION ADJUSTMENT REQUEST

NO. 22411  
DATE 12/21/2018

Department No./

Budget Unit No. 0540 Org No. 6567 Agency No. A18Department Health Services

Action Requested: Add one (1) permanent Health Services Reimbursement Accountant (VCTA) position at salary level ZA5-1854 (\$7,699.64 - \$10,318.26), in the Health Services Department. (Represented)

Proposed Effective Date: 01/15/2019Classification 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 \$210,322.11

Net County Cost

Total this FY \$105,161.05

N.C.C. this FY

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% CCHP HMO Enterprise II FundDepartment must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Jacqueline Kidd

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Enid Mendoza1/10/2019

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: \_\_\_\_\_ (Date)

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 1/10/2019

- ☐ Approve Recommendation of Director of Human Resources  
☐ Disapprove Recommendation of Director of Human Resources  
☒ Other: Approve as recommended by the department.

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ DISAPPROVED ☐David J. Twa, Clerk of the Board of Supervisors  
and County AdministratorDATE 1/15/19BY Dami Napier

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

NO. 22411  
DATE 12/21/2018

Department Health Services

Department No./  
Budget Unit No. 0540 Org No. 6567 Agency No. A18

Action Requested: Add one (1) permanent Health Services Reimbursement Accountant (VCTA) position at salary level ZA5-1854 (\$7,699.64 - \$10,318.26), in the Health Services Department. (Represented)

Proposed Effective Date: 01/15/2019

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 \$210,322.11

Net County Cost

Total this FY \$105,161.05

N.C.C. this FY

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% CCHP HMO Enterprise II Fund

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Jacqueline Kidd

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Enid Mendoza

1/10/2019

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: \_\_\_\_\_ (Date)

\_\_\_\_\_  
(for) Director of Human Resources

\_\_\_\_\_  
Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 1/10/2019

☐ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☒ Other: Approve as recommended by the department.

Enid Mendoza

\_\_\_\_\_  
(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

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 1/10/2019

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



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: January 15, 2019

Subject: Ray Morgan Co. Blanket PO for \$450,000 for a 60 month Lease of Canon C750, Countywide.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Public Works Director, a lease agreement with Ray Morgan Co., effective January 15, 2019, in an amount of \$450,000.00 to lease a Cannon C750 Digital Printer for a term of 60 months (five years).

**FISCAL IMPACT:**

The cost of printing is covered through charges to County departments. Print and Mail Services is a zero-net County cost operation. (100% Department User Fees)

**BACKGROUND:**

Our existing Xerox Color Printer is currently used beyond it's capacity and is causing weekly maintenance down time. The additional Color Printer will allow Print and Mail to continue to meet the print job deadlines requested by the County departments.

**CONSEQUENCE OF NEGATIVE ACTION:**

If we do not lease the additional Color Printer, Print and Mail Services will not be able to provide the excellent service we set as our standard.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: 01/15/2019 ☒ 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: January 15, 2019

Contact: Marie Estrada  
925-646-5515

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

By: , Deputy

cc:



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: January 15, 2019

Subject: Ray Morgan Co. Blanket PO for \$750,000 for a 60 month Lease of Canon C10000VP, Countywide.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Public Works Director, a lease agreement with Ray Morgan Co., effective January 15, 2019, in an amount of \$750,000.00 to lease a Canon C10000VP Digital Printer for a term of 60 months (five years).

**FISCAL IMPACT:**

The cost of printing is covered through charges to County departments. Print and Mail Services is zero-net County cost operation. (100% Department User Fees)

**BACKGROUND:**

The Canon C10000VP Digital Printer will be a replacement of the existing Xerox XC1000P whose lease expires December 2018. The Canon C10000VP is a 100 page per minute digital color printer. It is capable of printing up to 13 x 19 inch high quality color prints. This will be used to print color and complex variable data projects for County departments.

**CONSEQUENCE OF NEGATIVE ACTION:**

If we do not lease this equipment, the Canon C750 Digital Color Printer would not be capable of producing the volume of print jobs required.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stephanie Mello, Deputy

Contact: Marie Estrada  
925-646-5515

cc:





**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: January 15, 2019

Subject: Ray Morgan Co. Blanket PO for \$150,000.00 for a 24 Month Lease of two Canon 115's & one Canon 7200, Countywide.

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Public Works Director, a lease agreement with Ray Morgan Co., effective January 5, 2019, in an amount of \$150,000.00 to lease two Canon 115's and one Canon 7200 for a term of 24 months (two years).

**FISCAL IMPACT:**

The cost of printing is covered through charges to County departments. Print and Mail Services is a zero-net County cost operation. (100% Department User Fees)

**BACKGROUND:**

The two Canon 115's and Canon 7200 Digital Printers will be replacements for the existing two Caltronics Konica 1052's and Konica C1060 whose leases at the Martinez Copy Center expire Dec. 2018. Ray Morgan offered Print and Mail Services a savings of \$9,627.00 on B/W and Color clicks compared to Caltronics for the 24 month agreement.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this request is not approved, the employees at 651 Pine Street and the downtown Martinez County departments will be required to use the Print and Mail Services Copy Center located in Concord.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stephanie Mello, Deputy

Contact: Marie Estrada  
925-646-5515

cc:



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: January 15, 2019

Subject: National Head Start Association, Gro More Garden Grants Funding

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to apply for and accept funding from the National Head Start Association, for five Gro More Garden Grants in an amount up to \$5,000 each, for a total of \$25,000.

**FISCAL IMPACT:**

County to receive up to \$25,000 in gardening mini-grants. No county match is required.

**BACKGROUND:**

The National Head Start Association partnered with Scott's Miracle Gro Foundation to connect young children to healthy food by offering gardening mini-grants to reach Head Start families.

Mini-grants of \$5,000 each will assist Head Start programs to create edible gardens for young children and their families. If awarded, grantees will receive a garden kit which includes raised beds, weed cloth, tub trugs, child-sized hand tools, child-sized shovels, hose and reel, child-sized watering cans, adult and child-sized gloves, tomato towers, pots, seeds, organic soils and fertilizers, garden planting guides and curriculum. The garden grant is a three

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: CSB 681-6389

cc: Nasim Eghlima, Ressie Dayco, Sophia Talbot

**BACKGROUND: (CONT'D)**

year renewable grant program, which includes \$5,000 and a garden kit. Five department children's centers applied for the grant, including George Miller (Concord), Lavonia Allen, (Pittsburg), Los Nogales (Oakley), George Miller III (Richmond), and Crescent Park (Richmond).

**CONSEQUENCE OF NEGATIVE ACTION:**

If not approved, Department will not be able to pursue this gardening program, which would provide families with increased access to fresh produce.

**CHILDREN'S IMPACT STATEMENT:**

The grant will support two of the community outcomes established in the Children's Report Card: 2) "Children and Youth Healthy and Preparing for Productive Adulthood" and 4) "Families that are Safe, Stable and Nurturing" by providing nutritional information and encouragement to families for healthy lifestyles.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: January 15, 2019

Subject: Grant Award #28-701-5 with United States Department of Health and Human Services

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Grant Award #28-701-5 from the United States Department of Health and Human Services, to pay County an amount not to exceed \$200,000, for the operation of the Appian House Transitional Housing Program for youth ages 18-21 in Contra Costa County who are homeless and exiting the foster care system, for the period from September 30, 2018 through September 29, 2019.

**FISCAL IMPACT:**

Approval of this award will result in an amount not to exceed \$200,000, payable to the County, from Contra Costa Regional Health Foundation. County match of \$236,214 is required.

**BACKGROUND:**

The funds received from United States Department of Health and Human Services are necessary for the operation of the Appian House Transitional Housing Program which serves youth 18 to 21 years of age who are homeless and exiting the foster care system.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Lavonna Martin,  
925-608-6701

cc: L Walker, M Wilhelm

**BACKGROUND: (CONT'D)**

Approval of Grant Award #28-701-5 will allow the County to receive funding for the Appian House Transitional Housing Program, through September 29, 2019

**CONSEQUENCE OF NEGATIVE ACTION:**

If this award is not accepted, the Appian House Transitional Housing Program would be required to operate at reduced capacity, displacing youth back into homelessness.





Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: January 15, 2019

Subject: Agreement #29-818-1 with Public Health Foundation Enterprises, Inc.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Grant Agreement #29-818-1 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 15, 2019 through July 31, 2019.

**FISCAL IMPACT:**

This 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

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Daniel Peddycord  
925-313-6712

BACKGROUND: (CONT'D)

not performed. These infections can result in serious illness and hospitalization across the age spectrum. 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.

On March 13, 2018, the Board of Supervisors approved Grant Agreement #29-818 with Public Health Foundation Enterprises, Inc. to receive funds for participation in the eCEA, to study foodborne bacteria, for the period from January 1, 2018 through July 31, 2018.

Approval of Agreement #29-818-1 will allow the County to receive additional funds to support the eCEA Project, through July 31, 2019. This Agreement includes mutual indemnification.

CONSEQUENCE OF NEGATIVE ACTION:

If this agreement 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: January 15, 2019

Subject: Amendment Agreement #29-502-44 with the Department of Health Care Services

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Standard Amendment Agreement #29-502-44 (State #17-94124, A2) with the Department of Health Care Services, to amend Standard Agreement #29-502-42, to increase the amount payable to the County by \$198,204, from \$23,572,025 to a new payment limit not to exceed \$23,770,229, with no change in the original term of July 1, 2017 through June 30, 2020.

**FISCAL IMPACT:**

Approval of this amendment agreement will result in an increase of \$198,204 for Drug Medi-Cal Federal Participation revenues. No County match is required.

**BACKGROUND:**

The California Department of Health Care Services (DHCS) provides funding to counties for Substance Abuse Disorder (SUD) prevention and treatment services through a contractual mechanism. This contract is supported by State General Fund, Federal Substance Abuse Prevention and Treatment (SAPT) Block Grant and the Federal

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Matthew White,  
925-957-5201

cc: Marcy Wilhelm

**BACKGROUND: (CONT'D)**

Share of reimbursement claimed for Drug Medi-Cal services.

On December 5, 2017, the Board of Supervisors approved Standard Agreement #29-502-42 (as amended by Amendment Agreement #29-502-43) with the Department of Health Care Services, for the period from July 1, 2017 through June 30, 2020, to provide SUD prevention and treatment services.

Approval of this Standard (Amendment) Agreement #29-502-44, will increase funding for the Drug Medi-Cal Substance Abuse Treatment Services, with no change in the original term through June 30, 2020.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this amendment is not approved the County will not be able to continue to receive funds to support the Substance Abuse Services, Prevention and Treatment Program.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: January 15, 2019

Subject: Contract #23-618 with West Interactive Services Corporation for TeleVox Software

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a Software and Service Agreement #23-618 with West Interactive Services Corporation, in an amount not to exceed \$234,075 for TeleVox software appointment reminder system at Contra Costa Regional Medical Center, for the period from August 1, 2018 through March 31, 2020.

**FISCAL IMPACT:**

100% funding is included in the Hospital Enterprise Fund I Budget.

**BACKGROUND:**

Televox HouseCalls Automated Messaging Software and appointment reminder system provides meaningful use services to the Ambulatory and Mental Health Service Departments for appointment reminders to CCRMC patients pertaining to mammography reminders, mammography no-show/follow-up, pediatric immunization and



APPROVE



OTHER



RECOMMENDATION OF CNTY ADMINISTRATOR



RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Patrick Wilson,  
925-335-8700

cc: Marcy Wilhelm



BACKGROUND: (CONT'D)

ad hoc canceled appointments reminders. Televox interfaces with the CCRMC electronic records system.

Approval of Software and Services Agreement #23-618 will allow the vendor to continue providing services through March 31, 2020. These services were previously provided under a Purchase Order. The Agreement obligates the County to indemnify the vendor for breaches of the agreement or claims arising from County materials used with the system.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to approve the agreement and pay for the services would interrupt the messaging system reminders and fail to remind patients of important appointments or cancellations.

ATTACHMENTS



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Dianne Dinsmore, Human Resources Director  
Date: January 15, 2019

Subject: Contract with Worxtime, LLC for ACA Reporting Services

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Human Resources Director, or designee, to execute a three-year software and service contract with Worxtime, LLC in an amount not to exceed \$225,000 effective January 1, 2019 through December 31, 2021.

**FISCAL IMPACT:**

The cost of this contract is 100% funded through the Benefits Administration Fee.

**BACKGROUND:**

The Affordable Care Act (ACA) requires that the County file information returns with the Internal Revenue Service and provide statements to employees about the health insurance coverage offered by Contra Costa County. Worxtime, LLC will assist the Human Resources Department to comply with the ACA requirement by providing a cloud-hosted software solution. The system will enable the County to provide required data to Worxtime electronically. Worxtime will file the IRS required reports and mail the required statements to County employees. The contract obligates the County to indemnify Worxtime for losses arising out of the County's breach of the agreement.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Dianne Dinsmore  
925-335-1776

cc:

CONSEQUENCE OF NEGATIVE ACTION:

If the contract is not approved, the County will be unable to file timely and accurate returns to the IRS and furnish statements to employees as required by law and as a result, may incur significant fines imposed by the federal government.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: January 15, 2019

Subject: Approve a Blanket Purchase Order with Graybar Electric Company for Supplies

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent or designee to execute, on behalf of the Chief Information Officer, a blanket purchase order with Graybar Electric Company, in an amount not to exceed \$2,500,000 for the procurement of radio and telecommunications parts and equipment; data communications, security products and related products, as needed, for the period December 31, 2018 through January 31, 2023.

**FISCAL IMPACT:**

\$2,500,000 (100% User Fees); all costs are charged to the ordering departments through DoIT's billing process.

**BACKGROUND:**

The Department of Information Technology requires the ability to readily purchase parts, supplies and equipment in order to complete Work Order requests and other jobs submitted by their customers. The pricing is pursuant to U.S. Communities Contract Master Agreement NO. EV-2370 solicited by the City of Kansas City, Missouri, terms February 1, 2018 - January 31, 2023 with an option to renew for (3) additional (2) year periods.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

Contact: Joanne Buenger, Deputy CIO  
925-313-1202

By: Stacey M. Boyd, Deputy

cc:

### BACKGROUND: (CONT'D)

In accordance with Administrative Bulletin No. 611.0, blanket purchase orders in excess of \$100,000 require Board of Supervisors approval. The County Administrator's Office has reviewed this request and recommends approval.

### CONSEQUENCE OF NEGATIVE ACTION:

If the action is not approved, DoIT will not have the means necessary to process and pay anticipated expenses through the Blanket Purchase Order.

### ATTACHMENTS





**Contra  
Costa  
County**

To: Board of Supervisors  
From: Joseph E. Canciamilla, Clerk-Recorder  
Date: January 15, 2019

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 \$3456.65 to specified parties, as recommended by the Clerk-Recorder.

**FISCAL IMPACT:**

The recommendation will result in a reduction of \$3456.65 to the County General Fund: \$1259.50 is from the 2017-18 fiscal year and \$2197.15 is from the 2018-19 fiscal year.

**BACKGROUND:**

The County Clerk-Recorder received duplicate payment of documentary transfer tax or should not have collected transfer tax from the following parties in the amounts listed on the following page:

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Laura Wilson,  
925-335-7921

cc:

BACKGROUND: (CONT'D)

ePN, LLC 400 Second Ave S Minneapolis, MN 55401	Series #2018-007918	\$962.50
Simplifile Eric Keddington 5072 North 300 W Provo,UT 84604	Series #2018-0103184	\$297.00
Synrgo, Inc. 3380 N.San Fernando Los Angeles, CA 90065	Series #2018-0112376	\$533.50
Old Republic Title Attn: Alexis Williams 900 Colusa Ave #206 Berkeley, CA 94707	Series #2018-0154245	586.30
City of Martinez Christina Ratcliffe 525 Henrietta St. Martinez, CA 94553	Series #2018-0118370	\$639.00
Old Republic Title Co. Daisy DeGuzman 275 Battery St, Ste 1500 SF, CA 94111	Series #2018-0155786	\$438.35

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: Contra Costa County Fire Protection District Board of Directors  
From: Jeff Carman, Chief, Contra Costa County Fire Protection District  
Date: January 15, 2019

Subject: Purchase Order for Tactical Gear

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent to execute a purchase order with F.S.O.C., in an amount not to exceed \$195,000, for the purchase of tactical gear.

**FISCAL IMPACT:**

100% CCCFPD EMS Transport Fund

**BACKGROUND:**

Between the December 14, 2012 (the date of the Sandy Hook Elementary School shooting), and May 18, 2018, there have been 240 school shootings nationwide, resulting in 148 individuals killed and 310 wounded. Between January 2017 and May 2018, California schools experienced seven active shooting incidents, resulting in three individuals killed and six wounded. The trauma of these events prompted law enforcement agencies and first responders across the country to search for solutions on how to minimize casualties in an Intentional Mass Casualty Incident (I-MCI).

Joint statements from the International Association of Fire Fighters, California Professional Firefighters, and the International Fire Chiefs Association on active shooter events, as well as a newly developing National Fire Protection Association

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

Contact: Elizabeth Patterson, Fiscal Officer  
925-941-3300 x 1302

By: Stacey M. Boyd, Deputy

cc:

### BACKGROUND: (CONT'D)

guideline and other documentation, have directed that fire and law enforcement work together to provide common tactics, common communications, and effective operations.

To that end, the Contra Costa County Fire Protection District (District) is implementing policies and procedures to address CA Assembly Bill 1598, which relates to emergency response services for active shooter incidents. This includes collaboration between fire and law enforcement agencies regarding policy, training, response, and emergency treatment and extraction protocols for Active Shooter (AS) and Mass Casualty Incidents (MCI). A component of this is the acquisition of ballistic vests and helmets to provide protection to firefighters who respond on these types of incidents.

### CONSEQUENCE OF NEGATIVE ACTION:

Firefighters providing medical care to victims during active shooter incidents can be at risk of injury or death themselves. The District's current uniform for medical incidents does not provide protection from ballistic threats.

### CHILDREN'S IMPACT STATEMENT:

There is potential for an active shooter incident to occur at any location. While school shootings are relatively rare, they can be particularly devastating to the community.





Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: January 15, 2019

Subject: APPROVE a purchase order amendment with Cintas Fire Protection, Countywide.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a purchase order amendment with Cintas Fire Protection to increase the payment limit from \$99,000 to a new payment limit of \$140,000 for fire extinguisher maintenance, with no change to the original term April 1, 2017 through January 31, 2019, Countywide.

**FISCAL IMPACT:**

This cost is to be funded through Public Works Facilities budget and user departments. (100% Department User Fees)

**BACKGROUND:**

Public Works Fleet and Facilities Services are responsible for fire extinguisher maintenance in County buildings and vehicles. Fire extinguishers must, by law, be inspected and certified annually. Public Works bid this as Bidsync #1501-117, and awarded Cintas Fire Protection. This commodity was bid for two years with three possible one year extensions. This award is in the middle of the second possible renewal. Facilities Services has exhausted the funds in this purchase order and is requesting an increase in the value.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Stan Burton  
925-313-7077

cc:

CONSEQUENCE OF NEGATIVE ACTION:

If this agreement is not approved, fire extinguisher maintenance will discontinue.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Todd Billeci, County Probation Officer  
Date: January 15, 2019

Subject: Purchase Order Amendment – Sysco Food Service

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute a purchase order amendment with Sysco Food Service, Inc., on behalf of the Probation Department, to increase the amount by \$200,000 to a new total of \$1,560,000 and extend the term from December 31, 2018 to June 30, 2019 for the purchase of bulk foodstuffs for detained residents at the county juvenile facilities.

**FISCAL IMPACT:**

The cost of \$200,000 is funded through County General Fund as part of the Probation Department's operating budget.

**BACKGROUND:**

The Probation Department is required to provide residents detained at the Juvenile Hall and the Orin Allen Youth Rehabilitation Facility with three meals and two snacks each day. These meals must conform to the guidelines of California Code of Regulations (CCR), Title 15, section 1461. In addition to the state mandated guidelines breakfast and lunch must meet the requirements of the Hunger Free Kids Act of 2010 (HFKA) to qualify for reimbursement through the National School Lunch Program. Recent changes to the HFKA have mandated specific bidding and purchasing requirements. The purpose of this board order is to add funding and extend the effective date of purchase order 05096 to allow time to prepare, issue and evaluate an RFP in accordance with the with the new mandates of the HFKA; most noticeably the buy American provisions.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Danielle Fokkema,  
925-313-4195

cc:



CONSEQUENCE OF NEGATIVE ACTION:

The Probation Department will not have the necessary bulk foodstuffs to feed detained juveniles and the department will fail to be in compliance with Title 15 CCR.

CHILDREN'S IMPACT STATEMENT:

This action supports two of the community outcomes established in the Children's Report Card: 1) "Children and Youth Healthy and Preparing for Productive Adulthood" and 2) "Communities that are Safe and Provide a High Quality of Life for Children and Families."



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: January 15, 2019

Subject: Issuance of Request for Proposal #1166 for Respite Services

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to issue Request for Proposal #1166 for Respite Services in an amount not to exceed \$350,000 for the period July 1, 2019 through June 30, 2020.

**FISCAL IMPACT:**

Request for Proposal #1166 would solicit a \$350,000 contract for Respite Services. Funding for these service would consist of 79% State 2011 Realignment, and 21% County.

**BACKGROUND:**

The Employment and Human Services Department, Children and Family Services Bureau, requests issuance of a Request for Proposal (RFP) for Respite Services. Respite care is defined as support services intended to provide an interval of rest or relief for caregivers (resource parents, relative or non-relative extended family members) who are caring for program eligible children.

These services are necessary to provide comprehensive high quality in-home, out-of-home and site based respite services to support the relative caregivers and foster parents in their full-time role as caregivers. This program will support foster caregivers throughout the County. Most of these caregivers are with

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Elaine Burres  
608-4960

cc:



#### BACKGROUND: (CONT'D)

drug-exposed and medically fragile children. Respite services are available 24-hours a day, seven days a week.

In addition, the services are designed to: improve the safety, permanence, and well-being of the children receiving services; allow the primary caregiver(s) time for necessary self-care and to keep medical and other personal appointment; reduce stress; improve family stability; and, ensure families are able to access a range of resources that support permanence, stability, and self-sufficiency.

#### CONSEQUENCE OF NEGATIVE ACTION:

Caregivers will not have the opportunity to receive services for the children in their care, including those who are drug-exposed and medically fragile.

#### CHILDREN'S IMPACT STATEMENT:

Contracts resulting from this Request for Proposal for Respite Services will support four of the community outcomes in the Children's Report Card: 1) "Children Ready for and Succeeding in School"; 2) "Children and Youth Healthy and Preparing for Productive Adulthood"; 4) "Families that are Safe, Stable and Nurturing"; and, 5) "Communities that are Safe and Provide a High Quality of Life for Children and Families". Respite services may be used during times of crisis when a caregiver needs to be away from the home or when relative caregivers must pursue other activities that temporarily take them away from children whose special needs require ongoing care.



# Contra Costa County

To: Board of Supervisors  
 From: Anna Roth, Health Services Director  
 Date: January 15, 2019

Subject: Contract #26-904-30 with Stephen D. Weiss, M.D.

---

## **RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #26-904-30 with Stephen D. Weiss, M.D., an individual, in an amount not to exceed \$920,000, to provide general surgery services at Contra Costa Regional Medical Center (CCRMC) and Contra Costa Health Centers, for the period from January 1, 2019 through December 31, 2020.

## **FISCAL IMPACT:**

This contract is funded 100% by Hospital Enterprise Fund I. (No rate increase)

## **BACKGROUND:**

On December 12, 2017, the Board of Supervisors approved Contract #26-904-29 with Stephen D. Weiss, M.D., to provide general surgery services at CCRMC and Contra Costa Health Centers, for the period from January 1, 2018 through December 31, 2018.

Approval of Contract #26-904-30 will allow Contractor to continue to provide general surgery services at CCRMC and Contra Costa Health Centers through December 31, 2020.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: SAMIR SHAH, M.D.  
 (925) 370-5525

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, patients requiring general surgery services will not have access to Contractor's services.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: January 15, 2019

Subject: Authorize a Purchase Order with AT&T, Presidio Networked Solutions Group, LLC and a third-party lease agreement with Key Government Finance, Inc.

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Chief Information Officer, Department of Information Technology, purchase orders with AT&T; Presidio Networked Solutions Group, LLC; Anritsu Company; and Tescos, and a third-party lease agreement with Key Government Finance, Inc., in an amount not to exceed \$1,750,000 for the purchase of computer equipment, software, and support for the period February 1, 2019 through February 28, 2023, Countywide.

**FISCAL IMPACT:**

The cost of \$1,750,000 is charged back to user departments through the Department of Information Technology's billing process.

**BACKGROUND:**

The Department of Information Technology is purchasing Cisco and other computer equipment, Smartnet Solution Support, Endpoint Base and Subscription Licenses for the maintenance of the County's AT&T phone system, and radio systems. Key Government Finance, Inc., is a financing partner of Cisco Systems, Inc. The interest rate for this financing schedule is not to exceed 2.2%. The amount needed to cover the principal and interest has been budgeted for the fiscal year 2018/2019.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: David Gould, (925)  
313-2151

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Failure to maintain these critical systems may result in reduced capacity, system failure, and interrupted business and emergency operations.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: January 15, 2019

Subject: Amend Contract with Huntington Business Systems, Inc.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment with Huntington Business Systems, Inc., effective February 28, 2019, to increase the payment limit by \$63,075 to a new payment limit of \$140,325, and to extend the term end date from February 28, 2019 to February 29, 2020.

**FISCAL IMPACT:**

The contract will increase expenditures by \$63,075. The cost of the contract is covered by 100% Administrative Overhead allocations, which are 43% Federal, 52% State, 5% County funds.

**BACKGROUND:**

The amended contract with the vendor will provide continued services for software subscriptions, training, and technical assistance support of the Huntington Business Systems Software, Ecotime. The current contract term of March 1, 2018 through February 28, 2019, will be extend to end February 29, 2020.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: V. Kaplan, (925)  
608-4963

cc:



**BACKGROUND: (CONT'D)**

Contractor provides a Human Resources reporting software application developed specifically to better manage and administer the County's Department of Employment and Human Services (EHSD) duties under the Family Medical Leave Act (FMLA). This system includes the software, the database to be populated with EHSD payroll and timekeeping data, and the related servers and hardware.

**CONSEQUENCE OF NEGATIVE ACTION:**

EHSD will be unable to provide efficient services without the use of Contractor supplied software.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: January 15, 2019

Subject: Amendment #22-137-53 with Meals on Wheels Diablo Region

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract Amendment Agreement #22-137-53 with Meals on Wheels Diablo Region, a non-profit corporation, effective December 1, 2018, to amend Contract #22-137-52, to increase the payment limit by \$25,844, from \$439,118 to a new payment limit of \$464,962, with no change in the original term of July 1, 2018 through June 30, 2019, and to increase the automatic extension amount by \$6,460 from \$109,780 to \$116,240, with no change in the term of the automatic extension, through September 30, 2019

**FISCAL IMPACT:**

This amendment is funded by 100% by Title III-C2 of the Older Americans Act of 1965. (Rate increase)

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Dan Peddycord,  
925-313-6712

**BACKGROUND:**

On September 11, 2018, the Board of Supervisors approved Contract #22-137-52 with Meals on Wheels Diablo Region for the period from July 1, 2018 through June 30, 2019, which included a three-month automatic extension through September 30, 2019, for the provision of home-delivered meals for the Senior Nutrition Program, including modifications to County's standard indemnification clause and General Conditions.

Approval of Contract Amendment Agreement #22-137-53 will allow the Contractor to provide additional services through June 30, 2019.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this amendment is not approved, County's homebound senior citizens will not receive Senior Nutrition Program meals, which provide at least one third of their daily nutrition.



Contra  
Costa  
County

To: Board of Supervisors  
From: Sharon Offord Hymes, Risk Manager  
Date: January 15, 2019

Subject: Risk Management Legal Defense Contracts

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the County Director of Risk Management to execute contracts with selected legal firms for defense of the County in workers' compensation, medical malpractice and civil rights claims effective January 1, 2019 through December 31, 2019 in accordance with a specified fee schedule for the following firms: Bold, Polisner, Maddow, Nelson & Judson; Craddick, Candland & Conti; D'Andre, Peterson, Bobus & Rosenberg; Edrington, Schirmer & Murphy; Hanna, Brophy, MacLean, McAleer & Jensen; McClellan & Corren; McNamara, Ney, Beatty, Slattery, Borges & Ambacher; Mullen & Filippi; and Thomas, Lydng, Cartier & Gaus.

**FISCAL IMPACT:**

Legal costs are funded through the Workers' Compensation, Liability and Medical Malpractice Internal Service Funds.

**BACKGROUND:**

Legal firms are selected for their experience and expertise in particular areas of legal defense. Risk Management assigns cases to the various firms. The following legal firms selected for defense of claims

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☒ APPROVE
 ☐ OTHER  
☒ RECOMMENDATION OF CNTY ADMINISTRATOR
 ☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

Contact: Sharon Hymes-Offord  
(925) 335-1400

By: Stacey M. Boyd, Deputy

BACKGROUND: (CONT'D)

>

with one-year contracts from January 2019 to December 31, 2019 are: Bold, Polisner, Maddow, Nelson & Judson; Craddick, Candland & Conti; D'Andre, Peterson, Bobus & Rosenberg; Edrington, Schirmer & Murphy; Hanna, Brophy, MacLean, McAleer & Jensen; McClellan & Corren; McNamara, Ney, Beatty, Slattery, Borges & Ambacher; Mullen & Filippi; and Thomas Lyding, Cartier & Gaus.

CONSEQUENCE OF NEGATIVE ACTION:

The County will not have the benefit of aforementioned firms' legal expertise.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: January 15, 2019

Subject: Contract #72-121 with Life Technologies Corporation

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #72-116 with Life Technologies Corporation, a corporation, in an amount not to exceed \$70,406, to provide maintenance and repair services for Public Health Laboratory instruments, for the period November 18, 2018 through November 17, 2021.

**FISCAL IMPACT:**

This Contract is funded 100% by Public Health Laboratory Fees.

**BACKGROUND:**

Under Contract #72-121, Contractor will provide maintenance and repair services for instruments at the Public Health Laboratory for the period from November 18, 2018 through November 17, 2021. This contract includes modifications to County's standard indemnification clause.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Dan Peddycord,  
925-313-6712



CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the Health Services Department will not have access to Contractor's services.

ATTACHMENTS



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: January 15, 2019

Subject: Contract #26-604-13 with Michael C. Gynn, M.D.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #26-604-13 with Michael C. Gynn, M.D., an individual, in an amount not to exceed \$830,000, to provide general surgery services at Contra Costa Regional Medical Center (CCRMC) and Health Centers, for the period from January 1, 2019 through December 31, 2020.

**FISCAL IMPACT:**

This Contract is funded 100% by Hospital Enterprise Fund I. (No rate increase)

**BACKGROUND:**

On December 12, 2017, the Board of Supervisors approved Contract #26-604-12 with Michael C. Gynn, M.D., to provide general surgery services at CCRMC and Contra Costa Health Centers, for the period from January 1, 2018 through December 31, 2018.

Approval of Contract #26-604-13 will allow Contractor to continue to provide general surgery services at CCRMC and Contra Costa Health Centers through December 31, 2020.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: SAMIR SHAH, M.D.  
(925) 370-5525

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, patients requiring general surgery services will not have access to Contractor's services.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: January 15, 2019

Subject: Amendment #26-563-11 with Total Renal Care, Inc.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract Amendment Agreement #26-563-11 with Total Renal Care, Inc., a corporation, effective January 1, 2019, to amend Contract #26-563-10, to increase the payment limit by \$278,366, from \$321,634 to a new payment limit of \$600,000, with no change in the original term of January 27, 2018 through January 26, 2020.

**FISCAL IMPACT:**

This amendment is funded by 100% Hospital Enterprise Fund 1. (No rate increase)

**BACKGROUND:**

On January 23, 2018, the Board of Supervisors approved Contract #26-563-10 with Total Renal Care, Inc. for the provision of blood treatment services for inmates/patients at the Martinez Detention Facility, for the period from January 27, 2018 through January 26, 2020. Approval of Contract Amendment Agreement #26-563-11 will allow the Contractor to provide additional blood treatment services through January 26, 2020.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this amendment is not approved, County inmates/patients will not receive blood treatment services at Martinez Detention Center from this Contractor. .

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Jaspreet Benepal (925)  
370-5100





Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: January 15, 2019

Subject: Contract #26-547-3 with Baychildren's Physicians (dba UCSF Benioff Children's Physicians)

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #26-547-3 with Baychildren's Physicians (dba UCSF Benioff Children's Physicians), a non-profit organization, in an amount not to exceed \$180,000, to provide maternal-fetal medicine services at Contra Costa Regional Medical Center (CCRMC) and Health Centers, for the period from January 1, 2019 through December 31, 2019.

**FISCAL IMPACT:**

This Contract is funded 100% by Hospital Enterprise Fund I. (No rate increase)

**BACKGROUND:**

In October 2017, the County Administrator approved and the Purchasing Services Manager executed Contract #26-547-2 with Baychildren's Physicians (dba UCSF Benioff Children's Physicians) for the provision of perinatal services including clinic coverage, consultation, on-call coverage, training and medical procedures at Contra Costa Regional Medical Centers for the period from January 1, 2018 through December 31, 2018.

Approval of Contract #26-547-3 will allow Contractor to continue to provide

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: SAMIR SHAH, M.D.  
(925) 370-5525



BACKGROUND: (CONT'D)

maternal-fetal medicine services at CCRMC and Contra Costa Health Centers through December 31, 2019.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, patients requiring maternal-fetal services will not have access to Contractor's services.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: January 15, 2019

Subject: Contract #26-583-25 Specialty Laboratories, Inc. (dba Quest Diagnostics Nichols Institute of Valencia)

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #26-583-25 with Specialty Laboratories, Inc. (dba Quest Diagnostics Nichols Institute of Valencia), a corporation, in an amount not to exceed \$4,650,000, to provide clinical laboratory services at Contra Costa Regional Medical Center (CCRMC) and Contra Costa Health Centers, for the period from January 1, 2019 through December 31, 2020.

**FISCAL IMPACT:**

This Contract is funded 100% by Hospital Enterprise Fund I. (No rate increase)

**BACKGROUND:**

On February 7, 2017, the Board of Supervisors approved Contract #26-583-24 with Specialty Laboratories Inc. (dba Quest Diagnostics Nichols Institute of Valencia) to provide clinical laboratory services, including but not limited to diagnostic testing services requested by CCRMC and Health Centers, for the period from January 1, 2017 through December 31, 2018.

Approval

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: SAMIR SHAH, M.D.  
(925) 370-5525

**BACKGROUND: (CONT'D)**

of Contract #26-583-25 will allow Contractor to continue to provide clinical laboratory services at CCRMC and Contra Costa Health Centers through December 31, 2020.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this contract is not approved, patients requiring clinical laboratory services will not have access to Contractor's services.



Contra  
Costa  
County

To: Board of Supervisors  
From: John Kopchik, Director, Conservation & Development Department  
Date: January 15, 2019

Subject: Allocation of Funds from Livable Communities Trust (District I portion)

---

**RECOMMENDATION(S):**

ALLOCATE \$140,000 from the Livable Communities Trust (District I portion) to the Public Works Department for the Friends of the El Sobrante Library Building Project, as recommended by Supervisor Gioia.

**FISCAL IMPACT:**

No General Fund impact. This action allocates \$140,000 from the District I portion of the Livable Communities Trust Fund (Fund). The current available balance in the District I portion of the Fund is \$213,622.28.

**BACKGROUND:**

The Livable Communities Trust Fund (Fund) is a Special Revenue Mitigation Fund that was established by the Board of Supervisors on November 15, 2005, following the approval of the Camino Tassajara Combined General Plan Amendment Project, also known as the Alamo Creek and Intervening Property residential projects, and was required as a condition of approval. The Fund was established to implement the County's Smart Growth Action Plan. The residential developers pay an \$8,000 per unit fee (excluding affordable housing portions of the projects) into the Fund. The Department of Conservation and Development administers the Fund. On December 3, 2013, the Board of Supervisors determined

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: 01/15/2019 ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Kristin Sherk, (925)  
674-7887

cc:

#### BACKGROUND: (CONT'D)

that revenue from the Fund should be spent equally among supervisorial districts. At complete build-out, deposits to the Fund will total \$8,448,000. As of December 20, 2018, the account has collected \$8,040,000 in fees and \$567,261 in accrued interest with \$6,045,786 remaining in uncommitted funds. The approved expenditures to date are shown in Attachment A.

The proposed project consists of improvements to the El Sobrante Library located at 4191 Appian Way in El Sobrante. Specific improvements will be completed by Public Works Department staff and include repairs to the foundation, ADA upgrades, relocation of the HVAC, and interior improvements to better serve a greater number of people using the facility. Friends of the El Sobrante Library is an organization dedicated to improving library services in El Sobrante. Once the improvements are completed, the building will be a vibrant community space and a destination for community events in downtown El Sobrante. The building will also house the El Sobrante Historical Society and its exhibits.

The project supports goal four of the Smart Growth Action Plan to promote economic revitalization in urban infill communities.

#### CONSEQUENCE OF NEGATIVE ACTION:

The Friends of the El Sobrante Library Building project would not receive the subject funds, and the ability to complete the project would be compromised.

#### CHILDREN'S IMPACT STATEMENT:

The recommendation supports the following children's outcomes: (1) Children Ready for and Succeeding in School; (2) Children and Youth Healthy and Preparing for Productive Adulthood; and (5) Communities that are Safe and Provide a High Quality of Life for Children and Families.

#### ATTACHMENTS

LCT Project List

Liveable Communities Trust Fund

List of Projects

Number	Board Date	Project	Amount	Sup District		Expenditures	Remaining Balance
2013-01	10/22/2013	Northern Waterfront	\$ 250,000	All		\$ 250,000.00	\$ -
2016-01	6/14/2016	Heritage Point	\$ 1,432,830	I		\$ 57,599.72	\$ 1,375,230.28
2016-02	12/20/2016	Marsh Creek Trail	\$ 250,000	III		\$ -	\$ 250,000.00
2016-03	12/20/2016	Agriculture Policy Study	\$ 150,000	III		\$ 150,000.00	\$ -
2017-01	3/7/2017	Agra Tech Solar Light Greenhouse	\$ 50,000	IV and V	50% each	\$ 10,132.81	\$ 39,867.19
2017-02	3/14/2017	Rides for Veterans (Mobility Matters)	\$ 33,458	II		\$ 33,458.00	\$ -
2017-02	3/14/2017	Rides for Veterans (Mobility Matters)	\$ 50,187	IV		\$ 50,187.00	\$ -
2017-03	9/19/2017	Garden Park Apartments	\$ 125,000	IV		\$ 125,000.00	\$ -
2018-01	1/16/2018	SRV Street Smarts - 2018	\$ 20,000	II		\$ 20,000.00	\$ -
2018-02	2/27/2018	Contra Costa Housing Security Fund	\$ 10,000	II		\$ 10,000.00	\$ -
2018-03	3/27/2018	Newell Avenue Pathway	\$ 75,000	II		\$ 75,000.00	\$ -
2018-04	3/27/2018	Tri Valley Rising Report	\$ 10,000	II		\$ 10,000.00	\$ -
2018-05	6/12/2018	RYSE Acquisition	\$ 25,000	I		\$ 25,000.00	\$ -
2018-06	12/4/2018	SRV Street Smarts - 2019	\$ 20,000	II		\$ 20,000.00	\$ -
2018-07	12/18/2018	Choice in Aging	\$ 40,000	IV		\$ -	\$ 40,000.00
Total Allocated			\$ 2,541,475	Total Expenditures			\$ 836,377.53





Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: January 15, 2019

Subject: Contract #26-590-24 with The Greeley Company, LLC

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #26-590-24 with The Greeley Company, LLC, a Limited Liability Company, in an amount not to exceed \$400,000, to provide consulting for quality and compliance, external peer review, credentialing and medical staff services at Contra Costa Regional Medical Center (CCRMC) and Contra Costa Health Centers for the period from January 1, 2019 through December 31, 2019.

**FISCAL IMPACT:**

This Contract is funded 100% Hospital Enterprise Fund I. (New rates)

**BACKGROUND:**

On January 9, 2018, the Board of Supervisors approved Contract #26-590-23 with The Greeley Company, LLC, to provide consulting for quality and compliance, external peer review, credentialing and medical staff services, for the period from January 1, 2018 through December 31, 2018.

Approval of Contract

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Patrick Godley,  
925-957-5405

BACKGROUND: (CONT'D)

#26-590-24 will allow Contractor to continue to provide consulting for quality and compliance, external peer review, credentialing and medical staff services at CCRMC through December 31, 2019.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, County will not have access to Contractor's services.



# Contra Costa County

To: Board of Supervisors  
 From: Anna Roth, Health Services Director  
 Date: January 15, 2019

Subject: Purchase Order with Zimmer US, Inc.

---

## **RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Health Services Director, a Purchase Order with Zimmer US, Inc., in an amount not to exceed \$149,000 for the purchase of implants, supplies, and medical accessories for the Operating Room (OR) at the Contra Costa Regional Medical Center (CCRMC), for the period from February 1, 2019 through January 31, 2022.

## **FISCAL IMPACT:**

100% funding is included in the Hospital Enterprise Fund I budget.

## **BACKGROUND:**

Zimmer US, Inc. provides implants, supplies, and medical accessories for the Operating Room. CCRMC has utilized this vendor since 2007, are satisfied with their products, and do not seek to change vendors at this time. Purchase of supplies guarantees the successful repair of hip, knee, and shoulder replacement or fractures.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Jaspreet Benepal,  
 925-370-5101

cc: Marcy Wilhelm, Margaret Harris

CONSEQUENCE OF NEGATIVE ACTION:

If this Purchase Order is not approved, then the CCRMC and OR cannot perform hip, knee, or shoulder replacements or repair fractures.



Contra  
Costa  
County

To: Board of Supervisors  
From: Sharon L. Anderson, County Counsel  
Date: January 15, 2019

Subject: Approval of Contract for Specialized Professional Services

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the County Counsel, or designee, to execute, on behalf of Contra Costa County, a contract for specialized professional services with Todd Boley, Attorney at Law.

**FISCAL IMPACT:**

Services will be billed at hourly rates not to exceed \$250.00 per hour and will be charged 100% to the General Fund.

**BACKGROUND:**

A lawsuit has been filed against this County, the counties of Alameda and San Diego, and the State of California, seeking injunctive relief. The lawsuit, captioned Wylene Lena Hinkle, et al., v. Jennifer Kent, et al., United States District Court for the Northern District of California, Case No. 18-CF-06430-JCS, alleges legal deficiencies in the operation of the state's and counties' Medi-Cal programs. Todd Boley, Attorney at Law, has specialized expertise in the area of public assistance law and litigation. It is anticipated that the services of Todd Boley, Attorney at Law, will be of assistance in defending the County against the lawsuit.

**CONSEQUENCE OF NEGATIVE ACTION:**

The County will be unable to obtain the firm's services.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

Contact: Mary Ann Mason, (925) 335-1800

By: Stacey M. Boyd, Deputy



**Contra  
Costa  
County**

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: January 15, 2019

Subject: Pension Plan Consulting Contract

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the County Administrator, or designee, to a contract with Buck Global, LLC, in an amount not to exceed \$200,000 for pension plan consulting services for the period January 16, 2019 through June 30, 2020

**FISCAL IMPACT:**

Up to \$200,000. 100% department surcharges for employee pension and benefit planning and consulting.

**BACKGROUND:**

In 2009, the County contracted with Buck Consultants for pension plan consulting in an effort to find ways to mitigate increasing retirement costs. Buck was tasked with analyzing the current pension plan structure and developing alternative benefit formulas that may have provided the County with long-term savings. Additionally, Buck was asked to develop recommendations to assist the County in managing and mitigating its short-term and long-term retirement costs. Buck is an expert in pension liability management.

Today's action renews the contract with Buck, which has recently rebranded to Buck Global, LLC. The County will be able to consult with Buck on an as needed basis as pension related issues arise.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

Contact: Lisa Driscoll, County Finance  
Director (925) 335-1023

By: Stacey M. Boyd, Deputy

cc: Robert Campbell, County Auditor-Controller



CONSEQUENCE OF NEGATIVE ACTION:

The County will not have a consultant with pension expertise on contract to provide assistance on an as needed basis.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: January 15, 2019

Subject: Contract #27-572-8 with Clark S. Tsai, M.D., Inc.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #27-572-8 with Clark S. Tsai, M.D., Inc., a corporation, in an amount not to exceed \$800,000, to provide ophthalmology services for Contra Costa Health Plan (CCHP) members for the period February 1, 2019 through January 31, 2021.

**FISCAL IMPACT:**

This Contract is funded 100% by CCHP Enterprise Fund II. (Rate increase)

**BACKGROUND:**

On February 7, 2017, the Board of Supervisors approved Contract #27-572-7 with Clark S. Tsai, M.D., Inc. to provide ophthalmology services to CCHP members for the period from February 1, 2017 through January 31, 2019.

Approval of Contract #27-572-8 will allow the Contractor to continue to provide ophthalmology services for CCHP members through January 31, 2021.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Sharron Mackey,  
925-313-6104

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, certain specialized health care services for CCHP's members under the terms of their Individual and Group Health Plan membership contracts with the County will not be provided.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: January 15, 2019

Subject: Contract #27-773-5 with Manoj Sumanlal Desai, M.D.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #27-773-5 with Manoj Sumanlal Desai, M.D., in an amount not to exceed \$300,000, to provide pediatric primary care services for Contra Costa Health Plan (CCHP) members for the period February 1, 2019 through January 31, 2021.

**FISCAL IMPACT:**

This Contract is funded 100% by CCHP Enterprise Fund II. (No Rate increase)

**BACKGROUND:**

On February 14, 2017, the Board of Supervisors approved Contract #27-773-4 with Manoj Sumanlal Desai, M.D., to provide pediatric primary care services, for CCHP members for the period from February 1, 2017 through January 31, 2019.

Approval of Contract #27-773-5 will allow the Contractor to continue to provide pediatric primary care services through January 31, 2021.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Sharron Mackey,  
925-313-6104

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, certain specialized health care services for CCHP members under the terms of their Individual and Group Health Plan membership contracts with the County will not be provided.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: January 15, 2019

Subject: Contract #27-967-2 with Cheyenne Huber (dba Martinez Optometry)

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #27-967-2 with Cheyenne Huber (dba Martinez Optometry), an individual, in an amount not to exceed \$150,000, to provide optometry services for Contra Costa Health Plan (CCHP) members for the period from February 1, 2019 through January 31, 2021.

**FISCAL IMPACT:**

This Contract is funded 100% by CCHP Enterprise Fund II. (Rate increase)

**BACKGROUND:**

On January 10, 2017, the Board Of Supervisors approved Contract #27-967-1 with Cheyenne Huber, O.D. (dba Martinez Optometry), to provide optometry services for CCHP members, for the period February 1, 2017 through January 31, 2019.

Approval of Contract #27-967-2 will allow the contractor to continue providing optometry services for CCHP members through January 31, 2021.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Sharron Mackey,  
925-313-6104



CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, certain specialized health care services for CCHP members under the terms of their Individual and Group Health Plan membership contracts with the County will not be provided



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: January 15, 2019

Subject: Contract #24-403-20 with Jon Whalen, M.D.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #24-403-20 with Jon Whalen, M.D., an individual, in an amount not to exceed \$360,960, to provide outpatient psychiatric services to minors for the period from February 1, 2019 through January 31, 2020.

**FISCAL IMPACT:**

This Contract is funded by 50% Mental Health Realignment Funds and 50% Federal Medi-Cal. (No Rate increase)

**BACKGROUND:**

On November 7, 2017, the Board of Supervisors approved Contract #24-403-18 (as amended by Amendment Agreement #24-403-19) with Jon Whalen, M.D., to provide outpatient psychiatric services, including diagnosing, counseling, evaluation, and medical and therapeutic treatment and consulting and training in medical and therapeutic matters, for the period from February 1, 2018 through January 31, 2019.

Approval of Contract #24-403-20 will allow Contractor to continue providing outpatient psychiatric services through January 31, 2020.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Matthew White, M.D.,  
925-957-5201

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, County's clients will not have access to Contractor's outpatient psychiatric services.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: January 15, 2019

Subject: Contract #74-419-11 with William E. Berlingieri, M.D.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #74-419-11 with William E. Berlingieri, M.D., an individual, in an amount not to exceed \$391,680, to provide outpatient psychiatric services in West Contra Costa County, for the period from January 1, 2019 through December 31, 2019.

**FISCAL IMPACT:**

This Contract is funded 100% by Mental Health Services Act. (No rate increase)

**BACKGROUND:**

On October 17, 2017, the Board of Supervisors approved Contract #74-419-8, (as amended by Amendment Agreement #74-419-9 and #74-419-10) with William E. Berlingieri, M.D, to provide outpatient psychiatric services to mentally ill adults in West Contra Costa County, including diagnosing, counseling, evaluation, and medical and therapeutic treatment and consulting and training in medical and therapeutic matters for the period from January 1, 2018 through December 31, 2018.

Approval of Contract #74-419-11 will allow Contractor to continue providing outpatient psychiatric services through December 31, 2019.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Matthew White, M.D.,  
925-957-5201

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, patients requiring outpatient psychiatric services in West Contra Costa County will not have access to Contractor's services.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: January 15, 2019

Subject: Amendment/Extension #77-003-4 with Brighter Beginnings

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract Amendment/Extension Agreement #77-003-4 with Brighter Beginnings, a non-profit corporation, effective January 1, 2019, to amend Contract #77-003 to increase the payment limit by \$154,252 from \$225,344 to a new payment limit of \$379,596, and to extend the termination date from December 31, 2019 to December 31, 2020, for additional primary medical care services.

**FISCAL IMPACT:**

This Contract is funded 100% by Contra Costa Cares Program (28% CCHP Community Enterprise Fund III; 22% County General Fund; 50% local hospitals). (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 through #77-003-3), with Brighter Beginnings, to provide primary medical care services for the Contra Costa Cares Program for the period from November 1, 2015 through December 30, 2019.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Sharon Mackey,  
925-313-6104



**BACKGROUND: (CONT'D)**

Approval of Contract #77-003-4 will allow Contractor to continue providing primary medical care services to Contra Costa Cares Program participants through December 31, 2020.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this amendment is not approved, low income, uninsured families would not have access to primary medical 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: Kathy Gallagher, Employment & Human Services Director  
Date: January 15, 2019

Subject: 2018-19 First Baptist Early Head Start Enhancement & General Childcare Program contract amendment

---

**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 \$62,060.32 to a new limit of \$457,882.32 for Early Head Start Program Enhancement and State General Childcare Development services with no change to term July 1, 2018 through June 30, 2019.

**FISCAL IMPACT:**

This contract is funded with 26% Federal, Administration for Children and Families funds (\$120,000), and 74% State, California Department of Education funds (\$337,882.32).

[CFDA #93.600]

**BACKGROUND:**

The Department, through the Community Services Bureau, manages a childcare operation that includes Early Head Start and State General Childcare Development programs. In order to reach a wider community, the Bureau sub-contracts

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<input checked="" type="checkbox"/> APPROVE	<input type="checkbox"/> OTHER
<input checked="" type="checkbox"/> RECOMMENDATION OF CNTY ADMINISTRATOR	<input type="checkbox"/> RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: CSB (925) 681-6334

cc: Nelly Ige, Haydee Ilan, Ressie Dayco

**BACKGROUND: (CONT'D)**

with community based agencies to provide services. This contract is to further the reach of the above mentioned programs by providing 20 program slots for State General Childcare and 20 program slots for Early Head Start Program enhancement. The board approved the contract on July 10, 2018 (c.78). This amendment is to pass through the increased daily reimbursement rate (from \$38.87, to \$41.04) as approved by the State.

**CONSEQUENCE OF NEGATIVE ACTION:**

If not approved, Contractor will not be able to be reimbursed at the higher daily childcare rate.

**CHILDREN'S IMPACT STATEMENT:**

The Employment & Human Services Department Community Services Bureau 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.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: January 15, 2019

Subject: 2018-19 Little Angels Country School LLC State Preschool Childcare Contract Amendment

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment with Little Angels Country School LLC, to increase the payment limit by \$23,615.56 to a new payment limit of \$230,870 for State Preschool services, with no change to term July 1, 2018 through June 30, 2019.

**FISCAL IMPACT:**

This contract is entirely State funded by the California Department of Education.

**BACKGROUND:**

Contra Costa County receives funds from the Administration for Children and Families (ACF) to provide Head Start and Early Head Start services to program eligible County residents. Contra Costa also receives funds from the California Department of Education (CDE) to provide State Preschool services to program eligible County residents. The State requires an indemnification clause with County subcontractors wherein the subcontractor holds harmless the State and its officers for any losses.

In order to provide a wider distribution of services to County residents, the Department subcontracts with

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: CSB (925) 681-6333

cc: Monica DeVera, Ressie Dayco

**BACKGROUND: (CONT'D)**

a number of community-based organizations. Approval of this contract will allow the provision of vital preschool and childcare services to 36 program eligible children in Contra Costa County. The Board approved the contract on June 5, 2018 (c. 98). This amendment is to pass through the increased daily childcare rate as approved by the State. The amendment also includes Quality Improvement funding to be applied to classroom facility improvements.

**CONSEQUENCE OF NEGATIVE ACTION:**

If not approved, Contractor will not be reimbursed at the increased daily childcare rate.

**CHILDREN'S IMPACT STATEMENT:**

The Employment & Human Services Department Community Services Bureau 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.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: January 15, 2019

Subject: Amendment/Extension #77-002-4 with Lifelong Medical Care

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract Amendment/Extension Agreement #77-002-4 with Lifelong Medical Care, a non-profit corporation, effective January 1, 2019, to amend Contract #77-002 to increase the payment limit by \$642,936, from \$1,358,980, to a new payment limit of \$2,001,916, and extend the termination date from December 31, 2019 to December 31, 2020, for additional primary care medical services.

**FISCAL IMPACT:**

This Contract is funded 100% by Contra Costa Cares Program (28% CCHP Community Enterprise Fund III; 22% County General Fund; 50% local hospitals). (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 through #77-002-3), with Lifelong Medical Care, to provide primary care medical services for the Contra Costa Cares Program, for the period from November 1, 2015 through December 31, 2019.

Approval of Contract Amendment/Extension Agreement #77-002-4 will allow the Contractor to continue providing primary care services through December 31, 2020.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Sharron Mackey,  
925-313-6104



CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, low income, uninsured adults would not have access to primary care services in Contra Costa County.



Contra  
Costa  
County

To: Contra Costa County Fire Protection District Board of Directors  
From: Jeff Carman, Chief, Contra Costa County Fire Protection District  
Date: January 15, 2019

Subject: Purchase Order Amendment for Type III Wildland Firefighting Engines

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the purchasing agent, on behalf of the Fire Chief, to amend a purchase order with HME Incorporated to increase the amount from \$690,000 to \$694,000 for the purchase of two Type III wildland firefighting engines.

**FISCAL IMPACT:**

Increased cost of approximately \$4,000. 100% Pittsburg Special Fund (203800).

**BACKGROUND:**

On March 13, 2018, the Contra Costa County Fire Protection District (District) Board of Directors approved the purchase of two wildland engines in an amount not to exceed \$690,000. Purchase Order 11557 was issued April 4, 2018. During construction of the engines, the District needed to change the specifications to add flood lights to the apparatus. The change resulted in an increased total cost of \$693,782.26. The Purchase Order will need to be amended to reflect the price increase.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

Contact: Aaron McAlister, Assistant  
Chief 925-941-3300

By: Stacey M. Boyd, Deputy

cc:



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: January 15, 2019

Subject: Amendment/Extension #77-001-4 with La Clinica De La Raza, Inc.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract Amendment/Extension Agreement #77-001-4 with La Clinica De La Raza, Inc., a non-profit corporation, effective January 1, 2019, to amend Contract #77-001 to increase the payment limit by \$702,800, from \$1,415,568 to a new payment limit of \$2,118,368 and to extend the termination date from December 31, 2019 to December 31, 2020, for additional primary care medical services.

**FISCAL IMPACT:**

This Contract is funded 100% by Contra Costa Cares Program (28% CCHP Community Enterprise Fund III; 22% County General Fund; 50% local hospitals). (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 through #77-001-3), with La Clinica De La Raza, Inc. to provide primary care medical services for the Contra Costa Cares Program, for the period from November 1, 2015 through December 31, 2019.

Approval of Contract Amendment/Extension Agreement #77-001-4 will allow the Contractor to continue providing primary care services through December 31, 2020.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Sharon Mackey,  
925-313-6104

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, low income, uninsured adults would 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: January 15, 2019

Subject: Contract #74-509-1 with County of San Mateo

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #74-509-1 with County of San Mateo, a government agency, in an amount not to exceed \$123,041, to provide after-hours call coverage for the Behavioral Health Access Line, for the period from July 1, 2018 through June 30, 2019.

**FISCAL IMPACT:**

This Contract is funded 100% by County General Fund.

**BACKGROUND:**

Currently, the Behavioral Health Division Health Access Line after-hour calls are transferred to the Psychiatric Emergency Services (PES) Unit. The PES Unit logs in the call and distributes to the Behavioral Health Access Line the following morning. Routing the calls to the PES Unit has been an inefficient use of resources and the call drop rate has been an issue in State Audits. Allowing San Mateo County to administer the call answering services for the Behavioral Health Access Line will free up resources at the PES Unit, minimize the call drop rate and provide better coverage and coordination of care.

Under Contract #74-509-1, the Contractor will provide after-hours call coverage for the Behavioral Health Access Line, through June 30, 2019.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Matthew White, M.D.,  
925-957-5501

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the Health Access Line calls will continue to be routed to the PES Unit and Department will not meet the expectations of the State with regard to the call drop rate.

ATTACHMENTS





Contra  
Costa  
County

To: Board of Supervisors  
From: David O. Livingston, Sheriff-Coroner  
Date: January 15, 2019

Subject: Bay Alarm Contract

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Sheriff-Coroner, or designee, to execute a contract with Bay Alarm Inc. in an amount not to exceed \$20,000 and includes a contribution from Bay Alarm Inc. in the amount of \$40,000, for a profile and recruiting video, which will be produced by the subcontractor Campcreative, for the term January 1, 2019 through December 31, 2019.

**FISCAL IMPACT:**

\$20,000; Budgeted.

**BACKGROUND:**

The Contra Costa County Office of the Sheriff Recruiting Unit is seeking the development of a recruiting video to help attract Deputy Sheriff-Recruit and Dispatch candidates to our agency. Competition for recruitment has increased and having a professionally produced recruiting video has become industry standard. Bay Alarm and the Contra Costa County Office of the Sheriff are presently entered into a Sponsorship and Licensing Agreement that assists our agency with sponsorships for non-affiliated recruits in the Sheriff's Office Law Enforcement Academy, and also with advertising for recruiting. Bay Alarm has generously agreed to assist our agency in the production of a recruitment video, to be produced by the subcontractor Campcreative, by contributing \$40,000 towards the total cost of production of the recruitment video.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Sandra Brown  
925-335-1553

cc:

CONSEQUENCE OF NEGATIVE ACTION:

The Office of the Sheriff would need to locate an additional \$40,000 in funding to move forward with the Recruiting Video project.



# Contra Costa County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: January 15, 2019

Subject: Unpaid Student Training Agreement #72-122 with Capella University

---

## **RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #72-122, the Unpaid Student Training Agreement with Capella University, an educational institution, to provide supervised field instruction in the County's Public Health Division for masters of public health students for the period from January 1, 2019 through December 31, 2021.

## **FISCAL IMPACT:**

Non-financial agreement.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stephanie Mello, Deputy

Contact: Dan Peddycord,  
925-313-6712

**BACKGROUND:**

The purpose of this agreement is to provide Capella University masters of public health students with the opportunity to integrate academic knowledge with applied skills at progressively higher levels of performance and responsibility. Supervised fieldwork experience for students is considered to be an integral part of both educational and professional preparation. The Health Services Department can provide the requisite field education, while at the same time, benefitting from the students' services to patients.

Under Unpaid Student Training Agreement #72-122 Capella University students will receive supervised fieldwork instruction experience in the County's Public Health Division through December 31, 2021.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this contract is not approved, the students will not receive supervised fieldwork instruction in the County's Public Health Division.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: January 15, 2019

Subject: Amendment #26-758-5 with the Regents of the University of California, on behalf of the University of California, San Francisco Medical Center

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract Amendment Agreement #26-758-5 with the Regents of the University of California, on behalf of the University of California, San Francisco Medical Center (UCSF), a California Constitutional corporation, effective December 31, 2018, to amend Contract #26-758-3, for additional physicians to provide remote neurology and consultation services with no change in the payment limit of \$480,000 and no change in the term of January 1, 2018 through December 31, 2020.

**FISCAL IMPACT:**

This amendment is funded 100% by Hospital Enterprise Fund I. (No rate increase)

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stephanie Mello, Deputy

Contact: SAMIR SHAH,  
925-370-5525

**BACKGROUND:**

On April 12, 2016, the Board of Supervisors approved Contract #26-758-3 (as amended by amendment extension agreement #26-758-4) with UCSF to provide twenty-four hour a day, remote neurology and neurovascular consultation services for patients being treated in the Emergency Department or Inpatient Units at CCRMC, for the period from January 1, 2018 through December 31, 2020, including mutual indemnification.

Approval of Amendment Agreement #26-758-5 will allow the Contractor to provide additional services through December 31, 2020.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this amendment is not approved, safety and effectiveness of emergency stroke care in the CCRMC Emergency Department will not be increased.





Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: January 15, 2019

Subject: Unpaid Student Training Agreement #22-153-11 with San Francisco State University

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #22-153-11 the Unpaid Student Training Agreement with San Francisco State University, an educational institution, to provide supervised field instruction in the County's Public Health Division to nursing students, for the period from March 1, 2019 through February 28, 2022.

**FISCAL IMPACT:**

Non-financial agreement

**BACKGROUND:**

The purpose of this agreement is to provide San Francisco State University



APPROVE



OTHER



RECOMMENDATION OF CNTY ADMINISTRATOR



RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stephanie Mello, Deputy

Contact: Dan Peddycord,  
925-313-6712

cc: M Wilhelm, D Morgan

**BACKGROUND: (CONT'D)**

nursing students with the opportunity to integrate academic knowledge with applied skills at progressively higher levels of performance and responsibility. Supervised fieldwork experience for students is considered to be an integral part of both educational and professional preparation. The Health Services Department can provide the requisite field education, while at the same time, benefitting from the students' services to patients.

On February 9, 2016, the Board of Supervisors approved Contract #22-153-10 with San Francisco State University for the period from March 1, 2016 through February 28, 2019 for the provision of supervised fieldwork instruction experience with Health Services.

Approval of Unpaid Student Training Agreement #22-153-11 will allow San Francisco State University students to receive supervised fieldwork instruction experience, in County's Public Health Division, through February 28, 2022.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this contract is not approved, the students will not receive supervised fieldwork instruction experience in County's Public Health Division.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: January 15, 2019

Subject: Unpaid Student Training Agreement #22-528-9 with Contra Costa Community College District

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #22-528-9 the Unpaid Student Training Agreement with Contra Costa Community College District, an educational institution, to provide supervised field instruction in County's Public Health Division to nursing students, for the period from March 1, 2019 through February 28, 2022.

**FISCAL IMPACT:**

Non-financial agreement

**BACKGROUND:**

The purpose of this agreement is to provide San Francisco State University

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By: Stephanie Mello, Deputy

Contact: Dan Peddycord,  
925-313-6712

**BACKGROUND: (CONT'D)**

nursing students with the opportunity to integrate academic knowledge with applied skills at progressively higher levels of performance and responsibility. Supervised fieldwork experience for students is considered to be an integral part of both educational and professional preparation. The Health Services Department can provide the requisite field education, while at the same time, benefitting from the students' services to patients.

Under Unpaid Student Training Agreement #22-528-9 Contra Costa Community College District students will receive supervised fieldwork instruction experience in the County's Public Health Division through February 28, 2022.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this contract is not approved, the students will not receive supervised fieldwork instruction experience in County's Public Health Division.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: January 15, 2019

Subject: Payments for Services Provided by BHC Fremont Hospital, Inc.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Auditor-Controller, or designee, to pay \$15,522 to BHC Fremont Hospital, Inc. for the provision of inpatient psychiatric treatment services including diagnostic and therapeutic services and mental health treatment, for the period March 15, 2018 through June 26, 2018.

**FISCAL IMPACT:**

Payment is funded 100% by Mental Health Realignment.

**BACKGROUND:**

In December, 2017, the County Administrator approved and the Purchasing Services Manager executed Contract #24-794-12(1) with BHC Fremont Hospital, Inc. for the period from January 1, 2018 through June 30, 2018 for the provision of inpatient psychiatric treatment services including diagnostic and therapeutic services and mental health treatment.

Contra Costa Regional Medical Center (CCRMC) began sending patients to Contractor when CCRMC and John Muir Behavioral Health inpatient psychiatric units became full. This was unanticipated therefore the Division

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ATTESTED: January 15, 2019

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

By: Stephanie Mello, Deputy

Contact: Matthew White, M.D.,  
925-957-5201

BACKGROUND: (CONT'D)

was unable to amend the contract for additional funds in a timely manner.

As requested by the County, BHC Fremont Hospital, Inc. provided additional inpatient psychiatric treatment services in good faith. Behavioral Health Services Division Administration has therefore determined that BHC Fremont Hospital, Inc. is entitled to payment for the reasonable value of their services under the equitable relief theory of quantum meruit. That theory provides that where a person has been asked to provide services without a valid contract, and the provider does so to the benefit of the recipient, the provider is entitled to recover reasonable value of those services.

CONSEQUENCE OF NEGATIVE ACTION:

BHC Fremont Hospital, Inc. will not be paid for psychiatric treatment services rendered in good faith.

ATTACHMENTS





Contra  
Costa  
County

To: Board of Supervisors  
From: John Kopchik, Director, Conservation & Development Department  
Date: January 15, 2019

Subject: Historical Landmarks Advisory Committee (HLAC) 2018 Annual Report

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**RECOMMENDATION(S):**

ACCEPT the Contra Costa County Historical Landmarks Advisory Committee (HLAC) 2018 Annual Report.

**FISCAL IMPACT:**

Approval of the 2018 Annual Report will not have a fiscal impact. However, the HLAC is an unfunded committee and the cost of providing staff support is absorbed by the Department of Conservation and Development.

**BACKGROUND:**

On December 13, 2011, the Board of Supervisors adopted Resolution No. 2011/497, which requires that each regular and ongoing board, commission, or committee 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 the Historical Landmarks Advisory Committee (HLAC).

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ATTESTED: January 15, 2019

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

Contact: Dominique Vogelpohl,  
(925) 674-7888

By: Stephanie Mello, Deputy

cc:

## ATTACHMENTS

2018 HLAC Annual  
Report

## **2018 ADVISORY BODY ANNUAL REPORT**

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**Advisory Body Name:** Contra Costa County Historical Landmarks Advisory Committee (HLAC)

**Meeting Time/Location:** Meets on a quarterly basis, the second Thursday of the month at 30 Muir Road, Martinez, at 2:30 PM

**Chair:** Stephen Lawton / Carol Jensen

**Staff Person:** Dominique Vogelpohl  
Department of Conservation and Development (DCD)  
Community Development Division (CDD)  
(925) 674-7888

**Reporting Period:** January 2018 – December 2018

### **I. Activities**

- Flagging in the County computer system (Accela) all historical resources listed in the County's Historic Resources Inventory (HRI) that are located within unincorporated County.
- Performed research in establishing boundaries for the Valona Historic District located within Crockett.
- Research conducted of comparable city and county historical policies and ordinances to act as examples for HLAC contribution to the County General Plan Update.

### **II. Accomplishments**

- Chair Stephen Lawton retires from the HLAC after 11 years of service.
- At the Board of Supervisors meeting held on July 24, 2018, the Board adopted the recommendation of the Contra Costa County Historical Society to reinstate all Committee Members and appoint new Committee Member Melinda McCrary. The new expiration date for all Members is August 13, 2022.
- Carol Jensen and Melissa Jacobson appointed as new Chair and Vice Chair for the HLAC.

### **III. Attendance/Representation**

The five-member HLAC is comprised of four Contra Costa County Historical Society (CCCHS) members and the Deputy Director of the Department of Conservation and

Development, Community Development Division. The February 8 scheduled meeting was cancelled due to a lack of discussion items.

<b>Committee Member</b>	<b>2/8/18</b>	<b>5/10/18</b>	<b>8/9/18</b>	<b>11/8/18</b>
	Cancelled			
Melissa Jacobson, Seat 1	-	Present	Present	Present
Stephen Lawton, Seat 2	-	Present	-	-
Melinda McCrary, Seat 2	-	-	Present	Present
Raymond O'Brien, Seat 3	-	Absent	Present	Present
Carol Jensen, Seat 4	-	Present	Present	Absent
Aruna Bhat, Deputy Director, DCD	-	Present	Present	Present

#### IV. Training/Certification

- Reinstated Training Certification for a Member of a County Advisory Body – the Brown Act and Better Government Ordinance and Public Service Ethics Education Online Proof of Participation Certification
  - Melissa Jacobson, Seat 1
  - Raymond O'Brien, Seat 2
  - Carol Jensen, Seat 4
  - Aruna Bhat, DCD Deputy Director

#### V. Proposed Work Plan/Objectives for Next Year

- Request the Board of Supervisors adopt a Resolution to commemorate former Chair Stephen Lawton for his service to the HLAC.
- Contribute to the in-progress updating of the General Plan.
- Develop concepts for new policies to include in the Open Space Element of the General Plan.
- Update the County Historic Resources Inventory (HRI) to include each resource's correct address, Assessor Parcel Number, whether it is located within unincorporated County or a City jurisdiction, when it was added to the HRI by the Board of Supervisors, and the current status of the building/structure.
- Establishing application forms for nomination to the HRI and proposal of development to already established historical resources on the HRI, and California and National Register.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: January 15, 2019

Subject: November 2018 Operations Update of the Employment and Human Services Department, Community Services Bureau

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**RECOMMENDATION(S):**

ACCEPT the November 2018 update of the operations of the Employment and Human Services Department, Community Services Bureau, as recommended by the Employment and Human Services Director.

**FISCAL IMPACT:**

There is no fiscal impact.

**BACKGROUND:**

The Employment and Human Services Department submits a monthly report to the Contra Costa County Board of Supervisors (BOS) to ensure ongoing communication and updates to the County Administrator and BOS regarding any and all issues pertaining to the Head Start Program and Community Services Bureau.

**CONSEQUENCE OF NEGATIVE ACTION:**

Not applicable.

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ATTESTED: January 15, 2019

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

By: Stephanie Mello, Deputy

Contact: Elaine Burres  
608-4960

cc:

## ATTACHMENTS

CSB Nov 2018 CAO Report

CSB Nov 2018 HS Fiscal Report

CSB Nov 2018 EHS Fiscal Report

CSB Nov 2018 EHS CC Partnership Fiscal Report

CS Nov 2018 EHS CC Partnership #2 Report

CSB Nov 2018 LIHEAP

CSB Nov 2018 Credit Card Report

CSB Nov 2018 EHS Menu





To: David Twa, Contra Costa County Administrator  
From: Kathy Gallagher, EHSD Director  
Subject: Community Services Monthly Report  
Date: November 2018

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### News /Accomplishments

- The Annual Joint Board of Supervisors (BOS) and Head Start Policy Council (PC) Meeting was held on November 7<sup>th</sup> at the Crowne Plaza Hotel in Concord. The theme for this year's event was *Building Strong Communities Together*. Ed Condon, Executive for the Region Nine Head Start Association, was the Key Note Speaker. Following Ed's informative presentation, participants engaged in table discussions to reflect on what they learned and where they feel future attention needs to be focused. Guiding questions were provided at each table to prompt conversations. As shared decision makers, participants were asked to consider ways PC Representatives and the BOS could work together to ensure positive outcomes.
- Representatives from the State Legislative Analyst's Office visited CSB in November. They were interested in learning about facilities needs and the dollars needed. We had an opportunity to tour GM Concord and share pertinent information regarding the cots, needs and challenges associated with no State no longer offering a Facilities and Repair grant over the past several years.
- CSB hosted the quarterly Head Start and Early Head Start Health & Nutrition Advisory Committee on October 31<sup>st</sup>. Local health care providers joined CSB staff and families to engage and learn from each other about programs and services offered in the community and how each plays a role in supporting the wellness of Head Start children and families.
- CSB Managers and Assistant Managers attended the CLOUDS User Group Conference on November 13<sup>th</sup> – 15<sup>th</sup> in Lake Tahoe. As both presenters and participants, CSB staff shared their expertise with others including the many way CLOUDS supports them in their daily work.
- CSB Education Managers recently had the opportunity to meet with Transitional Kindergarten (TK) and Kindergarten teachers from Brentwood Unified School District to discuss supporting CSB children transitioning to kindergarten.
- Many sites are continuing to have their annual Fall Harvest and Back to School Nights. Families participate in art activities, gross motor games, and have the opportunity to spend time in the classroom with their child while celebrating the fall season.
- Preschool teachers received another training on Creative Curriculum on Saturday, October 20<sup>th</sup> to support curriculum implementation.
- The November early closure training for preschool and infant/toddler teachers focused on school readiness goals and activities to support children's growth.
- On November 14, 2018, five Economic Opportunity Council (EOC) Members including, Renee Zeimer, EOC Chair, and Dawn Miguel, Vice Chair, attended the Annual three-day

  
1470 Civic Court,  
Suite 200  
Concord, CA  
94520

  
P: 925 681 6300  
F: 925 313 8301

  
[www.cccounty.us/ehsd](http://www.cccounty.us/ehsd)



California Community Action Partnership Association(CalCAPA) Conference in Sonoma County. EOC members attended workshops on: Designing Systematic Transformation, creating a unified Culture between Utility Assistance and Weatherization, Community Services Block Grant 101, and Poverty and Inequality in California, and the 2020 census, to name a few. Over the course of the conference, EOC members developed tools to assist in developing the Community Action Plan, learned how to connect the needs assessment to the strategic plan, and heard from the experts on the 2020 Census.

- The EOC met and scored the applications for the 2019 CSBG subcontractor awards. The recommendations will be given to the full board for a vote on December 13<sup>th</sup>.
- CSB received word that the total allocation for the CSBG grant for 2019 will be \$850,578.00.

**I. Status Updates:**

**a. Caseloads, workload (all programs)**

- o Head Start enrollment: 97.43%
- o Early Head Start enrollment: 100.96% (Adjusted for classes in session)
- o Early Head Start Child Care Partnership enrollment: 100%
- o Early Head Start Child Care Partnership # 2 enrollment: 100.53%
- o Head Start Average Daily Attendance: 85.5%
- o Early Head Start Average Daily Attendance: 86.1%
- o Early Head Start Child Care Partnership Attendance: 86.1%
- o Stage 2: 425 families and 673 children
- o CAPP: 115 families and 191 children
  - In total: 540 families and 864 children
  - Incoming transfers from Stage 1: 29 families and 45 children
- o LIHEAP: 141 households have been assisted
- o Weatherization: 28 units

**b. Staffing:**

- o During the month of November, CSB hired one Clerk Experience Level, and two Intermediate Clerks to provide sufficient administrative support to the program, and three temporary Teachers to maintain a viable pull of substitutes needed for the classrooms. The Bureau promoted one Infant/Toddler teacher to an Associate Infant Toddler, two Teachers to Master Teachers and a Master Teacher to a Site Supervisor.
- o The Bureau is in the process of scheduling interviews for Infant/Toddler Associate Teachers, Site Supervisor II and III, Comprehensive Services Assistant Manager, Food Transporter and multiple Intermediate Clerks, both temporary and permanent.

**c. Union Issues:**

- o PEU Local 1 (Line staff unit) and CSB held a Skelly Hearing in early November.

## **II. Emerging Issues and Hot Topics:**

- CSB received through an Information Memorandum from ACF that the planned COLA increase for 2018 Head Start and Early Head Start programs will be 1.77%.
- CSB has applied for a Low-Cost Extension to the Regional Office requesting to roll-over \$820,000 in Head Start funds and \$750,000 in Program Improvement Grant (PIG) funds into the 2019 year. Classroom vacancies and grants to cover facilities repairs has led to the balance in 2018 Head Start funds. The PIG request for roll-over is due to ACF issuing the grant in September, too late for the grant to be fully expended by December 30.
- CSB continues to work diligently with Public Works to begin work on the new CSB central kitchen building located in Richmond. The architects have walked through and have begun preliminary drawings. Meanwhile, CSB is working on a facilities grant request to the Office of Head Start for funds to support this project.

CONTRA COSTA COUNTY  
COMMUNITY SERVICES BUREAU  
**2018 HEAD START PROGRAM**  
October 2018 Expenditures

1 DESCRIPTION	2 YTD Actual	3 Total Budget	4 Remaining Budget	5 % YTD
a. PERSONNEL	\$ 3,318,606	\$ 4,057,499	\$ 738,893	82%
b. FRINGE BENEFITS	2,065,389	2,584,554	519,165	80%
c. TRAVEL	-	-	-	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	200,457	143,000	(57,457)	140%
f. CONTRACTUAL	2,872,433	7,121,029	4,248,596	40%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	1,167,717	2,503,661	1,335,944	47%
<b>I. TOTAL DIRECT CHARGES</b>	<b>\$ 9,624,603</b>	<b>\$ 16,409,743</b>	<b>\$ 6,785,140</b>	<b>59%</b>
<b>j. INDIRECT COSTS</b>	<b>1,020,952</b>	<b>969,742</b>	<b>(51,210)</b>	<b>105%</b>
<b>k. TOTAL-ALL BUDGET CATEGORIES</b>	<b>\$ 10,645,555</b>	<b>\$ 17,379,485</b>	<b>\$ 6,733,930</b>	<b>61%</b>
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 3,149,381</i>	<i>\$ 4,344,871</i>	<i>\$ 1,195,491</i>	<i>72%</i>

**CONTRA COSTA COUNTY  
COMMUNITY SERVICES BUREAU  
2018 HEAD START PROGRAM  
October 2018 Expenditures**

1	2	3	4	5	6	7	8	9
	Jan-18 thru Mar-18	Apr-18 thru Jun-18	Jul-18 thru Sep-18	Actual Oct-18	Total YTD Actual	Total Budget	Remaining Budget	% YTD
<b>a. Salaries &amp; Wages (Object Class 6a)</b>								
Permanent 1011	923,758	895,050	839,373	354,249	3,012,430	3,682,453	670,023	82%
Temporary 1013	113,591	76,779	69,409	46,398	306,176	375,046	68,870	82%
<b>a. PERSONNEL (Object class 6a)</b>	<b>1,037,349</b>	<b>971,829</b>	<b>908,782</b>	<b>400,647</b>	<b>3,318,606</b>	<b>4,057,499</b>	<b>738,893</b>	<b>82%</b>
<b>b. FRINGE (Object Class 6b)</b>	<b>641,298</b>	<b>613,986</b>	<b>580,508</b>	<b>229,597</b>	<b>2,065,389</b>	<b>2,584,554</b>	<b>519,165</b>	<b>80%</b>
<b>e. SUPPLIES (Object Class 6e)</b>								
1. Office Supplies	19,372	15,144	9,414	4,247	48,177	38,000	(10,177)	127%
2. Child and Family Services Supplies (Includesclassroom Supp	2,641	9,448	66,502	17,503	96,093	45,000	(51,093)	214%
4. Other Supplies								
Computer Supplies, Software Upgrades, Computer Replace	29	38,180	412	459	39,080	40,000	920	98%
Health/Safety Supplies	3,355	2,204	-	-	5,559	4,000	(1,559)	139%
Mental helath/Diasabilities Supplies	-	-	-	-	-	-	-	
Miscellaneous Supplies	736	7,166	1,562	1,251	10,715	10,000	(715)	107%
Employee Morale	-	-	-	-	-	4,000	4,000	0%
Household Supplies	-	674	160	-	833	2,000	1,167	42%
<b>TOTAL SUPPLIES (6e)</b>	<b>26,132</b>	<b>72,814</b>	<b>78,050</b>	<b>23,460</b>	<b>200,457</b>	<b>143,000</b>	<b>(57,457)</b>	<b>140%</b>
<b>f. CONTRACTUAL (Object Class 6f)</b>								
1. Adm Svcs (e.g., Legal, Accounting, Temporary Contracts)	6,004	15,110	1,235	8,543	30,891	58,000	27,109	53%
Estimated Medical Revenue from Medi-Cal (Org 1432 - cred	-	(367,402)	-	-	(367,402)	(500,000)	(132,598)	73%
Health Consultant	11,200	14,000	11,200	4,760	41,160	55,700	14,540	74%
5. Training & Technical Assistance - PA11								
Interaction	-	-	3,000	-	3,000	6,000	3,000	50%
Diane Godard (\$50,000/2)	1,600	6,825	250	-	8,675	15,000	6,325	58%
Josephine Lee (\$35,000/2)	450	1,927	185	75	2,637	14,300	11,663	18%
Susan Cooke (\$60,000/2)	-	-	-	-	-	10,400	10,400	
7. Delegate Agency Costs								
First Baptist Church Head Start PA22	-	1,022,178	-	-	1,022,178	2,156,616	1,134,438	47%
First Baptist Church Head Start PA20	-	-	-	-	-	8,000	8,000	0%
8. Other Contracts								
FB-Fairgrounds Partnership (Wrap)	11,910	25,348	5,207	6,994	49,459	74,213	24,754	67%
FB-Fairgrounds Partnership	28,800	57,600	14,625	12,825	113,850	173,600	59,750	66%
FB-E. Leland/Mercy Housing Partnership	-	-	-	1,575	1,575	10,000	8,425	
Martinez ECC (18 HS slots x \$225/mo x 12/mo)	18,000	36,000	18,000	8,325	80,325	108,000	27,675	74%
YMCA of the East Bay	-	141,050	160,100	-	301,150	571,200	270,050	53%
Child Outcome Planning and Administration (COPA/Nulinx)	964	1,928	3,079	-	5,971	20,000	14,029	30%
Enhancement/wrap-around HS slots with State CD Program	1,918	514,162	1,062,883	-	1,578,963	4,340,000	2,761,037	36%
<b>f. CONTRACTUAL (Object Class 6f)</b>	<b>80,845</b>	<b>1,468,726</b>	<b>1,279,765</b>	<b>43,096</b>	<b>2,872,433</b>	<b>7,121,029</b>	<b>4,248,596</b>	<b>40%</b>
<b>h. OTHER (Object Class 6h)</b>								
2. Bldg Occupancy Costs/Rents & Leases	51,167	73,771	57,838	74,203	256,978	325,000	68,022	79%
(Rents & Leases/Other Income)	-	(567)	-	-	(567)	-	567	
4. Utilities, Telephone	55,894	77,201	43,604	44,700	221,399	300,000	78,601	74%
5. Building and Child Liability Insurance	2,707	-	-	-	2,707	3,000	294	90%
6. Bldg. Maintenance/Repair and Other Occupancy	7,151	27,811	30,424	3,832	69,218	820,851	751,633	8%
8. Local Travel (55.5 cents per mile effective 1/1/2012)	6,497	15,269	3,812	2,544	28,123	50,000	21,877	56%
9. Nutrition Services								
Child Nutrition Costs	39,303	103,983	7,478	35,478	186,241	310,000	123,759	60%
(CCFP & USDA Reimbursements)	-	(57,041)	(2,759)	-	(59,799)	(230,000)	(170,201)	26%
13. Parent Services								
Parent Conference Registration - PA11	784	-	-	-	784	4,000	3,216	20%
Parent Resources (Parenting Books, Videos, etc.) - PA11	-	-	-	-	-	1,000	1,000	0%
PC Orientation, Trainings, Materials & Translation - PA11	3,098	3,862	2,191	1,569	10,719	12,700	1,981	84%
Policy Council Activities	21	929	-	-	949	4,000	3,051	24%
Male Involvement Activities	-	-	-	-	-	500	500	0%
Parent Activities (Sites, PC, BOS luncheon) & Appreciation	2,825	-	-	-	2,825	7,500	4,675	38%
Child Care/Mileage Reimbursement	732	3,202	577	330	4,842	5,100	258	95%
14. Accounting & Legal Services								
Auditor Controllers	-	1,836	-	932	2,768	7,000	4,232	40%
Data Processing/Other Services & Supplies	2,870	5,051	3,088	1,544	12,553	15,000	2,447	84%
15. Publications/Advertising/Printing								
Outreach/Printing	-	-	-	-	-	100	100	0%
Recruitment Advertising (Newspaper, Brochures)	-	1,338	-	-	1,338	2,500	1,162	54%
16. Training or Staff Development								
Agency Memberships (WIPFLI, Meeting Fees, NHSA, NAE	286	8,482	4,276	322	13,366	22,098	8,732	60%
Staff Trainings/Dev. Conf. Registrations/Memberships - PA	6,403	42,985	32,411	10,023	91,822	126,846	35,024	72%
Family, Community and Parent Involvement	-	-	-	-	-	95,000	95,000	0%
17. Other								
Site Security Guards	3,123	12,617	505	-	16,245	35,000	18,755	46%
Dental/Medical Services	-	-	-	-	-	1,000	1,000	0%
Vehicle Operating/Maintenance & Repair	13,730	41,891	18,521	8,348	82,491	155,000	72,509	53%
Equipment Maintenance Repair & Rental	37,983	70,475	10,059	47,829	166,346	191,718	25,372	87%
Dept. of Health and Human Services-data Base (CORD)	1,825	6,546	-	2,500	10,870	12,000	1,130	91%
Field Trips	-	4,855	-	-	4,855	5,000	145	
Other Operating Expenses (Facs Admin/Other admin)	13,652	11,642	7,836	7,514	40,644	186,748	146,104	22%
Other Departmental Expenses	-	-	-	-	-	35,000	35,000	
<b>h. OTHER (6h)</b>	<b>250,051</b>	<b>456,138</b>	<b>219,861</b>	<b>241,668</b>	<b>1,167,717</b>	<b>2,503,661</b>	<b>1,335,944</b>	<b>47%</b>
<b>i. TOTAL DIRECT CHARGES (6a-6h)</b>	<b>2,035,675</b>	<b>3,583,493</b>	<b>3,066,966</b>	<b>938,468</b>	<b>9,624,603</b>	<b>16,409,743</b>	<b>6,785,140</b>	<b>59%</b>
<b>j. INDIRECT COSTS</b>	<b>238,700</b>	<b>508,511</b>	<b>166,205</b>	<b>107,537</b>	<b>1,020,952</b>	<b>969,742</b>	<b>(51,210)</b>	<b>105%</b>
<b>k. TOTALS (ALL BUDGET CATEGORIES)</b>	<b>2,274,375</b>	<b>4,092,004</b>	<b>3,233,172</b>	<b>1,046,005</b>	<b>10,645,555</b>	<b>17,379,485</b>	<b>6,733,930</b>	<b>61%</b>
<b>Non-Federal Share (In-kind)</b>	<b>568,594</b>	<b>1,510,993</b>	<b>808,293</b>	<b>261,501</b>	<b>3,149,381</b>	<b>4,344,871</b>	<b>1,195,491</b>	<b>72%</b>

CONTRA COSTA COUNTY  
COMMUNITY SERVICES BUREAU  
**2018 EARLY HEAD START PROGRAM**  
October 2018 Expenditures

1 DESCRIPTION	2 YTD Actual	3 Total Budget	4 Remaining Budget	5 % YTD
<b>a. PERSONNEL</b>	\$ 552,899	\$ 661,939	\$ 109,040	84%
<b>b. FRINGE BENEFITS</b>	238,163	413,339	175,176	58%
<b>c. TRAVEL</b>	-	-	-	0%
<b>d. EQUIPMENT</b>	-	-	-	0%
<b>e. SUPPLIES</b>	17,212	16,800	(412)	102%
<b>f. CONTRACTUAL</b>	2,420,694	2,292,672	(128,022)	106%
<b>g. CONSTRUCTION</b>	-	-	-	0%
<b>h. OTHER</b>	36,992	99,983	62,991	37%
<b>I. TOTAL DIRECT CHARGES</b>	\$ 3,265,961	\$ 3,484,733	\$ 218,772	94%
<b>j. INDIRECT COSTS</b>	65,669	143,657	77,988	46%
<b>k. TOTAL-ALL BUDGET CATEGORIES</b>	<u>\$ 3,331,630</u>	<u>\$ 3,628,390</u>	<u>\$ 296,760</u>	<u>92%</u>
<i>In-Kind (Non-Federal Share)</i>	<u>\$ 815,967</u>	<u>\$ 907,098</u>	<u>\$ 91,131</u>	<u>90%</u>



CONTRA COSTA COUNTY  
COMMUNITY SERVICES BUREAU  
**2018 EARLY HEAD START PROGRAM**  
October 2018 Expenditures

1	2	3	4	5	6	7	8	9
	Jan-18 thru Mar-18	Apr-18 thru Jun-18	Jul-18 thru Sep-18	Actual Oct-18	Total YTD Actual	Total Budget	Remaining Budget	% YTD
<b>Expenditures</b>								
<b>a. Salaries &amp; Wages (Object Class 6a)</b>								
Permanent 1011	86,807	52,555	50,089	340,162	529,613	580,660	51,047	91%
Temporary 1013	7,022	8,256	8,008	-	23,287	81,279	57,992	29%
<b>a. PERSONNEL (Object class 6a)</b>	<b>93,830</b>	<b>60,811</b>	<b>58,097</b>	<b>340,162</b>	<b>552,899</b>	<b>661,939</b>	<b>109,040</b>	<b>84%</b>
<b>b. FRINGE (Object Class 6b)</b>	<b>57,054</b>	<b>34,599</b>	<b>33,122</b>	<b>113,387</b>	<b>238,163</b>	<b>413,339</b>	<b>175,176</b>	<b>58%</b>
<b>e. SUPPLIES (Object Class 6e)</b>								
1. Office Supplies	95	4,874	2,697	-	7,665	8,000	335	96%
2. Child and Family Serv. Supplies/classroom S	-	50	7,730	-	7,780	4,000	(3,780)	194%
4. Other Supplies	-	-	-	-	-	-	-	-
Computer Supplies, Software Upgrades, Con	-	339	-	-	339	2,000	1,661	17%
Health/Safety Supplies	693	-	-	-	693	1,500	807	46%
Miscellaneous Supplies	-	647	7	-	654	1,000	346	65%
Household Supplies	-	39	42	-	81	300	219	-
<b>e. SUPPLIES (Object Class 6e)</b>	<b>788</b>	<b>5,949</b>	<b>10,475</b>	<b>-</b>	<b>17,212</b>	<b>16,800</b>	<b>(412)</b>	<b>102%</b>
<b>f. CONTRACTUAL (Object Class 6f)</b>								
1. Adm Svcs ( Legal, Accounting, Temporary Cc	-	-	-	-	-	1,000	1,000	0%
2. Health/Disabilities Services	-	-	-	-	-	-	-	-
Health Consultant	3,840	6,000	960	-	10,800	19,500	8,700	55%
5. Training & Technical Assistance - PA11	-	-	-	-	-	-	-	-
Interaction	-	-	-	-	-	5,500	5,500	0%
Diane Godard	-	-	-	-	-	7,500	7,500	0%
Josephine Lee (\$35,000/2)	-	-	-	-	-	5,000	5,000	0%
Susan Cooke (\$60,000/2)	-	-	-	-	-	6,500	6,500	0%
8. Other Contracts	-	-	-	-	-	-	-	-
FB-Fairgrounds Partnership	12,000	22,000	5,500	-	39,500	76,000	36,500	52%
FB-E. Leland/Mercy Housing Partnership	15,000	75,000	15,000	-	105,000	180,000	75,000	58%
Apiranet	81,000	222,000	(20,000)	-	283,000	526,000	243,000	54%
Crossroads	-	80,000	-	-	80,000	126,000	46,000	63%
Martinez ECC	16,000	32,000	16,000	-	64,000	96,000	32,000	67%
Child Outcome Planning & Admini. (COPA/Ni	199	401	819	-	1,419	3,000	1,581	47%
Enhancement/wrap-around HS slots with Sta	407,254	858,013	571,709	-	1,836,975	1,240,672	(596,303)	148%
<b>f. CONTRACTUAL (Object Class 6f)</b>	<b>535,293</b>	<b>1,295,414</b>	<b>589,987</b>	<b>-</b>	<b>2,420,694</b>	<b>2,292,672</b>	<b>(128,022)</b>	<b>106%</b>
<b>h. OTHER (Object Class 6h)</b>								
2. Bldg Occupancy Costs/Rents & Leases	143	1,149	1,239	-	2,531	1,800	(731)	141%
(Rents & Leases/Other Income)	-	-	-	-	-	-	-	-
4. Utilities, Telephone	952	668	772	-	2,393	5,600	3,207	43%
5. Building and Child Liability Insurance	-	-	-	-	-	-	-	-
6. Bldg. Maintenance/Repair and Other Occupa	129	274	241	-	643	7,200	6,557	9%
8. Local Travel (55.5 cents per mile)	614	1,502	254	-	2,370	6,500	4,130	36%
9. Nutrition Services	-	-	-	-	-	-	-	-
Child Nutrition Costs	-	569	301	-	870	1,100	230	79%
(CCFP & USDA Reimbursements)	-	(167)	(76)	-	(243)	(800)	(557)	-
13. Parent Services	-	-	-	-	-	-	-	-
Parent Conference Registration - PA11	-	-	-	-	-	2,000	2,000	0%
Parent Resources (Parenting Books, Videos	305	80	-	-	384	2,000	1,616	19%
PC Orientation, Trainings, Materials & Trans	58	953	-	-	1,011	4,000	2,989	25%
Policy Council Activities	-	-	-	-	-	1,000	1,000	0%
Parent Activities (Sites, PC, BOS luncheon)	-	-	549	-	549	500	(49)	110%
Child Care/Mileage Reimbursement	91	187	62	-	339	1,500	1,161	23%
14. Accounting & Legal Services	-	-	-	-	-	-	-	-
Data Processing/Other Services & Supplies	593	1,047	790	-	2,430	3,200	770	76%
15. Publications/Advertising/Printing	-	-	-	-	-	-	-	-
Recruitment Advertising (Newspaper, Brochu	-	-	-	-	-	100	100	-
16. Training or Staff Development	-	-	-	-	-	-	-	-
Agency Memberships (WIPFLI, Meeting Fee	60	221	1,918	-	2,200	20,200	18,000	11%
Staff Trainings/Dev. Conf. Registrations/Mei	563	6,561	661	-	7,785	30,244	22,459	26%
17. Other	-	-	-	-	-	-	-	-
Site Security Guards	-	752	-	-	752	1,000	248	75%
Vehicle Operating/Maintenance & Repair	1,710	5,558	3,582	-	10,850	8,000	(2,850)	136%
Equipment Maintenance Repair & Rental	2	888	-	-	890	1,000	110	89%
Other Operating Expenses (Facs Admin/Othe	453	502	284	-	1,238	3,839	2,601	32%
Other Departmental Expenses	-	-	-	-	-	-	-	-
<b>h. OTHER (6h)</b>	<b>5,672</b>	<b>20,743</b>	<b>10,578</b>	<b>-</b>	<b>36,992</b>	<b>99,983</b>	<b>62,991</b>	<b>37%</b>
<b>i. TOTAL DIRECT CHARGES (6a-6h)</b>	<b>692,636</b>	<b>1,417,517</b>	<b>702,259</b>	<b>453,549</b>	<b>3,265,961</b>	<b>3,484,733</b>	<b>218,772</b>	<b>94%</b>
<b>j. INDIRECT COSTS</b>	<b>21,462</b>	<b>33,516</b>	<b>10,691</b>	<b>-</b>	<b>65,669</b>	<b>143,657</b>	<b>77,988</b>	<b>46%</b>
<b>k. TOTALS - ALL BUDGET CATEGORIES</b>	<b>714,098</b>	<b>1,451,033</b>	<b>712,950</b>	<b>453,549</b>	<b>3,331,630</b>	<b>3,628,390</b>	<b>296,760</b>	<b>92%</b>
<b>Non-Federal Match (In-Kind)</b>	<b>178,525</b>	<b>345,817</b>	<b>178,237</b>	<b>113,387</b>	<b>815,967</b>	<b>907,098</b>	<b>91,131</b>	<b>90%</b>

CONTRA COSTA COUNTY  
COMMUNITY SERVICES BUREAU  
**EARLY HEAD START- CC PARTNERSHIP #1**  
October 2018 Expenditures

1 DESCRIPTION	2 YTD Actual	3 Total Budget	4 Remaining Budget	5 % YTD
<b>a. PERSONNEL</b>	\$ 147,275	\$ 297,675	\$ 150,400	49%
<b>b. FRINGE BENEFITS</b>	86,254	206,426	120,172	42%
<b>c. TRAVEL</b>	-	-	-	0%
<b>d. EQUIPMENT</b>	-	-	-	0%
<b>e. SUPPLIES</b>	36,930	6,900	(30,030)	535%
<b>f. CONTRACTUAL</b>	39,352	467,260	427,908	8%
<b>g. CONSTRUCTION</b>			-	0%
<b>h. OTHER</b>	23,078	74,699	51,621	31%
<b>I. TOTAL DIRECT CHARGES</b>	\$ 332,889	\$ 1,052,960	\$ 720,071	32%
<b>j. INDIRECT COSTS</b>	36,631	66,120	29,489	55%
<b>k. TOTAL-ALL BUDGET CATEGORIES</b>	<u>\$ 369,520</u>	<u>\$ 1,119,080</u>	<u>\$ 749,560</u>	<u>33%</u>
<b><i>In-Kind (Non-Federal Share)</i></b>	<u>\$ 81,519</u>	<u>\$ 279,770</u>	<u>\$ 198,251</u>	<u>29%</u>

CONTRA COSTA COUNTY  
COMMUNITY SERVICES BUREAU  
**EARLY HEAD START- CC PARTNERSHIP #1**  
October 2018 Expenditures

1	2	3	4	5	6	7
	Jul-18 thru Sep-18	Oct 18 thru Dec-18	Total YTD Actual	Total Budget	Remaining Budget	% YTD
<b>Expenditures</b>						
<b>a. Salaries &amp; Wages (Object Class 6a)</b>						
Permanent 1011	102,952	40,198	143,150	294,675	151,525	49%
Temporary 1013	3,179	946	4,125	3,000	(1,125)	137%
<b>TOTAL PERSONNEL (6a)</b>	<b>106,131</b>	<b>41,144</b>	<b>147,275</b>	<b>297,675</b>	<b>150,400</b>	<b>49%</b>
<b>b. FRINGE BENEFITS (Object Class 6b)</b>						
Fringe Benefits	61,423	24,831	86,254	206,426	120,172	42%
<b>TOTAL FRINGE (6b)</b>	<b>61,423</b>	<b>24,831</b>	<b>86,254</b>	<b>206,426</b>	<b>120,172</b>	<b>42%</b>
<b>e. SUPPLIES (Object Class 6e)</b>						
1. Office Supplies	1,043	19	1,062	500	(562)	212%
2. Child and Family Services Supplies (Incl.classroom Supr	7,943	-	7,943	3,300	(4,643)	241%
3. Other Supplies						
Computer Supplies, Software Upgrades, Computer Rep	48,886	(22,800)	26,086	1,000	(25,086)	2609%
Miscellaneous Supplies	-	67	67	100	33	67%
Household Supplies	1,765	8	1,773	2,000	227	89%
<b>TOTAL SUPPLIES (6e)</b>	<b>59,636</b>	<b>(22,706)</b>	<b>36,930</b>	<b>6,900</b>	<b>(30,030)</b>	<b>535%</b>
<b>f. CONTRACTUAL (Object Class 6f)</b>						
1. Adm Svcs (e.g., Legal, Accounting, Temporary Contracts	278	74	352	8,000	7,648	4%
2. Other Contracts						
Contra Costa Child Care Council	19,000	-	19,000	312,000	293,000	6%
Loss of Subsidy	-	-	-	15,000	15,000	0%
Children and Family Supplies (Diapers, etc)	-	-	-	12,260	12,260	0%
First Baptist (20 slots x \$500)	10,000	10,000	20,000	120,000	100,000	17%
<b>TOTAL CONTRACTUAL (6f)</b>	<b>29,278</b>	<b>10,074</b>	<b>39,352</b>	<b>467,260</b>	<b>427,908</b>	<b>8%</b>
<b>h. OTHER (Object Class 6h)</b>						
1. Bldg Occupancy Costs/Rents & Leases	4,692	1,219	5,910	15,000	9,090	39%
2. Utilities, Telephone	3,476	2,527	6,003	18,000	11,997	33%
3. Bldg. Maintenance/Repair and Other Occupancy	147	172	318	2,000	1,682	16%
4. Local Travel (54.5 cents per mile effective 1/1/2018)	91	41	132	2,800	2,668	5%
5. Parent Services						
Parent Activities (Sites, PC, BOS luncheon) & Apprecia	-	-	-	200	200	0%
6. Accounting & Legal Services						
Legal (County Counsel)	-	-	-	500	500	0%
Auditor Controllers	-	-	-	1,000	1,000	0%
Data Processing/Other Services & Supplies	279	139	418	1,000	582	42%
7. Publications/Advertising/Printing						
Recruitment Advertising (Newspaper, Brochures)	-	-	-	100	100	0%
8. Training or Staff Development						
Staff Trainings/Dev. Conf. Registrations/Memberships -	9,224	48	9,271	25,907	16,636	36%
9. Other						
Vehicle Operating/Maintenance & Repair	-	-	-	1,000	1,000	0%
Equipment Maintenance Repair & Rental	-	-	-	3,000	3,000	0%
Other Operating Expenses (CSD Admin/Facs Mgt. Alloc	571	454	1,025	4,192	3,167	24%
<b>h. OTHER (6h)</b>	<b>18,480</b>	<b>4,599</b>	<b>23,078</b>	<b>74,699</b>	<b>51,621</b>	<b>31%</b>
<b>I. TOTAL DIRECT CHARGES (6a-6h)</b>	<b>274,948</b>	<b>57,941</b>	<b>332,889</b>	<b>1,052,960</b>	<b>720,071</b>	<b>32%</b>
<b>j. INDIRECT COSTS</b>	<b>22,015</b>	<b>14,616</b>	<b>36,631</b>	<b>66,120</b>	<b>29,489</b>	<b>55%</b>
<b>k. TOTALS - ALL BUDGET CATEGORIES</b>	<b>296,963</b>	<b>72,557</b>	<b>369,520</b>	<b>1,119,080</b>	<b>749,560</b>	<b>33%</b>
<b>Non-federal Match In-Kind</b>	<b>63,380</b>	<b>18,139</b>	<b>81,519</b>	<b>279,770</b>	<b>198,251</b>	<b>29%</b>

CONTRA COSTA COUNTY  
COMMUNITY SERVICES BUREAU  
**EARLY HEAD START- CC PARTNERSHIP #2**  
October 2018 Expenditures

1 DESCRIPTION	2 YTD Actual	3 Total Budget	4 Remaining Budget	5 % YTD
<b>a. PERSONNEL</b>	\$ 97,507	\$ 622,636	\$ 525,129	16%
<b>b. FRINGE BENEFITS</b>	59,272	372,885	313,613	16%
<b>c. TRAVEL</b>	-	-	-	0%
<b>d. EQUIPMENT</b>	-	-	-	0%
<b>e. SUPPLIES</b>	3,674	56,000	52,326	7%
<b>f. CONTRACTUAL</b>	16,375	1,058,400	1,042,025	2%
<b>g. CONSTRUCTION</b>	-	-	-	0%
<b>h. OTHER</b>	98,787	1,388,659	1,289,872	7%
<b>I. TOTAL DIRECT CHARGES</b>	\$ 275,615	\$ 3,498,580	\$ 3,222,965	8%
<b>j. INDIRECT COSTS</b>	20,229	131,714	111,485	15%
<b>k. TOTAL-ALL BUDGET CATEGORIES</b>	<u>\$ 295,845</u>	<u>\$ 3,630,294</u>	<u>\$ 3,334,450</u>	<u>8%</u>
<b><i>In-Kind (Non-Federal Share)</i></b>	<u>\$ 73,961</u>	<u>\$ 885,122</u>	<u>\$ 811,161</u>	<u>8%</u>

CONTRA COSTA COUNTY  
COMMUNITY SERVICES BUREAU  
**EARLY HEAD START- CC PARTNERSHIP #2**  
October 2018 Expenditures

1	2	3	4	5	6
	Actual Oct-18	Total YTD Actual	Total Budget	Remaining Budget	% YTD
<b>Expenditures</b>					
<b>a. Salaries &amp; Wages (Object Class 6a)</b>					
Permanent 1011	47,427	95,403	551,730	456,328	17%
Temporary 1013	946	2,105	70,906	68,801	3%
<b>a. PERSONNEL (Object class 6a)</b>	<b>48,373</b>	<b>97,507</b>	<b>622,636</b>	<b>525,129</b>	<b>16%</b>
<b>b. FRINGE BENEFITS (Object Class 6b)</b>	-				
Fringe Benefits	29,751	59,272	372,885	313,613	16%
<b>b. FRINGE (Object Class 6b)</b>	<b>29,751</b>	<b>59,272</b>	<b>372,885</b>	<b>313,613</b>	<b>16%</b>
<b>e. SUPPLIES (Object Class 6e)</b>	-				
1. Office Supplies	156	156	10,000	9,844	2%
2. Child and Family Services Supplies (Incl.classroom Supplie	537	2,658	30,000	27,342	9%
3. Other Supplies					
Computer Supplies, Software Upgrades, Computer Repl	-	-	12,000	12,000	0%
Health/Safety Supplies	575	575	2,500	1,925	23%
Miscellaneous Supplies	272	272	1,000	728	27%
Household Supplies	14	14	500	486	3%
<b>e. SUPPLIES (Object Class 6e)</b>	<b>1,554</b>	<b>3,674</b>	<b>56,000</b>	<b>52,326</b>	<b>7%</b>
<b>f. CONTRACTUAL (Object Class 6f)</b>	-				
1. Adm Svcs (e.g., Legal, Accounting, Temporary Contracts)	-	-	30,000	30,000	0%
2. Health/Disabilities Services					
Health Consultant (Judy Ventling, LVN)	-	-	6,000	6,000	0%
3. Training and Technical Assistance- PA11					
Interaction	-	-	4,000	4,000	0%
Diane Godard	-	-	4,000	4,000	0%
Josephine Lee	375	375	8,000	7,625	5%
Susan Cooke	-	-	8,000	8,000	0%
UCSF Benioff	-	-	4,000	4,000	0%
4. Other Contracts					
First Baptist/ Kid's Castle (2 slots x 12 mos. x \$500)	-	-	12,000	12,000	0%
YMCA of the East Bay (44 slots x12 mos. x \$500 + \$15,l	-	-	279,000	279,000	0%
KinderCare Mahogany (32 slots x 12 mos. x \$500 + \$15,	-	-	207,000	207,000	0%
Baby Yale Brentwood (41 slots x 12 mos. x \$500 + \$10,(	16,000	16,000	256,000	240,000	6%
Tiny Toes (8 slots x 12 mos. x \$500 +\$5,000 loss of sun	-	-	53,000	53,000	0%
One Solution Technology (CLOUD)	-	-	187,400	187,400	0%
<b>f. CONTRACTUAL (Object Class 6f)</b>	<b>16,375</b>	<b>16,375</b>	<b>1,058,400</b>	<b>1,042,025</b>	<b>2%</b>
<b>h. OTHER (Object Class 6h)</b>					
1. Bldg Occupancy Costs/Rents & Leases	9	9	12,000	11,991	0%
2. Utilities, Telephone	39	39	8,000	7,961	0%
3. Building & Child Liability Insurance	-	-	6,000	6,000	0%
4. Bldg. Maintenance/Repair and Other Occupancy	13	13	9,000	8,987	0%
5. Local Travel (54.5 cents per mile effective 1/1/2018)	241	260	5,000	4,740	5%
6. Nutrition Services					
Child Nutrition Costs	-	-	15,000	15,000	0%
CCFP and USDA Reimbursements	-	-	(12,000)	(12,000)	0%
7. Parent Services					
Parent Conference Registration/Trainings	-	-	3,000	3,000	0%
Parent Resources (Parenting Books, Videos, etc.)	-	-	4,500	4,500	0%
PC Orientation, Trainings (including food) , Materials & T	-	-	5,000	5,000	0%
Policy Council Meetings (including food)	-	-	1,000	1,000	0%
Parent Activities (Sites, PC, BOS luncheon) & Appreciat	-	-	2,000	2,000	0%
Child Care/Mileage Reimbursement	-	-	1,000	1,000	0%
8. Accounting and Legal Services					
Auditor-Controller/Legal Council (County Council)	-	-	500	500	0%
Data Processing/Other Services & Supplies	246	246	1,000	754	25%
9. Publications/Advertising/Printing					
Outreach/Printing	-	-	500	500	0%
Recruitment Advertising (Newspaper, Brochures)	-	-	1,000	1,000	0%
10. Training or Staff Development					
Agency Memberships (WIPFLI, Meeting Fees, NHSA, N.	-	-	2,500	2,500	0%
Family, Community, and Parent Engagement (including t	-	-	16,000	16,000	0%
Staff trainings-Nutrition, Prog. Regs, Bus/Mgmt Systems	227	554	21,354	20,800	3%
11. Other					
Collaboration with Child Development Program	-	96,995	1,252,600	1,155,605	8%
Site Security Guards	-	-	3,000	3,000	0%
Vehicle Operating/ Maintenance and Repair	-	-	5,000	5,000	0%
Equipment Maintenance Repair and Rental	-	-	4,000	4,000	0%
Other Operating Expenses (CSD Admin/Facs Mgt. Alloc.	670	670	21,705	21,035	3%
<b>h. OTHER (6h)</b>	<b>1,445</b>	<b>98,787</b>	<b>1,388,659</b>	<b>1,289,872</b>	<b>7%</b>
<b>i. TOTAL DIRECT CHARGES (6a-6h)</b>	<b>97,497</b>	<b>275,615</b>	<b>3,498,580</b>	<b>3,222,965</b>	<b>8%</b>
<b>j. INDIRECT COSTS</b>	<b>20,229</b>	<b>20,229</b>	<b>131,714</b>	<b>111,485</b>	<b>15%</b>
<b>k. TOTALS - ALL BUDGET CATEGORIES</b>	<b>117,726</b>	<b>295,845</b>	<b>3,630,294</b>	<b>3,334,450</b>	<b>8%</b>
<b>Non-federal Match In-Kind</b>	<b>29,432</b>	<b>73,961</b>	<b>885,122</b>	<b>811,161</b>	<b>8%</b>

**CAO Monthly Report  
CSBG and Weatherization Programs  
Year-to-Date Expenditures  
As of October 31, 2018**

**1. 2018 LIHEAP WX**

Contract # 18B-4005

Term: Oct. 1, 2017 - July 31, 2019

Amount: WX \$ 908,636

Total Contract	\$	908,636
Expenditures		(835,699)
Balance	\$	<u>72,937</u>
Expended		92%

**2. 2018 LIHEAP ECIP/EHA 16**

Contract # 18B-4005

Term: Oct. 1, 2017 - July 31, 2019

Amount: EHA 16 \$ 907,105

Total Contract	\$	907,105
Expenditures		(670,953)
Balance	\$	<u>236,152</u>
Expended		74%

**4. 2018 COMMUNITY SERVICES BLOCK GRANT (CSBG)**

Contract # 18F-5007

Term: Jan. 1, 2018 - May 31, 2019

Amount: \$ 860,369

Total Contract	\$	860,369
Expenditures		(603,584)
Balance	\$	<u>256,785</u>
Expended		70%



# SUMMARY CREDIT CARD EXPENDITURE

Agency: Community Services Bureau

Month: **Octoberber 2018**





Credit Card: Visa/U.S. Bank

## Authorized Users

C. Rand, Bureau Dir	xxxx8798
K. Mason, Div Mgr	xxxx2364
C. Reich, Div Mgr	xxxx4959
S. Kim, Sr. Bus. Systems Analyst	xxxx1907
C. Johnson, AD	xxxx0220
M. Bedros, AD	xxxx1416
A. Wells, AD	xxxx8777
P. Arrington, AD	xxxx3838
I. Renggenathen, AD	xxxx0494
R. Radeva, PSA III	xxxx1899
Corporate Acct. Number	xxxx5045

Fund Org	Acct. code	Stat. Date	Card Account #	Amount	Program	Purpose/Description
1401	2100	10/22/18	xxxx5045	176.04	Indirect Admin Costs	Office Exp
1401	2100	10/22/18	xxxx5045	283.04	Indirect Admin Costs	Office Exp
				<b>\$ 459.08</b>		
1524	2131	10/22/18	xxxx0494	28.60	George Miller Concord Site Costs	Minor Furniture/Equipment
1432	2131	10/22/18	xxxx4959	69.99	HS Basic Grant	Minor Furniture/Equipment
				<b>\$ 98.59</b>		
1420	2200	10/22/18	xxxx0220	775.00	HS Admin Charges	Memberships
				<b>\$ 775.00</b>		
1862	2303	10/22/18	xxxx1907	811.76	Operations (CAPP)	Other Travel Employees
1417	2303	10/22/18	xxxx8798	50.00	Child Care Svs Program	Other Travel Employees
1434	2303	10/22/18	xxxx8798	951.66	Head Start T & TA	Other Travel Employees
1482	2303	10/22/18	xxxx2364	372.74	Child Nutrition Food Services	Other Travel Employees
1419	2303	10/22/18	xxxx8777	970.26	Home Base HS	Other Travel Employees
1464	2303	10/22/18	xxxx1416	917.80	EHS-Child Care Partnership #2	Other Travel Employees
				<b>\$ 4,074.22</b>		
1874	2467	10/22/18	xxxx1907	405.00	Operations - Stage 2	Training & Registration
1432	2467	10/22/18	xxxx8777	2,418.49	HS Basic Grant	Training & Registration
1432	2467	10/22/18	xxxx1416	125.00	HS Basic Grant	Training & Registration
1524	2467	10/22/18	xxxx0494	19.40	George Miller Concord Site Costs	Training & Registration
1432	2467	10/22/18	xxxx4959	600.00	HS Basic Grant	Training & Registration
1464	2467	10/22/18	xxxx4959	600.00	EHS-Child Care Partnership #2	Training & Registration
1407	2467	10/22/18	xxxx4959	2,103.75	Comm. Svc Block Grant	Training & Registration
				<b>\$ 6,271.64</b>		
1489	2477	10/22/18	xxxx0220	196.56	Balboa CS	Educational Supplies
1530	2477	10/22/18	xxxx8798	226.96	FACS Mental Health Program	Educational Supplies
				<b>\$ 423.52</b>		
1401	2479	10/22/18	xxxx1899	\$ 3,877.03	Indirect Admin Costs	Other Special Dpmtal Exp
				<b>\$ 3,877.03</b>		
1417	2490	10/22/18	xxxx1907	\$ 1,087.00	Child Care Svs Program	Misc Services/Supplies
1482	2490	10/22/18	xxxx1907	25.80	Child Nutrition Food Services	Misc Services/Supplies
1520	2490	10/22/18	xxxx1907	32.88	Balboa Site Costs	Misc Services/Supplies
1401	2490	10/22/18	xxxx1907	94.16	Indirect Admin Costs	Misc Services/Supplies
1432	2490	10/22/18	xxxx1907	94.95	HS Basic Grant	Misc Services/Supplies
1461	2490	10/22/18	xxxx1907	239.80	EHS-Child Care Partnership	Misc Services/Supplies
1432	2490	10/22/18	xxxx2364	4.85	HS Basic Grant	Misc Services/Supplies
1432	2490	10/22/18	xxxx8777	4.85	HS Basic Grant	Misc Services/Supplies
1432	2490	10/22/18	xxxx1416	(78.12)	HS Basic Grant	Misc Services/Supplies
1524	2490	10/22/18	xxxx0494	80.91	George Miller Concord Site Costs	Misc Services/Supplies
				<b>\$ 1,587.08</b>		
			<b>Total</b>	<b>17,566.16</b>		

# November 2018 – COMMUNITY SERVICES BUREAU PRESCHOOL MENU

 <p><b>FALL BACK</b> DAYLIGHT SAVINGS TIME ENDS Set clocks back one hour</p>	<p><b>ALL BREAKFAST &amp; LUNCH SERVED WITH 1% LOW-FAT MILK</b></p> <p>*Indicates vegetable included in main dish</p> <p><b>WATER IS OFFERED THROUGHOUT THE DAY</b></p>		<p><b>1</b></p> <p><b>BREAKFAST</b> ½ c. UNSWEETENED APPLESAUCE ½ sl. WHOLE WHEAT CINNAMON BREAD</p> <p><b>LUNCH</b> 1 ea. <b>DEVILED EGG</b>/MAYO &amp; MUSTARD ¼ c. CELERY STICKS ¼ c. FRESH STRAWBERRIES 1 sl. WHOLE WHEAT BREAD</p> <p><b>PM SNACK</b> ½ c. FRESH ORANGE 6 ea. WHEAT THIN CRACKERS</p>	<p><b>2</b></p> <p><b>BREAKFAST</b> 1 ea. FRESH BANANA ½ c. CHEERIOS</p> <p><b>LUNCH</b> 1 ea. <b>TURKEY WRAP</b> LOW-FAT CREAM CHEESE ¼ c. BABY SPINACH &amp; BELL PEPPERS STRIPS 1 sl. FRESH CANTALOUPE 1 ea. WHOLE WHEAT TORTILLA</p> <p><b>PM SNACK</b> 1 tbsp. SUNBUTTER ½ c. FRESH APPLE SLICES</p>
<p><b>5</b></p> <p><b>BREAKFAST</b> ½ c. FRESH ORANGE ½ c. RICE CHEX CEREAL</p> <p><b>LUNCH</b> 1 ea. <b>BAJA BEAN WRAP</b> (refried Beans, chunky salsa) ¼ c. FRESH JICAMA STICKS ¼ c. FRESH KIWI 1 ea. WHOLE WHEAT TORTILLA</p> <p><b>PM SNACK</b> 1 pkg. GRAHAM CRACKERS ½ c. 1% LOW-FAT MILK</p>	<p><b>6</b></p> <p><b>BREAKFAST</b> ½ c. FRESH STRAWBERRIES ½ c. CORNFLAKE CEREAL</p> <p><b>LUNCH</b> ¾ c. + 1 tbsp. *<b>CHICKEN STIR FRY</b> (diced chicken, mixed oriental vegetables &amp; whole wheat spaghetti) ¼ c. FRESH HONEYDEW MELON</p> <p><b>PM SNACK</b> 2 pkgs. WHEATWORTH CRACKERS ½ c. 1% LOW-FAT MILK</p>	<p><b>7</b></p> <p><b>BREAKFAST</b> ½ c. FRESH APPLE SLICES ½ ea. WHOLE WHEAT BAGEL/CREAM CHEESE</p> <p><b>LUNCH</b> 1½ ozs. <b>TURKEY TACOS WITH CHEESE</b> ¼ c. SHREDDED LETTUCE &amp; TOMATOES ¼ c. FRESH ORANGE 2 ea. WHOLE GRAIN MINI CORN TORTILLAS</p> <p><b>PM SNACK</b> ½ c. MANGO SALSA 5 ea. CORN TORTILLA CHIPS</p>	<p><b>8</b></p> <p><b>BREAKFAST</b> ½ c. FRESH PEAR SLICES ½ c. BRAN CEREAL</p> <p><b>LUNCH</b> 1 ea. <b>SUNBUTTER &amp; BANANA WRAP</b> 1 ea. MOZZARELLA STRING CHEESE ¼ c. BABY CARROTS (No Dressing) 1 ea. WHOLE WHEAT TORTILLA</p> <p><b>PM SNACK</b> 2 pkgs. RITZ CRACKERS ½ c. 1% LOW-FAT MILK</p>	<p><b>9</b></p> <p><b>BREAKFAST</b> 1 ea. FRESH BANANA ½ c. CHEERIOS</p> <p><b>LUNCH</b> 1½ ozs. <b>TURKEY HAM &amp; SWISS CHEESE</b> MAYO &amp; MUSTARD DRESSING ¼ c. LETTUCE &amp; TOMATO SLICES ¼ c. FRESH KIWI 1 sl. WHOLE WHEAT BREAD</p> <p><b>PM SNACK</b> ½ c. CUCUMBER &amp; CARROT STICKS RANCH DRESSING 6 ea. WHEAT THIN CRACKERS</p>
 <p><b>12</b></p>	<p><b>13</b></p> <p><b>BREAKFAST</b> ½ c. FRESH ORANGE ½ c. CORN CHEX CEREAL</p> <p><b>LUNCH</b> 1 serv. <b>CHICKEN ENCHILADA CASSEROLE WITH WHOLE GRAIN TORTILLA CHIPS</b> ¼ c. SPRING SALAD/ITALIAN DRESSING ¼ c. FRESH KIWI</p> <p><b>PM SNACK</b> 1 pkg. GOLDFISH CRACKERS ½ c. 1% LOW-FAT MILK</p>	<p><b>14</b></p> <p><b>BREAKFAST</b> ½ c. FRESH APPLE ½ sl. WHOLE WHEAT CINNAMON TOAST</p> <p><b>LUNCH</b> ¾ c. <b>GROUND TURKEY &amp; SPAINSH RICE</b> ¼ c. BROCCOLI FLORETS/RANCH DRESSING ¼ c. FRESH TANGERINE</p> <p><b>PM SNACK</b> ½ c. LETS GO FISHING MIX (crispix, gold fish crackers, cheese crackers, &amp; pretzel sticks) ½ c. 1% LOW-FAT MILK</p>	<p><b>15</b></p> <p><b>BREAKFAST</b> ½ c. PINEAPPLE TIDBITS ½ ea. WHOLE WHEAT BAGEL/CREAM CHEESE</p> <p><b>LUNCH</b> 1 ea. <b>MEXICAN PIZZA</b> (refried beans, tomato paste, salsa, &amp; mozzarella cheese) ¼ c. JICAMA STICKS ¼ c. FRESH ORANGE 1 ea. WHOLE WHEAT TORTILLA</p> <p><b>PM SNACK</b> 6 ea. WHEAT THIN CRACKERS 1 ea. MOZZARELLA STRING CHEESE</p>	<p><b>16</b></p> <p><b>BREAKFAST</b> 1 ea. FRESH BANANA ½ c. KIX CEREAL</p> <p><b>LUNCH</b> ¾ c. <b>TUNA SALAD</b> (tuna, eggs, mayo, relish, celery, &amp; onions) ¼ c. BABY CARROTS (No Dressing) ¼ c. FRESH APPLE 1 sl. WHOLE WHEAT BREAD</p> <p><b>PM SNACK – ANTS ON A LOG</b> ¼ c. CELERY STICKS 1 tbsp. SUNBUTTER (RAISINS) ½ c. 1% LOW-FAT MILK</p>
<p><b>19</b></p> <p><b>BREAKFAST</b> ½ c. FRESH RED APPLE ½ c. RICE CHEX CEREAL</p> <p><b>LUNCH</b> ¾ c. <b>REFRIED BEAN BURRITO</b> ½ oz. SHREDDED CHEESE ¼ c. SHREDDED LETTUCE &amp; DICED TOMATOES ¼ c. FRESH TANGERINE 1 ea. WHOLE WHEAT TORTILLA</p> <p><b>PM SNACK</b> 2 pkgs. RITZ CRACKERS ½ c. 1% LOW-FAT MILK</p>	<p><b>20</b></p> <p><b>BREAKFAST</b> ½ c. FRESH KIWI ½ c. KIX CEREAL</p> <p><b>LUNCH</b> 1½ ozs. <b>TURKEY HAM &amp; CHEDDAR CHEESE</b> MAYO &amp; MUSTARD DRESSING ¼ c. GREEN LEAF LETTUCE &amp; TOMATO SLICE ¼ c. FRESH PEAR 1 sl. WHOLE WHEAT BREAD</p> <p><b>PM SNACK</b> ½ c. FRESH APPLE 1 tbsp. SUNBUTTER</p>	<p><b>21</b></p> <p><b>BREAKFAST</b> 1 ea. FRESH BANANA ½ c. CORNFLAKE CEREAL</p> <p><b>LUNCH</b> 1 ea. <b>TURKEY ROLLER SANDWICH WITH CRANBERRY SAUCE</b> ¼ c. BROCCOLI FLORETS/RANCH DRESSING ¼ c. FRESH ORANGE 1 ea. WHOLE WHEAT TORTILLA</p> <p><b>PM SNACK</b> 2 pkgs. WHEATWORTH CRACKERS ½ oz. CHEESE SLICE</p>	<p><b>22</b></p> 	<p><b>23</b></p>
<p><b>26</b></p> <p><b>BREAKFAST</b> ½ c. FRESH ORANGE ½ c. BRAN CEREAL</p> <p><b>LUNCH</b> 2 tbsp. <b>SUNBUTTER &amp; JELLY SANDWICH</b> 1 ea. CHEESE STICK ¼ c. BABY CARROTS (No Dressing) ¼ c. FRESH PEAR 1 sl. WHOLE WHEAT BREAD</p> <p><b>PM SNACK</b> 1 pkg. GRAHAM CRACKERS ½ c. 1% LOW-FAT MILK</p>	<p><b>27</b></p> <p><b>BREAKFAST</b> ½ c. FRESH APPLE ½ c. CORN CHEX CEREAL</p> <p><b>LUNCH</b> ¾ c. *<b>TURKEY TOMATO &amp; CORN BAKE WITH WHOLE WHEAT PENNE PASTA</b> ¼ c. FRESH KIWI</p> <p><b>PM SNACK</b> ½ c. MANGO CHUNKS ½ c. 1% LOW-FAT MILK</p>	<p><b>28</b></p> <p><b>BREAKFAST</b> ½ c. FRESH TANGERINE 1 sl. RAISIN BREAD</p> <p><b>LUNCH</b> 1 c. *<b>WHITE CHICKEN CHILI</b> (diced chicken, white beans, tomatoes, cheese, &amp; light sour cream) ¼ c. FRESH APPLE 6 ea. WHOLE GRAIN TORTILLA CHIPS</p> <p><b>PM SNACK</b> ¼ c. FRIENDS TRAIL MIX (kix, cheerios, corn chex, raisins, pretzels, &amp; dried apricots) ½ c. 1% LOW-FAT MILK</p>	<p><b>29</b></p> <p><b>BREAKFAST</b> 1 ea. FRESH BANANA ½ c. CORNFLAKE CEREAL</p> <p><b>LUNCH</b> ¾ c. <b>BLACKEYE PEAS</b> ¼ c. RAINBOW CABBAGE SLAW ¼ c. FRESH ORANGE 1 sq. WHOLE GRAIN CORNBREAD</p> <p><b>PM SNACK</b> ½ c. COTTAGE CHEESE ½ c. DICED PEACHES</p>	<p><b>30</b></p> <p><b>BREAKFAST</b> ½ c. FRESH PEAR ½ c. CHEERIOS</p> <p><b>LUNCH</b> 1 ea. <b>TURKEY WRAP</b> Low-Fat Cream Cheese ¼ c. BABY SPINACH &amp; BELL PEPPER STRIPS ¼ c. FRESH APPLE 1 ea. WHOLE WHEAT TORTILLA</p> <p><b>PM SNACK</b> 1 pkg. ANIMAL CRACKERS ½ c. 1% LOW-FAT MILK</p>



Contra  
Costa  
County

To: Board of Supervisors  
From: David O. Livingston, Sheriff-Coroner  
Date: January 15, 2019

Subject: Interagency Agreement with San Mateo County

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Sheriff-Coroner, or designee, to execute a Memorandum of Understanding with the County of San Mateo's Northern California Regional Intelligence Center, including modified indemnification language, to share information as it relates to narcotics trafficking, organized crime, and terrorism related activities for the term of January 1, 2019 through December 31, 2019.

**FISCAL IMPACT:**

The total cost associated with this agreement is already within the operational budget of the Office of the Sheriff's employee salary and benefits. No additional funds are needed.

**BACKGROUND:**

The Sheriff of the County of San Mateo is requesting Contra Costa County Office of the Sheriff's participation in supporting the Northern California Regional Intelligence Center (NCRIC). NCRIC is a multi-jurisdictional public safety information fusion center compromised on the Northern California High Intensity Drug Trafficking Area. NCRIC was created to assist local, state, federal and tribal public safety agencies and critical infrastructure locations with the collection,

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stephanie Mello, Deputy

Contact: Sandra Brown,  
925-335-1553

cc:

BACKGROUND: (CONT'D)

analysis and dissemination of all crime threat information. It is the mission of the NCRIC to protect the citizens of the counties within its area of responsibility from the threat of narcotics trafficking; organized crime; international, domestic and street terrorism related activities through information sharing and technical operation support to public safety agencies.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Northern California Regional Intelligence Center (NCRIC) will remain unsupported and the County's information sharing partnership with local state and federal agencies, which is paramount in identifying, preventing and responding to all regional hazards will be diminished.



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: January 15, 2019

Subject: Disposal of Surplus Property

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**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.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stephanie Mello, Deputy

Contact: Nida Rivera, (925)  
313-2124

cc:

## ATTACHMENTS

Surplus Vehicles & Equipment



ATTACHMENT TO BOARD ORDER JANUARY 15, 2019

[illegible]



# Contra Costa County

To: Board of Supervisors  
From: FINANCE COMMITTEE  
Date: January 15, 2019

Subject: 2018 ANNUAL REPORT OF THE FINANCE COMMITTEE

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## **RECOMMENDATION(S):**

RECEIVE the 2018 Annual Report submitted by the Finance Committee.

## **FISCAL IMPACT:**

No fiscal impact.

## **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.

This report fulfills this requirement for the Finance Committee.

All Finance Committee reports from 2009 onward and attachments can be found on the County website at <http://ca-contracostacounty.civicplus.com/index.aspx?NID=2286>.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

Contact: Lisa Driscoll, County Finance  
Director (925) 335-1023

By: Stephanie Mello, Deputy

cc: Robert Campbell, County Auditor-Controller

## BACKGROUND: (CONT'D)

>

In 2018, the Finance Committee received reports and/or made recommendations to the Board of Supervisors concerning issues related to:

- Regular Capital Facility Updates and Specific Building Projects;
- Funding request to participate in a regional undocumented immigration defense program with the San Francisco Public Defender's Office as the lead agency;
- Department of Conservation and Development's recommendations regarding requests for FY 2018/19 Community Development Block Grant (CDBG) Economic Development & Infrastructure/Public Facility Projects;
- Increasing the basic assessment rate for County Service Area EM-1 and other EMS System funding requests; and
- Single Audit for the Fiscal Year ending June 30, 2017.

At year end, the Finance Committee had pending referrals on:

- Continuing to implement and evaluate the Real Estate Asset Management Plan (RAMP), and
- Continuing to evaluate and develop additional funding for the County's Emergency Medical Services system of care.



Contra  
Costa  
County

To: Board of Supervisors  
From: John Kopchik, Director, Conservation & Development Department  
Date: January 15, 2019

Subject: Amendment to Intercreditor Agreement - Grayson Creek Apartments

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Conservation and Development Department Director, or designee, to execute a First Amendment to Amended and Restated Intercreditor Agreement among the City of Pleasant Hill, the County of Contra Costa, and BRIDGE Grayson Creek Associates related to Grayson Creek Apartments in Pleasant Hill.

**FISCAL IMPACT:**

No General Fund impact. HOME Investment Partnerships Act funds are provided to the County on a formula allocation basis through the U.S. Department of Housing and Urban Development.

**BACKGROUND:**

On September 17, 2001, the County entered in to an Amended and Restated Intercreditor Agreement (the "Original Agreement") with the City of Pleasant Hill Redevelopment Agency (the "Agency") and BRIDGE Grayson Creek Associates (the "Borrower") regarding Grayson Creek Apartments, a 70-unit affordable multifamily project located in Pleasant Hill (the "Project"). The Original Agreement described the loans made to the Project by the Agency and the County and the terms for repayment and lien positions, including the definition of Annual Operating Expenses.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stephanie Mello, Deputy

Contact: Kristen Lackey (925)  
674-7888

cc:

### BACKGROUND: (CONT'D)

The Annual Operating Expenses included in the Original Agreement allowed for partnership management fees in the amount of \$20,000 per year for a 15-year period. The Borrower requested the County and the Agency to revise the Original Agreement to increase the partnership management fee from \$20,000 to \$25,000 to allow for increases in administration costs incurred over the past 15 years, and to extend the period for receiving the fee beyond the initial 15 year tax credit syndication period. The extension will allow the property to continue its qualification for the State Board of Equalization annual welfare exemption from property taxes. Typically, these terms would be revisited during a refinancing and rehabilitation at the end of the tax credit syndication period; however, the Project is not in need of a refinancing or rehabilitation. The requested revisions are consistent with updates to the Contra Costa County Department of Conservation and Development FY 2018-19 Housing Funding Guidelines (Part 3 Section B.2.).

City of Pleasant Hill staff support the revision, and the matter will be considered by the City Council at its meeting on January 28, 2019.

### CONSEQUENCE OF NEGATIVE ACTION:

If the amendment to the intercreditor agreement is not approved, the owner will have insufficient funds to continue the current level of operations and management at the Grayson Creek Apartments.

### CHILDREN'S IMPACT STATEMENT:

Affordable housing for families supports one or more of the following children's outcomes:

- (1) Children Ready for and Succeeding in School;
- (2) Children and Youth Healthy and Preparing for Productive Adulthood;
- (3) Families that are Economically Self Sufficient;
- (4) Families that are Safe, Stable and Nurturing; and
- (5) Communities that are Safe and Provide a High Quality of Life for Children and Families.

### ATTACHMENTS

Intercreditor Agreement

RECORDING REQUESTED BY  
AND WHEN RECORDED MAIL TO:

Contra Costa County  
Department of Conservation and Development  
30 Muir Road  
Martinez, CA 94553  
Attn: Assistant Deputy Director

No fee document pursuant to  
Government Code Section 27383 and 27388.1

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(SPACE ABOVE THIS LINE FOR RECORDER'S USE)

FIRST AMENDMENT  
To  
AMENDED AND RESTATED INTERCREDITOR AGREEMENT

This first amendment to Amended and Restated Intercreditor Agreement ("First Amendment") is dated \_\_\_\_\_, 20\_\_, and is by and among the CITY OF PLEASANT HILL, a municipal corporation, as housing successor agency to The Redevelopment Agency of the City of Pleasant Hill, the COUNTY OF CONTRA COSTA, a political subdivision of the State of California, and BRIDGE GRAYSON CREEK ASSOCIATES, a California limited partnership ("Borrower").

RECITALS

- A. The parties are party to an Amended and Restated Intercreditor Agreement dated as of September 17, 2001 (the "Agreement") with respect to a seventy-unit multifamily housing development in Pleasant Hill, California on the real property described on Exhibit A the "Property."
- B. Under the terms of the Agreement, "Annual Operating Expenses" is defined to include a partnership management fee payable to any partner or affiliate of any partner of Borrower, if any, not to exceed \$20,000 per year for the fifteen-year compliance period described in Section 42(i)(1) of the Internal Revenue Code of 1986, as amended (the "Management Fee Provision"). In exchange for Borrower continuing to manage the Property, to be consistent with the Contra Costa County Department of Conservation and Development fiscal year 2018-2019 Housing Funding Guidelines, and to assist Borrower in maintaining the Property's California property tax welfare exemption (specifically to comply with subsection (a)(6) of State Board of Equalization Rule 140.1, Requirements for Managing General Partner of Limited Partnership for Welfare Exemption for Low-Income Housing Properties") the parties desire to modify the Management Fee Provision



to increase the partnership management fee amount payable per year to \$25,000 and to eliminate the fifteen-year limitation on the time period over which the partnership management fee can be paid.

The parties therefore amend the Agreement as follows:

## AGREEMENT

1. Section 1(a) of the Agreement is deleted in its entirety and replaced with the following:

(a) “Annual Operating Expenses” with respect to a particular calendar year means the following costs reasonably and actually incurred for the operation and maintenance of the Development to the extent that they are consistent with an annual independent audit performed by a certified public accountant using generally accepted accounting principles: property taxes and assessments imposed on the Development; debt service currently due on a non-optional basis (excluding debt service due from residual receipts or surplus cash of the Development) on loans associated with development of the Development and approved by the County and the Agency; partnership management fees (including any asset management fee) payable to any partner or affiliate of any partner of Borrower, if any, not to exceed Twenty-Five Thousand Dollars (\$25,000) per year, as approved by the County and the Agency; premiums for property damage and liability insurance; utility services not paid for directly by tenants, including water, sewer, and trash collection; maintenance and repair; any annual license or certificate of occupancy fees required for operation of the Development; security services; advertising and marketing; cash deposited into reserves for capital replacements of the Development in an amount not to exceed six tenths of one percent (.6%) of the total development cost of the Development; cash deposited into an operating reserve in an amount not to exceed 3% of Annual Operating Expenses or the amount required in connection with the permanent financing and the tax credit syndication, whichever is greater (or any greater amount approved by the County and the Agency) but with the operating reserve capped at the greater of Three Hundred Thousand Dollars (\$300,000) or six (6) months gross rent from the Development (as such rent may vary from time to time); payment of any previously unpaid portion of the development fee due BRIDGE Housing Corporation (without interest) not exceeding a cumulative development fee due BRIDGE Housing Corporation in the maximum amount set forth in the Amended DDLA and the Amended Agency Loan Agreement; extraordinary operating costs specifically approved by the County and the Agency; payments of deductibles in connection with casualty insurance claims not normally paid from reserves, the amount of uninsured losses actually replaced, repaired or restored, and not normally paid from reserves, and other ordinary and reasonably operating expenses not listed above. Annual Operating Expenses does not include the following: depreciation, amortization, depletion or other non-cash expenses; any amount expended from a reserve account; and any capital cost with respect to the Development, as determined by the accountant for the Development.

2. Section 9 of the Agreement is deleted in its entirety and replaced with the following:

9. Notices. Any notice required or permitted under this lease must be in writing and sent by overnight delivery service or registered or certified mail, postage prepaid and directed as follows:

Agency: City of Pleasant Hill  
100 Gregory Lane  
Pleasant Hill, CA 94523-3323  
Attention: City Manager

County: County of Contra Costa  
Community Development Department  
30 Muir Road  
Martinez, CA 94553  
Attention: Affordable Housing Program Manager

Borrower: BRIDGE Grayson Creek Associates  
c/o BRIDGE Housing Corporation  
600 California Street, #900  
San Francisco, CA 94108  
Attention: President

Any party may at any time designate in writing a substitute address for that set forth above and thereafter notices are to be directed to such substituted address. If sent in accordance with this Section, all notices will be deemed effective (i) the next business day, if sent by overnight courier, or (ii) three days after being deposited in the United States Postal system..

3. All other terms of the Agreement remain unchanged.
4. This First Amendment is governed by the laws of the State of California. This First Amendment may be signed by the different parties hereto in counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same agreement.

*[Signatures on following page]*

The parties are signing this First Amendment as of the date first set forth above.

CITY OF PLEASANT HILL, a municipal corporation, as housing successor agency to The Pleasant Hill Redevelopment Agency

By: \_\_\_\_\_  
June Catalano, City Manager

COUNTY OF CONTRA COSTA, a political subdivision of the State of California

By: \_\_\_\_\_  
John Kopchik, Department of Conservation and Development Director

BRIDGE-Grayson Creek Associates, a California limited partnership

By: \_\_\_\_\_  
\_\_\_\_\_, [Title]

STATE OF CALIFORNIA )  
 ) SS.  
COUNTY OF \_\_\_\_\_)

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

Signature\_\_\_\_\_

STATE OF CALIFORNIA )  
 ) SS.  
COUNTY OF \_\_\_\_\_)

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

Signature \_\_\_\_\_

## **Exhibit A**

### **LEGAL DESCRIPTION**

REAL PROPERTY in the City of Pleasant Hill, County of Contra Costa, State of California, described as follows:

#### **PARCEL ONE:**

Parcel "8", as shown on the Parcel Map recorded March 9, 1972, in Book 21 of Maps, at Page 10 and Parcel "2" as shown on the Parcel Map recorded April 20, 1981 in Book 94 of Parcel Maps, at Page 19, Contra Costa County Records, described as follows:

Beginning at the northeast corner of said Parcel "8" (21 PM 10); thence from said point of beginning along the exterior lines of said Parcel "B" the following courses: South 43° 15' 15" East 131.15 feet to the beginning of a tangent curve concave to the northeast, having a radius of 424.98 feet; a radial line to the beginning of said curve bears South 46° 44' 45" West; thence southeasterly 154.99 feet along the arc of said curve through a central angle of 20° 53' 44" a radial line to the end of said curve bears South 25° 51' 01" West to the beginning of a non-tangent curve concave to the North, having a radius of 1940.00 feet, a radial line to the beginning of said curve bears South 17° 37' 15" East; thence westerly 326.25 feet along the arc of said curve through a Central angle of 09°-38' 08"; thence South 07° 59' 07" East 10.00 feet to the beginning of a non-tangent curve concave to the North, having a radius of 550.00 feet, a radial line to the beginning of said curve bears South 07° 59' 07" East; thence westerly 44.48 feet along the arc of said curve through a central angle of 04° 38' 02"; thence North 20° 30' 00" West 200.35 feet to the northwest corner of said Parcel "B" (21 PM 10) being the southwest corner of said Parcel "2" (94 PM 19); thence leaving said exterior line of Parcel "8" along the exterior line of said Parcel "2" (94 PM 19) the following courses: North 57° 00' 00" West 38.00 feet; thence North 33° 00' 00" East 111.00 feet; thence North 05° 12' 06" West 33.16 feet; thence North 60° 29' 30" West 160.00 feet; thence North 77° 30' 16" West 60.00 feet; thence North 06° 01' 53" East, 497.23 feet to the beginning of a non-tangent curve concave to the North, having a radius of 35.00 feet, a radial line to the beginning of said curve bears South 37° 49' 14" West; thence easterly 23.71 feet along the arc of said curve through a central angle of 38° 48' 48" to the beginning of a reverse curve concave to the West, having a radius of 42.00 feet, a radial line to the beginning of said curve bears North 00° 59' 34" West; thence southerly 19.27 feet along the arc of said curve through a central angle of 124° 30' 4-4"; thence South 56° 32' 57" East, 20.87 feet to the beginning of a non-tangent curve concave to the East, having a radius of 349.98 feet, a radial line to the beginning of said curve bears North 89° 10' 05" West; thence southerly 146.86 feet along the arc of said curve through a central angle of 24° 02' 35"; thence South 23° 12' 40" East, 225.75 feet to the beginning of a tangent curve concave to the northeast, having a radius of 674.96 feet; a radial line to the beginning of said curve bears South 66° 47' 20" West; thence southeasterly 236.11 feet through a central angle of 20° 02' 35"; thence South 43° 15' 15" East 22.58 feet to the point of beginning.

A.P. Nos.: 153-030-105 and 077

Said Parcel. One is also described in that certain Certificate of Lot Line Adjustment recorded July 28, 1999, Series No, 99-201561, Contra Costa County Records.

PARCEL TWO:

A non-exclusive easement appurtenant to Parcel One above for roadway access purposes and the installation and maintenance of sanitary sewers, storm drainage facilities, gas, electric, telephone, water, cable television and other utilities or facilities deemed necessary by county *in, on, over and across* the following described parcel of land:

Beginning at a point on the North line of Chilpancingo Parkway at the most southeasterly corner of Parcel "1" as said parcel is shown on the Parcel Map filed April 20, 1981 in Book 94 of Parcel Maps at Page 19, Contra Costa County Records, thence along the exterior line of said Parcel 1, North 20° 30' 00" West, 200.35 feet; thence leaving said exterior line, North 57° 00' 00" West, 38.00 feet; South 33° 00' 00" West, 27.86 feet; South 20° 30' 00" East, 145.00 feet and South 15° 46' 14" West, 49.91 feet to the northerly line of said Chilpancingo Parkway; thence easterly along said northerly line 80.12 feet, more or less, to the point of beginning.





**Contra  
Costa  
County**

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: January 15, 2019

Subject: October 2018 Operations Update of the Employment and Human Services Department, Community Services Bureau

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**RECOMMENDATION(S):**

ACCEPT the October 2018 update of the operations of the Employment and Human Services Department, Community Services Bureau, as recommended by the Employment and Human Services Director.

**FISCAL IMPACT:**

There is no fiscal impact.

**BACKGROUND:**

The Employment and Human Services Department submits a monthly report to the Contra Costa County Board of Supervisors (BOS) to ensure ongoing communication and updates to the County Administrator and BOS regarding any and all issues pertaining to the Head Start Program and Community Services Bureau.

**CONSEQUENCE OF NEGATIVE ACTION:**

Not applicable.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stephanie Mello, Deputy

Contact: Elaine Burres  
608-4960

cc:

## ATTACHMENTS

CSB Oct 2018 CAO Report

CSB Oct 2018 HS Fiscal Report

CSB Oct 2018 EHS Fiscal Report

CSB Oct 2018 CACFP Report

CSB Oct 2018 EHS CC Partnership Fiscal  
Report

CSB Oct 2018 Credit Card Report

CSB Oct 2018 LIHEAP

CSB Oct 2018 Menu




To: David Twa, Contra Costa County Administrator  
From: Kathy Gallagher, EHSD Director  
Subject: Community Services Monthly Report  
Date: October 2018

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### News /Accomplishments

- On October 12, 2018, Julia Taylor, Analyst with the County Administrator Office, joined Camilla Rand, Community Services Bureau (CSB) Director, Katharine Mason, CSB Division Manager, Isabel Renggenathen, CSB Assistant Director, and Jennifer Kirby and Averyl DeVera, CSB Site Supervisors for an informative tour of the George Miller Children's Center in Concord. The group toured the center, and discussed the wide variety of programs and services CSB has to offer to the community and its staff. The group also met with teaching staff and observed various classroom environments. Julia applauded the positive interactions between the teacher and child, and the warm and caring environment.
  - The annual Head Start (HS)/Early Head Start (EHS) Shared Governance Meeting is scheduled for Wednesday, November 7, 2017 from 2-4 pm at the Crowne Plaza Hotel in Concord. The topic of this year's meeting is "Building Strong Communities Together". The Governing Bodies will also connect and share program successes.
  - The 2019-2020 Continued Funding Application (CFA) was reviewed and submitted to the California Department of Education Early Learning and Care Division.
  - Quality Rating Improvement System (QRIS)/ Quality Matters reviews have begun at CSB sites, which includes a review of staff files, child assessment and screening information, and classroom observations. Additional sites have received a quality rating of "5"-the highest rating on the tier scale. CSB now has a total of six sites with a tier 5 rating.
  - All CSB Head Start and Early Head Start sites are preparing for a series of family engagement activities such as "Back to School Night", "Community Work Day" and "Food Day" in the month of November – December 2018. Everyone is invited to take part.
  - CBS in collaboration with the Martinez Adult School is hosting ESL classes for HS and EHS families in Central Contra Costa County. The classes will begin in early November and will be held at the George Miller Concord Center. 18 families have signed up to attend.
- I. Status Updates:**
- a. Caseloads, workload (all programs)**
    - Head Start enrollment: 91%
    - Early Head Start enrollment: 103% (Adjusted for classes in session)
    - Early Head Start Child Care Partnership enrollment: 90%
    - Early Head Start Child Care Partnership #2 enrollment: 90%
    - Head Start Average Daily Attendance: 86.8%
    - Early Head Start Average Daily Attendance: 86.7%
    - Early Head Start Child Care Partnership Attendance: 86.7%

  
1470 Civic Court,  
Suite 200  
Concord, CA  
94520

  
P: 925 681 6300  
F: 925 313 8301

  
[www.cccounty.us/ehsd](http://www.cccounty.us/ehsd)



- o Stage 2: 415 families and 655 children
- o CAPP: 129 families and 233 children
  - In total: 550 families and 554 children
  - Incoming transfers from Stage 1: 23 families and 27 children
- o LIHEAP: 295 households have been assisted
- o Weatherization: 21 units

**b. Staffing:**

- o During the month of October, CSB conducted interviews to fill Site Supervisor-Project II and III, and Master-Teacher Project vacancies. The Bureau selected candidates, and is working with the County's Human Resource Department on the hiring process. The Bureau is in the process of hiring staff to fill Comprehensive Services Assistant Manager-Project vacancies. The Bureau is expecting the eligible list to promulgate at the beginning of November.

**c. Union Issues:**

- o A Skelly Hearing with PEU Local 1 (Line staff unit) and CSB is scheduled in early November.

CONTRA COSTA COUNTY  
COMMUNITY SERVICES BUREAU  
**2018 HEAD START PROGRAM**  
September 2018 Expenditures

1 DESCRIPTION	2 YTD Actual	3 Total Budget	4 Remaining Budget	5 % YTD
a. PERSONNEL	\$ 2,917,960	\$ 4,057,499	\$ 1,139,539	72%
b. FRINGE BENEFITS	1,835,792	2,584,554	748,762	71%
c. TRAVEL	-	-	-	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	176,997	143,000	(33,997)	124%
f. CONTRACTUAL	2,829,337	7,121,029	4,291,692	40%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	926,049	2,503,661	1,577,612	37%
<b>I. TOTAL DIRECT CHARGES</b>	<b>\$ 8,686,135</b>	<b>\$ 16,409,743</b>	<b>\$ 7,723,609</b>	<b>53%</b>
<b>j. INDIRECT COSTS</b>	<b>913,416</b>	<b>969,742</b>	<b>56,326</b>	<b>94%</b>
<b>k. TOTAL-ALL BUDGET CATEGORIES</b>	<b>\$ 9,599,550</b>	<b>\$ 17,379,485</b>	<b>\$ 7,779,935</b>	<b>55%</b>
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 2,887,880</i>	<i>\$ 4,344,871</i>	<i>\$ 1,456,992</i>	<i>66%</i>

**CONTRA COSTA COUNTY  
COMMUNITY SERVICES BUREAU  
2018 HEAD START PROGRAM  
September 2018 Expenditures**

1	2 Jan-18 thru Mar-18	3 Apr-18 thru Jun-18	4 Jul-18 thru Sep-18	5 Total YTD Actual	6 Total Budget	7 Remaining Budget	8 % YTD
<b>a. Salaries &amp; Wages (Object Class 6a)</b>							
Permanent 1011	923,758	895,050	839,373	2,658,182	3,682,453	1,024,271	72%
Temporary 1013	113,591	76,779	69,409	259,778	375,046	115,268	69%
<b>a. PERSONNEL (Object class 6a)</b>	<b>1,037,349</b>	<b>971,829</b>	<b>908,782</b>	<b>2,917,960</b>	<b>4,057,499</b>	<b>1,139,539</b>	<b>72%</b>
<b>b. FRINGE (Object Class 6b)</b>	<b>641,298</b>	<b>613,986</b>	<b>580,508</b>	<b>1,835,792</b>	<b>2,584,554</b>	<b>748,762</b>	<b>71%</b>
<b>e. SUPPLIES (Object Class 6e)</b>							
1. Office Supplies	19,372	15,144	9,414	43,930	38,000	(5,930)	116%
2. Child and Family Services Supplies (Includesclassroom Supl	2,641	9,448	66,502	78,590	35,000	(43,590)	225%
4. Other Supplies							
Computer Supplies, Software Upgrades, Computer Replace	29	38,180	412	38,621	45,000	6,379	86%
Health/Safety Supplies	3,355	2,204	-	5,559	9,000	3,441	62%
Mental helath/Diasabilities Supplies	-	-	-	-	-	-	
Miscellaneous Supplies	736	7,166	1,562	9,463	10,000	537	95%
Employee Morale	-	-	-	-	4,000	4,000	0%
Household Supplies	-	674	160	833	2,000	1,167	42%
<b>TOTAL SUPPLIES (6e)</b>	<b>26,132</b>	<b>72,814</b>	<b>78,050</b>	<b>176,997</b>	<b>143,000</b>	<b>(33,997)</b>	<b>124%</b>
<b>f. CONTRACTUAL (Object Class 6f)</b>							
1. Adm Svcs (e.g., Legal, Accounting, Temporary Contracts)	6,004	15,110	1,235	22,349	58,000	35,651	39%
Estimated Medical Revenue from Medi-Cal (Org 1432 - cred	-	(367,402)	-	(367,402)	(500,000)	(132,598)	73%
Health Consultant	11,200	14,000	11,200	36,400	55,700	19,300	65%
5. Training & Technical Assistance - PA11							
Interaction	-	-	3,000	3,000	6,000	3,000	50%
Diane Godard (\$50,000/2)	1,600	6,825	250	8,675	15,000	6,325	58%
Josephine Lee (\$35,000/2)	450	1,927	185	2,562	14,300	11,738	18%
Susan Cooke (\$60,000/2)	-	-	-	-	10,400	10,400	
7. Delegate Agency Costs							
First Baptist Church Head Start PA22	-	1,022,178	-	1,022,178	2,156,616	1,134,438	47%
First Baptist Church Head Start PA20	-	-	-	-	8,000	8,000	0%
8. Other Contracts							
FB-Fairgrounds Partnership (Wrap)	11,910	25,348	5,207	42,465	74,213	31,748	57%
FB-Fairgrounds Partnership	28,800	57,600	14,625	101,025	183,600	82,575	55%
FB-E. Leland/Mercy Housing Partnership	-	-	-	-	-	-	
Martinez ECC (18 HS slots x \$225/mo x 12/mo)	18,000	36,000	18,000	72,000	108,000	36,000	67%
YMCA of the East Bay	-	141,050	160,100	301,150	571,200	270,050	53%
Child Outcome Planning and Administration (COPA/Nulinx)	964	1,928	3,079	5,971	20,000	14,029	30%
Enhancement/wrap-around HS slots with State CD Program	1,918	514,162	1,062,883	1,578,963	4,340,000	2,761,037	36%
<b>f. CONTRACTUAL (Object Class 6f)</b>	<b>80,845</b>	<b>1,468,726</b>	<b>1,279,765</b>	<b>2,829,337</b>	<b>7,121,029</b>	<b>4,291,692</b>	<b>40%</b>
<b>h. OTHER (Object Class 6h)</b>							
2. Bldg Occupancy Costs/Rents & Leases	51,167	73,771	57,838	182,775	225,000	42,225	81%
(Rents & Leases/Other Income)	-	(567)	-	(567)	-	567	
4. Utilities, Telephone	55,894	77,201	43,604	176,698	300,000	123,302	59%
5. Building and Child Liability Insurance	2,707	-	-	2,707	3,000	294	90%
6. Bldg. Maintenance/Repair and Other Occupancy	7,151	27,811	30,424	65,386	820,851	755,465	8%
8. Local Travel (55.5 cents per mile effective 1/1/2012)	6,497	15,269	3,812	25,578	50,000	24,422	51%
9. Nutrition Services							
Child Nutrition Costs	39,303	103,983	7,478	150,764	310,000	159,236	49%
(CCFP & USDA Reimbursements)	-	(57,041)	(2,759)	(59,799)	(230,000)	(170,201)	26%
13. Parent Services							
Parent Conference Registration - PA11	784	-	-	784	4,000	3,216	20%
Parent Resources (Parenting Books, Videos, etc.) - PA11	-	-	-	-	1,000	1,000	0%
PC Orientation, Trainings, Materials & Translation - PA11	3,098	3,862	2,191	9,150	12,700	3,550	72%
Policy Council Activities	21	929	-	949	4,000	3,051	24%
Male Involvement Activities	-	-	-	-	500	500	0%
Parent Activities (Sites, PC, BOS luncheon) & Appreciation	2,825	-	-	2,825	7,500	4,675	38%
Child Care/Mileage Reimbursement	732	3,202	577	4,512	5,100	588	88%
14. Accounting & Legal Services							
Auditor Controllers	-	1,836	-	1,836	2,000	164	92%
Data Processing/Other Services & Supplies	2,870	5,051	3,088	11,009	15,000	3,991	73%
15. Publications/Advertising/Printing							
Outreach/Printing	-	-	-	-	100	100	0%
Recruitment Advertising (Newspaper, Brochures)	-	1,338	-	1,338	2,500	1,162	54%
16. Training or Staff Development							
Agency Memberships (WIPFLI, Meeting Fees, NHSA, NAE	286	8,482	4,276	13,044	22,098	9,054	59%
Staff Trainings/Dev. Conf. Registrations/Memberships - PA	6,403	42,985	32,411	81,799	126,846	45,047	64%
Family, Community and Parent Involvement	-	-	-	-	95,000	95,000	0%
17. Other							
Site Security Guards	3,123	12,617	505	16,245	35,000	18,755	46%
Dental/Medical Services	-	-	-	-	1,000	1,000	0%
Vehicle Operating/Maintenance & Repair	13,730	41,891	18,521	74,143	160,000	85,857	46%
Equipment Maintenance Repair & Rental	37,983	70,475	10,059	118,517	291,718	173,201	41%
Dept. of Health and Human Services-data Base (CORD)	1,825	6,546	-	8,370	12,000	3,630	70%
Field Trips	-	4,855	-	4,855	5,000	145	
Other Operating Expenses (Facs Admin/Other admin)	13,652	11,642	7,836	33,130	186,748	153,618	18%
Other Departmental Expenses	-	-	-	-	35,000	35,000	
<b>h. OTHER (6h)</b>	<b>250,051</b>	<b>456,138</b>	<b>219,861</b>	<b>926,049</b>	<b>2,503,661</b>	<b>1,577,612</b>	<b>37%</b>
<b>i. TOTAL DIRECT CHARGES (6a-6h)</b>	<b>2,035,675</b>	<b>3,583,493</b>	<b>3,066,966</b>	<b>8,686,135</b>	<b>16,409,743</b>	<b>7,723,609</b>	<b>53%</b>
<b>j. INDIRECT COSTS</b>	<b>238,700</b>	<b>508,511</b>	<b>166,205</b>	<b>913,416</b>	<b>969,742</b>	<b>56,326</b>	<b>94%</b>
<b>k. TOTALS (ALL BUDGET CATEGORIES)</b>	<b>2,274,375</b>	<b>4,092,004</b>	<b>3,233,172</b>	<b>9,599,550</b>	<b>17,379,485</b>	<b>7,779,935</b>	<b>55%</b>
<b>Non-Federal Share (In-kind)</b>	<b>568,594</b>	<b>1,510,993</b>	<b>808,293</b>	<b>2,887,880</b>	<b>4,344,871</b>	<b>1,456,992</b>	<b>66%</b>



CONTRA COSTA COUNTY  
COMMUNITY SERVICES BUREAU  
**2018 EARLY HEAD START PROGRAM**  
September 2018 Expenditures

1 DESCRIPTION	2 YTD Actual	3 Total Budget	4 Remaining Budget	5 % YTD
<b>a. PERSONNEL</b>	\$ 212,737	\$ 661,939	\$ 449,202	32%
<b>b. FRINGE BENEFITS</b>	124,776	413,339	288,563	30%
<b>c. TRAVEL</b>	-	-	-	0%
<b>d. EQUIPMENT</b>	-	-	-	0%
<b>e. SUPPLIES</b>	17,212	16,800	(412)	102%
<b>f. CONTRACTUAL</b>	2,420,694	2,292,672	(128,022)	106%
<b>g. CONSTRUCTION</b>	-	-	-	0%
<b>h. OTHER</b>	36,992	99,983	62,991	37%
<b>I. TOTAL DIRECT CHARGES</b>	\$ 2,812,412	\$ 3,484,733	\$ 672,321	81%
<b>j. INDIRECT COSTS</b>	65,669	143,657	77,988	46%
<b>k. TOTAL-ALL BUDGET CATEGORIES</b>	<b>\$ 2,878,082</b>	<b>\$ 3,628,390</b>	<b>\$ 750,308</b>	<b>79%</b>
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 702,579</i>	<i>\$ 907,098</i>	<i>\$ 204,518</i>	<i>77%</i>

CONTRA COSTA COUNTY  
COMMUNITY SERVICES BUREAU  
**2018 EARLY HEAD START PROGRAM**  
September 2018 Expenditures

1	2	3	4	5	6	7	8
	Jan-18 thru Mar-18	Apr-18 thru Jun-18	Jul-18 thru Sep-18	Total YTD Actual	Total Budget	Remaining Budget	% YTD
<b>Expenditures</b>							
<b>a. Salaries &amp; Wages (Object Class 6a)</b>							
Permanent 1011	86,807	52,555	50,089	189,451	580,660	391,209	33%
Temporary 1013	7,022	8,256	8,008	23,287	81,279	57,992	29%
<b>a. PERSONNEL (Object class 6a)</b>	<b>93,830</b>	<b>60,811</b>	<b>58,097</b>	<b>212,737</b>	<b>661,939</b>	<b>449,202</b>	<b>32%</b>
<b>b. FRINGE (Object Class 6b)</b>	<b>57,054</b>	<b>34,599</b>	<b>33,122</b>	<b>124,776</b>	<b>413,339</b>	<b>288,563</b>	<b>30%</b>
<b>e. SUPPLIES (Object Class 6e)</b>							
1. Office Supplies	95	4,874	2,697	7,665	8,000	335	96%
2. Child and Family Serv. Supplies/classroom St	-	50	7,730	7,780	4,000	(3,780)	194%
4. Other Supplies	-	-	-	-	-	-	-
Computer Supplies, Software Upgrades, Con	-	339	-	339	2,000	1,661	17%
Health/Safety Supplies	693	-	-	693	1,500	807	46%
Miscellaneous Supplies	-	647	7	654	1,000	346	65%
Household Supplies	-	39	42	81	300	219	-
<b>e. SUPPLIES (Object Class 6e)</b>	<b>788</b>	<b>5,949</b>	<b>10,475</b>	<b>17,212</b>	<b>16,800</b>	<b>(412)</b>	<b>102%</b>
<b>f. CONTRACTUAL (Object Class 6f)</b>							
1. Adm Svcs ( Legal, Accounting, Temporary Co	-	-	-	-	1,000	1,000	0%
2. Health/Disabilities Services	-	-	-	-	-	-	-
Health Consultant	3,840	6,000	960	10,800	19,500	8,700	55%
5. Training & Technical Assistance - PA11	-	-	-	-	-	-	-
Interaction	-	-	-	-	5,500	5,500	0%
Diane Godard	-	-	-	-	7,500	7,500	0%
Josephine Lee (\$35,000/2)	-	-	-	-	5,000	5,000	0%
Susan Cooke (\$60,000/2)	-	-	-	-	6,500	6,500	0%
8. Other Contracts	-	-	-	-	-	-	-
FB-Fairgrounds Partnership	12,000	22,000	5,500	39,500	76,000	36,500	52%
FB-E. Leland/Mercy Housing Partnership	15,000	75,000	15,000	105,000	180,000	75,000	58%
Apiranet	81,000	222,000	(20,000)	283,000	526,000	243,000	54%
Crossroads	-	80,000	-	80,000	126,000	46,000	63%
Martinez ECC	16,000	32,000	16,000	64,000	96,000	32,000	67%
Child Outcome Planning & Admini. (COPA/Ni	199	401	819	1,419	3,000	1,581	47%
Enhancement/wrap-around HS slots with Sta	407,254	858,013	571,709	1,836,975	1,240,672	(596,303)	148%
<b>f. CONTRACTUAL (Object Class 6f)</b>	<b>535,293</b>	<b>1,295,414</b>	<b>589,987</b>	<b>2,420,694</b>	<b>2,292,672</b>	<b>(128,022)</b>	<b>106%</b>
<b>h. OTHER (Object Class 6h)</b>							
2. Bldg Occupancy Costs/Rents & Leases	143	1,149	1,239	2,531	1,800	(731)	141%
(Rents & Leases/Other Income)	-	-	-	-	-	-	-
4. Utilities, Telephone	952	668	772	2,393	5,600	3,207	43%
5. Building and Child Liability Insurance	-	-	-	-	-	-	-
6. Bldg. Maintenance/Repair and Other Occupa	129	274	241	643	7,200	6,557	9%
8. Local Travel (55.5 cents per mile)	614	1,502	254	2,370	6,500	4,130	36%
9. Nutrition Services	-	-	-	-	-	-	-
Child Nutrition Costs	-	569	301	870	1,100	230	79%
(CCFP & USDA Reimbursements)	-	(167)	(76)	(243)	(800)	(557)	-
13. Parent Services	-	-	-	-	-	-	-
Parent Conference Registration - PA11	-	-	-	-	2,000	2,000	0%
Parent Resources (Parenting Books, Videos	305	80	-	384	2,000	1,616	19%
PC Orientation, Trainings, Materials & Trans	58	953	-	1,011	4,000	2,989	25%
Policy Council Activities	-	-	-	-	1,000	1,000	0%
Parent Activities (Sites, PC, BOS luncheon)	-	-	549	549	500	(49)	110%
Child Care/Mileage Reimbursement	91	187	62	339	1,500	1,161	23%
14. Accounting & Legal Services	-	-	-	-	-	-	-
Data Processing/Other Services & Supplies	593	1,047	790	2,430	3,200	770	76%
15. Publications/Advertising/Printing	-	-	-	-	-	-	-
Recruitment Advertising (Newspaper, Brochu	-	-	-	-	100	100	-
16. Training or Staff Development	-	-	-	-	-	-	-
Agency Memberships (WIPFLI, Meeting Fee	60	221	1,918	2,200	20,200	18,000	11%
Staff Trainings/Dev. Conf. Registrations/Mer	563	6,561	661	7,785	30,244	22,459	26%
17. Other	-	-	-	-	-	-	-
Site Security Guards	-	752	-	752	1,000	248	75%
Vehicle Operating/Maintenance & Repair	1,710	5,558	3,582	10,850	8,000	(2,850)	136%
Equipment Maintenance Repair & Rental	2	888	-	890	1,000	110	89%
Other Operating Expenses (Facs Admin/Othe	453	502	284	1,238	3,839	2,601	32%
Other Departmental Expenses	-	-	-	-	-	-	-
<b>h. OTHER (6h)</b>	<b>5,672</b>	<b>20,743</b>	<b>10,578</b>	<b>36,992</b>	<b>99,983</b>	<b>62,991</b>	<b>37%</b>
<b>i. TOTAL DIRECT CHARGES (6a-6h)</b>	<b>692,636</b>	<b>1,417,517</b>	<b>702,259</b>	<b>2,812,412</b>	<b>3,484,733</b>	<b>672,321</b>	<b>81%</b>
<b>j. INDIRECT COSTS</b>	<b>21,462</b>	<b>33,516</b>	<b>10,691</b>	<b>65,669</b>	<b>143,657</b>	<b>77,988</b>	<b>46%</b>
<b>k. TOTALS - ALL BUDGET CATEGORIES</b>	<b>714,098</b>	<b>1,451,033</b>	<b>712,950</b>	<b>2,878,082</b>	<b>3,628,390</b>	<b>750,308</b>	<b>79%</b>
<b>Non-Federal Match (In-Kind)</b>	<b>178,525</b>	<b>345,817</b>	<b>178,237</b>	<b>702,579</b>	<b>907,098</b>	<b>204,518</b>	<b>77%</b>

EMPLOYMENT & HUMAN SERVICES DEPARTMENT  
 COMMUNITY SERVICES BUREAU  
 CHILD NUTRITION FOOD SERVICES  
 CHILD and ADULT CARE FOOD PROGRAM MEALS SERVED  
 FY 2018-2019

Month covered	2018 August
Approved sites operated this month	12
Number of days meals served this month	23
Average daily participation	499
Child Care Center Meals Served:	
Breakfast	10,103
Lunch	11,466
Supplements	8,773
Total Number of Meals Served	30,342

CONTRA COSTA COUNTY  
COMMUNITY SERVICES BUREAU  
**EARLY HEAD START- CC PARTNERSHIP #1**  
September 2018 Expenditures

1 DESCRIPTION	2 YTD Actual	3 Total Budget	4 Remaining Budget	5 % YTD
<b>a. PERSONNEL</b>	\$ 106,131	\$ 297,675	\$ 191,544	36%
<b>b. FRINGE BENEFITS</b>	61,423	206,426	145,003	30%
<b>c. TRAVEL</b>	-	-	-	0%
<b>d. EQUIPMENT</b>	-	-	-	0%
<b>e. SUPPLIES</b>	59,636	6,900	(52,736)	864%
<b>f. CONTRACTUAL</b>	29,278	467,260	437,982	6%
<b>g. CONSTRUCTION</b>			-	0%
<b>h. OTHER</b>	18,480	74,699	56,219	25%
<b>I. TOTAL DIRECT CHARGES</b>	\$ 274,948	\$ 1,052,960	\$ 778,012	26%
<b>j. INDIRECT COSTS</b>	22,015	66,120	44,105	33%
<b>k. TOTAL-ALL BUDGET CATEGORIES</b>	<u>\$ 296,963</u>	<u>\$ 1,119,080</u>	<u>\$ 822,117</u>	<u>27%</u>
<b><i>In-Kind (Non-Federal Share)</i></b>	<u>\$ 63,380</u>	<u>\$ 279,770</u>	<u>\$ 216,390</u>	<u>23%</u>

CONTRA COSTA COUNTY  
COMMUNITY SERVICES BUREAU  
**EARLY HEAD START- CC PARTNERSHIP #1**  
September 2018 Expenditures

1	2	3	4	5	6	7	8
	Actual Jul-18	Actual Aug-18	Actual Sep-18	Total YTD Actual	Total Budget	Remaining Budget	% YTD
<b>Expenditures</b>							
<b>a. Salaries &amp; Wages (Object Class 6a)</b>							
Permanent 1011	31,323	36,941	34,687	102,952	294,675	191,723	35%
Temporary 1013	879	984	1,316	3,179	3,000	(179)	106%
<b>a. PERSONNEL (Object class 6a)</b>	<b>32,202</b>	<b>37,926</b>	<b>36,003</b>	<b>106,131</b>	<b>297,675</b>	<b>191,544</b>	<b>36%</b>
<b>b. FRINGE BENEFITS (Object Class 6b)</b>							
Fringe Benefits	18,084	22,198	21,141	61,423	206,426	145,003	30%
<b>b. FRINGE (Object Class 6b)</b>	<b>18,084</b>	<b>22,198</b>	<b>21,141</b>	<b>61,423</b>	<b>206,426</b>	<b>145,003</b>	<b>30%</b>
<b>e. SUPPLIES (Object Class 6e)</b>							
1. Office Supplies	-	938	105	1,043	500	(543)	209%
2. Child and Family Serv. Supplies/classroom Supplies	5,318	-	2,625	7,943	3,300	(4,643)	241%
4. Other Supplies							
Computer Supplies, Software Upgrades, Comp Replac	-	23,086	25,800	48,886	1,000	(47,886)	4889%
Miscellaneous Supplies	-	-	-	-	100	100	0%
Household Supplies	1,751	4	10	1,765	2,000	235	88%
<b>e. SUPPLIES (Object Class 6e)</b>	<b>7,069</b>	<b>24,027</b>	<b>28,541</b>	<b>59,636</b>	<b>6,900</b>	<b>(52,736)</b>	<b>864%</b>
<b>f. CONTRACTUAL (Object Class 6f)</b>							
1. Adm Svcs (e.g., Legal, Accounting, Temporary Contrac	-	-	278	278	8,000	7,722	3%
5. Training & Technical Assistance - PA11	-	-	-	-	-	-	
8. Other Contracts	-	19,000	-	19,000	312,000	293,000	6%
Contra Costa Child Care Council	-	-	-	-	15,000	15,000	0%
First Baptist (20 slots x \$450)	-	-	-	-	12,260	12,260	0%
Child Outcome Planning and Administration (COPA/Nl	-	-	10,000	10,000	120,000	110,000	8%
Enhancement/wrap-around HS slots with State CD Prc	-	-	-	-	-	-	
<b>f. CONTRACTUAL (Object Class 6f)</b>	<b>-</b>	<b>19,000</b>	<b>10,278</b>	<b>29,278</b>	<b>467,260</b>	<b>437,982</b>	<b>6%</b>
<b>h. OTHER (Object Class 6h)</b>							
2. Bldg Occupancy Costs/Rents & Leases	2,286	1,856	550	4,692	15,000	10,308	31%
(Rents & Leases/Other Income)	-	-	-	-	-	-	
4. Utilities, Telephone	58	1,286	2,132	3,476	18,000	14,524	19%
5. Building and Child Liability Insurance	-	-	-	-	-	-	
6. Bldg. Maintenance/Repair and Other Occupancy	-	6	141	147	2,000	1,853	7%
7. Incidental Alterations/Renovations	-	-	-	-	-	-	
8. Local Travel (54 cents per mile)	72	-	19	91	2,800	2,709	3%
13. Parent Services	-	-	-	-	-	-	0%
Parent Conference Registration - PA11	-	-	-	-	-	-	0%
Parent Resources (Parenting Books, Videos, etc.) - P/	-	-	-	-	-	-	0%
PC Orientation, Trainings, Materials & Translation - P/	-	-	-	-	-	-	0%
Policy Council Activities	-	-	-	-	-	-	0%
Male Involvement Activities	-	-	-	-	-	-	0%
Parent Activities (Sites, PC, BOS luncheon) & Appreci	-	-	-	-	200	200	0%
14. Accounting & Legal Services							
Legal (County Counsel)	-	-	-	-	500	500	0%
Auditor Controllers	-	-	-	-	1,000	1,000	0%
Data Processing/Other Services & Supplies	-	139	139	279	1,000	721	28%
15. Publications/Advertising/Printing	-	-	-	-	-	-	
Recruitment Advertising (Newspaper, Brochures)	-	-	-	-	100	100	0%
16. Training or Staff Development							
Staff Trainings/Dev. Conf. Registrations/Membership:	1,668	2,160	5,396	9,224	25,907	16,683	36%
17. Other							
Vehicle Operating/Maintenance & Repair	-	-	-	-	1,000	1,000	0%
Equipment Maintenance Repair & Rental	-	-	-	-	3,000	3,000	0%
Other Operating Expenses (Facs Admin/Other admin)	-	11	560	571	4,192	3,621	14%
<b>h. OTHER (6h)</b>	<b>4,084</b>	<b>5,458</b>	<b>8,937</b>	<b>18,480</b>	<b>74,699</b>	<b>56,219</b>	<b>25%</b>
<b>i. TOTAL DIRECT CHARGES (6a-6h)</b>	<b>61,439</b>	<b>108,609</b>	<b>104,900</b>	<b>274,948</b>	<b>1,052,960</b>	<b>778,012</b>	<b>26%</b>
<b>j. INDIRECT COSTS</b>	<b>-</b>	<b>-</b>	<b>22,015</b>	<b>22,015</b>	<b>66,120</b>	<b>44,105</b>	<b>33%</b>
<b>k. TOTALS - ALL BUDGET CATEGORIES</b>	<b>61,439</b>	<b>108,609</b>	<b>126,915</b>	<b>296,963</b>	<b>1,119,080</b>	<b>822,117</b>	<b>27%</b>
<b>Non-federal Match In-Kind</b>	<b>15,360</b>	<b>16,291</b>	<b>31,729</b>	<b>63,380</b>	<b>279,770</b>	<b>216,390</b>	<b>23%</b>

# SUMMARY CREDIT CARD EXPENDITURE

Agency: Community Services Bureau

Month: September 2018

Credit Card: Visa/U.S. Bank

## Authorized Users

C. Rand, Bureau Dir	xxxx8798
K. Mason, Div Mgr	xxxx2364
C. Reich, Div Mgr	xxxx4959
S. Kim, Sr. Bus. Systems Analyst	xxxx1907
C. Johnson, AD	xxxx0220
M. Bedros, AD	xxxx1416
A. Wells, AD	xxxx8777
P. Arrington, AD	xxxx3838
I. Renggenathen, AD	xxxx0494
R. Radeva, PSA III	xxxx1899
Corporate Acct. Number	xxxx5045

Fund Org	Acct. code	Stat. Date	Card Account #	Amount	Program	Purpose/Description
1464	2100	09/24/18	xxxx4959	34.80	EHS-Child Care Partnership #2	Office Exp
1530	2100	09/24/18	xxxx3838	63.02	FACS Mental Health Program	Office Exp
				<b>\$ 97.82</b>		
1432	2102	09/24/18	xxxx8798	901.10	HS Basic Grant	Books, Periodicals
				<b>\$ 901.10</b>		
1532	2131	09/24/18	xxxx0494	86.59	Ambrose Park Site Costs	Minor Furniture/Equipment
1520	2131	09/24/18	xxxx0220	465.30	Balboa Site Costs	Minor Furniture/Equipment
1423	2131	09/24/18	xxxx3838	579.08	HS Parent Services	Minor Furniture/Equipment
				<b>\$ 1,130.97</b>		
1482	2150	09/24/18	xxxx0494	355.58	Child Nutrition Food Services	Food
				<b>\$ 355.58</b>		
1407	2303	09/24/18	xxxx4959	36.22	Comm. Svc Block Grant	Other Travel Employees
1419	2303	09/24/18	xxxx8777	1,752.35	Home Base HS	Other Travel Employees
1464	2303	09/24/18	xxxx2364	38.00	EHS-Child Care Partnership #2	Other Travel Employees
1464	2303	09/24/18	xxxx2364	(279.60)	EHS-Child Care Partnership #2	Other Travel Employees
1434	2303	09/24/18	xxxx3838	1,023.20	Head Start T & TA	Other Travel Employees
				<b>\$ 2,570.17</b>		
1432	2467	09/24/18	xxxx8798	99.00	HS Basic Grant	Training & Registration
1434	2467	09/24/18	xxxx3838	975.00	Head Start T & TA	Training & Registration
				<b>\$ 1,074.00</b>		
1401	2479	09/24/18	xxxx1899	2,525.59	Indirect Admin Costs	Other Special Dpmtal Exp
				<b>\$ 2,525.59</b>		
1432	2490	09/24/18	xxxx8777	156.59	HS Basic Grant	Misc Services/Supplies
1432	2490	09/24/18	xxxx8777	100.00	HS Basic Grant	Misc Services/Supplies
1464	2490	09/24/18	xxxx8777	100.00	EHS-Child Care Partnership #2	Misc Services/Supplies
1432	2490	09/24/18	xxxx1416	438.00	HS Basic Grant	Misc Services/Supplies
1464	2490	09/24/18	xxxx1416	623.91	EHS-Child Care Partnership #2	Misc Services/Supplies
1432	2490	09/24/18	xxxx3838	0.99	HS Basic Grant	Misc Services/Supplies
1530	2490	09/24/18	xxxx3838	36.47	FACS Mental Health Program	Misc Services/Supplies
				<b>\$ 1,455.96</b>		
			<b>Total</b>	<b>10,111.19</b>		



**CAO Monthly Report  
CSBG and Weatherization Programs  
Year-to-Date Expenditures  
As of September 30, 2018**

**1. 2018 LIHEAP WX**

Contract # 18B-4005

Term: Oct. 1, 2017 - July 31, 2019

Amount: WX \$ 908,636

Total Contract	\$	908,636
Expenditures		(565,567)
Balance	\$	343,069
Expended		62%

**2. 2018 LIHEAP ECIP/EHA 16**

Contract # 18B-4005

Term: Oct. 1, 2017 - July 31, 2019

Amount: EHA 16 \$ 907,105

Total Contract	\$	907,105
Expenditures		(591,840)
Balance	\$	315,265
Expended		65%

**4. 2018 COMMUNITY SERVICES BLOCK GRANT (CSBG)**









Contract # 18F-5007

Term: Jan. 1, 2018 - May 31, 2019

Amount: \$ 860,369

Total Contract	\$	860,369
Expenditures		(521,126)
Balance	\$	339,243
Expended		61%

# OCTUBRE 2018 – MENÚ DEL PREESCOLAR DEL BURÓ DE SERVICIOS A LA COMUNIDAD

LUNES	MARTES	MIÉRCOLES	JUEVES	VIERNES
<p><b>1</b></p> <p><b>DESAYUNO</b></p> <p>½ Tza. Manzana Fresca ½ Tza. Cereal Corn Chex</p> <p><b>ALMUERZO</b></p> <p>½ <b>SANDWICH DE SUNBUTTER &amp; JALEA</b> ½ oz. Queso Mozzarella ¼ Tza. Sopa de Vegetales ¼ Tza. Kiwi Fresco 1 Tajada de Pan Integral</p> <p><b>PM MERIENDA</b></p> <p>1 Pqte. Galletas Crackers de Pecesitos ½ Tza. de Leche Baja en Grasa al 1%</p> 	<p><b>2</b></p> <p><b>DESAYUNO</b></p> <p>½ Tza. Fresas Frescas ½ Tza. Cheerios</p> <p><b>ALMUERZO</b></p> <p>1 <b>CHICKEN CHALUPA</b> (frijoles refritos &amp; queso) ¼ Tza. Lechuga &amp; Tomate / Crema Agria ¼ Tza. Pera Fresca 1 Tortilla Integral de Maíz</p> <p><b>PM MERIENDA</b></p> <p>1 Pqte. Galletas Graham Crackers ½ Tza. de Leche Baja en Grasa al 1%</p>	<p><b>3</b></p> <p><b>DESAYUNO</b></p> <p>1 Banana Fresca ½ Bagel Integral/Queso Crema</p> <p><b>ALMUERZO</b></p> <p>¾ Tza. <b>FRIJOLES PINTO</b> ¼ Tza. Ensalada Espinaca con Cranberries ¼ Tza. Manzana Fresca 1 Porción Pan de Maíz Mexicali Integral</p> <p><b>PM MERIENDA</b></p> <p>2 Paq. Galletas Crackers Integrales ½ Tza. de Leche Baja en Grasa al 1% 1 Cda. Hummus</p> 	<p><b>4</b></p> <p><b>DESAYUNO</b></p> <p>½ Tza. Naranja Fresca ½ English Muffin Integral con Canela</p> <p><b>ALMUERZO</b></p> <p>1 Tza. <b>CHILI Y ARROZ</b> (Carne de pavo molida, queso cheddar, tomate, maíz &amp; arroz integral) ¼ Tza. Pera Fresca</p> <p><b>PM MERIENDA</b></p> <p>½ Tza. Yogurt Natural Bajo en Grasa ½ Tza. Durazno/Piña en Cubitos</p>	<p><b>5</b></p> <p><b>DESAYUNO</b></p> <p>1 Banana Fresca ½ Tza. Cereal Cornflake</p> <p><b>ALMUERZO</b></p> <p>1½ Oz. <b>JAMÓN DE PAVO &amp; QUESO SUIZO</b> (Aderezo de Mayo &amp; Mostaza) ¼ Tza. Brócoli con Aderezo Ranch 1 Tajada de Melón Cantaloupe Fresco 1 Tajada de Pan Integral</p> <p><b>PM MERIENDA</b></p> <p>1 Pqte. Galletas Crackers de Animalitos ½ Tza. de Leche Baja en Grasa al 1%</p> 
<p><b>8</b></p> <p><b>DESAYUNO</b></p> <p>½ Tza. Naranja Fresca ½ Tza. Cereal All Bran</p> <p><b>ALMUERZO</b></p> <p>½ Tza. <b>CHILI DE FRIJOL NEGRO</b> ¼ Tza. Zanahorias Pequeñas (No Aderezo) ¼ Tza. Fresas Frescas 5 Chips de Tortilla de Maíz Integral</p> <p><b>PM MERIENDA</b></p> <p>2 Paq. Galletas Crackers Integrales ½ Oz. Barrita de Queso Cheddar</p>	<p><b>9</b></p> <p><b>DESAYUNO</b></p> <p>½ Tza. Manzana Fresca ½ Tza. Cereal Rice Chex</p> <p><b>ALMUERZO</b></p> <p>½ Tza. <b>CAZUELAD DE CARNE MOLIDA DE PAVO &amp; ESPAGUETI</b> ¼ Tza. Palitos de Pepino 1 Tajada de Melón Honey Dew</p> <p><b>PM MERIENDA</b></p> <p>1 Banana Fresca ½ Tza. de Leche Baja en Grasa al 1%</p>	<p><b>10</b></p> <p><b>DESAYUNO</b></p> <p>½ Tza. Trozos de Piña ½ Bagel Integral/Queso Crema</p> <p><b>ALMUERZO</b></p> <p>1 Porción <b>CHILAQUILES DE POLLO CON CHIPS DE TORTILLA DE MAÍZ INTEGRAL</b> ¼ Tza. Ensaladade Col ¼ Tza. Trozos de Mango</p> <p><b>PM MERIENDA</b></p> <p>½ Tza. Manzana Fresca 1 Cda. Sunbutter</p>	<p><b>11</b></p> <p><b>DESAYUNO</b></p> <p>1 Banana Fresca ½ Tza. Cereal Corn Chex</p> <p><b>ALMUERZO</b></p> <p>¾ Tza. <b>FRIJOLES ROJOS CAJUN</b> ¼ Tza. Ensalada Mixta de Primavera con Aderezo Italiano ¼ Kiwi Fresco ¼ Tza. Arroz Integral</p> <p><b>PM MERIENDA</b></p> <p>½ Tza. de Brócoli &amp; Tiras de Pimentón/Aderezo Ranch 6 Galletas Crackers Integrales Wheat Thin</p>	<p><b>12</b></p> <p><b>DESAYUNO</b></p> <p>½ Tza. Fresas Frescas ¼ Tza. Yogurt Natural Bajo en Grasa /Granola</p> <p><b>ALMUERZO</b></p> <p>1 <b>WRAP ROLLITO CRUNCHY HAWAIIANO DE POLLO</b> (pollo en cubitos, brócoli, zanahoria, piña &amp; espinaca) ¼ Tza. Pera Fresca 1 Tortilla Integral</p> <p><b>PM MERIENDA</b></p> <p>¼ Tza. Mezcla Trail Mix Vámonos de Pesca (corn chex, pretzels, galletas crackers de pecesitos &amp; queso) ½ Tza. de Leche Baja en Grasa al 1%</p>
<p><b>15</b></p> <p><b>DESAYUNO</b></p> <p>½ Tza. Pera Fresca ½ Tza. Cereal Rice Chex</p> <p><b>ALMUERZO</b></p> <p>¾ Tza. <b>CHILI DE VEGETALES</b> (frijol rojo, trigo bulgur, tomate, yogurt, queso cheddar) ¼ Tza. Kiwi Fresco 1 Tortilla Integral</p> <p><b>PM MERIENDA</b></p> <p>2 Paq. Galletas Wheat Crackers ¼ Tza. Queso Cottage Cheese con Piña Triturada</p> 	<p><b>16</b></p> <p><b>DESAYUNO</b></p> <p>½ Tza. Compota de Manzana ½ English Muffin Integral / Sunbutter</p> <p><b>ALMUERZO</b></p> <p>¾ Tza. <b>CAZUELA DE POLLO AL CURRY CON ARROZ INTEGRAL</b> (pollo en cubitos, zanahoria, apio, cebolla, yogurt, arroz integral) ¼ Tza. Ensalada de Espinaca con Aderezo Ranch ¼ Tza. Fresas Frescas</p> <p><b>PM MERIENDA</b></p> <p>½ Tza. Ensalada de Tomate &amp; Zucchini/Aderezo Italiano 6 Galletas Wheat Thin Crackers</p>	<p><b>17</b></p> <p><b>DESAYUNO</b></p> <p>1 Banana Fresca ½ Tza. Cereal Kix</p> <p><b>ALMUERZO</b></p> <p>1½ Ozs. <b>TACOS DE PAVO CON QUESO</b> ¼ Tza. Lechuga &amp; Tomate Picados ¼ Tza. Trozos de Mango 2 Mini Tortillas de Maíz Integrales</p> <p><b>PM MERIENDA</b></p> <p>1 Naranja Fresca 1 Huevo Duro</p> 	<p><b>18</b></p> <p><b>DESAYUNO</b></p> <p>½ Tza. Fresas Frescas ½ Tajada de Pan de Canela Integral</p> <p><b>ALMUERZO</b></p> <p>¾ Tza. <b>GUISANTES DE CABECITA NEGRA</b> ¼ Tza. Ensalada Verde Mixta/Aderezo de Frambuesa ¼ Tza. Naranja Fresca 1 Porción de Pan de Maíz Integral</p> <p><b>PM MERIENDA</b></p> <p>½ Tza. Pepino &amp; Palitos de Zanahoria/Dip de Cebolla y Eneldo 2 Paq. Galletas Crackers Integrales</p>	<p><b>19</b></p> <p><b>DESAYUNO</b></p> <p>1 Banana Fresca ½ Tza. Cheerios</p> <p><b>ALMUERZO</b></p> <p>1½ Oz. <b>PAVO ASADO &amp; QUESO</b> (Aderezo de Mayo &amp; Mostaza) ¼ Tza. Hojas de Lechuga Verde &amp; 1 Rodaja de Tomate ¼ Tza. Manzana Fresca ½ Panecillo Integral</p> <p><b>PM MERIENDA – HORMIGAS SOBRE UN TRONCO</b></p> <p>¼ Tza. Palitos de Apio 1 Cda. Sunbutter / Uvas Pasas ½ Tza. de Leche Baja en Grasa al 1%</p> 
<p><b>22</b></p> <p><b>DESAYUNO</b></p> <p>½ Tza. Manzana Fresca ½ Tza. Cereal Corn Chex</p> <p><b>ALMUERZO</b></p> <p>1 Tza. <b>*QUINOA CON QUESO &amp; VEGETALES</b> (brócoli &amp; zanahoria rallada) ¼ Tza. Fresas Frescas</p> <p><b>PM MERIENDA</b></p> <p>½ Tajada Pan de Uvas Pasas 1 Cda. de Sunbutter</p> 	<p><b>23</b></p> <p><b>DESAYUNO</b></p> <p>½ Tza. Naranja Fresca ½ Bagel Integral/Queso Crema</p> <p><b>ALMUERZO</b></p> <p>1½ Ozs. <b>PAVO A LA BARBACOA</b> ¼ Tza. Ensalada de Espinaca/Aderezo de Frambuesa ¼ Tza. Kiwi Fresco ½ Pan Integral para Hamburguesa</p> <p><b>PM MERIENDA – WRAP DE VEGETALES</b></p> <p>1 Tortilla Integral ½ Tza. Espinaca &amp; Zanahoria Rallada 1 Cda. Hummus</p>	<p><b>24</b></p> <p><b>DESAYUNO</b></p> <p>½ Tza. Trozos de Piña ½ English Muffin Integral/Sunbutter</p> <p><b>ALMUERZO</b></p> <p>1 Tza. <b>*JAMMIN JAMBALAYA</b> (pollo en cubitos, tomate, okra &amp; arroz integral) ¼ Tza. Ensalada de Col Arco Iris ¼ Tza. Mandarina Fresca</p> <p><b>PM MERIENDA</b></p> <p>½ Tza. Manzana Fresca ½ oz. Tajada Queso Cheddar</p>	<p><b>25</b></p> <p><b>DESAYUNO</b></p> <p>1 Banana Fresca ½ Tza. Cereal Cornflake</p> <p><b>ALMUERZO</b></p> <p>1 <b>PIZZA MEXICANA</b> (frijoles refritos, pasta de tomate, salsa &amp; queso mozzarella) ¼ Tza. Lechuga &amp; Tomate Picados ¼ Tza. Trozos de Mango 1 Tortilla Integral de Harina</p> <p><b>PM MERIENDA</b></p> <p>½ Tza. Brócoli &amp; Coliflor / Aderezo Ranch 1 Pq. Galletas Crackers Fish Pretzel</p>	<p><b>26</b></p> <p><b>DESAYUNO</b></p> <p>½ Tza. Manzana Fresca ½ Tajada de Tostada Integral de Canela</p> <p><b>ALMUERZO</b></p> <p>1½ Ozs. <b>ENSALADA DE ATÚN</b> ¼ Tza. Zanahorias Pequeñas (No Aderezo) ¼ Tza. Fresas Frescas 1 Tjda. Pan Integral</p> <p><b>PM MERIENDA</b></p> <p>¼ Tza. Pico De Gallo Casero 5 Chips Tortilla de Maíz Integrales ½ Tza. de Leche Baja en Grasa al 1%</p>
<p><b>29</b></p> <p><b>DESAYUNO</b></p> <p>½ Tza. Naranja Fresca ½ Tza. Cereal Bran</p> <p><b>ALMUERZO</b></p> <p>¾ Tza. <b>FRIJOLES NEGROS CUBANOS</b> ¼ Tza. Ensalada Zanahoria &amp; Piña ¼ Tza. Kiwi Fresco ¼ Tza. Arroz Integral</p> <p><b>PM MERIENDA</b></p> <p>2 Paq. Galletas Ritz Crackers 1 Cda. Sunbutter</p>	<p><b>30</b></p> <p><b>DESAYUNO</b></p> <p>½ Tza. Manzana Fresca ½ Tza. Cereal Kix</p> <p><b>ALMUERZO</b></p> <p>¾ Tza. <b>*CARNE MOLIDA DE PAVO &amp; ARROZ ESPAÑOL</b> (carne molida de pavo, tomate, pimentón verde, cebolla) ¼ Tza. Pera Fresca</p> <p><b>PM MERIENDA</b></p> <p>½ Tza. Zucchini &amp; Tiras de Pimentón Rojo ½ Tza. Dip de Queso Cottage Cheese</p>	<p><b>31</b></p> <p><b>DESAYUNO</b></p> <p>1 Banana Fresca ½ Tza. Cereal Corn Chex</p> <p><b>ALMUERZO</b></p> <p>1½ Ozs. <b>JAMÓN DE PAVO &amp; QUESO CHEDDAR</b> (Aderezo de Mayonesa &amp; Mostaza) ¼ Tza. Lechuga de Hoja Verde &amp; Tajada de Tomate ¼ Tza. Mandarina Fresca 1 Tjda. Pan Integral</p> <p><b>PM MERIENDA</b></p> <p>1 Barrita de Queso Cheddar 6 Galletas Wheat Thin Crackers</p>		
<p><b>TODOS LOS DESAYUNOS Y ALMUERZOS SE SIRVEN CON LECHE BAJA EN GRASA AL 1%</b></p> <p>*Indica vegetal incluido en el plato principal</p> <p><b>SE OFRECE AGUA DURANTE TODO EL DÍA</b></p>				



Contra  
Costa  
County

To: Board of Supervisors

From: INTERNAL OPERATIONS COMMITTEE

Date: January 15, 2019

Subject: 2018 YEAR-END REPORT ON INTERNAL OPERATIONS COMMITTEE REFERRALS AND THEIR DISPOSITION

**RECOMMENDATION(S):**

1. ACCEPT the 2018 Annual Report of the Internal Operations Committee of the Board of Supervisors.
2. RECOGNIZE the excellent work of the County department staff who provided the requisite information to the IOC in a timely and professional manner, and members of the Contra Costa community and private industry who, through their interest in improving the quality of life in Contra Costa County, provided valuable insight into our discussions, and feedback that helped us to formulate our policy recommendations.
3. REMOVE without taking any further action the referrals listed under Exhibit A.
4. REFER to the 2019 IOC the items listed under Exhibit B.

☒ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY ADMINISTRATOR

☒ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

, County Administrator and Clerk of the Board of Supervisors

By: Stephanie Mello, Deputy

Contact: Julie DiMaggio Enea  
(925) 335-1077

cc:

## RECOMMENDATION(S): (CONT'D)

### FISCAL IMPACT:

None.

### BACKGROUND:

During 2018, the Internal Operations Committee (IOC) received 13 referrals from the Board of Supervisors, made 12 reports to the Board, interviewed 26 candidates and made recommendations to fill 28 seats for certain advisory bodies whose composition requirements must be monitored. Our Committee appreciates the time and effort taken by the staff to the Board's advisory bodies to recruit, screen, and nominate individuals to our Committee for approval and appointment by the Board. Their efforts in this regard allowed the IOC to focus more of its time on the following subjects:

1. Small Business Enterprise (SBE) and Outreach Programs. The IOC accepted three reports from the Purchasing Services Manager, together covering the period July 1, 2017 through June 30, 2018, and reported out to the Board of Supervisors on April 17 and September 18, 2018. The IOC approved staff recommendations to exempt cooperative purchase agreements from the SBE and Outreach Programs and to exclude warrant request and procurement card purchases from program reporting. This is a standing referral. **REFER**

2. County Financial Audit Program. Since 2000, the IOC reviews, each February, the annual schedule of audits and best practices studies proposed by the Auditor-Controller. The Auditor-Controller's Office presented a report of their 2017 audits and the proposed 2018 Audit Schedule to the IOC on March 12, 2018. The IOC transmitted the Audit Schedule to the Board of Supervisors on March 20, 2018. This is a standing referral. **REFER**

3. Annual Report on Fleet Internal Service Fund and Disposition of Low Mileage Vehicles. Each year, the Public Works Department Fleet Manager has analyzed the fleet and annual vehicle usage, and made recommendations to the IOC on the budget year vehicle replacements and on the intra-County transfer of underutilized vehicles, in accordance with County policy. In FY 2008/09, following the establishment of an Internal Services Fund (ISF) for the County Fleet, to be administered by Public Works, the Board requested the IOC to review annually the Public Works department report on the fleet and on low-mileage vehicles.

The IOC received the 2016/17 fleet report on March 12, 2018 and reported out to the Board of Supervisors on March 20, 2018. This is a standing referral. **REFER**

4. Local Bid Preference Program. In 2005, the Board of Supervisors adopted the local bid preference ordinance to support small local businesses and stimulate the local economy, at no additional cost to the County. Under the program, if the low bid in a commodities purchase is not from a local vendor, any responsive local vendor who submitted a bid over \$25,000 that was within 5% percent of the lowest bid has the option to submit a new bid. The local vendor will be awarded if the new bid is in an amount less than or equal to the lowest responsive bid, allowing the County to favor the local vendor but not at the expense of obtaining the lowest offered price. Since adoption of the ordinance, the IOC has continued to monitor the effects of the program through annual reports prepared and presented by the Purchasing Agent or designee.

The IOC received two reports, together covering the period July 1, 2017 through June 30, 2018, and reported out to the Board of Supervisors on April 17 and September 18, 2018. This is a standing referral. **REFER**

5. Advisory Body Recruitments. On December 12, 2000, the Board of Supervisors approved a policy on the process for recruiting applicants for selected advisory bodies of the Board. This policy requires an open recruitment for all vacancies to At Large seats appointed by the Board. The IOC made a determination that it would conduct interviews for At Large seats on the following bodies: Retirement Board, Fire Advisory Commission, Integrated Pest Management Advisory Committee, Planning Commission, Treasury Oversight Board, Airport Land Use Commission, Aviation Advisory Committee and the Fish & Wildlife Committee; and that screening and nomination to fill At Large seats on all other eligible bodies would be delegated to each body or a subcommittee thereof.

In 2018, the IOC submitted recommendations to the Board of Supervisors to fill 28 vacant seats on various committees and commissions. The IOC interviewed 26 individuals for seats on the Aviation Advisory Committee, Local Enforcement Agency, Redevelopment Successor Oversight Board, Treasury Oversight Committee, East Bay Regional Parks Advisory Committee, East Contra Costa Fire Protection District Board of Directors, CCCFPD Advisory Fire Commission, the County Planning Commission, the Integrated Pest Management Advisory Committee, and the Law Library.

In 2019, the IOC will need to recruit and interview for the Los Medanos Health Advisory Committee, the Airport Land Use Commission, the Retirement Board, Affordable Housing Finance Committee, the Law Library, and the IPM Advisory Committee.

This is a standing referral. **REFER**

6. Process for Allocation of Propagation Funds by the Fish and Wildlife Committee. On November 22, 2010, the IOC received a status report from Department of Conservation and Development (DCD) regarding the allocation of propagation funds by the Fish and Wildlife Committee (FWC). The IOC accepted the report along with a recommendation that IOC conduct a preliminary review of annual FWC grant recommendations prior to Board of Supervisors review. On April 19, 2018, the IOC received a report from DCD proposing, on behalf of the FWC, the 2018 Fish and Wildlife Propagation Fund Grant awards. The IOC approved the proposal and, on April 24, 2018, recommended grant awards for ten projects totaling \$101,355, which the Board of Supervisors unanimously approved. The Board subsequently approved a supplemental allocation on June 26, 2018 for one additional project in the amount of \$7,811.49. This is a standing referral. **REFER**

7. Advisory Body Triennial Review. Beginning in 2010 and concluding in 2011/2012, the Board of Supervisors conducted an extensive review of advisory body policies and composition, and passed Resolution Nos. 2011/497 and 2011/498, which revised and restated the Board's governing principles for the bodies. The Resolutions dealt with all bodies, whether created by the BOS as discretionary or those that the BOS is mandated to create by state or federal rules, laws or regulations. The Resolutions directed the CAO/COB's Office to institute a method to conduct a rotating triennial review of each body and to report on the results of that review and any resulting staff recommendations to the Board, through the IOC, on a regular basis.

The first phase report of the current Triennial Review Cycle was completed in February 2018, at which time the IOC approved staff recommendations that included modifying the composition of the Alcohol and Other Drugs Advisory Board, reconstituting the Commission for Women, streamlining the advisory body application form, and conducting a survey of neighboring jurisdictions on ethics training requirements. The IOC received follow-up reports on these recommendations on October 8 and December 10, 2018, and reported out to the Board on the Alcohol and Other Drugs Advisory Board on October 23, 2018. This is a standing referral. **REFER**

8. Animal Benefit Fund Review. On April 21, 2015, the Board of Supervisors received several comments regarding the Animal Benefit Fund from members of the public during fiscal year 2015/16 budget hearings. On May 12, 2015, the Board of Supervisors adopted the fiscal year 2015/16 budget, including formal referral of this issue to the Internal Operations Committee. On September 14, 2015 IOC received a staff report summarizing prior year expenditures and current fund balance of the Animal Benefit Fund. On March 28, 2016, the IOC approved a proposal to expand the animal services donation program and reported out to the Board of Supervisors on April 19, 2016. The Board Order directed the Animal Services Director to report annually to the IOC on the impact of the Animal Benefit Fund on the community and families, creating a new standing referral. On October 8, 2018, the IOC received the second annual report on the Animal Benefit Fund covering FY 2017/18 and reported out to the Board of Supervisors on November 6, 2018. This is a standing referral. **REFER**

9. Commission for Women Member Attrition and Review. Following up on a referral begun in 2017, the IOC held several follow-up discussions in February, April and October 2018 related to a spate of member resignations, and concerns that had been expressed by some members about the Commission not closely adhering to the mission established by the BOS, and a requirement of members to raise funds for the Commission but a with perceived inability to influence how raised funds were utilized. Staff made recommendations for reforming the Commission, which the Commission took under advisement, but were unable to fully consider during 2018 due to an inability to achieve a meeting quorum. The Board of Supervisors on April 24, 2028, at the IOC's recommendation, reduced the Commission's size from 15 to 10; however, the other four staff recommendations remain unresolved. **REFER**

10. Waste Hauler Ordinance Status Report. On May 8, 2012, the Board of Supervisors referred to the Internal Operations Committee a proposal to develop a waste hauler ordinance. The IOC and staff from Environmental Health, Conservation and Development, the County Administrator's Office and the County Counsel's Office worked for more than five years with franchise haulers to craft an ordinance, which was adopted by the Board of Supervisors on December 5, 2017. The IOC, on October 8, 2018, received a status report from Environmental Health on the implementation of the ordinance and approved a recommendation to reduce the required performance bond from \$50,000 to \$20,000 to encourage greater compliance with the ordinance. The Board of Supervisors approved this recommendation on November 13, 2018, with a referral to the Legislation Committee and direction to Environmental Health to report back in six months on the effects of the bond amount reduction. **REFER**

11. Inclusionary Housing Ordinance In-Lieu Fees. On October 24, 2006, the County Board of Supervisors adopted an Inclusionary Housing Ordinance (the IHO) that requires the inclusion of affordable housing units as part of a residential development, or the payment of a fee in-lieu of providing the affordable units. The IHO includes formulas for the annual calculation of in-lieu fees for rental and for-sale housing. In 2009, the California Superior Court effectively repealed these fees for rental housing units. In 2017, the governor signed into law AB 1505, which affirmed local agencies' authority to apply affordable housing requirements to rental projects, effective January 1, 2018. The Department of Conservation and Development sought input from the IOC on the reinstatement of the rental in-lieu fee based on the formula in the IHO. The IOC, on October 8, 2018, approved of the reinstatement of fees based on the original formula and the Board of Supervisors reinstated the fees on October 23, 2018. **TERMINATE**

12. PACE Modifications. California law allows cities, counties, and other authorized public agencies, such as some joint powers authorities (JPA) to establish voluntary financing districts to facilitate energy and water efficiency improvements to existing residential and commercial properties. Such financing is commonly referred to as Property Assessed Clean Energy (PACE) financing. Once established, property owners within the boundaries of such a financing district can voluntarily enter into a contract to borrow funds from the district to make energy or water efficiency improvements to their property. The assessment

is then repaid in installments on the property tax bill.

Following up on a prior-year referral, the IOC on June 11, 2018 considered and approved a recommendation from the Conservation and Development Director to streamline the application process by reducing County review of PACE program disclosure and financing practices and instead requiring confirmation that the PACE program has an active license to operate from the State Department of Business Oversight and that the PACE program meets the County's indemnification and insurance requirements. The Board of Supervisors approved these modifications on June 26, 2018. **TERMINATE**

13. Los Medanos Health Care District Board Member Recruitment. As part of the dissolution of the Los Medanos Community Healthcare District (District), the Board adopted Resolution No. 2018/436, which created the Los Medanos Health Advisory Committee (Advisory Committee). The Board formed the Advisory Committee to identify health disparities within the District's borders and to make recommendations related to a grant program to be conducted in the District's territory. The current composition of the Advisory Committee calls for (1) one At Large seat to be interviewed and recommended to the full Board for appointment by the Internal Operations Committee.

The IOC was scheduled to interview three candidates for the At Large seat on December 10, 2018, but decided to remove this item from consideration and directed staff to work with Office of Communications and Media and LAFCo to recruit a broader pool of qualified candidates for Committee consideration, and return to the IOC in January or February of 2019. **REFER**



**EXHIBIT A**  
**LIST OF REFERRALS TO BE REMOVED**

- 11. Inclusionary Housing Ordinance In-Lieu Fees
- 12. PACE Modifications

**EXHIBIT B**  
**LIST OF ITEMS TO BE REFERRED TO THE**  
**2019 INTERNAL OPERATIONS COMMITTEE**

**Standing Referrals**

- 1. Continued policy oversight and quarterly monitoring of the Small Business Enterprise and Outreach programs, and e-Outreach
- 2. Review of the annual financial audit schedule
- 3. Review of annual Master Vehicle Replacement List and disposition of low-mileage vehicles
- 4. Local Bid Preference Program
- 5. Advisory Body Candidate Screening/Interview
- 6. Fish and Wildlife Propagation Fund Allocation \
- 7. Advisory Body Triennial Review
- 8. Animal Benefit Fund Review

**Non-Standing Referrals**

- 9. Commission for Women Member Attrition
- 10. Waste Hauler Ordinance Status Report
- 13. Los Medanos Healthcare District Board Member recruitment

**CONSEQUENCE OF NEGATIVE ACTION:**

Should the Board elect not to approve the recommendations, the Internal Operations Committee will not have clear direction on the disposition of prior year referrals for discussion in calendar year 2019.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: FAMILY & HUMAN SERVICES COMMITTEE  
Date: January 15, 2019

Subject: 2018 YEAR-END REPORT ON FAMILY & HUMAN SERVICES COMMITTEE REFERRALS AND THEIR DISPOSITION

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**RECOMMENDATION(S):**

1. ACCEPT the 2018 year-end report on the activities of the Family & Human Services (FHS) Committee and APPROVE disposition of referrals.
2. REMOVE without taking any further action the referrals listed under Exhibit A.
3. REFER to the 2019 FHS Committee the items listed under Exhibit B.

**FISCAL IMPACT:**

There is no fiscal impact. This is an informational report.

**BACKGROUND:**

On June 18, 2002, the Board of Supervisors adopted Resolution No. 2002/377 and on December 11, 2017 the Board adopted Resolution Nos. 2011/497 and 2011/498, which require that each regular and ongoing board, commission, or committee shall annually report to the Board of Supervisors on its activities,

☒ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY ADMINISTRATOR

☒ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stephanie Mello, Deputy

Contact: Julie DiMaggio Enea,  
(925) 335-1077

## BACKGROUND: (CONT'D)

accomplishments, membership attendance, required training/certification (if any), and proposed work plan or objectives for the following year. This report fulfills this requirement for the Family and Human Services Committee.

During 2018, the Family and Human Services Committee (FHS) received 20 referrals from the Board of Supervisors, made 12 reports to the Board of Supervisors (BOS), and made recommendations to fill 50 seats for certain advisory bodies whose composition requirements must be monitored. Our Committee appreciates the time and effort taken by the staff to the Board's advisory bodies to recruit, screen, and nominate individuals to our Committee for approval and appointment by the BOS. Their efforts in this regard allowed the FHS Committee to focus more of its time on the following subjects:

1. Family Justice Center & Commercially Sexually Exploited Children (#111). On January 6, 2015, the Board referred to the Family and Human Services (FHS) Committee oversight and monitoring of the Family Justice Centers and Commercially Sexually Exploited Children initiatives. The Employment and Human Services Department has since reported annually to the FHS Committee on the Zero Tolerance for Domestic Violence Initiative, Human Trafficking, Commercially Sexually Exploited Children, and the Family Justice Centers. The FHS Committee received and accepted the most recent report on February 20, 2018. This is a standing referral. **REFER**
2. Workforce Innovation and Opportunity Act (#109). On January 6, 2015, the Board of Supervisors referred to the FHS Committee oversight and monitoring of the Workforce Innovation and Opportunity Act (WIOA). The FHS Committee received a status report at its September 24, 2018 meeting, highlighting the number of people served, and the specialized programs and business partners, advising that significant State funding would soon become available and that the Workforce Development Board (WBD) is updating the regional and local plan, which is due in March 2019. Four sites have grown to ten, and are being well-received by patrons and the press. This report was shared with the BOS on October 9, 2018. This is a standing referral. **REFER**
3. Child Care Planning/Development Council Membership (#25). No action was taken on this referral in 2018 nor since 2013. **TERMINATE**
4. Mental Health Services Act (#117). A recent state audit indicated that California counties are not spending money from a Mental Health Services Act (MHSA) tax on millionaires that should be spent on mental health programs. The audit found that county mental health programs statewide had accumulated \$2.5 billion in unspent funds as of FY 2015-16, and had determined that keeping this amount in reserve was excessive. Furthermore, the audit determined that \$231 million was subject to being reverted from the counties back to the State as of the end of the 2015-16 budget year. On March 20, 2018, the BOS referred this issue to the FHS Committee for study. On April 23, 2018, Health Services Department - Behavioral Health Services Division staff provided a briefing to the FHS Committee on the impact of the audit to Contra Costa County. The Committee provided feedback on these issues and shared the report with the BOS on June 5, 2018. **TERMINATE**
5. Community Development Block Grant Recommendations (#20). On February 11, 1997, the BOS referred to the FHS Committee examination of the Public Service Portion of the Community Services Block Grant (CDBG) Program. The Department of Conservation and Development reports to the FHS Committee at least annually regarding recommendations for the Public Services category and Emergency Solutions Grant funding allocations. On May 30, 2018, the FHS Committee reviewed and approved staff recommendations for FY 2018-19 Community Development Block Grant Public Service and Emergency

Solutions projects and recommended grant projects totaling \$769,375 for the Public Services and \$340,595 for the Emergency Solutions categories to the BOS on June 26, 2018. This is a standing referral. **REFER**

6. Innovative Community Partnerships (#110). On January 6, 2015, the BOS referred to the FHS Committee oversight and monitoring of the Employment and Human Services Department's (EHSD) Innovative Community Partnerships, now including Whole Family Services. The FHS Committee, on June 25, 2018, received a status report on EHSD's Innovative Community Partnerships program and forwarded this report to the BOS on July 10, 2018. This is a standing referral. **REFER**

7. East Bay Stand Down (#56). The East Bay Stand Down (EBSD) is an event providing 450 homeless Veterans and their families from the San Francisco Bay Area an opportunity to receive invaluable and diverse services and care in a safe, secure environment. As a volunteer and member of the Executive Board for EBSD, Veterans Services Officer Nathan Johnson presented, at the June 25, 2018 FHS Committee meeting, the opportunity to discuss an event that has a strong positive effect on the county. Maj. General, USA (Ret.) Ron Lowe, EBSD Executive Board Chairman, described the various morale-boosting services provided at the stand down. The FHS Committee reported to the BOS on July 10, 2018 and the BOS endorsed the event. **TERMINATE**

8. Local Planning Council Countywide Child Care Pilot Plan (#92). California Education Code section 8231 requires that Local Planning Councils prepare a comprehensive countywide child care plan designed to mobilize public and private resources to address identified needs. On October 17, 2006, the Board of Supervisors referred updates on the Countywide Child Care Plan to the Family and Human Services Committee and the Local Planning and Advisory Council for Early Care and Education has provided annual reports. The FHS Committee, on June 25, 2018, reviewed and approved the proposed Local Child Care Policy and Evaluation Plan and forwarded the plan to the BOS on July 10, 2018. This is a standing referral. **REFER**

9. Youth Services Report (#93). An annual update of the Independent Living Schools Program administered by the EHSD was first referred to the FHS Committee by the BOS on October 17, 2006. On June 7, 2016, EHSD requested, and the Board approved, expanding the referral to include additional youth services updates and retitling the referral to "Youth Services Report", so that the department can include reports on all youth services offered in the community through EHSD, including WIOA and CalWorks youth services. The FHS Committee received and accepted a program update from EHSD on July 23, 2018 and forwarded the report to the BOS on August 14, 2018. This is a standing referral. **REFER**

10. Child Care Planning/Development Council Activities Update (#81). The Board of Supervisors referred updates on the activities of the Local Planning and Advisory Council for Early Care and Education to the FHS Committee on January 17, 2006. The FHS Committee, on July 23, 2018, received the FY 2017/18 report on activities, key accomplishments, and proposed new year work plan of the Local Planning Council as they relate to membership and funding of local child care and development planning in Contra Costa County. The FHS Committee forwarded the report to the BOS on August 14, 2018. This is a standing referral. **REFER**

11. SNAP/CalFresh Program Update (#103). The SNAP Program was originally referred to the FHS Committee by the BOS in 2011. This program was formerly known as Food Stamps and is currently known as the Federal Supplemental Nutrition Assistance Program (SNAP). In California, the name of the program is CalFresh. The FHS Committee, on September 24, 2018, received a status update on the CalFresh Program and provided a status report to the BOS on October 9, 2018. The Committee was concerned about decreasing utilization and suggested broader outreach and networking. The CalFresh Partnership offered

three recommendations in pertinence to the long wait times experienced by clients in County offices and call centers, which they attributed to a lack of frontline staff in County offices. The FHS Committee received a follow-up report from EHSD on December 3, 2018 in response to the CalFresh Partnership recommendations and directed the EHS Director to report back to the FHS Committee again in 2019.

**REFER**

12. Homeless Continuum of Care (#5). The Family and Human Services Committee, on September 24, 2018, received annual status reports from the Health Services Department on the Continuum of Care Plan for the Homeless and Healthcare for the Homeless. These reports were forwarded to the BOS on October 9, 2018. This is a standing referral. **REFER**

13. Public Mental Health Care System (#116). On October 30, 2017, the FHS Committee accepted the report from the Health Services Department addressing various mental health service issues and concerns raised by the Committee, the BOS, in the Mental Health Commission's White Paper, by the Civil Grand Jury, and by members of the public. These issues and concerns centered upon the difficulty in accessing mental health care, particularly for children and youth experiencing serious emotional disturbances. Indicative to this lack of access was the 1) increase in Psychiatric Emergency Services visits, 2) long wait times to access care, and 3) shortage of clinical staff, especially psychiatrists. Health Services provided a follow-up report to the FHS Committee on September 24, 2018, articulating a partnership plan between the Department and the Mental Health Commission to work together going forward to resolve these issues. This report was shared with the BOS on October 9, 2018. **TERMINATE**

14. Adult Protective Services (#45). On May 23, 2000, the Board of Supervisors referred to the FHS Committee an annual report on the progress made on the issue of elder abuse in Contra Costa County. The FHS Committee received the latest annual report on October 22, 2018 and forwarded the annual report to the BOS on December 4, 2018, requesting the BOS to engage in supporting and spreading awareness about these services. This is a standing referral. **REFER**

15. Community Services Bureau/Head Start (#78). Oversight of the Community Services Bureau and Head Start programs was originally referred to the FHS Committee on March 1, 2005. Since that time, the program has provided the Committee with annual updates on the programs and services provided. The FHS Committee received and accepted the most recent annual report on October 22, 2018 and forwarded the report to the BOS on December 4, 2018. This is a standing referral. **REFER**

16. Employment and Human Services Department Use of Technology (#114). On June 7, 2016, the Board of Supervisors referred to the FHS Committee oversight of the impacts of technology on access to public benefits, due to EHSD's reworking of its business processes and development of technologies to make remote access of public benefits more common for its clients. EHSD reported to the FHS Committee on October 22, 2018 regarding some of the technological advancements EHSD has made, including: video conferencing for American Sign Language customers, redesigning the website, expanding video conferencing in lieu of in-person or over the phone for increased efficiency and effectiveness, using electronic signatures on certain forms, getting mobile devices to more in-home supportive services staff, and encouraging clients to use My Benefits in CalWIN for case updates. The FHS Committee forwarded this information to the BOS on December 4, 2018. **TERMINATE**

17. Laura's Law/Assisted Outpatient Treatment (#107). AB 1421 allows court-ordered intensive outpatient treatment called Assisted Outpatient Treatment (AOT) for a clearly defined set of individuals that must meet specific criteria. AB 1421 also specifies which individuals may request the County Mental Health Director to file a petition with the superior court for a hearing to determine if a person should be

court-ordered to receive the services specified under the law. The law specifies various rights of the recipient as well as due process hearing rights.

In February 2016, Laura's Law was implemented in Contra Costa County and the Health Services Department provided the FHS Committee with periodic status reports. The Family and Human Services Committee, on December 3, 2018, received and accepted the recent Evaluation Report along with significant public dialogue generally supportive of the program, and recommended to the BOS on December 11, 2018 that the AOT Program be established as a permanent and ongoing County program. The Committee recommends annual reporting to FHS each December. **REFER**

18. Employment and Human Services Department Challenges (#44). The Department's report on this referral was postponed until February 2019. **REFER**

19. Second Hand Smoke (#82). At the November 13, 2017 FHS Committee meeting, Public Health presented its annual report on the implementation of the County's Secondhand Smoke ordinance with a recommendation that the Committee consider a proposed ordinance to strengthen the current smoking protections to prohibit smoking inside dwelling units of multi-unit housing, including condos and townhomes. That ordinance, titled Smoke-free Multi Unit Residences, was adopted by the Board of Supervisors on March 13, 2018 with implementation to begin for new and renewing leases on July 1, 2018, and for continuing leases and owner-occupied units on July 1, 2019. On December 3, 2018, the FHS Committee received a report from the Public Health Director on the implementation of the new Smoke-free Multi-Unit Residences ordinance, including information on the continued implementation of the broader Smoke-free Secondhand Protections Ordinance. The Committee accepted the report and requested a follow-up report in June 2019. **REFER**

20. Protecting Youth from Tobacco Influences (#112). The BOS approved two tobacco control ordinances in July 2017 to protect youth from tobacco influences in the retail environment: a zoning ordinance and a tobacco retailer licensing ordinance. The tobacco retailer licensing ordinance required extensive preparation for implementation, and tobacco retailers were required to be compliant with the new provisions by January 1, 2018. As requested, Contra Costa Public Health staff provided a report to the BOS in March 2018 on preliminary implementation efforts. On December 3, 2018, the FHS Committee received a status report on the continued implementation since March, as well as next steps, and directed the Public Health Director to report back to the Committee again in 2019. **REFER**

**EXHIBIT A**  
**LIST OF REFERRALS TO BE REMOVED**

3. Child Care Planning/Development Council Membership (#25)
4. Mental Health Services Act (#117)
7. East Bay Stand Down (#56)
13. Public Mental Health Care System (#116)
16. Employment and Human Services Department Use of Technology (#114)

**EXHIBIT B**  
**LIST OF ITEMS TO BE REFERRED TO THE**  
**2019 FHS COMMITTEE**

**Standing Referrals**

1. Family Justice Center & Commercially Sexually Exploited Children (#111)
2. Workforce Innovation and Opportunity Act (#109)
5. Community Development Block Grant Recommendations (#20)
6. Innovative Community Partnerships (#110)
8. Local Planning Council Countywide Child Care Pilot Plan (#92)
9. Youth Services Report (#93)
10. Child Care Planning/Development Council Activities Update (#81)
11. SNAP/CalFresh Program Update (#103)
12. Homeless Continuum of Care (#5)
14. Adult Protective Services (#45)
15. Community Services Bureau/Head Start (#78)
17. Laura's Law/Assisted Outpatient Treatment (#107)

**Non-Standing Referrals**

18. Employment and Human Services Department Challenges (#44)
19. Second Hand Smoke (#82)
20. Protecting Youth from Tobacco Influences (#112)

**CONSEQUENCE OF NEGATIVE ACTION:**

Should the Board not take definitive action, the 2019 FHS Committee will not have clear direction to guide its work plan.





**Contra  
Costa  
County**

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: January 15, 2019

Subject: Request for Relief of Cash Shortage

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**RECOMMENDATION(S):**

AUTHORIZE relief of cash shortage in the Sheriff's Department-Detention Bureau in the amount of \$300.00.

**FISCAL IMPACT:**

Cash shortage in the amount of \$300.00 will be funded with 100% General Fund.

**BACKGROUND:**

In accordance with provisions of Administrative Bulletin 207.7, the Auditor-Controller has verified and concurs with the report of a cash shortage in the amount of \$300.00 in the Sheriff's Department-Detention Bureau.

The shortages occurred on three separate occasions at the Martinez Detention Facility (MDF): August 16, 2018, November 26, 2018 and December 2, 2018. All three instances involved the receipt of counterfeit \$100 bills as determined by West America Bank and Wells Fargo Bank. MDF uses a counterfeit bill detection machine that, although considered fairly reliable, cannot be considered 100% effective. The machine has since been replaced with a newer model and MDF management will ensure that staff continue to be vigilant and check each bill carefully to minimize any future occurrences

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stephanie Mello, Deputy

Contact: Laura Strobel (925)  
335-1091

cc: Liz Arbuckle, Heike Anderson

BACKGROUND: (CONT'D)

of counterfeit bills.

CONSEQUENCE OF NEGATIVE ACTION:

The shortage will not be relieved, cash will not be in balance.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: January 15, 2019

Subject: Alcohol and Other Drugs Advisory Board 2018 Annual Report

---

**RECOMMENDATION(S):**

ACCEPT Alcohol and Other Drugs Advisory Board 2018 Annual Report.

**FISCAL IMPACT:**

**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, on the second Tuesday in December.

Annual reports shall follow the following format and shall not exceed two typewritten pages:

Advisory Body Name: Contra Costa County Alcohol and Other Drugs Advisory Board  
Advisory Body Meeting Time/Location: 1220 Morello Ave. Martinez 4:00 to 6:15PM,  
Chair (during the reporting period): Dr. Anne Sutherland and Tom Aswad  
Staff person (during the reporting period): Fatima Matal Sol  
Reporting Period: January 1, 2018 to December 31, 2018

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stephanie Mello, Deputy

Contact: Fatima Matal Sol,  
925-335-3307

cc: Marcy Wilhelm, Fatima Matal Sol



BACKGROUND: (CONT'D)

- Activities (1/2 page)
- Accomplishments (1/2 page)
- Attendance/Representation (1/4 page)
- Training/Certification (1/4 page)
- Proposed Work Plan/Objectives for Next Year (1/2 page)

ATTACHMENTS

Report

**Contra Costa County  
Alcohol and Other Drugs Advisory Board  
2018 ANNUAL REPORT**

**Meeting Time and Location:** Meetings are regularly scheduled on the fourth Wednesday of each month from 4:00 to 6:15 pm in Martinez; except when the Board meets in different supervisorial districts to effectively outreach to those residents.

**Board:** 11 members; 1 from each supervisorial district plus 6 at large. Each member is appointed by the Board of Supervisors.

**Interim Chair:** Tom Aswad

**Staff:** Fatima Matal Sol

**Mission** (as approved by the Board of Supervisors (BOS) on August 28, 2012): *The mission of the Alcohol and Other Drugs Advisory Board (AODAB) is to assess family and community needs regarding prevention and treatment of alcohol and other drug-related problems. Resultant findings and recommendations are forwarded to the Health Services Department and the Board of Supervisors. The Board also serves as an advocate for these findings and recommendations to the communities that we serve.*

**Activities:**

During this calendar year, the Board adopted two goals: (1) Advocate for affordable Recovery Residences based on the Alcohol and Other Drugs Services (AODS) Guidelines, and (2) Support the reduction of youth use and access of alcohol and marijuana. Likewise, the Board continued support of the following priority areas: (1) Promote more interaction between the Board and its constituents; (2) Prepare recommendations for the BOS Legislative Platform (3) Raise awareness about specific prevention and treatment needs of 55+; and (4) Increase awareness of Prescription Drug Abuse and Misuse.

**Accomplishments:**

As in previous years, the Board sponsored annual campaigns to raise awareness about Alcohol and Other Drugs (AOD) prevention, treatment and recovery efforts in the community. On June 5<sup>th</sup>, the BOS recognized seven individuals, three organizations, and five youth leaders with the "People Who Make a Difference Awards," and in September a longtime advocate was recognized as the 2018 Recovery Champion. Similarly, Board members joined local community activists to proclaim April as Alcohol Awareness Month and October 23<sup>rd</sup>-31<sup>st</sup> as Red Ribbon Week in October.

In the spirit of fulfilling our mission to assess community needs and promoting interaction with our constituents, we participated in Soulful Softball Sunday in Richmond and the Wellness4Recovery fair in Concord. On each occasion, we surveyed the community about their perception of AOD issues and knowledge of available resources. Early in the year, the Department of Conservation and Development (DCD) solicited community input on the Proposed Framework for Regulating Cannabis in the unincorporated areas of Contra Costa. To encourage greater public involvement, we held our monthly Board meeting at Diablo Valley College in conjunction with the Addiction Studies program. The comments resulting from this meeting were included in the report submitted to the BOS by DCD. Additionally, we maintained liaison with the Contra Costa Council on Homelessness, Mental Health Commission and the CCC MEDS and Tobacco Prevention Coalitions.

The Board's commitment to reduce youth access to alcohol and marijuana was reflected through

our presence at BOS meetings where the Framework for Regulating Cannabis was discussed and **by attending** the “Speak Up: A Young Person’s Town Hall on Marijuana Policies” and the “Marijuana Prevention Youth Summit.” Both, the Town Hall and the Summit were aimed at elevating youth voices in light of marijuana legalization. **The two events provided an** opportunity to learn firsthand the direct impact that marijuana legalization will have on youth **to help** inform our advocacy efforts. With regards to alcohol, the DCD forwarded two alcohol license applications for our review and consideration. Consistent with public convenience and necessity, alcohol density and alignment with the County’s Deemed Approved Ordinance, we advised approval of both applications with conditions. Furthermore, we requested a letter of opposition from the BOS for SB 905 (Wiener) which would have allowed on-sale alcohol licenses, such as bars or restaurants, to remain open until 4am in six (6) experimental cities thereby utilizing legislation as a tool to reduce alcohol availability and access.

As a way to address the Opioid Epidemic locally, we supported the Prescription Drug Stewardship Ordinance, promoted distribution of Naloxone, and participated in the Dose of Awareness 5K Walk and Health Expo. In partnership with CCTV, we assisted in the development of *A Dose of Awareness*, a five part video series which focuses on the Opioid Epidemic and Contra Costa’s response.

FY2017-2018 marked the first year of the implementation of the Drug Medi-Cal Organized Delivery System (DMC-ODS) Waiver. The AODAB received monthly informational reports from AODS and maintained informal communication with AOD providers. In April, we joined staff as they conducted focus groups at residential facilities to understand whether or not access to treatment under the waiver had improved. In general, we were pleased to learn that wait lists for treatment have been eliminated and that clients in jail can directly call the Behavioral Health Access Line using a speed dial number. Because, sober living housing remains a priority for clients who complete treatment, the Board has successfully advocated for the use of Substance Abuse Block Grant (SABG) funding toward Recovery Residences. Last year, the AODAB participated in the development of the Recovery Residence Guidelines and we hope that by the end of 2018 the very first group of clients will benefit from this new program addition. Besides joining focus groups, we visited one AOD treatment program to learn about their services and met with staff and clients.

**Advisory Board Challenges:** The Board achieved quorum on nine meetings in 2018 and canceled three due to lack of quorum. As a result, the BOS changed the quorum structure of the AODAB from 18 to 11 seats to facilitate the achievement of quorum.

**Training and Certification:** All new members received an orientation on internal governance, the Ralph M. Brown Act and the County’s Better Government Ordinance, as well as confidentiality, AODS, etc. Other sponsored educational presentations included “*Employment Resources and SUD*” and “Pain Management Treatment and the Opioid Epidemic.”

**Proposed Work Plan/Objectives for 2019:** We anticipate updating the goals and priorities for 2019 at a Board retreat in January. Activities will include community outreach and education, and updating language in the county’s Social Host Ordinance to include marijuana. The members of the AODAB are grateful to be of service to the BOS and the people of Contra Costa.





**Contra  
Costa  
County**

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: January 15, 2019

Subject: 2018 Annual Report from the Arts and Culture Commission

---

**RECOMMENDATION(S):**

Receive and accept the 2018 Annual Report of the Arts and Culture Commission of Contra Costa County (AC5), as recommended by the Commission staff.

**FISCAL IMPACT:**

None.

**BACKGROUND:**

On December 13, 2011, the Board of Supervisors (the Board) adopted Resolution No. 2011/497, which requires that each advisory board, commission, or committee (body) to report annually to the Board on its activities, accomplishments, membership attendance, required training/certification, and proposed work plan or objectives for the following year. This annual report is due to the Board in December. The attached report fulfills this requirement for the Arts and Culture Committee.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

Contact: Roger Renn, Commission  
Staff, 925-646-2278

By: Stephanie Mello, Deputy

cc:

## ATTACHMENTS

2018 Arts and Culture Commission Annual  
Report



## **ADVISORY BODY ANNUAL REPORT**

Advisory Body Name: \_\_\_\_\_  
Advisory Body Meeting Time/Location: \_\_\_\_\_  
Chair (during the reporting period): \_\_\_\_\_  
Staff Person (during the reporting period): \_\_\_\_\_  
Reporting Period: \_\_\_\_\_

### **I. Activities**

(estimated response length: 1/2 page)

*Describe the activities for the past year including areas of study, work, special events, collaborations, etc.*

### **II. Accomplishments**

(estimated response length: 1/2 page)

*Describe the accomplishments for the past year, particularly in reference to your work plan and objectives.*

III. Attendance/Representation

(estimated response length: 1/4 page)

*Describe your membership in terms of seat vacancies, diversity, level of participation, and frequency of achieving a quorum at meetings.*

IV. Training/Certification

(estimated response length: 1/4 page)

*Describe any training that was provided or conducted, and any certifications received, either as a requirement or done on an elective basis by members. NOTE: Please forward copies of any training certifications to the Clerk of the Board.*

V. Proposed Work Plan/Objectives for Next Year

(estimated response length: 1/2 page)

*Describe the advisory body's workplan, including specific objectives to be achieved in the upcoming year.*



**Contra  
Costa  
County**

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: January 15, 2019

Subject: Election of Retirement Board Member Numbers 2, 7 Alternate, 8, and 8 Alternate

---

**RECOMMENDATION(S):**

1. ACKNOWLEDGE that the term of office of the Member 4 seat on the Contra Costa County Employees' Retirement Association Board of Trustees (Retirement Board) held by Scott Gordon will expire on June 30, 2019, and that there is a standing referral to the Board's Internal Operations Committee to recruit to fill, by Board of Supervisors appointment, any vacancies that occur in seats 4, 5, 6 and 9 of the Retirement Board.
2. ACKNOWLEDGE that the terms of office of the Member 2, 8 and 8 Alternate seats on the Retirement Board held by David MacDonald, Jerry Telles and Louis Kroll, respectively, will also expire on June 30, 2019.
3. ACKNOWLEDGE that the Member 7 Alternate seat on the Retirement Board is currently vacant.
4. ADOPT Resolution No. 2019/13 calling and noticing election of Retirement Board Members No. 2 (general), 7 Alternate (safety members of the Association ), 8 (retiree), and 8 Alternate (retiree) as recommended by the Contra Costa County Employees' Retirement Association Board.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stephanie Mello, Deputy

Contact: Julie DiMaggio Enea  
(925) 335-1077

## FISCAL IMPACT:

None.

## BACKGROUND:

The terms of office of the following members of the Contra Costa County Employees' Retirement Association Board will expire on June 30, 2019 : David MacDonald (General Member - Number 2), Jerry Telles (Retiree Member of the Association - Number 8), and Louis Kroll (Retiree Member of the Association - Number 8 Alternate). The general members of the Association may elect the Number 2 member and the retiree members of the Association may elect the Number 8 and 8 Alternate members, as provided in the attached Resolution.

The Number 7 Alternate seat is currently vacant due to the December 31, 2018 resignation of Gabriel Rodrigues.

Government Code Section 31520.1 (a) provides in part: "The second and third members of the board shall be members of the association, other than safety members, elected by those members within 30 days after the retirement system becomes operative in a manner determined by the board of supervisors," and "The seventh member shall be a safety member of the association elected by the safety members. The eighth member shall be a retired member elected by the retired members of the association in a manner to be determined by the board of supervisors. The alternate member shall be that candidate, if any, for the seventh member from the group under Section 31470.2 or 31470.4, or any other eligible safety member in a county if there is no eligible candidate from the groups under Sections 31470.2 and 31470.4, which is not represented by a board member who received the highest number of votes of all candidates in that group, and shall be referred to as the alternate seventh member. If there is no eligible candidate there may not be an alternate seventh member."

Government Code section 31520.1 also provides in part: "(b)...The alternate seventh member provided for by this section shall vote as a member of the board only if the second, third, seventh, or eighth member is absent from a board meeting for any cause, or if there is a vacancy with respect to the second, third, seventh, or eighth member, the alternate seventh member shall fill the vacancy until a successor qualifies. The alternate seventh member shall sit on the board in place of the seventh member if a member of the same service is before the board for determination of his or her retirement. (c) The alternate seventh member shall be entitled to both of the following:

- (1) The alternate seventh member shall have the same rights, privileges, responsibilities, and access to closed sessions as the second, third, seventh, and eighth member.
- (2) The alternate seventh member may hold positions on committees of the board independent of the second, third, seventh, or eighth member and may participate in the deliberations of the board or any of its committees to which the alternate seventh member has been appointed whether or not the second, third, seventh, or eighth member is present."

Nominations for the elected seats shall be on forms provided by the County Clerk starting on Monday, March 4, 2019 and filed in that office not later than 5 p.m. on March 29, 2019. Election Day is fixed as Tuesday, June 25, 2019. Any Ballot reaching the County Clerk's Office after 5 p.m. on Tuesday, June 25, 2019 shall be voided and not counted.

Nominations for the appointed Board of Supervisors #4 seat shall be pursuant to a recruitment to be conducted by the Internal Operations Committee on behalf of the Board of Supervisors, this spring.

CONSEQUENCE OF NEGATIVE ACTION:

Inaction by the Board would result in a delay of election of the 2, 7 Alternate, 8, and 8 Alternate members of the Contra Costa County Employees' Retirement Association Board.

AGENDA ATTACHMENTS

Resolution 2019/13

MINUTES ATTACHMENTS

Signed Resolution No. 2019/13



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

Adopted this Resolution on 01/15/2019 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. 2019/13**

**In the Matter of the Election of Retirement Board Members Number 2, 7 Alternate, 8, and 8 Alternate Calling and Noticing Election (Government Code Section 31520)**

The Contra Costa County Board of Supervisors acting in its capacity as the Governing Board of the County of Contra Costa and all districts of which it is the ex-officio governing Board **RESOLVES THAT:**

1. The term of office of members 2, 8, and 8 alternate of the Contra Costa County Employees' Retirement Association Board will be completed as of June 30, 2019. The members are as follows:

<u>Member No.</u>	<u>Name</u>
2	David MacDonald, General Member
8	Jerry Telles, Retiree Member
8 Alternate	Louis Kroll, Retiree Alternate

The appropriate members of the Retirement Association may elect someone to fill these offices for a three-year term beginning July 1, 2019 as provided below.

2. The office of the alternate seventh member of the Contra Costa County Employees' Retirement Association Retirement Board is vacant. Government Code Section 31523 prescribes that an election be held at the earliest possible date to fill the vacancy.
3. The safety members of the retirement system would elect a safety member from the sheriffs group to fill the alternate seventh office for the remainder of the three-year term ending June 30, 2020, since the seventh member seat is currently held by a safety member from the fire suppression group. (Government Code Sections 31523(a) and 31470.2.)
4. Nominations shall be on forms provided by the County Clerk starting on Monday, March 4, 2019 and filed in that office not later than 5 p.m. on March 29, 2019. The Clerk shall have ballots printed with the nominees' names and with blank spaces for write-in candidates. The Clerk shall have a ballot mailed no later than May 29, 2019 to each member of the appropriate group of the Retirement Association as of April 1, 2019 with a ballot envelope in which to enclose the ballot when voted, imprinted "Retirement Board Ballot" or similar words, together with a postage paid, Business reply envelope addressed to the County Clerk for mailing the ballot envelope to that office, and with instructions that the ballot shall be marked and returned to the County Clerk before 5 p.m. on election day. (See No. 5 below.)
5. Election Day is hereby fixed as Tuesday, June 25, 2019. Any Ballot reaching the County Clerk's Office after 5 p.m. on Tuesday, June 25, 2019 shall be voided and not counted.
6. Notice of election and nomination procedure shall be given by the Clerk by publishing a copy of this resolution at least once in the Contra Costa Times, West Contra Costa Times, San Ramon Valley Times, and the Ledger Post Dispatch at

least ten days before the last day for receiving nominations. (See No 4 above.)

7. On Wednesday, June 26, 2019, the County Clerk shall cause all valid ballots to be publicly opened, counted, and tallied by an Election Board, which shall forthwith certify the return to this Board; and this Board shall declare the winners elected, or arrange for a run-off election in case of a tie.
8. If the County Clerk receives no valid nominations for a position, he shall so inform this Board, which shall call a new election therefore; and if the Clerk receives only one nomination for any of these positions, he shall so notify this Board, which shall declare that person elected to that position in accordance with Government Code Section 31523(c).

I hereby certify that this 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: Julie DiMaggio Enea (925)  
335-1077**

**ATTESTED: January 15, 2019**

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

By: Stephanie Mello, Deputy

**cc:** CAO, County Clerk - Elections Division, CCCERA (Dunn)

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

Adopted this Resolution on 01/15/2019 by the following vote:

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

**NO:** ☐

**ABSENT:** ☐

**ABSTAIN:** ☐

**RECUSE:** ☐



**Resolution No. 2019/13**

**In the Matter of the Election of Retirement Board Members Number 2, 7 Alternate, 8, and 8 Alternate Calling and Noticing Election (Government Code Section 31520)**

The Contra Costa County Board of Supervisors acting in its capacity as the Governing Board of the County of Contra Costa and all districts of which it is the ex-officio governing Board **RESOLVES THAT:**

1. The term of office of members 2, 8, and 8 alternate of the Contra Costa County Employees' Retirement Association Board will be completed as of June 30, 2019. The members are as follows:

<u>Member No.</u>	<u>Name</u>
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8 Alternate	Louis Kroll, Retiree Alternate

The appropriate members of the Retirement Association may elect someone to fill these offices for a three-year term beginning July 1, 2019 as provided below.

2. The office of the alternate seventh member of the Contra Costa County Employees' Retirement Association Retirement Board is vacant. Government Code Section 31523 prescribes that an election be held at the earliest possible date to fill the vacancy.
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4. Nominations shall be on forms provided by the County Clerk starting on Monday, March 4, 2019 and filed in that office not later than 5 p.m. on March 29, 2019. The Clerk shall have ballots printed with the nominees' names and with blank spaces for write-in candidates. The Clerk shall have a ballot mailed no later than May 29, 2019 to each member of the appropriate group of the Retirement Association as of April 1, 2019 with a ballot envelope in which to enclose the ballot when voted, imprinted "Retirement Board Ballot" or similar words, together with a postage paid, Business reply envelope addressed to the County Clerk for mailing the ballot envelope to that office, and with instructions that the ballot shall be marked and returned to the County Clerk before 5 p.m. on election day. (See No. 5 below.)
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6. Notice of election and nomination procedure shall be given by the Clerk by publishing a copy of this resolution at least once in the Contra Costa Times, West Contra Costa Times, San Ramon Valley Times, and the Ledger Post Dispatch at

least ten days before the last day for receiving nominations. (See No 4 above.)

7. On Wednesday, June 26, 2019, the County Clerk shall cause all valid ballots to be publicly opened, counted, and tallied by an Election Board, which shall forthwith certify the return to this Board; and this Board shall declare the winners elected, or arrange for a run-off election in case of a tie.
8. If the County Clerk receives no valid nominations for a position, he shall so inform this Board, which shall call a new election therefore; and if the Clerk receives only one nomination for any of these positions, he shall so notify this Board, which shall declare that person elected to that position in accordance with Government Code Section 31523(c).

I hereby certify that this 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: Julie DiMaggio Enea (925)  
335-1077**

**ATTESTED: January 15, 2019**

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

*Stephanie Mello*  
By: Stephanie Mello, Deputy



**cc:** CAO, County Clerk - Elections Division, CCCERA (Dunn)



**Contra  
Costa  
County**

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: January 15, 2019

Subject: FY 2019/20 Recommended Budget Development

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**RECOMMENDATION(S):**

1. DECLARE the Board's intent to adopt a FY 2019/20 General Fund budget that balances annual expenses and revenues;
2. ACKNOWLEDGE that significant issues will continue to create financial pressure on the Board of Supervisors in its effort to provide essential services and programs which Contra Costa County residents need, or expect will be provided to them by the County;
3. ACKNOWLEDGE that, in addition to the effects on the provision of services for residents, these State and local economic issues have challenged the maintenance of the Board of Supervisors' reserve policy;
4. ACKNOWLEDGE that restoration of the County's reserve funds, maintaining an improved credit rating, and maintenance of the County's physical assets remain a priority of the Board of Supervisors over the long term;
5. RE-AFFIRM the Board of Supervisors' policy prohibiting the use of County General Purpose Revenue to back-fill State revenue cuts;
6. DIRECT Department Heads to work closely with the County Administrator to develop a Recommended Budget for consideration of the Board of Supervisors that balances expenses with revenues, minimizes net County cost and maintains core service levels;
7. ACKNOWLEDGE that the 2019-2020 assessment roll will be prepared using the full inflation factor of 1.02;
8. ACKNOWLEDGE that the employees of Contra Costa County have already been affected as a result of the requirement to balance the County's expenses with available revenues;

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

Contact: Lisa Driscoll, County Finance  
Director (925) 335-1023

By: Stephanie Mello, Deputy

cc: Robert Campbell, County Auditor-Controller, All County Departments (via County Administration)

## RECOMMENDATION(S): (CONT'D)

9. ACKNOWLEDGE that increased costs and insufficient revenues may result in Bielenso Hearings being required;
10. DIRECT the County Administrator to continue to meet with the County's union representatives and employees to explain the size, scope and anticipated length of the County's fiscal challenges and to gain their input/suggestions;
11. DIRECT the County Administrator to continue to make this information readily available to the residents of the County;
12. DIRECT Departments, in cooperation with Labor Relations and Union representatives, to begin, if necessary, the meet and confer process with employee representatives about the impact of potential program reductions on the terms and conditions of employment for affected employees;
13. DIRECT the County Administrator to return to the Board of Supervisors on April 16, 2019 with a FY 2019/2020 Recommended Budget that meets the above requirements;
14. DESIGNATE Tuesday, April 16, 2019 for FY 2019/2020 budget hearings and Tuesday, May 7, 2019 for the adoption of the FY 2019/20 Recommended County and Special District Budgets; and
15. DIRECT the Clerk of the Board to publish notice of the budget hearings and the availability of the Recommended Budget documents.

## FISCAL IMPACT:

None at this time. However, the result of the recommendations herein, if implemented, are designed to maintain the County's fiscal stability in FY2019/2020 and improve it in subsequent years.

## BACKGROUND:

The Board of Supervisors, Department Heads, and our Employees worked and sacrificed to stabilize the County's finances during the last decade. Now our task will be to continue this legacy so as to prevent a return to those years in which we were making painful cuts to programs and to the staff that was necessary to provide those services.

There are always factors over which the County has little or no control (such as federal and State budgets actions, economic changes, and demographics) that will affect the size of the baseline budget and ultimately challenge the County's budget. Over the next five years we can expect more fiscal volatility due to the Federal Tax plan, State legislative action, as well as negotiated wage and benefit increases.

The majority of the County's general purpose revenues are generated through property taxes. Revenue and Taxation Code section 51 provides that base year values determined under section 110.1 shall be compounded annually by an inflation factor not to exceed 2 percent. Section 51(a)(1)(C) provides that, for any assessment year commencing on or after January 1, 1998, the inflation factor shall be the percentage change, rounded to the nearest one-thousandth of 1 percent, from October of the prior fiscal year to October of the current fiscal year in the California Consumer Price Index (CCPI) for all items, as determined by the California Department of Industrial Relations. Information from the Department of Industrial Relations shows that the CCPI increased from 265.472 in October 2017 to 275.686 in October 2018. Rounded to the nearest one-thousandth of 1 percent, this is an increase of 3.847 percent. Accordingly, we will prepare our 2019 assessment roll using an inflation factor of 1.02.

As per the norm, Department Heads will be expected to work closely with the County Administrator to design a balanced budget that restricts the growth in net County cost while minimizing service delivery cuts. Wherever possible, categorical/program revenues will be increased to offset the increased cost of doing business. Restrictions on increases in net County cost needed to balance the budget may result in the loss of federal and State program revenues, and this added loss may cause program reductions.

## **Meet and Confer**

Departmental budget requests are due to the County Administrator's Office on February 8. At that time Department Heads will know which, if any, positions may be affected by reductions necessary to balance the budget. Departments, in cooperation with Labor Relations, will if necessary, begin the meet and confer process with employee representatives regarding the impact of potential program reductions on the terms and conditions of employment for affected employees. Early planning will allow Departments a reasonable period of time to meet and confer, and permit them to implement all budgetary required actions prior to July 1, 2019. Per the norm, this progress will allow the County to adopt a budget that is balanced from the first day of the new fiscal year.

## **Public Notice**

The County Budget Act requires that the Board of Supervisors publish a notice in a newspaper of general circulation throughout the county, stating when budget documents will be available and the date of Budget Hearings. The FY 2019/20 Recommended Budget document will be available to the public on April 5, 2019.

## **Conclusion**

The County Administrator will return to the Board on April 16 with a FY 2019/20 Recommended Budget that meets the requirements listed above. Tuesday, April 16 will be reserved for FY 2019/20 budget hearings including Bielsonson hearings if needed. Additionally, it is recommended that the County Administrator return to the Board of Supervisors on Tuesday, May 7 for adoption of the FY 2019/20 Recommended County and Special District Budgets, including any changes the Board makes on April 16.

## **CONSEQUENCE OF NEGATIVE ACTION:**

Delayed processing of the FY 2019/20 Recommended Budget and potential impact on the fiscal stability of the County and Special Districts.





Contra  
Costa  
County

To: Board of Supervisors  
From: FAMILY & HUMAN SERVICES COMMITTEE  
Date: January 15, 2019

Subject: Secondhand Smoke Ordinance Update

---

**RECOMMENDATION(S):**

ACCEPT the annual report from the Public Health Division of the Health Services Department on the implementation of the Secondhand Smoke Protections Ordinance and DIRECT staff to provide another update on the Secondhand Smoke Protections Ordinance to the Family and Human Services Committee in 2019.

**FISCAL IMPACT:**

There is no fiscal impact, the recommended ordinance provisions are being implemented by the Public Health Division's Tobacco Prevention Program and will be funded through the program's current funding sources.

**BACKGROUND:**

At the November 13, 2017 Family and Human Services (FHS) Committee meeting, Public Health presented its annual report on the implementation of the County's Secondhand Smoke ordinance with a recommendation that the Committee consider a proposed ordinance to strengthen the current smoking protections to prohibit smoking inside dwelling units of multi-unit housing, including condos and townhomes. The Committee accepted the report and recommendations, requested that language be added to extend smoking restrictions to guest rooms of hotels and motels, and directed staff to forward those recommendations to the Board of Supervisors for discussion and approval.

---

☒ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY ADMINISTRATOR

☒ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

, County Administrator and Clerk of the Board of Supervisors

By: Stephanie Mello, Deputy

Contact:

cc: CAO, Public Health Director

## BACKGROUND: (CONT'D)

The ordinance, titled Smoke-free Multi Unit Residences, was adopted by the Board of Supervisors on March 13, 2018 with implementation to begin for new and renewing leases on July 1, 2018, and for continuing leases and owner-occupied units on July 1, 2019. The attached report is specific to implementation of the new Smoke-free Multi-Unit Residences ordinance, including information on the continued implementation of the broader Smoke-free Secondhand Protections Ordinance. The Committee accepted the report on December 3, 2018 and directed staff to send a letter to each City Manager inviting them to model their own city ordinances after the County's ordinance.

## ATTACHMENTS

2018 Second Hand Smoke Report

ANNA M. ROTH, RN, MS, MPH  
HEALTH SERVICES DIRECTOR

DANIEL PEDDYCORD, RN, MPA/HA  
DIRECTOR OF PUBLIC HEALTH



CONTRA COSTA  
PUBLIC HEALTH  
597 CENTER AVENUE, SUITE 200  
MARTINEZ, CALIFORNIA 94553  
PH (925) 313-6712  
FAX (925) 313-6721  
DANIEL.PEDDYCORD@HSD.CCCOUNTY.US

To: Family and Human Services Committee, Contra Costa Board of Supervisors  
From: Daniel Peddycord, RN, MPA/HA, Director, Public Health  
Re: Annual Report on Implementation of Secondhand Smoke Protections Ordinance  
Date: 10/22/18

### **Summary**

At the November 13, 2017 Family and Human Services Committee meeting, Public Health presented its annual report on the implementation of the County's Secondhand Smoke ordinance with a recommendation that the Committee consider a proposed ordinance to strengthen the current smoking protections to prohibit smoking inside dwelling units of multi-unit housing, including condos and townhomes. The Committee accepted the report and recommendations, requested that language be added to extend smoking restrictions to guest rooms of hotels and motels, and directed staff to forward to the Board of Supervisors for discussion and approval.

The ordinance, titled Smoke-free Multi Unit Residences, was adopted by the Board of Supervisors on March 13, 2018 with implementation to begin for new and renewing leases on July 1, 2018, and for continuing leases and owner-occupied units on July 1, 2019. The following report is specific to implementation of the new Smoke-free Multi-Unit Residences ordinance, including information on the continued implementation of the broader Smoke-free Secondhand Protections Ordinance.

### **Secondhand Smoke Ordinance Background**

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 vast majority of Contra Costans do not smoke, with data showing that 13.4% of residents in the County do smoke. The Board strengthened the County's secondhand smoke protections in October 2009, October 2010, April 2013, June 2014, July 2017, and March 2018 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 properties 100% smoke-free, inclusion of electronic smoking devices in the definition of "secondhand smoke", and 100% smoke-free multi-unit housing including condos, townhomes, and guest rooms of hotels and motels.

The majority of the 161 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 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.

### **Implementation of Smoke-free Multi-Unit Housing Residences since March 2018 Adoption**

The Smokefree Multi-Unit Residences ordinance is implemented through the Public Health Department's Tobacco Prevention Program (TPP). Per recommendation from the California Apartment Association and as approved by the Board of Supervisors, this ordinance has a phased implementation.

Effective July 1, 2018, dwelling units with new and renewing leases were required to be smoke-free. Units with continued leases and owner occupied units are required to be entirely smoke-free as of July 1, 2019.

Notice of the newly adopted smoke-free multi-unit residence ordinance was included in the annual County Business License Office mailing in May 2018. All owners of multi-unit residences of 4 or more dwelling units must obtain a Contra Costa business license, and are recipients of the annual mailing from the County Business License Office. The mailing directed owners to the TPP Secondhand Smoke website, which was updated in June 2018 to highlight the new laws and provide resources to landlords, including signage. TPP staff wrote an article about the new laws which was included in the June 2018 newsletter sent out to members of the California Apartment Association. The County's Secondhand Smoke Protections brochure is being updated and will soon be accessible on the TPP Secondhand Smoke website. TPP staff have created a new online link for the public to report secondhand smoke complaints and request information. Once pilot tested, this link will be available on the TPP Secondhand Smoke website to facilitate a more streamlined complaint process, and standardize information received through complaints, such as the type of smoke reported (e.g., cannabis, vape, or combustible tobacco).

In preparation for the final July 1, 2019 compliance date when all multi-unit housing units, including owner-occupied are required to be 100% smoke-free, TPP staff will conduct outreach and education efforts to the community that will include a social media campaign to raise awareness about the health risks of secondhand smoke, the policies in place to protect residents, and how to make a complaint about drifting smoke in multi-unit residences. Through targeted presentations, mailings, and the TPP website, multi-unit housing owners/managers will have access to more resources to maintain compliance with smoke-free laws, including sample tenant notification letters, and sample warning letters for tenants in violation of smoke-free laws. A verification process will be conducted to ensure that all multi-unit owners and property managers have received information about the new laws and implemented new requirements such as updating all leases to include required smoke-free language and meeting required signage posting requirements.

An educational approach will be employed to address non-compliance, including working with owners/managers to assure that requirements of owners/managers under the ordinance are met, and providing technical assistance. 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. TPP 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.

### **Implementation of the Smoke-free County Properties Provision and other Secondhand Smoke Protections Ordinance Provisions over the Past Year**

#### *Smoke-Free County Campuses Provision:*

Tobacco Prevention Program staff continues to accept complaints about non-compliance with the County's smoke-free County Campuses law, and works with staff to address these complaints. "Smoke-free Contra Costa" signage continues to be distributed for posting to the County Building Safety Coordinators upon request. Tobacco Prevention Program staff continue to maintain the Contra Costa Smoke-Free Campus web pages on the Health Services website ([www.smokefreecc.org](http://www.smokefreecc.org)). This includes information on the ordinance and the "Frequently Asked Questions" document for the public.

#### *Other Ordinance Provisions and Addressing Complaints:*

The Tobacco Prevention Program continues to educate the public and businesses on provisions of the ordinance through community presentations, responding to complaints and inquiries, and incorporating

materials into County business license materials. Additionally, the Tobacco Prevention Program responds to drifting smoke complaints from residents throughout the County. Outside of the Unincorporated County, the majority of secondhand smoke complaints received are from Concord, Walnut Creek, and Richmond. Staff provide resources and information to public who file complaints, as well as forward the complaint to the appropriate contact in those cities when possible.

### **Recommendations**

Staff recommends that the Family and Human Services Committee accept the report and direct staff to continue to provide updates on implementation of the ordinance as part of staff's annual report on the County's Secondhand Smoke Protections Ordinance.



Contra  
Costa  
County

To: Board of Supervisors  
From: FAMILY & HUMAN SERVICES COMMITTEE  
Date: January 15, 2019

Subject: Policy Options to Protect Youth from Tobacco Influences in the Retail Environment

---

**RECOMMENDATION(S):**

ACCEPT the annual report from the Public Health Department on the implementation of the Tobacco Retailer Licensing and Businesses Ordinances and DIRECT staff to report back to the Family and Human Services Committee in 2019.

**FISCAL IMPACT:**

There is no fiscal impact, the recommended ordinance provisions are being implemented by the Public Health Division's Tobacco Prevention Program and will be funded through the program's current funding sources.

**BACKGROUND:**

The Board of Supervisors approved two tobacco control ordinances in July 2017 to protect youth from tobacco influences in the retail environment: a zoning ordinance and a tobacco retailer licensing ordinance. Of particular concern were the marketing and availability of youth-friendly flavored tobacco products, small pack sizes of cigars and cigarillos, and density and location of tobacco retailers, since these contribute largely to youth exposure to tobacco influences and tobacco use. The tobacco retailer licensing ordinance required extensive preparation for implementation, and tobacco retailers were required to be compliant with the new provisions by January 1, 2018. As requested, Contra Costa Public Health staff provided a report to the Board of Supervisors in March 2018 on preliminary implementation efforts.

---

☒ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY ADMINISTRATOR

☒ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

, County Administrator and Clerk of the Board of Supervisors

By: Stephanie Mello, Deputy

Contact:

cc:

### BACKGROUND: (CONT'D)

The attached report from the Public Health Department provides a brief recap of those implementation efforts up to March 2018, supplemented with information on continued implementation since March as well as next steps.

The Public Health Director highlighted a compliance rate of 74% with pack and flavor restrictions based on a spot check of stores. He noted that Senator Glazer has introduced a bill to prohibit flavored tobacco and that many other jurisdictions have established local ordinances doing so. The FHS Committee accepted the staff report on December 3, 2018 and directed staff to provide another status report in six months.

### ATTACHMENTS

Oct 2018 Tobacco Retail Environment Report

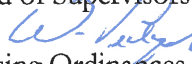


ANNA M. ROTH, RN, MS, MPH  
HEALTH SERVICES DIRECTOR

DANIEL PEDDYCORD, RN, MPA/HA  
DIRECTOR OF PUBLIC HEALTH



CONTRA COSTA  
PUBLIC HEALTH  
597 CENTER AVENUE, SUITE 200  
MARTINEZ, CALIFORNIA 94553  
PH (925) 313-6712  
FAX (925) 313-6721  
DANIEL.PEDDYCORD@HSD.CCCOUNTY.US

To: Family and Human Services Committee, Contra Costa Board of Supervisors  
From: Daniel Peddycord, RN, MPA/HA, Director, Public Health   
Re: Annual Report on Implementation of Tobacco Retail Licensing Ordinances  
Date: 10/22/18

## **I. Summary**

The Board of Supervisors approved two tobacco control ordinances in July 2017 to protect youth from tobacco influences in the retail environment: a zoning ordinance and a tobacco retailer licensing ordinance. Of particular concern were the marketing and availability of youth-friendly flavored tobacco products, small pack sizes of cigars and cigarillos, and density and location of tobacco retailers, since these contribute largely to youth exposure to tobacco influences and tobacco use. The tobacco retailer licensing ordinance required extensive preparation for implementation, and tobacco retailers were required to be compliant with the new provisions by January 1, 2018. As requested, Contra Costa Public Health staff provided a report to the Board of Supervisors in March 2018 on preliminary implementation efforts. This report provides a brief recap of those implementation efforts up to March 2018, with information on continued implementation since March as well as next steps.

## **II. Ordinance Provisions**

Ordinance 2017-10 Tobacco Retailer Businesses (effective 8/11/17) states:

- a) NEW retailers operating within 1000 feet of schools, parks, playgrounds and libraries are prohibited from selling tobacco products. Existing tobacco retailing businesses operating within 1000 feet of these areas are nonconforming uses. A nonconforming use will be allowed to continue operating under the ordinance.
- b) NEW retailers within 500 feet of tobacco retailers are prohibited from selling tobacco products. Existing tobacco retailing businesses operating within 500 feet of another tobacco retailer will become nonconforming uses. A nonconforming use will be allowed to continue operating under the ordinance.
- c) No NEW "Significant Tobacco Retailers", including vape shops, hookah bars or smoke shops are allowed. A "Significant Tobacco Retailer" is defined as having more than 20% of retail sales space dedicated to tobacco retailing use.

Ordinance 2017-01 Tobacco Product and Retail Sales Control (effective 1/1/18) states:

- a) The definition of "tobacco products" and "smoke" includes all electronic smoking devices and liquids, including all electronic devices that could be used to deliver a dose of nicotine or other substances.
- b) The sale of flavored tobacco products, including menthol cigarettes, is prohibited within 1,000 feet of schools, parks, playgrounds, and libraries.
- c) The sale of cigars, including little cigars and cigarillos, is prohibited in pack sizes under ten (10). Premium cigars that sell for \$5.00 (including taxes and fees) or more are exempt from this provision.
- d) No tobacco retailer's license will be issued that authorizes tobacco retailing in a pharmacy.
- e) Compliance with state and local storefront signage and drug paraphernalia sales laws is required in order to maintain a Contra Costa Tobacco Retailer License.

- f) Tobacco retailers are required to check identification (ID) of customers who appear younger than 27 years of age.
- g) The number of retailers that can sell tobacco products is “capped” at current number of licenses issued by the County. (effective 8/17/17)

Condition of License Suspension if a Violation of the Law Occurs:

- h) Tobacco retailers who have their license suspended due to violations of the law are required to remove tobacco advertising during license suspension periods.
- i) The time period reviewed for prior violations of the license (the “look-back” period) is expanded from 24 months (2 years) to 60 months (5 years) when considering the length of time for a license suspension for retailers found to be in violation of the law.

Retailers found to be in violation of the law can be fined up to \$500 for each day that they are in violation, per County Code 14-12.006, “Administrative fines,” and may face suspension or revocation of their tobacco retailer license.

### III. Implementation

**A. Recap of implementation efforts from July 2017 adoption through March 2018 report to the Board of Supervisors.** Extensive outreach efforts were made from September to December 2017 to notify and educate tobacco retailers about new tobacco control laws. This included a notification letter sent in September, phone calls to retailers in November, and educational site visits to retailers in December leading up to the January 1, 2018 compliance date. These site visits included review and provision of newly developed flyers with notice of new laws and visual examples of restricted products. Staff responded to 95 requests for technical assistance to tobacco retailers through email, phone calls, and office visits in January 2018 to clarify location of stores, what laws applied based on location, and what products were restricted. Post-compliance visits were made to retailers in February 2018, which found an overall compliance rate of 74% (see table below). Warnings were issued to any retailers found in violation at the time of the visit and staff provided additional education to retailers about measures they could take to remedy the violation (e.g., removing restricted products, explaining what constituted a flavored tobacco product, ensuring no tobacco products were displayed for self-service). A tobacco retailer licensing brochure was developed with information on the new laws, how to apply for a tobacco retailer license, and resources to maintain compliance.

Store Visit Dates	% of stores visited	% of stores visited sold small packs of cigars	% of stores visited (near YSAs) sold flavored tobacco products	% of stores visited compliant with pack & flavor restrictions
Dec 2017	85%	76%	95%	NA – pre compliance
Feb 2018	92%	17%	22%	74%

**B. Implementation efforts with tobacco retailers since March 2018 report to the Board of Supervisors.** By June 2018, warning letters were mailed to all retailers who had been found in violation of new tobacco control laws during the February post-compliance visits, while retailers who complied with the new laws were mailed letters thanking them for their compliance. Public Health staff worked with the Business License Office to include information about tobacco retail information and resources in the annual mailing to all business owners. As of July 1, 2018, all pharmacies were prohibited from selling any tobacco products, and staff provided technical assistance to those pharmacies to achieve compliance.

The Tobacco Retailer Businesses Zoning law prohibits new tobacco retailers from locating within 1000 feet of schools, parks, playgrounds and libraries, and within 500 feet of another tobacco retailer. While this law is in the Zoning Code, the Public Health staff coordinates all aspects of the license approval process to assure that all tobacco related regulations are complied with prior to annual licensing of tobacco retailers and over the annual licensing period. Public Health and Department of Conservation and Development staff developed a protocol for license approval in August 2017 which remains in place. As needed, Public Health Staff provide technical assistance to Department of Conservation and Development front line staff that interact with tobacco retailers requesting zoning verification.

**C. Next Steps for Increased Compliance.** Public Health staff has been collaborating with the Sheriff's Office to finalize a MOU to conduct tobacco retail compliance inspections, including youth decoy and shoulder tap operations for enforcement of sales to minors, which are planned for later this year. During those discussions, a new funding source was discovered to cover the costs of enforcement that would otherwise be paid out of County general funds. The California Department of Justice released three rounds of Requests for Proposals for law enforcement related agencies and schools to apply for funding to combat youth use of and access to tobacco products. Staff provided technical assistance to the Sheriff's Office to apply for the first round of funding in March to support youth decoy and shoulder tap operations to enforce tobacco sales to minors law. The Sheriff's Office was awarded these funds and is working with the funder to clarify the scope of work.

The second round of funding was offered in May, and the Public Health staff recently applied for the third round of funding offered in October. This would fund local tobacco enforcement activities from November 2018 through June 2021 complementary to those enforcement activities charged to the Sheriff's Office. As a designated enforcement agency for tobacco retailer licensing laws, Public Health staff proposed to conduct tobacco retail compliance inspections, provide retailer education sessions, and conduct outreach and education to K-12 schools, colleges, and youth-serving organizations to combat youth and young adult tobacco use including vaping, among other educational and outreach activities. Public Health staff have been in contact with the Sheriff's Office to coordinate enforcement activities proposed for funding through the California Department of Justice. Once recipients selected for funding are announced from the third round of proposals, Public Health Staff will work with the Sheriff's Office to finalize a MOU outlining activities needed to local tobacco control laws that may fall outside activities funded through the California Department of Justice. Tobacco retailer compliance inspections are a priority and will be conducted at least twice annually moving forward.

Sheriff's Office staff will participate in training on new protocols for enforcement of sales to minors, including protocols for using older young adult decoys now that the minimum sales age

of tobacco has been increased from 18 to 21, and use of new and emerging tobacco products. This training is scheduled for December 2018 in San Pablo and provided by the California Food and Drug Branch, which is charged with the Stop Tobacco Access to Kids Enforcement (STAKE) Act.

**D. Technical Assistance to Contra Costa Cities.** Members of the Board of Supervisors directed staff to communicate with Contra Costa cities on these new tobacco control policies. Public Health staff conducted a presentation about local tobacco retail implementation efforts at the June 8, 2018 Contra Costa Mayors Conference and offered technical assistance to Contra Costa cities that were interested in considering similar laws. Staff continue to respond to requests from Contra Costa cities and have provided technical assistance to the cities of Richmond, San Pablo, Concord, Oakley, Danville, and San Ramon which have considered similar tobacco retail control policies for their jurisdictions based on the model provided by the County.

**E. Technical Assistance to Statewide Tobacco Control.** In June 2018, Public Health staff produced an evaluation report of local tobacco retailer license implementation efforts, which provided a thorough account of materials and methods used to achieve compliance with the newly adopted provisions. Since few jurisdictions across the state had adopted such comprehensive provisions with successful implementation, this report has since been used as a model for tobacco retailer licensing implementation for jurisdictions across the State.

Public Health staff was selected by the California Department of Public Health's Tobacco Control Program to participate in a panel presentation on successful implementation of Contra Costa's local tobacco retailer licensing laws at the statewide tobacco projects meeting in November. The California Youth Advocacy Network has also asked staff to present on Contra Costa's successful efforts to engage youth in local tobacco policy as a model for other jurisdictions at the same statewide tobacco projects meeting in November.

#### **IV. Recommendations**

Staff recommends that the Family and Human Services Committee accept the report and direct staff to continue to provide updates on implementation of the ordinance as part of staff's annual report on the County's Tobacco Retail Licensing Ordinance.



Contra  
Costa  
County

To: Board of Supervisors  
From: Diane Burgis, District III Supervisor  
Date: January 15, 2019

Subject: Wayfinding signs in County rights-of-way

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**RECOMMENDATION(S):**

DIRECT the Department of Conservation and Development to prepare amendments to the County Sign Ordinance to authorize wayfinding signs in County rights-of-way and to update the ordinance, as recommended by Supervisor Diane Burgis.

**FISCAL IMPACT:**

100% Land Development Fund. Conservation and Development, Public Works, and County Counsel staff costs associated with preparing amendments to the Sign Ordinance.

**BACKGROUND:**

The County Sign Ordinance (Chapters 88-6, 88-8, and 88-9 of the County Ordinance Code) prohibits signs in County rights-of-way. Recently, there has been interest in allowing wayfinding signs to be located in County rights-of-way. A “wayfinding” sign is a sign that is intended to help people unfamiliar with a geographical area find significant destinations and points of interest in that area. Wayfinding signs are often located in areas frequented by tourists.

This Board

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

Contact: LEA CASTLEBERRY  
(925) 252-4500

By: Stephanie Mello, Deputy

cc:

BACKGROUND: (CONT'D)

order directs the Department of Conservation and Development to prepare amendments to the County Sign Ordinance to authorize wayfinding signs in County rights-of-way. DCD is directed to work with the Public Works Department to establish standards that will protect pedestrians and motorists from injury and property damage caused by unsafe, improperly constructed, and poorly maintained signs. This Board order also directs DCD to work with County Counsel to update the County Sign Ordinance. The ordinance has not been significantly updated since its adoption in the 1970s, and several court decisions have established new legal requirements for sign ordinances.

CONSEQUENCE OF NEGATIVE ACTION:

The Sign Ordinance would not be amended to allow wayfinding signs to be located in County rights-of-way.

CHILDREN'S IMPACT STATEMENT:

N.A.



**Contra  
Costa  
County**

To: West Contra Costa Healthcare District

From: David Twa, County Administrator

Date: January 15, 2019

Subject: WEST CONTRA COSTA HEALTHCARE DISTRICT - RESOLUTION ESTABLISHING REGULAR MEETING DATES

**RECOMMENDATION(S):**

Acting as the Governing Board of the West Contra Costa Healthcare District:

1. ADOPT Resolution No. 2019/14 establishing regular meetings of the West Contra Costa Healthcare District.
2. APPOINT the Executive Director, Secretary and Treasurer of the West Contra Costa Healthcare District.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

**West Contra Costa Healthcare District History**

The West Contra Costa Healthcare District (the "District") struggled financially for decades, experiencing increasing costs, declining reimbursements, and growing service demand from uninsured and underinsured populations. After emerging from bankruptcy in 2006, the District fell deeper into debt. In 2015, it closed its hospital, Doctors Medical Center, which was a full-service acute care facility with 124 general acute care beds.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/15/2019** ☒ 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: January 15, 2019

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

By: Stephanie Mello, Deputy

Contact: Timothy M. Ewell, (925)  
335-1036

cc:



On October 20, 2016, the District again filed for bankruptcy under chapter 9 of the Bankruptcy Code. Through the bankruptcy, the District sought the bankruptcy court's approval of a plan that allowed the District to modify its debts and on-going costs, emerge from bankruptcy, and begin the process of repaying creditors. The bankruptcy court approved the District's Plan of Adjustment on January 2, 2018, allowing the District to repay certain creditors over a series of years.

## BACKGROUND: (CONT'D)

### **Senate Bill 522 (Glazer)**

Senate Bill 522 was introduced by Senator Steve Glazer and proposed the dissolution of the existing elected board of directors of the District, effective January 1, 2019, and required that the Board of Supervisors of the County, at its election, either serve as the District's governing board or appoint a governing board for the District, as specified. Governor Brown signed the bill into law on July 18, 2018.

### **Board of Supervisors as Governing Board**

On September 11, 2018, the Board of Supervisors determined that it would serve as the governing board of the District effective January 1, 2019. Government Code section 54954(a) requires local agencies (including special districts) to provide for the time and place for holding regular meetings. Today's action sets the time and place of the District's regular meetings consistent with that of the Board of Supervisors' meeting schedule. In addition, the attached resolution appoints the Executive Director, Secretary and Treasurer of the District. As is common with other special districts governed by the Board of Supervisors, the resolution appoints the County Administrator as Executive Director, the Chief Assistant Clerk of the Board as Secretary and the Auditor-Controller as Treasurer of the District.

### CONSEQUENCE OF NEGATIVE ACTION:

The District will not have adopted a regular meeting schedule.

### CHILDREN'S IMPACT STATEMENT:

No impact.

### AGENDA ATTACHMENTS

Resolution 2019/14

### MINUTES ATTACHMENTS

Signed Resolution No. 2019/14

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

Adopted this Resolution on 01/15/2019 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. 2019/14**

**RESOLUTION ESTABLISHING REGULAR MEETING DATES FOR THE WEST CONTRA COSTA  
HEALTHCARE DISTRICT**

**WHEREAS**, the West Contra Costa Healthcare District (the "District") struggled financially for decades, experiencing increasing costs, declining reimbursements, and growing service demand from uninsured and underinsured populations;

**WHEREAS**, the District emerged from bankruptcy in 2006, but soon fell deeper into debt and ultimately closed its hospital, Doctors Medical Center, in 2015;

**WHEREAS**, on October 20, 2016 the District again filed for bankruptcy under chapter 9 of the Bankruptcy Code, which ultimately resulted in the federal bankruptcy court approving the District's Plan of Adjustment on January 2, 2018, allowing the District to repay certain creditors over a series of years;

**WHEREAS**, Senate Bill 522 was introduced by Senator Steve Glazer and proposed the dissolution of the existing elected board of directors of the District, effective January 1, 2019, and required that the Board of Supervisors of the County, at its election, either serve as the District's governing board or appoint a governing board for the District, as specified. Governor Brown signed the bill into law on July 18, 2018;

**WHEREAS**, on September 11, 2018, the Contra Costa County Board of Supervisors voted unanimously to become the Board of Directors of the District; and,

**WHEREAS**, California Government Code Section 54954(a) requires that legislative bodies of a local agency shall provide the time and place for holding regular meetings.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the West Contra Costa Healthcare District, as follows:

**Section 1.** The regular meetings of the Board of Directors of the District shall be held on the same dates, times, and locations as the regular meetings of the Board of Supervisors of the County. Any regular meeting of the Board of Directors of the District may be canceled by the Clerk of the Board without notice if no items have been submitted for the agenda for such meeting, provided that notice of such meeting will be provided in accordance with Government Code 54954.

**Section 2.** The Executive Director of the District shall be the County Administrator of Contra Costa County, California.

**Section 3.** The Secretary of the District shall be the Chief Assistant Clerk of the Board of Supervisors of Contra Costa County, California.

**Section 4.** The Treasurer of the District shall be the Auditor-Controller of Contra Costa County, California.

**Section 5.** This Resolution shall take effect immediately upon its adoption.

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

**ATTESTED: January 15, 2019**

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

Contact: Timothy M. Ewell, (925) 335-1036

By: Stephanie Mello, 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 01/15/2019 by the following vote:

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

NO: ☐

ABSENT: ☐

ABSTAIN: ☐

RECUSE: ☐



## Resolution No. 2019/14

### RESOLUTION ESTABLISHING REGULAR MEETING DATES FOR THE WEST CONTRA COSTA HEALTHCARE DISTRICT

**WHEREAS**, the West Contra Costa Healthcare District (the "District") struggled financially for decades, experiencing increasing costs, declining reimbursements, and growing service demand from uninsured and underinsured populations;

**WHEREAS**, the District emerged from bankruptcy in 2006, but soon fell deeper into debt and ultimately closed its hospital, Doctors Medical Center, in 2015;

**WHEREAS**, on October 20, 2016 the District again filed for bankruptcy under chapter 9 of the Bankruptcy Code, which ultimately resulted in the federal bankruptcy court approving the District's Plan of Adjustment on January 2, 2018, allowing the District to repay certain creditors over a series of years;

**WHEREAS**, Senate Bill 522 was introduced by Senator Steve Glazer and proposed the dissolution of the existing elected board of directors of the District, effective January 1, 2019, and required that the Board of Supervisors of the County, at its election, either serve as the District's governing board or appoint a governing board for the District, as specified. Governor Brown signed the bill into law on July 18, 2018;

**WHEREAS**, on September 11, 2018, the Contra Costa County Board of Supervisors voted unanimously to become the Board of Directors of the District; and,

**WHEREAS**, California Government Code Section 54954(a) requires that legislative bodies of a local agency shall provide the time and place for holding regular meetings.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the West Contra Costa Healthcare District, as follows:

**Section 1.** The regular meetings of the Board of Directors of the District shall be held on the same dates, times, and locations as the regular meetings of the Board of Supervisors of the County. Any regular meeting of the Board of Directors of the District may be canceled by the Clerk of the Board without notice if no items have been submitted for the agenda for such meeting, provided that notice of such meeting will be provided in accordance with Government Code 54954.

**Section 2.** The Executive Director of the District shall be the County Administrator of Contra Costa County, California.

**Section 3.** The Secretary of the District shall be the Chief Assistant Clerk of the Board of Supervisors of Contra Costa County, California.

**Section 4.** The Treasurer of the District shall be the Auditor-Controller of Contra Costa County, California.

**Section 5.** This Resolution shall take effect immediately upon its adoption.

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

ATTESTED: January 15, 2019

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

*Stephanie Mello*  
 By: Stephanie Mello, Deputy



Contact: Timothy M. Ewell, (925) 335-1036

cc:



Contra  
Costa  
County

To: Board of Supervisors  
From: Russell Watts, Treasurer-Tax Collector  
Date: January 15, 2019

Subject: 2018 ANNUAL REPORT OF THE TREASURY OVERSIGHT COMMITTEE

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**RECOMMENDATION(S):**

Receive and accept the 2018 Annual Report of the Treasury Oversight Committee, as recommended by the Contra Costa County Treasurer-Tax Collector.

**FISCAL IMPACT:**

None.

**BACKGROUND:**

On December 13, 2011, the Board of Supervisors (the Board) adopted Resolution No. 2011/497, which requires that each advisory board, commission, or committee (body) to report annually to the Board on its activities, accomplishments, membership attendance, required training/certification, and proposed work plan or objectives for the following year. This annual report is due to the Board in December.

The attached report fulfills this requirement for the Treasury Oversight Committee.

**CONSEQUENCE OF NEGATIVE ACTION:**

The Treasury Oversight

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: 01/15/2019 ☒ 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: January 15, 2019

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

By: Stephanie Mello, Deputy

Contact: Ronda Boler, (925)  
957-2806

cc:

CONSEQUENCE OF NEGATIVE ACTION: (CONT'D)

Committee would not be in compliance with Board Resolution 2011/497.

ATTACHMENTS

TOC Advisory Body Annual Report 2018





## **ADVISORY BODY ANNUAL REPORT**

Advisory Body Name: \_\_\_\_\_  
Advisory Body Meeting Time/Location: \_\_\_\_\_  
Chair (during the reporting period): \_\_\_\_\_  
Staff Person (during the reporting period): \_\_\_\_\_  
Reporting Period: \_\_\_\_\_

### **I. Activities**

(estimated response length: 1/2 page)

*Describe the activities for the past year including areas of study, work, special events, collaborations, etc.*

### **II. Accomplishments**

(estimated response length: 1/2 page)

*Describe the accomplishments for the past year, particularly in reference to your work plan and objectives.*

III. Attendance/Representation

(estimated response length: 1/4 page)

*Describe your membership in terms of seat vacancies, diversity, level of participation, and frequency of achieving a quorum at meetings.*

IV. Training/Certification

(estimated response length: 1/4 page)

*Describe any training that was provided or conducted, and any certifications received, either as a requirement or done on an elective basis by members. NOTE: Please forward copies of any training certifications to the Clerk of the Board.*

V. Proposed Work Plan/Objectives for Next Year

(estimated response length: 1/2 page)

*Describe the advisory body's workplan, including specific objectives to be achieved in the upcoming year.*