



## INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR  
October 11, 2021

Supervisor Candace Andersen, Chair  
Supervisor Diane Burgis, Vice Chair

Present: Candace Andersen, Chair  
Diane Burgis, Vice Chair

Staff Present: Monica Nino, County Administrator; Julie DiMaggio Enea, Staff

Attendees: Beth Ward, Animal Services Director; Rebecca Myer, AHFC applicant; Cynthia Shehorn, PW Purchasing Svcs Mgr; Arturo Castillo, Animal Services Dept.; Yasaman Lee, AHFC applicant; Carrie Ricci, Deputy PW Director; Steve Burdo, Animal Services Dept.; Kristin Sherk, Dept of Conservation & Development; Amalia Cunningham, Dept of Conservation & Developm; Willie Robinson, AFHC applicant; Unidentified #1 (3005); Unidentified #2 (7776); Unidentified #3 (9980)

### 1. Introductions

***Chair Andersen called the meeting to order at 10:30 a.m. and welcomed all in attendance.***

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

***No one requested to speak during the public comment period. Staff confirmed that no written public comment had been received prior to the start of the meeting.***

### 3. RECEIVE and APPROVE the Record of Action for the September 13, 2021 IOC meeting.

***The Committee approved the record of action for the September 13, 2021 meeting as presented.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

4. CONSIDER recommending to the Board of Supervisors the reappointment of Willie Robinson to the West Unincorporated Representative seat to a new three-year term ending on June 30, 2024, the appointment of LaTonia People-Stokes to the East Unincorporated Representative seat to a two-year term ending on June 30, 2023 and appointment of Valerie Bernardo to the West City Representative seat to a three-year term ending on June 30, 2024;

INTERVIEW applicants for the East City Representative and Central City Representative seats and DETERMINE recommendations.

#### **East City Representative Applicants**

- Rebecca Myer, Brentwood
- Alaric Robinson, Oakley

#### **Central City Representative Applicants**

- Julia Dozier, Pleasant Hill
- Yazaman Lee, Orinda
- Matthew Parkins, Danville
- Frances Sorrondegui, San Ramon (incumbent)

***Kristin Sherk presented the staff report and recommendations. The Committee interviewed two applicants, Rebecca Myer and Yasaman Lee, and determined the following recommendations for board of supervisors consideration:***

***REAPPOINT Willie Robinson to the West Unincorporated Representative seat and Frances Sorrondegui to the Central City Representative seat to three-year terms ending on June 30, 2024; and APPOINT LaTonia People-Stokes to the East Unincorporated Representative seat and Rebecca Myer to the East City Representative seat to complete the unexpired terms ending on June 30, 2023, and Valerie Bernardo to the West City Representative seat to a three-year term ending on June 30, 2024.***

***Staff was directed to forward this recommendation to the board on October 19.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

5. ACCEPT the Small Business Enterprise, Outreach, and Local Bid Programs Report, reflecting departmental program data for the period January 1 - June 30, 2021

***Cynthia Shehorn presented the staff report. The Committee accepted the report as presented and directed staff to forward the report to the board of supervisors on the Consent agenda.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

6. ACCEPT the 2020/21 Animal Benefit Fund Department Report.

***Beth Ward presented the annual report. The Committee accepted the report as presented and directed staff to forward the report to the board of supervisors on the Consent calendar.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

7. The next meeting is currently scheduled for November 8, 2021.

***The Committee confirmed its next meeting date of November 8, 2021.***

8. Adjourn

***Chair Andersen adjourned the meeting at 11:15 a.m.***

---

For Additional Information Contact:

Julie DiMaggio Enea, Committee Staff  
Phone (925) 655-2056, Fax (925) 655-2066  
julie.enea@cao.cccounty.us



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

3.

**Meeting Date:** 10/11/2021  
**Subject:** RECORD OF ACTION FOR THE SEPTEMBER 13, 2021 IOC MEETING  
**Department:** County Administrator  
**Referral No.:** N/A  
**Referral Name:** RECORD OF ACTION  
**Presenter:** Julie DiMaggio Enea      **Contact:** Julie DiMaggio Enea (925) 655-2056

---

#### **Referral History:**

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

#### **Referral Update:**

Attached is the Record of Action for the September 13, 2021 IOC meeting.

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

RECEIVE and APPROVE the Record of Action for the September 13, 2021 IOC meeting.

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

None.

---

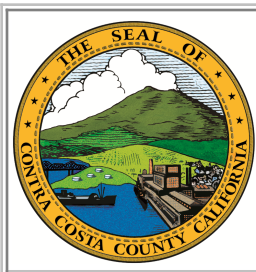
#### **Attachments**

DRAFT Record of Action for the September 13, 2021 IOC Meeting

#### **Minutes Attachments**

*No file(s) attached.*

---



## INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR  
September 13, 2021

Supervisor Candace Andersen, Chair  
Supervisor Diane Burgis, Vice Chair

Present: Candace Andersen, Chair  
Diane Burgis, Vice Chair

Staff Present: Julie DiMaggio Enea, Staff

Attendees: Monica Nino, County Administrator; Lea Castleberry, District III Supervisor's Office; Cynthia Shehorn, PW Purchasing Svcs Mgr; Carrie Ricci, Deputy PW Director; Jami Morritt, Chief Asst Clerk of the Board; Lauren Hull, CoB Management Analyst; Jill Ray, District II Supervisor's Office; Lia Bristol, District IV Supervisors Office; Michael Kent, Exec Asst to HazMat Commission

### 1. Introductions

***Chair Andersen called the meeting to order at 10:30 a.m. and acknowledged all of the attendees.***

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

***No one requested to speak during the public comment period.***

### 3. RECEIVE and APPROVE the Record of Action for the July 12, 2021 IOC meeting.

***The Committee approved the record of action for the July 12, 2021 IOC meeting as presented.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

### 4. RECOMMEND to the Board of Supervisors the appointment of Teston Shull to the Labor #1 seat and Terry Baldwin to the Labor #1 Alternate seat on the Hazardous Materials Commission to complete the current terms that will expire on December 31, 2022.

***Approved as recommended. Staff will forward recommendation to the BOS on September 21.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

5. CONSIDER changes to the Mental Health Commission bylaws pertaining to the Commissioner appointment process and to the proposed Attendance policy and DETERMINE action to be taken.

*The Committee considered bylaw changes pertaining to attendance and recruitment/selection, and a proposed code system of seat names that do not distinguish consumers and family members of consumers from other Commission seats.*

*The Committee voted to accept updated staff material that better illustrates the Commission recommendation pertaining to attendance. To the added material, the Committee made the following revisions:*

## **SECTION 2. ATTENDANCE**

### **2.1 Attendance requirements**

a) Regular attendance at Commission meetings is mandatory for all Commission members.

1) A member who ~~is absent from~~ who has four (4) unexcused absences from regularly scheduled full Commission meetings in any consecutive twelve-month period, as opposed to calendar year, shall be deemed to have resigned from the Commission. In such event, the former Commission member's status will be noted at the next scheduled Commission and shall be recorded in the Commission's minutes. The Chairperson shall, without further direction from the Commission, apprise the Board of Supervisors of the member's resignation and request the appointment of a replacement.

2) A Commissioner's absence from a regularly scheduled Commission meeting may be excused in the case of an unforeseen, extraordinary circumstance, including but not limited to major illness, natural disaster, or civil unrest. Commissioners shall obtain consent from the Chair at least one day prior to the meeting, for any planned absences. Excused absences will be recorded in the meeting minutes as an "excused absence".

b) Each Commissioner will ensure that when s/he attends Commission-sponsored meetings (excluding Commission and Committee meetings) or activities representing her/himself as a Commissioner, s/her expresses only those views approved by the Commission.

c) Regular attendance of one standing Commission Committee, with the exception of Executive Committee, is mandatory for all Commission members.

1) A member who ~~is absent from~~ who has four (4) unexcused absences from regularly scheduled Commission Committee meetings in any consecutive twelve-month period shall be deemed to have resigned from the Committee. In such event, the former Committee member's status will be noted at the next scheduled Committee meeting and shall be recorded in the Committee's

minutes. The resigned member shall choose a different Committee on which to serve.

*To the language proposed in the staff report, the Committee made the following revisions to the Section 4. Vacancies and Recruitment:*

*4.4 Each County Supervisor will encourage any applicant being considered for the Mental Health Commission to attend at least one Commission meeting prior to their appointment. Applicants ~~are~~ will also be encouraged to meet with the MHC Chair, MHC Vice Chair and/or ad-hoc committee prior to accepting position to ensure full understanding of the roles, responsibilities, and restrictions of being a Mental Health Commissioner.*

*The Committee instructed the Clerk of the Board's office to adopt a seat name code system that uses generic titles for the MHC seats. For example, each District is assigned three seats, one designated for consumer of mental health services, one designated for a family member of a consumer, and one designated as a member at large:*

*District #, Seat 1 = Consumer Member*

*District #, Seat 2 = Family Member*

*District #1, Seat 3 = At Large Member*

*The Local Appointment List and recruitment materials would need to identify what each code seat name represents; however, for all other purposes, the generic seat name will suffice.*

AYE: Chair Candace Andersen

Vice Chair Diane Burgis

6. Modify the current form to additionally capture:
- current employer, job title and length of employment. Past relevant employment experience can be addressed within the current request for qualifications.
  - relevant occupational licenses possessed by the applicant.
  - name and occupation of the applicant's spouse, for conflict of interest purposes.
  - if the applicant is a veteran of the U.S. Armed Forces.
  - how long the applicant has resided/worked in Contra Costa County.
  - whether or not the applicant has any obligations that might affect his/her attendance at scheduled meetings.

*The Committee approved the staff recommendation except that it eliminated the section that would capture the name and occupation of the applicant's spouse. The Committee directed the Clerk of the Board's office to add the following information elements to the advisory body application:*

- *current employer, job title and length of employment. Past relevant employment experience can be addressed within the current request for qualifications.*
- *relevant occupational licenses possessed by the applicant.*
- *if the applicant is a veteran of the U.S. Armed Forces.*

- ***how long the applicant has resided/worked in Contra Costa County.***
- ***whether or not the applicant has any obligations that might affect his/her attendance at scheduled meetings.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

7. ACCEPT the Small Business Enterprise, Outreach, and Local Bid Programs Report, reflecting departmental program data for the period July 1 through December 31, 2020.

***Cindy Shehorn presented the staff report and highlights. The Committee accepted the report, thanked Ms. Shehorn, and directed staff to forward the report to the BOS for its information.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

8. The next meeting is currently scheduled for October 11, 2021.

9. Adjourn

***Chair Andersen adjourned the meeting at 11:43 a.m.***

**DRAFT**

---

For Additional Information Contact:

Julie DiMaggio Enea, Committee Staff  
Phone (925) 655-2056, Fax (925) 655-2066  
julie.enea@cao.cccounty.us





# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

4.

**Meeting Date:** 10/11/2021

**Subject:** AFFORDABLE HOUSING FINANCE COMMITTEE NOMINATIONS

**Submitted For:** INTERNAL OPERATIONS COMMITTEE,

**Department:** County Administrator

**Referral No.:** IOC 21/5

**Referral Name:** Advisory Body Recruitment

**Presenter:** Kristin Sherk, Senior Housing  
Planner

**Contact:** Amalia Cunningham  
925-674-7869

---

### **Referral History:**

The Affordable Housing Finance Committee (AHFC) advises the Board of Supervisors on the annual allocation of HOME Investment Partnership Act (HOME), Community Development Block Grant (CDBG) funds and Housing Opportunities for Persons with AIDS (HOPWA) funds for affordable housing development in Contra Costa County. These funds are allocated to the County on an annual basis by formula through the U.S. Department of Housing and Urban Development. The AHFC typically convenes once annually in the spring to review staff's recommendations for project funding of applications received through a public request for proposals process. Occasionally, a second special meeting is held midway through the fiscal year to reallocate funds.

The Committee consists of seven members, including:

- Three city representatives (one from each sub-region of the County, currently residing in an incorporated City); and
- Three County representatives (one from each sub-region of the County, currently residing in an unincorporated area of the County); and
- One Community/At-Large representative (currently residing in the County, either incorporated or unincorporated).

Nominations for AHFC representatives are solicited by the Department of Conservation and Development, reviewed by the Internal Operations Committee (IOC) and referred to the Board of Supervisors for approval. AHFC terms are for three years. Per the bylaws adopted earlier this year, all members are required to have professional experience in the field of affordable housing finance, design, development, or property management. Members may be retired or active affordable housing professionals.

### **Referral Update:**

Since January 2020, 21 applications have been submitted to fill five current vacancies:

- East City Representative – term expired June 30, 2020
- West City Representative – vacant since June 30, 2018
- Central City Representative – term expired June 30, 2021
- East Unincorporated Representative – term expired June 30, 2020
- West Unincorporated Representative – term expired June 30, 2021

Of the 21 applications received, nine have professional affordable housing experience in some capacity and currently eligible as they reside in a vacancy geographic category. The remaining 12 applications received either reside in a region of the County that a representative seat is not currently vacant or have not demonstrated professional affordable housing finance, design, property management experience. These 12 applicants will be thanked for their application and interest in serving and encouraged to consider other County commissions and committees.

The remaining candidates are discussed below and organized into two categories: those committee seats with a single qualified applicant, and those with multiple qualified applicants.

#### Uncontested Seats / Single-Applicants

##### **West City Representative Applicant:**

- Valerie Bernardo, Hercules: Ms. Bernardo has 20 years of experience working in local government, Housing and Community Development departments in the Bay Area specifically in single-family homeownership programs, multifamily rental development, housing policy, and community revitalization programs.

##### **East Unincorporated Representative Applicant:**

- LaTonia People-Stokes, Discovery Bay: Ms. People-Stokes has 20 years of experience in the public sector working with CDBG and HOPWA funds in Alameda County Housing and Community Development. In addition, Ms. People-Stokes has worked as an on-site property manager for different rental properties.

##### **West Unincorporated Representative Applicant:**

- Willie Robinson, El Sobrante (incumbent): Mr. Robinson has actively served on the AHFC for several terms. Mr. Robinson has over 45 years of experience as a construction manager, cost engineer, and value engineering specialist.

Staff recommends appointment of the above candidates to the Board of Supervisors for their approval. Their application materials are attached for reference.

#### Contested Seats/Multiple Applications Received

##### **East City Representative Applicants**

- Rebecca Myer, Brentwood: Ms. Myer is an experienced social service coordinator working for Satellite Affordable Housing Associates for the last six years.
- Alaric Robinson, Oakley: Mr. Robinson has an architectural and construction management background, also working with construction bond financing.

## **Central City Representative Applicants**

- Julia Dozier, Pleasant Hill: Ms. Dozier is a former associate regional director with Habitat for Humanity, International.
- Yazaman Lee, Orinda: Ms. Lee has experience in real estate development ranging from horizontal improvements, acquisition, and development, as well as rehabilitation of units. In addition, Ms. Lee is a licensed real estate broker for the last 20 years in the Bay Area.
- Matthew Parkins, Danville: Mr. Parkins is a former federal procurement consultant and has experience as a construction estimator and engineer.
- Frances Sorrondegui, San Ramon (incumbent): Ms. Sorrondegui has been involved in the administration of CDBG and HOME funds and management of housing programs for over 18 years in Alameda County.

Staff recommends the IOC review the application materials (attached) for the East City and Central City representative seats and consider making a recommendation of one out of the pool of qualified applicants for the two contested seats. The applicants have been invited to attend this meeting as their schedule permits to be available for any questions the Committee may have.

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

CONSIDER recommending to the Board of Supervisors the reappointment of Willie Robinson to the West Unincorporated Representative seat to a new three-year term ending on June 30, 2024, the appointment of LaTonia People-Stokes to the East Unincorporated Representative seat to a two-year term ending on June 30, 2023 and appointment of Valerie Bernardo to the West City Representative seat to a three-year term ending on June 30, 2024;

INTERVIEW applicants for the East City Representative and Central City Representative seats and DETERMINE recommendations.

### **East City Representative Applicants**

- Rebecca Myer, Brentwood
- Alaric Robinson, Oakley

### **Central City Representative Applicants**

- Julia Dozier, Pleasant Hill
- Yazaman Lee, Orinda
- Matthew Parkins, Danville
- Frances Sorrondegui, San Ramon (incumbent)

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

No fiscal impact.

---

### **Attachments**

Attachment A: AHFC Member Roster

Attachment B: Candidate Applications

Attachment C: Candidate Application Frances Sorrondegui

### **Minutes Attachments**

*No file(s) attached.*

---

**CONTRA COSTA CONSORTIUM  
AFFORDABLE HOUSING FINANCE COMMITTEE MEMBERSHIP**

| <b>City Representatives</b>   |                             |
|-------------------------------|-----------------------------|
| East County Rep. (City #1)    | Term Expires: June 30, 2023 |
| Vacant                        |                             |
| West County Rep. (City #2)    | Term Expires: June 30, 2024 |
| Vacant                        |                             |
| Central County Rep. (City #3) | Term Expires: June 30, 2021 |
| Vacant                        |                             |

| <b>County Representatives (Unincorporated)</b> |                             |
|--|-----------------------------|
| East County Rep. (County #1)                   | Term Expires: June 30, 2023 |
| Vacant   |                             |
| West County Rep. (County #2)                   | Term Expires: June 30, 2021 |
| Vacant   |                             |
| Central County Rep. (County #3)                | Term Expires: June 30, 2022 |
| Warren D. Ritter<br>Pacheco                    |                             |

| <b>Community/At-Large Representative</b> |                             |
|--|-----------------------------|
| Community Rep. (Community #1)            | Term Expires: June 30, 2022 |
| Lisa Caronna<br>Kensington               |                             |

## COMMITTEE STAFF

Kristin Sherk  
Senior Housing Planner  
Phone: (925) 655-2889  
Email: [Kristin.Sherk@dcd.cccounty.us](mailto:Kristin.Sherk@dcd.cccounty.us)  
Fax: (925) 655-2757

Contra Costa County  
Department of Conservation and Development  
30 Muir Road  
Martinez, CA 94553

# Application Form

## Profile

Valerie

First Name

F

Middle Initial

Bernardo

Last Name

[Redacted] Home Address

[Redacted] Suite or Apt

Hercules

City

CA

State

[Redacted] Postal Code

Mobile: [Redacted]

Primary Phone

[Redacted] Email Address

### Which supervisorial district do you live in?

District 5

## Education

### Select the option that applies to your high school education \*

High School Diploma

### College/ University A

#### Name of College Attended

Spelman College

#### Degree Type / Course of Study / Major

Bachelor of Art/Sociology

#### Degree Awarded?

Yes  No

### College/ University B

#### Name of College Attended

Georgia State University

**Degree Type / Course of Study / Major**

Master of Public Administration/Planning & Economic Development

**Degree Awarded?**

Yes  No

**College/ University C**

**Name of College Attended**

**Degree Type / Course of Study / Major**

**Degree Awarded?**

Yes  No

**Other schools / training completed:**

**Course Studied**

**Hours Completed**

**Certificate Awarded?**

Yes  No

**Board and Interest**

**Which Boards would you like to apply for?**

None Selected

**Seat Name**

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

Yes  No

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

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

I grew up in Pleasant Hill, Concord and Pacheco and currently live in Hercules, so I am very familiar with Contra Costa County, specifically the service area in District 5. I would like to become more of an active participant in the creation of Housing policies, programs that impact my community and feel that I can do so with serving on a board or committee in Contra Costa County. With my experience working in local government over the past 20 years, specifically in Housing & Community Development, I feel that I can bring a level of expertise and on the ground working knowledge of Affordable Housing to the board or committee to truly make a difference.

---

## **Qualifications and Volunteer Experience**

**I would like to be considered for appointment to other advisory boards for which I may be qualified.**

Yes  No

**Are you currently or have you ever been appointed to a Contra Costa County advisory board, commission, or committee?**

Yes  No

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

In the City of Atlanta, I served on the City Council Affordable Housing Task Force, Affordable Housing & Community Retention Task Force, and the Beltline Affordable Housing Task Force.

---

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

I have participated in various affordable housing boards, committees, steering groups and task forces over the past 20 years. Additionally, I have over 20 years of experience in working in the affordable housing industry, ranging from a local non-profit organization, Redevelopment Authority, Housing Authority and Local Government. My experience in affordable housing ranges from single family homeownership programs, multifamily rental housing development, housing policy, and community revitalization programs. I most recently created the Affordable Housing Bond & Expenditure Plan for Emeryville's Measure C Housing Bond and previously assisted in developing the Housing Plan for the 2nd Tranche of the Atlanta Housing Opportunity Bond.

[Bernardo\\_resume\\_2021.docx](#)

Upload a Resume

---

## **Conflict of Interest and Certification**

**Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?**

Yes  No



If Yes, please identify the nature of the relationship:

---

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

---

Yes  No

If Yes, please identify the nature of the relationship:

---

Please Agree with the Following Statement

---

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

---

I Agree

# VALERIE FOUNTAINE BERNARDO

## PROFILE

20+ years of experience working in Affordable Housing Development and Community Development, with a wide knowledge of federal regulations, public administration practices and urban planning. Strong ability to evaluate and assess housing programs and develop programmatic policies and strategies to improve implementation and financial compliance.

## PROFESSIONAL EXPERIENCE

- Com. & Econ. Dev. Coordinator II**      **City of Emeryville**      **07/2019-Present**
- Manage to the Below Market Rate Portfolio, consisting of over 200 Homebuyer Units and over 900 Rental Units
  - Created the Affordable Housing Bond Expenditure Plan and oversee the implementation of the \$50 million Measure C Affordable Housing Bond
  - Negotiate with Developers on deal terms associated with Affordable Housing Agreements, Exclusive Rights to Negotiate, Lease Disposition and Development Agreement, and Development Loans
  - Develop the Housing Element Annual Report and Housing Successor Agency Annual Report
  - Manage three Professional Service Provider contracts that implement Rental Assistance, Homebuyer Assistance, Homeowner Repair Assistance programs in Emeryville
  - Manage two Professional Service Providers contracts that provide Fair Housing, Tenant/Landlord Relations and legal services to residents facing eviction in Emeryville
  - Manage the City's annual allocation of Community Development Block Grant funds
  - Serve as Secretary of the Emeryville Housing Committee
  - Active participant in the EBHO Housing Policy Committee Meeting, Alameda County Urban TAC Committee Meetings, Regional Housing Portal Committee Meetings, Alameda County Housing Portal Steering Committee, and Alameda County BMR Working Group
- Director, Housing & Community Dev.**      **City of Atlanta**      **03/2016-03/2019**
- Directs a staff of 20+ employees within 3 divisions which promote the development and administration of affordable workforce housing, community development policies and programs focused on creating livable places/ communities and neighborhood based economic development
  - Leads fiscal oversight and management for community development and housing federal programs (CDBG, HOME, NSP, LHC, Section 8) totaling approximately \$12M (\$3M annual allocations) focused on affordable housing preservation, single family and multifamily housing development, project based rental assistance, and economic development incentives
  - Management of place-based community development strategies and initiatives (i.e. Choice Neighborhoods, Westside Promise Zone, Blight Strategy, Displacement Free Zones, Community Retention, Domesticity Design Competition)
  - Oversight of neighborhood based redevelopment and economic development activities (i.e. Main Street, Public Vending, Urban Enterprise Zones, Small Business Waiver Incentive)
  - Oversee the creation of Community Development Policies and report out to stakeholders and City Council on their evaluation and performance (i.e. Inclusionary Zoning, Development Authority Subsidies & Incentives, Green & Healthy Homes, Equitable Housing Needs, Fair Housing)
  - Manage and coordinate Fair Housing compliance and education to housing partners, service providers, residents and city staff and oversee the Analysis of Impediments to Fair Housing for the City
  - Actively participate on the Code Enforcement Commission, Progressive Agenda for Affordable Housing, City Council Affordable Housing Task Force, Affordable Housing & Community Retention Task Force and Beltline Affordable Housing Task Force
  - Work collaboratively with other City Departments on the CAPER, Consolidated Plan, Community Improvement Plan and Atlanta City Design
  - Oversee a housing loan portfolio in excess of \$20M, consisting of single family and multifamily loans
- Senior Project Manager**      **City of Atlanta**      **12/2015-03/2016**
- Oversee the \$30 million Choice Neighborhood Implementation Grant on behalf of the City of Atlanta
  - Managed the Promise Zone Designation application on behalf of the City of Atlanta
  - Coordinate with multiple City departments to ensure implementation of \$19 million in leveraged projects in the Westside Neighborhoods

## **VALERIE FOUNTAINE BERNARDO**

- Responsible for developing a blight elimination strategy for the Westside Neighborhoods, in coordination with the City Solicitor Office, Office of Code Enforcement, Office of Housing and FC/COA Land Bank Authority
- Identification of additional grants and funding opportunities to support the revitalization of the Westside Neighborhoods

### **Project Manager                                  Housing Authority of DeKalb County                                  8/2014-12/2015**

- ☐ Closed a \$14 million 80-unit LIHTC senior project
- ☐ Responsible for securing private financing, developing pro formas and flow of funds analysis, monitoring project budgets, reviewing draw requests, and subsidy layering analysis
- ☐ Assist in closing two additional LIHTC/RAD transactions and managed the closing of one RAD conversion project
- ☐ Assist in pre-scoring LIHTC deals; as well as preparation and submission of LIHTC applications
- ☐ Oversee the renovation, process and reconcile all financial transactions, confirm all homebuyer qualifications are met and manage the disposition of 17 NSP single family homes

### **Housing Development Manager                                  City of Atlanta                                  9/2013-8/2014**

- ☐ Oversaw the management of 9 HOME Sub-recipients and CHDOs, 4 CDBG sub-recipients, 6 NSP Developers and their associated projects
- ☐ Adapted the NSP policies and procedures for the HOME program and spearheaded the incorporation of the 2013 New HOME Rules into the existing policies.
- ☐ Developed a Project IDIS Tracking Sheet to reconcile and track IDIS activity Setups/Completions Dates, expenses paid, and expenses drawn.
- ☐ Developed a Rental Program Rule Tracking Sheet to track the City’s performance towards meeting the Rental Program Rule and Completion of Vacant Units in IDIS
- ☐ Created Multifamily Compliance RFP and manage the long term compliance requirements

### **NSP Project Manager                                  City of Atlanta                                  12/2008- 9/2013**

- ☐ Managed and evaluated Development Proposals for NSP1, NSP3 and Professional Service Provider Proposals for organizational capacity, financial viability, development feasibility and applicability with federal regulations.
- ☐ Directed Supervision of 5 employees
- ☐ Resolved problems and provided technical assistance to staff, developers or contractors
- ☐ Drafted, reviewed, and negotiated legal agreements with developers, which governed local and federal regulations, financing terms and applicable housing development requirements
- ☐ Developed NSP1 & 3 Substantial Amendment to the City of Atlanta Action Plan
- ☐ Developed NSP policies and procedural forms and manuals for staff and developers to utilize.
- ☐ Conducted and oversaw desk audits and on-site monitoring audits for compliance with federal regulations on 300+ NSP properties
- ☐ Performed grant related accounting functions including; disbursement reimbursement, grant reconciliation, grant close-out, and analyzed commitment and expenditure reports to ensure timely obligations and expenditure of funds,
- ☐ Project management oversight of 12 for profit and non-profit agencies from acquisition through rehabilitation, and initial occupancy or sale;
- ☐ Provided direct supervision in the implementation of \$21.9M in development contracts
- ☐ Reviewed for approval project feasibility analysis, subsidy layering analysis and underwriting analysis on all projects
- ☐ Administrator and Draw Requester responsibilities in DRGR and the DCA Online Reporting System

### **Housing Development Coordinator                                  City of Atlanta                                  7/2007-12/2008**

- ☐ Managed and evaluated HOME Proposals for organizational capacity, financial viability, development feasibility and applicability with 24 CFR Part 92.
- ☐ Resolved problems and provide technical assistance as they occur with developers, owners, or contractors
- ☐ Responded to public inquiries regarding housing programs
- ☐ Monitored performance measurements and outcomes for HOME and CDBG development projects
- ☐ Drafted and reviewed IDIS Set-up & Completion Forms for HUD compliance
- ☐ Direct supervisor of 3 employees
- ☐ Reviewed all documents and pay requests processed by Housing Development Division for accuracy and compliance with federal regulations

# VALERIE FOUNTAINE BERNARDO

- Project management oversight of 10 non-profit agencies from the initial proposal through construction, and initial occupancy or sale;
- Conducted initial project feasibility analysis, subsidy layering analysis and underwriting analysis on all Housing Development Division projects
- Conducted annual monitoring visits for 24 non-profit organizations to ensure compliance with federal regulations.
- Prepared correspondence to sub-recipients detailing report findings and corrective action

## **Community Outreach                      University Community Development Corp.                      3/2004-7/2007**

- Organized resident groups to identify, plan, and assist implementation of redevelopment projects
- Worked with residents and other agency staff to plan effective programs related to neighborhood improvement goals.
- Developed and implemented programs to increase homeownership, improve financial literacy and reduce crime.
- Identified potential funding opportunities and collect research and draft proposals for funding opportunities
- Developed and oversaw project development timeline.
- Assisted with site selection, property inspection, design, review of construction bid docs and public approval process for housing development projects
- Developed financing packages and project pro forma
- Oversaw marketing and sales, to insure compliance with affordability guidelines
- Managed and coordinated all customer service related requests between the builder, developer and the property owners

## **Compliance Officer                      Atlanta Development Authority                      11/2003-3/2004**

- Conducted physical inspection of multifamily property for safe and sanitary conditions based on the HUD Uniform Physical Conditions Standards
- Conducted annual resident file audit for 18 properties, reviewing 10 to 50 resident files per property.
- Audited 19 multifamily property reports on a monthly basis for new tenant move, tenant move outs, tenant household income, re-certification of income, and correct % of low/moderate income tenants
- Compared and reconciled 19 multifamily property reports on a monthly basis for accuracy of information and rectification of previous non-compliance infractions
- Prepared correspondence to owner and property manager detailing report findings and corrective action
- Created flexible monthly multifamily compliance spreadsheet
- Created flexible yearly tracking spreadsheet for 48 multifamily projects

## **Development Officer                      Atlanta Development Authority                      3/2000-11/2003**

- Administered employment registration initiative for redevelopment project. Collected and reviewed over 400 applications and found employment for 84 applicants.
- Managed vendor contract files for federal procurement requirements on behalf of 3 federally funded projects with over 40 contracts.
- Maintained property acquisition and relocation files
- Assisted in the planning and implementation phase of two redevelopment plans.
- Assisted in the review and scoring of 14 TAD Project Applications and 3 RFPs
- Processed all financial requests and track project budgets for 6 real estate development projects
- Assisted in the audit and reconciliation of a \$140 million project with federal, local and private funds

## **EDUCATION & TRAINING**

- Master of Public Administration: Planning and Economic Development  
Georgia State University, 12/2004
- Bachelor of Arts: Sociology  
Spelman College, 05/1999
- Professional Certificate in Homebuyer Education,  
Neighborhood Works Training Institute
- Professional Certificate in Economic Development Finance  
National Development Council
- Professional Certificate in Housing Development Finance (In Process)  
National Development Council
- Numerous HOME, CDBG, DRGR, LHC and NSP Trainings



Contra  
Costa  
County

Please return completed applications to:

Clerk of the Board of Supervisors

651 Pine St., Room 106

Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

**BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION**

First Name

Last Name

Home Address - Street

City

Zip Code

Phone (best number to reach you)

Email

Resident of Supervisorial District:

**EDUCATION**

*Check appropriate box if you possess one of the following:*

High School Diploma

CA High School Proficiency Certificate

G.E.D. Certificate

| Colleges or Universities Attended | Course of Study/Major | Degree Awarded               |                             |
|-----------------------------------|-----------------------|------------------------------|-----------------------------|
|                                   |                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|                                   |                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|                                   |                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Other Training Completed:

Board, Committee or Commission Name

Seat Name

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

No

Yes

If yes, how many?

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

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

I am including my resume with this application:

Please check one:

Yes

No

I would like to be considered for appointment to other advisory bodies for which I may be qualified.

Please check one:

Yes

No

**Are you currently or have you ever been appointed to a Contra Costa County advisory board?**

Please check one:  Yes  No

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

**Do you have a familial relationship with a member of the Board of Supervisors?** (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one:  Yes  No

If Yes, please identify the nature of the relationship:

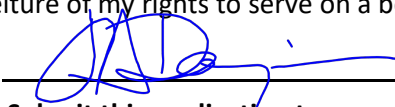
**Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?**

Please check one:  Yes  No

If Yes, please identify the nature of the relationship:

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

**Signed:**



**Date:**

**Submit this application to:**

Clerk of the Board of Supervisors  
651 Pine St., Room 106  
Martinez, CA 94553

*Questions about this application? Contact the Clerk of the Board at (925) 335-1900 or by email at [ClerkofTheBoard@cob.cccounty.us](mailto:ClerkofTheBoard@cob.cccounty.us)*

**Important Information**

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2011/55, a person will not be eligible for appointment if he/she is related to a Board of Supervisors member in any of the following relationships: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.
8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.

# JULIA A. DOZIER

Innovative entrepreneur who has led a team from a budget deficit to becoming and remaining the #1 highest revenue-generating community college contract education department in California for the last 15 years, as not only self-supporting, but also contributing over \$2 million in 2019-20 to the community college district's general fund. Creates and manages hundred-million dollar annual budgets for multiple cost centers by assessing trends, responding to consumer and community needs, and creating and growing relationships.

Strategic leader who hires, manages and retains high-performing staff for human services training, workforce development and other higher education programs; reorganized and leads a highly functioning team to consistently meet and exceed fiscal and programmatic goals.

## **PROFESSIONAL EXPERIENCE**

### **District Executive Director of Economic Development & Contract Education**

Chabot-Las Positas Community College District

Dublin, CA

*March 2008-present*

- Serving as fiscal agent to the California Community Colleges Chancellor's Office, won and provided fiscal oversight for over \$198 million in grants for 2019-20 alone
- Created the first OSHA Training Institute Education Center in Northern California to be authorized by Federal OSHA, (one of only five community colleges in the country with that distinction), out of a total of 26 centers. Grown Center from being ranked 27th to consistently being in the top five in U.S. in student enrollments
- Contracting with seven California counties to provide training for child welfare workers as well as with dozens of community-based organizations that serve out-of-home children. In 2018-19 in Alameda County alone, we delivered training to over 38,000 participants from 646 community-based organizations and government agencies. We are in conversation with five additional counties to create similar programs
- Oversee and support the work of a regional career center which consistently surpasses its grantors' achievement goals, as well as providing tax consultation to low-income residents. For the 2019 tax year, over 500 tax returns were processed by staff and their trained volunteers to support low-income families, in spite of the pandemic's impact on accessibility
- Appointed by Governor Schwarzenegger as Commissioner to the California Apprenticeship Council, which develops policy for and oversees all California apprenticeship programs: the first representative to the Council representing a community college district. Served 2011-2016. We currently have 7 apprenticeship programs between the two colleges: in 2019-20, we served 831 apprentices for 184,000 instructional hours. An additional 4 new apprenticeship programs are currently in the works with my department
- Responsible for locating and collaborating with construction and design professionals for department move, including final decision-making for all design, safety and instructional needs

### **Director, Economic Development/Contract Education**

Chabot-Las Positas Community College District

Pleasanton, CA

*September 2005-March 2008*

- Grew the statewide and regionally-based for-credit apprenticeship programs with union and merit (non-union) programs, providing training and workforce opportunities to the apprentices as well as financial resources to one of the District's colleges
- Developed and grew child welfare training programs (including Title IV-E funded county contracts) to annually serve over 10,000 participants
- Represented District for multiple regional and cross-college programs in leadership positions

### **Program Development Manager**

Chabot-Las Positas Community College District

Pleasanton, CA

*August 2003-September 2005*

- Established training and consulting programs, recruited and placed instructors and staff for multiple clients
- Recruited apprenticeship programs, assisted program sponsors to expand into new regions as well as develop online programs
- Created child welfare training partnerships with county social services departments

### **ADDITIONAL WORK EXPERIENCE**

- **University of California, Berkeley**, SAGE Coordinator (Serving first-generation students)
- **Contra Costa Co. Office of Education**, Program Director, Business/Education Partnerships
- **Group-IPEX, Inc.**, Contract Administrator
- **Habitat for Humanity, Intl.**, Associate Regional Director, Western U.S.

### **COMMUNITY SERVICE**

- **Dublin Chamber of Commerce**, Board of Directors, Vice Chairman, Economic Development (2016-current)
- **East Bay Leadership Council**, Member, Workforce and Education Task Force (2017-current)
- **Contra Costa County Library Commission**, Member representing City of Martinez (2019)
- **Alameda County Workforce Development Board**, Board member, representing Chabot-Las Positas Community College District (2018-19)
- **Mid-Alameda County Consortium** (Adult Education - Community College partnership), Founding Member, Executive Team Member (2014-2019)

### **EDUCATION**

**Masters of Arts, Educational Administration (Specialization: Adult and Higher Education)**

University of South Dakota

Vermillion, SD

**Bachelor of Arts, Social Welfare**

University of California, Berkeley

Berkeley, CA



## Application Form

---

### Profile

Yasaman

First Name

Lee

Last Name

Middle Initial

Home Address

Suite or Apt

Orinda

City

CA

State

9

Postal Code

Home:

Primary Phone

Email Address

Which supervisorial district do you live in?

District 2

---

### Education

Select the option that applies to your high school education \*

High School Diploma

---

#### College/ University A

Name of College Attended

Yasaman Lee

Degree Type / Course of Study / Major

UC Berkeley BA Legal Studies

Degree Awarded?

Yes  No

---

#### College/ University B

Name of College Attended

Degree Type / Course of Study / Major

**Degree Awarded?**

Yes  No

**College/ University C**

**Name of College Attended**

**Degree Type / Course of Study / Major**

**Degree Awarded?**

Yes  No

**Other schools / training completed:**

**Course Studied**

DRE Broker #01403850

**Hours Completed**

**Certificate Awarded?**

Yes  No

---

**Board and Interest**

**Which Boards would you like to apply for?**

None Selected

**Seat Name**

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

Yes  No

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

1

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

Housing is an issue within the Bay Area. And I want to be a part of the solution. I feel passionate about the cause.

---

## Qualifications and Volunteer Experience

I would like to be considered for appointment to other advisory boards for which I may be qualified.

Yes  No

Are you currently or have you ever been appointed to a Contra Costa County advisory board, commission, or committee?

Yes  No

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

I have served in numerous volunteer roles. I served for the City of Orinda's Finance Advisory Committee. And I have recently joined the Oversight Sales Tax Committee for the City of Orinda. In addition, I serve on the OUSD Orinda Union School District's Bond Committee as Chair.

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

I have held numerous roles within real estate development. Everything from horizontal improvements, to development, and even rehabilitation of units. And I am a licensed broker with the DRE for about 20 years.

[Upload a Resume](#)

---

## Conflict of Interest and Certification

Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

Yes  No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

Yes  No

If Yes, please identify the nature of the relationship:

**Please Agree with the Following Statement**

---

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

---

I Agree

# YASAMAN N. LEE

---

## PROFILE

Executive leader with 15+ years' experience building trusting relationships, breaking complex problems into component parts, and facilitating meetings with senior stakeholders.

Drive organizational alignment through outcome-oriented execution and transparent performance management.

Lead organizational change by utilizing structured problem-solving and analytical capabilities to inform decision-making.

---

## CONTACT

[Redacted contact information]

---

## LEADERSHIP EXPERIENCE



CITY OF ORINDA

2018 – present

### Committee Chair & Member | Advisory Roles to City Council

Serve in financial advisory role to City Council. Partner closely with Chief Financial Officer to review and guide annual budget of \$25M; advise on annual and multiyear budgeting, audits, long-term financial planning, and financial sustainability. Prioritize disbursement of city funds for fire safety, emergency evacuation, and infrastructure. Oversee Parcel Tax funds for ongoing City of Orinda and Friends of Orinda Library partnerships.

- Decreased expenses while supporting extended services by collaborating with City of Orinda
- Delivered investment fund recommendations for OPED liabilities and developed reserve fund guidelines—adopted by City Council



ORINDA UNION SCHOOLS

2012 – present

### Chair, Citizens' Bond Oversight Committee Glorietta Elementary Parents' Club Co-President | Program Manager

Collaborated with stakeholders to build consensus, analyze voter trends, fine-tune messaging, and lead team of 50+ community members. Enabled modernization and expansion of school campuses through successful bond placement. Collaborated with administration and board members in addressing needs of Glorietta Elementary Parents' Club as co-president. Chair Oversight Committee to ensure proper allocation of funds and maintenance of public's trust in school district and future tax initiatives.

- Raised \$105M in 2018 through bond placement to enable modernization of school sites



RVH CAPITAL, LLC

2007 – 2015

### Chief Operating Officer

Led acquisition, analysis, and management of 100+ property portfolio. Built relationships with banks to identify potential purchase of assets. Developed OKR processes to scale operations and ensure selection of appropriate investment path to maximize revenue. Created transparent performance management strategy to measure all aspects of investment lifecycle.

- Delivered 16% IRR by designing repeatable process to streamline and scale property lifecycle from acquisition to exit



ENCLAVE PARTNERS

2003 – 2007

### VP, Real Estate Development | Financial Project Manager

Led discussions with investors, lenders, vendors, and partners for real estate investment firm. Directed group to purchase property for new SFR development. Managed process end-to-end with \$2M fund and bank loan for development. Successfully exited transaction.

# YASAMAN N. LEE

PAGE 2 | ynazmi@gmail.com

---

## EXPERTISE

Leadership

Relationship management

Change management

Meeting facilitation

OKR development

Performance management

Project management

Meeting facilitation

---

## COMMUNITY LEADER

██████████ Music Center, fundraiser  
& ██████████ member, 2018 - 2019

Orinda Junior Women's Club,  
treasurer, 2010 - 2014

Orinda Community Foundation,  
annual event co-chair, 2010

---

## LEADERSHIP EXPERIENCE, CONT.

ENCLAVE  
PARTNERS

ENCLAVE PARTNERS, 2003 - 2006, *cont.*

### VP, Real Estate Development

- Returned 15% IRR to investors and transitioned them into new fund, RVH Capital, LLC
- Delivered property improvement project 100% on time and within budget

  
Thomas Weisel Partners

THOMAS WEISEL PARTNERS

2000 - 2002

### Equity Research Associate

Delivered strategic and quantitative analysis in support of Senior Analyst for boutique investment banking firm. Oversaw expansion of financial services group by introducing financial services technology space to company coverage list. Established and developed relationships with public companies and C-level executives within industry.

ROBERTSON  
STEPHENS®

ROBERTSON STEPHENS

1999 - 2000

### Equity Research Associate

Established and developed relationships with financial service tech companies for investment banking firm. Formed relationships with key players in evolving tech space amid growing M&A activity. Determined needs of all departmental drivers to develop cohesive working relationships. Broke down complex transactions into component parts to ensure completion of all necessary steps.

- Planned 1<sup>st</sup> annual Financial Service Teach Conference in NYC
- Authored 1<sup>st</sup> research article on active trading landscape



ACCENTURE

1997 - 1999

### Research Analyst

Conducted and reported research for strategic financial services group in global professional services firm. Uncovered trends to deliver data-driven insights for clients. Led research projects on business strategy, innovations, and new technologies. Reviewed studies and reports to understand clients' industries.

---

## EDUCATION & CERTIFICATION

Bachelor of Arts, Legal Studies  
**UNIVERSITY OF CALIFORNIA, BERKELEY**

California Dept. of Real Estate Broker, 2003 - present

# Application Form

## Profile

Rebecca

First Name

M

Middle Initial

Myer

Last Name

[Redacted]

Home Address

Suite or Apt

Brentwood

City

CA

State

[Redacted]

Postal Code

Mobile: ([Redacted])

Primary Phone

[Redacted]

Email Address

Which supervisorial district do you live in?

District 2

## Education

Select the option that applies to your high school education \*

High School Diploma

### College/ University A

Name of College Attended

San Francisco State University

Degree Type / Course of Study / Major

Sociology

Degree Awarded?

Yes  No

### College/ University B

Name of College Attended

Degree Type / Course of Study / Major

**Degree Awarded?**

Yes  No

---

**College/ University C**

**Name of College Attended**

---

**Degree Type / Course of Study / Major**

---

**Degree Awarded?**

Yes  No

---

**Other schools / training completed:**

**Course Studied**

---

**Hours Completed**

---

**Certificate Awarded?**

Yes  No

---

---

**Board and Interest**

**Which Boards would you like to apply for?**

---

Affordable Housing Finance Committee: Submitted

**Seat Name**

---

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

---

Yes  No

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

---

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

---

I have worked in affordable housing for 6 years and social services for 20. Affordable housing is an important issue and I'd like to have a positive impact and bring my experience and education to my personal community.

---

**Qualifications and Volunteer Experience**



I would like to be considered for appointment to other advisory boards for which I may be qualified.

Yes  No

Are you currently or have you ever been appointed to a Contra Costa County advisory board, commission, or committee?

Yes  No

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

NA

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

Working in social services for 20 years. Serving homeless and below poverty families and seniors for the last 6years.

Upload a Resume

---

### Conflict of Interest and Certification

Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

Yes  No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

Yes  No

If Yes, please identify the nature of the relationship:

**Please Agree with the Following Statement**

---

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

---

I Agree

## Application Form

---

### Profile

Matthew

First Name

Parkins

Last Name

Middle Initial

Home Address

Suite or Apt

Danville

City

CA

State

9

Postal Code

Mobile:

Primary Phone

Email Address

Which supervisorial district do you live in?

District 2

---

### Education

Select the option that applies to your high school education \*

None of the above

---

College/ University A

Name of College Attended

Northern Alberta Institute of Technology

Degree Type / Course of Study / Major

Building Construction Engineering Technology

Degree Awarded?

Yes  No

---

College/ University B

Name of College Attended

University of Nevada, Las Vegas

**Degree Type / Course of Study / Major**

---

BA - Economics

**Degree Awarded?**

---

Yes  No

---

**College/ University C**

**Name of College Attended**

---

Golden Gate University, School of Law

**Degree Type / Course of Study / Major**

---

Juris Doctor

**Degree Awarded?**

---

Yes  No

---

**Other schools / training completed:**

**Course Studied**

---

**Hours Completed**

---

**Certificate Awarded?**

---

Yes  No

---

---

**Board and Interest**

**Which Boards would you like to apply for?**

---

None Selected

**Seat Name**

---

At large

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

---

Yes  No

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

---

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

I am looking to be more involved in the community, and would like to apply my education and experience where I can make the greatest impact.

---

## **Qualifications and Volunteer Experience**

**I would like to be considered for appointment to other advisory boards for which I may be qualified.**

Yes  No

**Are you currently or have you ever been appointed to a Contra Costa County advisory board, commission, or committee?**

Yes  No

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

See resume.

---

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

See resume.

---

[Upload a Resume](#)

---

## **Conflict of Interest and Certification**

**Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?**

Yes  No

**If Yes, please identify the nature of the relationship:**

---

**Do you have any financial relationships with the County such as grants, contracts, or other economic relations?**

Yes  No

**If Yes, please identify the nature of the relationship:**

**Please Agree with the Following Statement**

---

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

---

I Agree

**Matthew Parkins**

---

Three decades of progressive experience with ENR 400 firms.

- Developer of effective pursuit, risk management and profit maximization strategies
- Enterprise wide experience – Estimating, Operations, Administration
- Lead on public hard bid pursuits to \$1.4 Billion
- Led pursuit on highest dollar fee project in 150 year company history
- Documentation, negotiation and resolution of multi-million-dollar delay impact, change and defect claims
- Team builder, effectively mentoring, training, and leading pursuit teams of up to 80 based throughout the U.S.
- Successful in multiple geographical areas and countries

**Education**

***Master of Science in Business Administration***

Expected Graduation December, 2021

University of Nevada Las Vegas, Lee Business School  
Las Vegas, Nevada

- GPA: 3.76

***Juris Doctor***

Expected Graduation May, 2021

Golden Gate University  
San Francisco, California

- Through 12/20 3.53 GPA / class rank 19th of 179 / 11th percentile
- Dean's Scholar 2017-2021; Dean's Honor Roll (Spring 2018, Spring and Fall 2019, Summer and Fall 2020 – no Dean's Honor Roll Spring 2020)
- Associate Editor – Environmental Law Review 2020-2021
- Witkin Award – Legal Writing & Research II
- Witkin Award – Community Property
- Specialization Certificates expected – Business/Commercial, Family, Public Interest

***Bachelor of Arts (Economics)***

2016

University of Nevada Las Vegas, Lee Business School  
Las Vegas, Nevada

- GPA: 3.85
- Magna Cum Laude, Dean's Honor List (Fall, 2015, Spring and Fall, 2016)

***Associate of Science (Building Construction Engineering Technology)***

1983

Northern Alberta Institute of Technology  
Edmonton, Alberta

**Professional Experience**

***Chief Estimator***

Millie and Severson Incorporated  
Pleasanton, California

7/17 – Present  
5/95 – 6/98 & 2/02 – 6/02

Hire, train, mentor and develop a high-performing estimating team based in northern California to serve regional clients. Project types include industrial/warehouse, hospitality, office, medical office, private K-12 and higher-education. Supervise a staff of four.



**Sr. Director of Preconstruction Services** 12/14 – 7/17  
**Federal Procurement Consultant** 1/11 – 5/11  
Martin-Harris Construction, LLC  
Las Vegas, Nevada

Taking projects from concept through groundbreaking using CMAR, Design-Assist and Design-Build.

- Developing Objectives and Strategies
- Coordinating the Work and Activities of Others; Guiding Directing and Motivating Subordinates
- Building Teams
- Coaching and Developing Others
- Sage 300 Construction and Real Estate, Primavera P6, Procore

**Director of Field Operations & Quality Manager** 8/13 – 12/14  
**Manager of Preconstruction Services** 10/11 – 8/13  
Ledcor Construction Inc.

Las Vegas, Nevada / Corte Madera, California

Lead geographic expansion into a new market, while improving team success at home. Lead project receiving highest score nationwide on internal policies and procedures compliance audits

- Making Decisions and Solving Problems; Resolving Claims and Disputes
- Monitoring and Controlling Resources
- Developing Objectives and Strategies
- Coordinating the Work and Activities of Others; Guiding Directing and Motivating Subordinates
- Building Teams
- Coaching and Developing Others
- Develop and maintain a directory of suppliers and subcontractors in a new geographic market.
- MC2, Primavera P6, Contract Manager, JDE Accounting

**Chief Estimator** 5/11 – 10/11  
RMA Land Construction, Inc.  
Anaheim, CA

Leading transition from 8A Federal contracting to large public/private general contracting.

- Developing Objectives and Strategies, Coordinating the Work and Activities of Others; Guiding Directing and Motivating Subordinates, Building Teams, Coaching and Developing Others
- MC2, Primavera P6

**Vice-President Preconstruction** 6/02 – 12/10  
McCarthy Building Companies, Inc.  
Las Vegas, NV

Lead on hard bid projects to \$1.4 Billion, and the highest \$ profit project in McCarthy's 150 year history.

- Standardizing quantity take-off, estimating software and subcontractor solicitation software nationwide as Chair of National Estimating Steering Committee.
- Developing Objectives and Strategies, Coordinating the Work and Activities of Others; Guiding Directing and Motivating Subordinates, Building Teams, Coaching and Developing Others
- MC2, Primavera P6, SmartBidNet

### **Work History**

**Estimating Manager, Turner Construction Company** 5/99 – 1/02  
**Chief Estimator, Tibesar Construction Company** 6/98 – 5/99  
**Senior Estimator, Cal-Pac Construction, Inc.** 1/91 – 5/95  
**Senior Estimator/Project Manager, Tishman Construction Co. of CA** 10/87 – 1/91  
**Estimator/Project Manager, Lancet Construction Ltd.** 6/83 – 9/87

### **Volunteer Experience**

- All for the Family Legal Clinic – Pro Bono Legal Intern 2020 - Pres
- UNLV Rebel Venture Fund 2017
- Henderson Chamber of Commerce, Legislative Affairs Committee 2016 - 2017
- Associated General Contractors, Legislative Affairs Committee 2014 - 2017
- Associated General Contractors, Chair – CM at Risk Subcommittee 2015 - 2017
- National Association of Industrial and Office Properties, Leg. Affairs Committee 2016 - 2017
- Associated Building Contractors, Legislative Affairs Committee 2012 - 2014
- Las Vegas Rotary Club 2007 - 2011
- SafeNest, Member – Board of Trustees 2009 - 2013
- Helping Hands of Vegas Valley, Member – Board of Trustees 2009 – 2011

## Application Form

---

### Profile

LaTonia

First Name

M

Middle Initial

Peoples-Stokes

Last Name

Home Address

Suite or Apt

DISCOVERY BAY

City

CA

State

94505

Postal Code

Home:

Primary Phone

Email Address

Which supervisorial district do you live in?

District 3

---

### Education

Select the option that applies to your high school education \*

High School Diploma

College/ University A

Name of College Attended

LaTonia M Peoples-Stokes

Degree Type / Course of Study / Major

MPA - Public Admin/Public Mgmt

Degree Awarded?

Yes  No

College/ University B

Name of College Attended

John F. Kennedy University

LaTonia M Peoples-Stokes

**Degree Type / Course of Study / Major**

BSBA - Business Admin

**Degree Awarded?**

Yes  No

**College/ University C**

**Name of College Attended**

CSU East Bay

**Degree Type / Course of Study / Major**

MPA - Public Admin/Policy Analysis & Public Management

**Degree Awarded?**

Yes  No

**Other schools / training completed:**

**Course Studied**

**Hours Completed**

**Certificate Awarded?**

Yes  No

---

**Board and Interest**

**Which Boards would you like to apply for?**

Affordable Housing Finance Committee: Submitted

**Seat Name**

District III

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

Yes  No

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

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

I would like to become actively involved in the District within which I live. I currently serve as the member and soon to be Vice-President of The Lakes at Discovery Bay Homeowner's Association. I think further participation and involvement of other Boards and Commissions will serve to further educate me, strengthen relationships with others who have the same goals of community engagement, awareness and objectives.

---

### **Qualifications and Volunteer Experience**

**I would like to be considered for appointment to other advisory boards for which I may be qualified.**

Yes  No

**Are you currently or have you ever been appointed to a Contra Costa County advisory board, commission, or committee?**

Yes  No

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

The Lakes at Discovery Bay Homeowner's Association (Vice-President); Economic Opportunity Council, Contra Costa County, ACEEO Contra Costa County, Providers for Quality Child Care, Contra Costa Child Care Council

---

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

I am unable to load my resume which would outline some of my qualifications for the board to which I am applying. I am not sure if this is a website error. I have 20 years experience working in the public sector, having worked for both Alameda and Contra Costa counties, in the federal sector for 2 prominent Department of Energy laboratories as well as in the field of transportation with the Alameda County Transportation Commission and now with BART. I think I would bring my unique experience, coupled with enthusiasm to learn, grow and support my local communities.

[Upload a Resume](#)

---

### **Conflict of Interest and Certification**

**Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?**

Yes  No

**If Yes, please identify the nature of the relationship:**

---

**Do you have any financial relationships with the County such as grants, contracts, or other economic relations?**

---

Yes  No

**If Yes, please identify the nature of the relationship:**

---

**Please Agree with the Following Statement**

---

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

---

I Agree

## Application Form

---

### Profile

Alaric \_\_\_\_\_ Robinson \_\_\_\_\_  
First Name Middle Initial Last Name

\_\_\_\_\_ Suite or Apt  
Home Address

Oakley \_\_\_\_\_ CA \_\_\_\_\_  
City State Postal Code

Home: \_\_\_\_\_  
Primary Phone

\_\_\_\_\_ Email Address

### Which supervisorial district do you live in?

District 3

---

### Education

#### Select the option that applies to your high school education \*

High School Diploma

---

#### College/ University A

##### Name of College Attended

Southern University and A&M College, Baton Rouge, LA

##### Degree Type / Course of Study / Major

Bachelor of Archhitecture

##### Degree Awarded?

Yes  No

---

#### College/ University B

##### Name of College Attended

Southern University and A&M College, Baton Rouge, LA

**Degree Type / Course of Study / Major**

Master of Fine Arts, Mass Coummunications

**Degree Awarded?**

Yes  No

**College/ University C**

**Name of College Attended**

FEMA Certified

**Degree Type / Course of Study / Major**

**Degree Awarded?**

Yes  No

**Other schools / training completed:**

**Course Studied**

QSP Certified- CA State Water Board

**Hours Completed**

**Certificate Awarded?**

Yes  No

---

**Board and Interest**

**Which Boards would you like to apply for?**

Affordable Housing Finance Committee: Submitted  
Planning Commission: Submitted

**Seat Name**

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

Yes  No

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



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

---

The main Board I would like to serve on is the Measure X Board to provide my expertise as a Capital Bond Construction Program, Project and Construction Manager for over 4 Billion Dollars of School Construction Bond oversight and execution in the East Bay, Contra Costa County and Northern California. My Architectural and Construction Management background allow me to help public agencies scope out their work, prioritize their needs and set budgets and schedules. I have led the timely implementation and execution of 100's of essential construction projects on time and under budget. I would like to share this expertise with the County and work to make project delivery more efficient and cost effective.

---

### **Qualifications and Volunteer Experience**

**I would like to be considered for appointment to other advisory boards for which I may be qualified.**

Yes  No

**Are you currently or have you ever been appointed to a Contra Costa County advisory board, commission, or committee?**

Yes  No

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

---

I have served as a founder, tutor and mentor of a weekend tutorial program; Saturday College in Oakland, CA. I have served as a Girl's Youth Basketball Coach for CYO, Middle Schools and High Schools in the Antioch and Brentwood area.

---

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

---

I have worked on Capital Bond Programs for over 20 years and have executed 100's of school modernizations, field installations from project and facility initial needs assessments, budgeting, design, construction documentations, bidding, construction, commissioning, DSA Certification and occupancy. I have completed projects in very tight time lines and completed the projects on time and within budget.

[210115- Alaric Robinson-  
\\_Current\\_Resume.doc](#)

Upload a Resume

---

### **Conflict of Interest and Certification**

**Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?**

Yes  No

**If Yes, please identify the nature of the relationship:**

---

**Do you have any financial relationships with the County such as grants, contracts, or other economic relations?**

---

Yes  No

**If Yes, please identify the nature of the relationship:**

---

**Please Agree with the Following Statement**

---

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

---

I Agree

# Alaric Robinson

## Resume'

### KEY QUALIFICATIONS:

- Extensive practical and professional knowledge of Construction Management, Construction Contract, Costs and Change Order Controls Management, Program and Project Management, Facility Design Management, building construction means and methods, and Architectural Design, gained from over 37 years in the field and in the design studio.
- Taught construction management and design courses at California State Universities & Community Colleges.
- Possess strong leadership, management, programming, planning, communication, interpersonal and computer skills. FEMA and QSP Certified, Proficient in Auto Cad, Blue Beam, Primavera P6, Unifier and Contract Manager, Colbi Docs, Accountability, EA Docs, MS Project, Prolog, Excel, and PowerPoint.
- Excellent leadership and communication skills; with a team first approach to the essentials of the disciplines of site acquisition, environmental impact reports (EIR's), negative declarations, manage environmental monitoring and work plans, zoning approvals and permit security, right of away security, encroachment permits and local building department permit security, construction, project programming, program and design management; delivering projects and tasks on time and within budget.

### EXPERIENCE OVERVIEW:

- Have over 37 years of experience as a Construction and Architectural Design Project Manager. Proven knowledge of California Department of the State Architect (DSA) and California OSHPD, The Uniform Building Code (UBC), California Public Contract Code and Governmental and Institutional construction management design standards and protocols.
- Authored and managed client design standards, specifications and bid documentation standards and processes. Coordinated and developed client's attorney's and consultant's General and Special Condition specification section standards.
- Authored Invitation to Bidders, Request for Proposals, Statements of Qualifications and authored professional and construction services agreements and procurement procedures.
- Extensive knowledge of Architectural design, construction specification writing and implementation, client product standard development, construction techniques, critical path analysis, constructability review, construction scheduling, construction phasing implementation and critique, bid evaluation, change order evaluation and negotiation protocols, building life cycle costs analysis, value engineering, spatial efficiency evaluation determination and energy efficiency evaluation.
- Provide efficient hands on management expertise and a unique design and construction perspective. My comprehensive knowledge of design management, building codes and industry standards results in increased cost savings, reduced RFI's, reduced unforeseen conditions; resulting in minimal change orders and construction scheduling efficiencies.
- Managed numerous site evaluations for Bond Programs and Projects, developed Environmental Impact Reports and protocols, managed the CEQA process. Developed Negative Declaration Processes and Procedures for existing developed properties negating the need for extensive Environmental Impact Reports, developed Hazardous Material Phase I and Phase 11 evaluation procurement procedure, contracts and protocols. Developed and managed Storm Water Prevention Programs, scope of work definition, programming, design, construction documentation review and coordinated construction meetings, led design review, Community and Stakeholder planning and programming meetings.

Resume' For Alaric

[om](#)

# Alaric Robinson

## Resume'



### PROFESSIONAL HISTORY & DUTIES:

**Jenkins/Gales & Martinez, Inc.:** 2018- Present, San Jose & Los Angeles, CA

Led all Bond Funded construction and design management activities for a \$350 million dollar Bond program budget at San Jose City College, San Jose City College Milpitas Extension of the \$800 million dollar Bond Program for the San Jose Evergreen Community College District. Provided subject matter expertise to document and develop Design, Construction Management and procurement processes and procedures for Educational and Educational support facilities. Managed a team consisting of Sr. Construction Managers, Construction Managers, project directors and contract administrators to develop and implemented the standardization of project execution activities. Provided DSA processes and procedures, Scheduling training, SWPP processes and procedures, hazmat processes and procedures, design management process and procedures and Public Contract code seminars to District staff, Bond Program Management, Other CM Teams and JGM staff members. These seminars conducted by well know industry leaders, trained the Bond execution team on best practices and project delivery methodologies resulting in changes to many of the District's processes and procedures. Influenced and authored the district's bid document front ends, revising and updating as required for every major bid project. Renegotiated the District's Construction Careers agreement in lieu of a PLA and managed to secure labor council approval, reducing the contract amount threshold from all construction contracts to exclude the current CUPCA limits. District Ed Code and Design standards were reviewed and updated. The District's relationship with DSA was solidified ensuing a committed team to the San Jose Evergreen Community College District resulting in expedited DSA plan review and approval. Influenced the acceptance of Design Build and Progressive Design Build Project Delivery Methodology and CUPCCA project procurement and delivery processes resulting in adoption by the District's Board of Trustees. Developed the proposal review and selection criteria for Architect's, Geo Tech's, Hazmat Consultants, Inspection Labs and Special Inspectors. Developed the Request for Proposals for Inspectors of Record and set the standards for General Contractor Prequalification. Revised the College District's Small Contractor Outreach program and bid selection and award process. Responsible for proposal evaluation, contract evaluation, Schedule of Values analysis, Change Order analysis, Independent Cost Estimate (ICE) management, schedule and claims analysis. Provided Construction Administration for the \$ 2,000,000.00Blue Phone security camera and emergency calling station Installation project, resulting in a post bid Change Order Deduction of \$500,000.00. This money was used to upgrade other existing emergency call stations and integrate existing security cameras and call stations into the District's new security monitoring system. Closed out several projects that were left over from the transition of CM teams, including the DSA close and LEED certification of the 30 million Dollar, 2 year old PE Complex at San Jose City College, the 3 year old, 15 million dollar design build San Jose City College Milpitas Extension Campus and the 3 year old \$1, 0000.000.00 security upgrade project for San Jose City College's Business administration building and established a monitoring protocol and security of a monitoring company. These projects had not been commissioned, closed out and had outstanding pay applications or no pay applications and final retention payments were due with outstanding maintenance work that had to completed. Work was negotiated and completed at no cost to the district, final payments were confirmed and made and the projects were closed out to the satisfaction of all parties. Extra work such as the installation of car charging stations were provided, installed and paid for by the GC's to mend fences with the District. All projects were completed with no additional cost to the district, funds returned the district and DSA close out and LEED Silver Certification as specified.



# Alaric Robinson

## Resume'

---

### **Brailsford & Dunlavey:** 2016-2017, Washington, DC

Provided subject matter expertise to document and develop Design and Construction Management processes and procedures for K-12 Clients. Assigned work to the District's 3 Construction Management consulting firms in the \$ 600 million dollar Oakland Unified School District Bond Program. Developed the proposal review and selection criteria for Architect's, Geo Tech's, Hazmat Consultants, Inspection Labs and Special Inspectors. Developed the Request for Proposals for Inspectors of Record and set the standards for General Contractor Prequalification. Developed the Bid Front End documents for the \$ 300 million dollar School Bond Program for the Redwood City School District. Developed the CUPCCA and Small Contractor Bid Documents, process and procedures. Responsible for proposal evaluation, contract evaluation, Schedule of Values analysis, Change Order analysis, Independent Cost Estimate (ICE) management, schedule and claims analysis. Provided Construction Administration for the \$ 450,000.00, 5 Shade Structure Installation and requisite ADA and Site upgrades at various sites "Quick Start" program. Provided Constructability reviews for a New High School, 3 School Kitchens and New Multipurpose Room. Provided Document review and Value Engineering support for the project and program; recording and documenting weekly meeting minutes, daily construction site logs, maintained RFI and Change Order Logs. Reviewed Look ahead schedules, authorized progress payments, Developed General Conditions, Special Conditions and project completion milestone specifications, bid forms and protocols. Managed the IOR, Geo Tech, Storm Water Prevention Process, Hazmat and environmental contracts and scopes of work.

---

### **Corporate Real Estate Design and Construction Project Manager:** 2016, Infinite Dimensions, Reston, VA

Provided subject matter expertise to document and develop Design and Construction Management processes and procedures for a Silicon Valley Fortune 500 Company. Responsible for in house project proposal evaluation, contract evaluation, design review, change order analysis, Independent Cost Estimate (ICE), and claims analysis. I managed the development of a web based internal project initiation and evaluation tool. This web-based tool defined, prioritized and tracked Capital projects, schedules and budgets. Was an invaluable analyst, correspondent, coordinator and mediator, I converted the design and construction process into a User Intuitive automated web-based site. Provided Project Administration, Document review and Value Engineering support for the project; recording and documenting weekly meeting minutes. Managed the development of Company wide design and performance standards, Building Life Cycle Costs, Energy Usage and Efficiency Standards and provided a Capital justification analysis for the review, development and prioritization of all new Capital projects. Developed and maintained Lessons Learned; General Conditions, Special Conditions and project completion milestone specifications and bidding protocols. Tracked and maintained the "On Call" list of professional consultants and manage the Geo Tech, Storm Water Prevention Specialist, Hazmat and environmental contracts and scopes of work.

---

### **Construction Cost Controls Manager:** 2015, R. Sinclair Group, Walnut Creek, CA

Provided as-needed on call contract assessment, construction management, investigations and meeting coordination for the Hunters Point Shipyard Development Project. Responsible for contract evaluation, design review, change order analysis, Independent Cost Estimate (ICE), and claims analysis. Managed the Architectural design quality control practice focusing on business, contract, construction, engineering, architectural, real estate, land use, and environmental disputes. Services provided: mediation, arbitration, fact finding and served as neutral expert witness. Proved to be an invaluable analyst, correspondent, coordinator and mediator on design and construction disputes. Responsible for providing Project Administration, Construction Document review and Value Engineering support for all projects; recording and documenting

weekly meeting minutes; managed and reviewed Submittals and RFI responses; conducted As-Built Drawing review and coordination with design modifications and final construction; Operation and Maintenance Manual development; Warranty

Resume' For Alaric

# Alaric Robinson

## Resume'

review, approval and Project Closeout documentation. Developed project management training curriculum and conducted training sessions for client staff, contractors and the community. As a Senior Design and Project Manager, was responsible for the design and Construction phases of three School Classroom Additions. The \$ 6 million-dollar Mattos ES Classroom and Science Classrooms Addition and \$ 9 million-dollar Azeveda ES Classroom Addition projects completed via Design Build and constructed in 60 days. Managed the \$75 million dollar Walters JHS classroom addition and school modernization project design phase. Managed the Architects of Record for the district's capital projects, compliance with district Education Specifications and Standards, developed and maintained Lessons Learned; developed and coordinated the district's General Conditions, Special Conditions and project completion milestone specifications and bidding protocols; procured professional consultants. Managed the Geo Tech, Storm Water Prevention Specialist, Hazmat and environmental consultants. Developed technical specifications, unit pricing, contingencies, allowances and Construction Durations and Milestones for each project. Met with district staff, administrators, homeowners and the community to keep them apprised of project schedules and address their concerns, developed and coordinated specifications to meet Department of the State Architect (DSA), City of Fremont, and Alameda County, encroachment and building code requirements.

---

### **Design and Construction Manager:** 2011 to 2015– AMANCO, Inc., Hercules, CA

Managed the design and Construction phases of the \$1.6 billion-dollar new construction and modernization bond program for the West Contra Costa Unified School District. Responsibilities included: Developing Environmental Impact Reports, security of environmental work and monitoring plans and Negative Declarations and encroachment permits for over 50 school District Sites, Managed the Architects of Record for the district's modernization and new construction projects, oversaw compliance with district Education Specifications and Standards, developed and maintained Lessons Learned; developed and coordinated the district's Front End, General Conditions, Special Conditions and project completion milestone and duration schedules, specifications and bidding protocols; coordinated the District's revision of its Front-End specification documents and preparation of all Front End specification documents for capital projects, aiding and securing more cost effective bidding by implementing a bid package quality control protocol and overseeing the preparation of each bid package and process. Developed the District's Hazmat Procurement and project oversight process, specification development, contingencies, allowances and unit pricing coordination for each project. Developed and managed the District's Storm Water Prevention Compliance process, procedures and specification requirements.

---

### **Design and Construction Manager:** 2008 to 2011– Don Todd Associates

Served as the Construction Manager for the \$ 27 million-dollar new school construction and demolition at Dr. Martin Luther King Elementary School for the West Contra Costa Unified School District. Managed the complete construction duration of the project from bid to close out. Completed the project on schedule and within budget with less than 5 % change orders. Developed Environmental Impact Reports, secured of environmental work and monitoring plans and Negative Declarations and encroachment permits for project sites. Served as the Owner's representative for the project, monitoring the contractor's schedule and schedule of values, led the Change Order negotiations. Managed the bidding process for upcoming projects. Managed the Architect's design schedule, oversaw preparation of plans and specifications in accordance with District Standards. Revised the District's front-end documents annually and per project. Secured more cost-effective bidding by implementing a bid package quality control protocol. Led negotiations with the contractor regarding time extensions due to unseasonably wet weather. Monitored the use of special inspectors and other professionals. Helped facilitate and coordinate the DSA submittal and approval process for 15 Capital Projects.

---

# Alaric Robinson

## Resume'

### **Project Director:** 2000 to 2008 – MSE Group

Developed Environmental Impact Reports and Negative Declarations for annual PG&E property reports per federal and state mandate. Managed the construction phase of a \$ 2.7 million dollar upgrade and expansion of Laney College's Football stadium and Hammer Throw Field. My responsibilities include: leading the District's Change Order negotiations, Construction schedule development and maintenance. I coordinated the District's revision of its front-end documents to aid in securing more cost-effective bidding. Coordinated the District's bid advertisement process, leading to increased bidder participation on selected portions of the project. Led negotiations with the contractor regarding time extensions requested due to unseasonably wet weather at the initiation of the construction schedule. Aided the district in selection of special inspectors and other, as needed professional service providers. Helped facilitate and coordinate out of state special inspections required by DSA. Negotiated with DSA the project closeout of the 2 previously completed phases of the project. Supervised the design and construction documentation for several multi-million dollar commercial, religious, educational, single and multi-family residential developments. Worked on Land acquisition and design of several million-dollar custom homes. Created a standard construction contract for construction projects. Standardized construction bid forms and project construction management processes. Created an escrow process for construction progress payments. Created standard proforma for project development. Negotiated with private and corporate lenders for construction and land acquisition funding. Managed the design review and construction permit process for all design and development projects.

---

### **Real Estate Projects Manager:** 2001 to 2003 - Richmond Neighborhood Housing Services

Developed Environmental Impact Reports, secured environmental work and monitoring plans and Negative Declarations and encroachment permits for development of a \$ 15,000,000.00, 15-acre site in El Cerrito and a \$ 5,000,000.00, 10 vacant lot development in Richmond, CA for Single Family Development. Secured site map approvals, Roadway access approvals and local permits to initiate the development, secured local plan design and review approval for the projects. Supervised the rehabilitation of 18 single-family homes, worth over \$ 360,000.00, in the city of Richmond. Also participated in setting the design standards for the Hope VI project with the City of Richmond's Housing Authority. Created a standard construction contract for construction projects. Created a standard amenities and features list for the homes. Standardized construction bid forms and project construction management processes. Created an escrow process for construction progress payments on additions and development projects. Created standard proforma guidelines for project development. Negotiated with realtors and property owners for land acquisition. Negotiated with banks and government agencies for project funding.

---

### **Project Architect:** 1998 – 2001 George Miers and Associates

Managed the design development and construction documentation of animal care and public agency facilities. My responsibilities included project scheduling, budgeting, OSHPAD approval, local city permit and approvals, Environmental Impact Reports, Environmental monitoring and work plans, development and approval and work plans, Negative Declaration security where applicable, consultant coordination and client representation and security of encroachment permits. Projects involved managing staff to complete projects on time and budget.

---

# Alaric Robinson

## Resume'

### **Project Manager:** 1999-2000 - TLCD Architects

Managed the construction phase of renovation of 6 Sacramento Unified School District school sites for completion in 3 months. My responsibilities included Developing Environmental Impact Reports, security of environmental work and monitoring plans and Negative Declarations and encroachment permits, managing the production and scheduling of school projects for Vallejo and Antioch Unified Schools. Utilized AutoCAD release 14 and Microsoft project.

### **Design Manager:** 1996-1999 - Metropolitan Contract Group

Managed the design and installation of Herman Miller Office furniture for a number of Fortune 500 companies located in Northern California. My responsibilities included developing and implementing cad-drafting standards. Developed and implemented a standardized billing process and procedure. Instituted a uniform punch list for closing out projects. Designed and managed the construction of over 5 million dollars in tenant improvement projects and modular furniture installation for clients such as: Silicon Graphics, Amtrak, The City of Oakland and the Golden State Warriors.

---

### **Architectural Designer:** 1993-1995 - Powell and Partners

Managed the design of seven Oakland Unified School sites. Managed one draftsman and coordinated the engineering consultants, the project budget and schedule. Coordinated with the Department of The State Architect to reduce the scope of work for handicap upgrades. Represented the firm in project interviews and developed standards for AutoCAD design and production.

---

### **Architectural Designer:** 1991-1993 - Michael Willis Associates

Managed the design of Kaiser Hospital remodels and renovations. Also worked on municipal projects in East Palo Alto, Fremont and for the University of California @ San Francisco. Worked as a draftsman, project manager, marketing representative and designer. Represented the firm in project interviews and helped set AutoCAD standards.

---

### **Architectural Designer:** 1988-1990 - Edwin S. Darden Associates

Managed the design and scheduling of 4 Middle School Gymnasiums for the Fresno Unified School District. As a designer and draftsman, assisted in the design and consultant coordination for projects with Kaiser Permanente, The Fresno Zoo, Fresno State University, Clovis Unified School District, Madera Unified School District, and Fresno Unified School District.



# Alaric Robinson

## Resume'



### EDUCATION:

Master of Fine Arts - Mass Communications  
Southern University and A&M College Baton Rouge, La

Bachelor of Architecture  
Southern University and A&M College

### Certifications:

FEMA  
QSP (Qualified Storm Water Prevention Specialist)

### OTHER SKILLS:

Auto Cad  
Primavera  
Hazmat Remediation Implementation and Management Oversight  
Storm Water Prevention Program Implementation and Management Oversight  
Construction and project cost estimation  
Facility management, System Furniture Design Planning, Specification and Procurement Microsoft Office Suite, Microsoft Projects and Power point  
Real Estate, Land use planning, development and management  
Instructor- Auto Cad, Design and Construction Management (Fresno State University, Laney and American River Colleges)

### AFFILIATIONS:

Boy Scouts of America (Order of the Arrow and Eagle Scout)  
Construction Specification Institute (Associate member)  
C.A.S.H. (Associate Member)  
Saturday College (Founding Director)  
Southern University Facilities Planning Committee

### REFERENCES:

|                          |   |                     |
|--------------------------|---|---------------------|
| <b>Marilyn Morikang</b>  | <b>Vice President, San Jose City College</b>        | <b>408-401-2007</b> |
| <b>David Page</b>        | <b>Proj. Controls Manager West Contra Costa USD</b> | <b>562-500-7730</b> |
| <b>Keith Clinckscals</b> | <b>Cost Controls Manager, Inglewood USD</b>         | <b>310-849-2775</b> |
| <b>Alton Jefferson</b>   | <b>CM, Oakland Unified School District</b>          | <b>510-367-7148</b> |



**Alaric Robinson**  
Resume'





Contra Costa County

Please return completed applications to: Clerk of the Board of Supervisors 1025 Escobar Street, 1st Floor Martinez, CA 94553 or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name: Willie J. Last Name: Robinson Home Address - Street: [Redacted] City: El Sobrante Zip Code: 94803 Phone (best number to reach you): [Redacted] Email: [Redacted] Resident of Supervisorial District: One

EDUCATION Check appropriate box if you possess one of the following: [X] High School Diploma [ ] CA High School Proficiency Certificate [ ] G.E.D. Certificate

Table with 3 columns: Colleges or Universities Attended, Course of Study/Major, Degree Awarded. Rows include California Polytechnic State University (Architectural Engineering) and Contra Costa Community College (Environmental Design, Drafting Technology).

Other Training Completed: [ ]

Board, Committee or Commission Name: Affordable Housing Finance Committee Seat Name: Advisory Committee

Have you ever attended a meeting of the advisory board for which you are applying? [ ] No [X] Yes If yes, how many? [ ]

Please explain why you would like to serve on this particular board, committee, or commission. My interests in serving on this Committee are as follows: 1. I have an interest in ensuring that every resident of the County be afforded the opportunity to own their own home. 2. Home ownership can be the bases of wealth building. 3. Home ownership can also help give the average resident a sense of worth in achievement in society. 4. Home ownership will help keep the family unit together and children will usually benefit from being in a home owned by their parents.

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

My qualifications for this appointment are as follows: 1. My first experience with home ownership dates back to the Self-Help Housing program of the 1970's, I was given the opportunity to be a part of a group of families to build their own homes. 2. I have a bachelors degree in Architechural Engineering (Civil Engineer). 3. I have over forty-five years working as a cost engineer, value engineering specialist, and as a project and construction manager. 4. I served as a member of a community housing development non-profit organization in Contra Costa County. 5. I have served on this Affordable Housing Finance Committee for several terms.

I am including my resume with this application: Please check one: [X] Yes [ ] No

I would like to be considered for appointment to other advisory bodies for which I may be qualified. Please check one: [X] Yes [ ] No

**Are you currently or have you ever been appointed to a Contra Costa County advisory board?**

Please check one:  Yes  No

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

1. I have worked with the Richmond Branch of the NAACP for over twenty years.
2. I served on the City of Richmond's Public Design Review Board.
3. I served on the Seven-up Committee for the West Contra Costa Unified School District addressing school sites closure consideration.
4. Founding Board member of Community Housing Development Corporation of North Richmond.

**Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed below or Resolution no. 2011/55)**

Please check one:  Yes  No

If Yes, please identify the nature of the relationship:

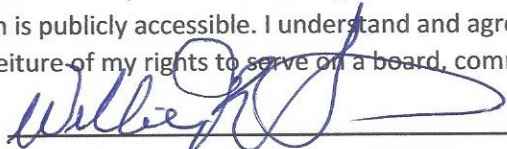
Bay Area Quality Management District

**Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?**

Please check one:  Yes  No

If Yes, please identify the nature of the relationship:

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

Signed: 

Date: July 7, 2021

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

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

**Important Information**

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2011/55, a person will not be eligible for appointment if he/she is related to a Board of Supervisors member in any of the following relationships: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.
8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.

**Summary:** Mr. Robinson has over forty-five (45) years of experience in the engineering and construction industry.

**Education:** Bachelor of Architectural Engineering,  
California Polytechnic State University, San Luis Obispo, California

Associate of Science, Environmental Design Drafting Technology,  
Contra Costa Junior College, San Pablo, California

**Professional Experience:**

Mr. Robinson, during his career in the engineering and construction industries, has developed specific expertise in the areas of preparing cost estimates on major projects from the budget development phase through the completion of construction documents; analyzing engineer's estimates; performing value engineering cost analysis; reviewing and analyzing change orders and preparing for claims avoidance, including negotiating claims items, and developing and implementing cost control systems. He has performed in the capacity as a project manager on various projects, including transportation facilities (maintenance buildings and rail line construction); tunnels; vehicle thoroughfares and water transports; light rail restorations and new facilities; urban design alternatives; prisons; power plants (nuclear and fossil); wastewater treatment plants, pump stations and pipelines; residential and commercial buildings; educational, including K-12 and Community Colleges, and industrial processing facilities.

**Key Qualification:**

As a graduate, Architectural Engineer, Mr. Robinson has established himself in the Construction Management (CM) consulting profession both as a technically competent and qualified project manager in this field. His years of experiences, working in engineering and construction industries of energy processing; transportation and environmental systems; educational institutional facilities, and housing and commercial development, is reflected in the attached listing of project experiences.

Since completing his undergraduate studies, Mr. Robinson has been employed with both large and small engineering and construction companies. These experiences cover all aspects of the construction industry. This broad spectrum of employment has given him a good working knowledge of several management styles.

During the span of twenty-five (25) years, Mr. Robinson was the President and Chief Executive Officer for his own firm, W.J. Robinson & Associates, Inc. (WJR, Inc.). WJR, Inc. provide project and construction management services to a wide variety of agencies and private clients in the engineering and construction industries.

**During the span of Mr. Robinson's professional career, from 1990 through 2005, he served continuously as a member of the Board of Directors for a non-profit housing development corporation. During this time span, six years was dedicated to the roll of Board President, and the last five years, he has served as the chairperson of the Project Development Committee. As the chairperson of the Project Development Committee, Mr. Robinson uses his expertise to guide the board committee members and staff through a wide variety of projects, including the administering of HOME and CDBG funded projects.**

**Other major engineering and construction related experiences accomplished by Mr. Robinson were completing several "orders of magnitude" estimates for hydroelectric projects; tunnels; dams; a series of forty-seven miles water transport lines; vertical drain test sections; and the lowering of the invert of an existing railroad tunnel. He also developed planning aids, pre-bid schedules and estimates for the reconstruction of the San Francisco Cable Car Project.**

**Mr. Robinson, while previously employed as a Construction Engineer Specialist became intimately aware of the needs for meaningful participation by Minority Contractors on large construction projects. While providing technical assistance to Disadvantaged Business Enterprises (DBE's) individuals, he learned the importance of contract negotiations between Prime and Subcontractor; the need to clearly and define the presumed scope of work between the two, and the overall responsibility they both owe to the client for completing the work in a professional manner.**



# Contra Costa County

Please return completed applications to:

Clerk of the Board of Supervisors  
1025 Escobar Street, 1st Floor  
Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

## BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name

Last Name

Home Address - Street

City

Zip Code

Phone (best number to reach you)

Email

Resident of Supervisorial District:

### EDUCATION

Check appropriate box if you possess one of the following:

High School Diploma

CA High School Proficiency Certificate

G.E.D. Certificate

| Colleges or Universities Attended | Course of Study/Major | Degree Awarded               |                             |
|-----------------------------------|-----------------------|------------------------------|-----------------------------|
|                                   |                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|                                   |                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|                                   |                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Other Training Completed:

Board, Committee or Commission Name

Seat Name

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

No

Yes

If yes, how many?

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

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

I am including my resume with this application:

Please check one:

Yes

No

I would like to be considered for appointment to other advisory bodies for which I may be qualified.

Please check one:

Yes

No

**Are you currently or have you ever been appointed to a Contra Costa County advisory board?**

Please check one:  Yes  No

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

**Do you have a familial relationship with a member of the Board of Supervisors?** (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one:  Yes  No

If Yes, please identify the nature of the relationship:

**Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?**

Please check one:  Yes  No

If Yes, please identify the nature of the relationship:

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

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

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

**Important Information**

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2011/55, a person will not be eligible for appointment if he/she is related to a Board of Supervisors member in any of the following relationships: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.
8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.



# FRANCES REISNER (SORRONDEGUI)

## SUMMARY OF QUALIFICATIONS

Municipal manager with over 17 years of experience successfully developing and administering housing and human services programs. Able to navigate politically sensitive issues, communicate effectively, and coordinate successfully with a diverse array of public and private organizations and community stakeholders.

## CORE COMPETENCIES

- Project Management
- Grants Management (State & Federal)
- Team Management
- Policy Development
- Fiscal/Program Analysis
- Community Outreach
- Program Design
- Contract Negotiation and Development
- Partnership Building

## EXPERIENCE

### **Housing Programs Manager**, January 2017 to present

*City of Livermore – Community Development Department*

- Oversee administration of City's First Time Homebuyer Programs
- Project manage a pipeline of 340 affordable housing units
- Staff Liaison to the Tri-Valley Affordable Housing Committee and liaison to other local and Alameda County-wide housing committees
- Manage new funding applications for State PLHA, and homeless housing acquisition
- Supervise housing section staff and program contractors
- Budgetary responsibility for the City's Affordable Housing Trust Fund
- Manage implementation of the Inclusionary Housing Ordinance
- Oversee property management and compliance for City-owned and City-funded affordable housing units.

*Accomplishments:* Managed the disposition and development of the 114-unit, "Chestnut Square" Family/Senior Housing community with MidPen Housing. Managed the City loan and development negotiations with MidPen Housing on the 45-unit Avance special needs housing project. Lead the acquisition and concept development for the "Vineyard" supportive housing and mixed-use homeless services facility in coordination with Housing Consortium of the East Bay and local homeless services stakeholders. Oversee administration of the City homeownership program which coordinated with developers to sell over 45 homes to low and moderate-income residents.

### **Housing Manager**, December 2015 to December 2016

*City of Pleasanton – City Manager's Office, Housing Division*

- Managed the City's Affordable Housing Programs, including for-sale and rental developments and owner-occupied home rehabilitation
- Served as Staff Liaison to City's Housing Commission.
- Budgetary responsibility for the City's Housing Division programs
- Managed the City's Housing and Human Services Grant Program (CDBG & HOME)
- Managed the City's Public Housing Authority responsibilities

*Accomplishments:* Coordinated final disposition of the City's Public Housing Authority property and the permanent financing close for Kottinger Gardens Phase 1 development (130 unit senior project). Secured a \$330,900 Housing Related Parks Grant from State HCD to leverage City funding for Kottinger Gardens. Worked with rental project developers on the marketing and

application processes multi-family sites totaling 76 Below Market Rate units. Coordinated contracts to streamline and bring greater efficiency to the Housing Division's programs.

**Senior Management Analyst, December 2013 to December 2015**

*City of Livermore – Community Development Department, Housing & Human Services*

Accomplishments: Reclassified into this management position with supervisory responsibilities. Identified the property and assembled the development team to acquire a 5-unit, multi-family building which was converted to supportive, Mental Health Services Act (MHSA) housing. Secured a \$1,000,000 CalHome Grant from the State Housing and Community Development Department for the City's Mortgage Assistance Program. Negotiated the agreement with MidPen Housing to acquire and redevelop a 4-acre, City-owned commercial site into a mixed income, ownership/rental housing community. Planned and coordinated the implementation of a 2015 SVLG "Red Tape to Red Carpet" award-winning homeownership program for Veterans in partnership with Habitat for Humanity.

**Housing Specialist, January 2010 to December 2013**

*City of Livermore – Community Development Department, Housing & Human Services*

Accomplishments: Coordinated a \$2.3 million Neighborhood Stabilization Program Grant (NSP1) from the State of California representing five Alameda County jurisdictions. Managed the contract to acquire, rehabilitate and resell 11 NSP properties, including two designated for special needs housing. Lead the planning and administration of a Tri-Valley Down Payment Assistance Program in coordination with four other jurisdictions.

**Human Services Specialist, February 2007 to January 2010**

*City of Livermore – Community Development Department, Housing & Human Services*

- Responsible for administration and compliance monitoring of projects funded through the Federal Community Development Block Grant (CDBG) and HOME Investment Partnership Program.
- Administered Housing and Human Services Grants allocation process for thirty sub-grantees annually.
- Staff Liaison to the City's Human Services Commission.
- Planned and implemented programs in collaboration with other governmental and non-profit agencies.
- Represented the City on numerous other Human Services boards and committees.

Accomplishments: Coordinated the planning, development, funding and implementation of a school-based cooking education program in partnership with the Livermore Valley Joint Unified School District and Kaiser Permanente Community Health targeted to the lowest income "Title 1" schools in Livermore. Coordinated the development and construction of a school garden at a Portola Elementary ("Title 1" low income) which was a partnership project of the City and LVJUSD school nutrition office.

**Human Services Administrative Technician, July 2004 to February 2007**

*City of Livermore, Community Development Department, Housing & Human Services*

EDUCATION & **Real Estate Brokers Certificate of Achievement (2018)**

OTHER Ohlone College, Fremont, CA

EXPERIENCE:

**Bachelor of Arts in Political Science, March 2003**

Option in Public Affairs and Administration  
California State University, Hayward

**Panetta Institute of Public Policy, CSU Monterey Bay**  
**Congressional Internship**, September 2002 to December 2002  
*Washington, D.C.*

- Congressional Intern scholarship recipient representing CSU Hayward campus

**Associate of Arts in Individual Studies**, June 2001  
Foothill College, Los Altos Hills, California  
Graduated with High Honors

CERTIFICATIONS  
& Trainings:

**Certified HOME Specialist**, June 2006  
U.S. Department of Housing and Urban Development

**Certificate of completion**, July 2004  
National Community Development Association (NCDA) CDBG Practitioner  
Training

MEMBERSHIPS:

Municipal Managers Association of Northern California (since 2013)

Contra Costa County Affordable Housing Finance Committee (since 2019)

REFERENCES:

Available upon request.

# ATTACHMENT C



Contra  
Costa  
County

Please return completed applications to:

Clerk of the Board of Supervisors

1025 Escobar Street, 1st Floor

Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

## BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name

Last Name

Home Address - Street

City

Zip Code

Phone (best number to reach you)

Email

Resident of Supervisorial District:

### EDUCATION

Check appropriate box if you possess one of the following:

High School Diploma

CA High School Proficiency Certificate

G.E.D. Certificate

| Colleges or Universities Attended | Course of Study/Major | Degree Awarded               |                             |
|-----------------------------------|-----------------------|------------------------------|-----------------------------|
|                                   |                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|                                   |                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|                                   |                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Other Training Completed:

Board, Committee or Commission Name

Seat Name

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

No

Yes

If yes, how many?

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

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

I am including my resume with this application:

Please check one:

Yes

No

I would like to be considered for appointment to other advisory bodies for which I may be qualified.

Please check one:

Yes

No

**Are you currently or have you ever been appointed to a Contra Costa County advisory board?**

Please check one:  Yes  No

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

**Do you have a familial relationship with a member of the Board of Supervisors?** (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one:  Yes  No

If Yes, please identify the nature of the relationship:

**Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?**

Please check one:  Yes  No

If Yes, please identify the nature of the relationship:

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

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

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

**Important Information**

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2011/55, a person will not be eligible for appointment if he/she is related to a Board of Supervisors member in any of the following relationships: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.
8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.

# FRANCES REISNER (SORRONDEGUI)

## SUMMARY OF QUALIFICATIONS

Municipal manager with over 17 years of experience successfully developing and administering housing and human services programs. Able to navigate politically sensitive issues, communicate effectively, and coordinate successfully with a diverse array of public and private organizations and community stakeholders.

## CORE COMPETENCIES

- Project Management
- Grants Management (State & Federal)
- Team Management
- Policy Development
- Fiscal/Program Analysis
- Community Outreach
- Program Design
- Contract Negotiation and Development
- Partnership Building

## EXPERIENCE

### **Housing Programs Manager**, January 2017 to present

*City of Livermore – Community Development Department*

- Oversee administration of City's First Time Homebuyer Programs
- Project manage a pipeline of 340 affordable housing units
- Staff Liaison to the Tri-Valley Affordable Housing Committee and liaison to other local and Alameda County-wide housing committees
- Manage new funding applications for State PLHA, and homeless housing acquisition
- Supervise housing section staff and program contractors
- Budgetary responsibility for the City's Affordable Housing Trust Fund
- Manage implementation of the Inclusionary Housing Ordinance
- Oversee property management and compliance for City-owned and City-funded affordable housing units.

*Accomplishments:* Managed the disposition and development of the 114-unit, "Chestnut Square" Family/Senior Housing community with MidPen Housing. Managed the City loan and development negotiations with MidPen Housing on the 45-unit Avance special needs housing project. Lead the acquisition and concept development for the "Vineyard" supportive housing and mixed-use homeless services facility in coordination with Housing Consortium of the East Bay and local homeless services stakeholders. Oversee administration of the City homeownership program which coordinated with developers to sell over 45 homes to low and moderate-income residents.

### **Housing Manager**, December 2015 to December 2016

*City of Pleasanton – City Manager's Office, Housing Division*

- Managed the City's Affordable Housing Programs, including for-sale and rental developments and owner-occupied home rehabilitation
- Served as Staff Liaison to City's Housing Commission.
- Budgetary responsibility for the City's Housing Division programs
- Managed the City's Housing and Human Services Grant Program (CDBG & HOME)
- Managed the City's Public Housing Authority responsibilities

*Accomplishments:* Coordinated final disposition of the City's Public Housing Authority property and the permanent financing close for Kottinger Gardens Phase 1 development (130 unit senior project). Secured a \$330,900 Housing Related Parks Grant from State HCD to leverage City funding for Kottinger Gardens. Worked with rental project developers on the marketing and

application processes multi-family sites totaling 76 Below Market Rate units. Coordinated contracts to streamline and bring greater efficiency to the Housing Division's programs.

**Senior Management Analyst, December 2013 to December 2015**

*City of Livermore – Community Development Department, Housing & Human Services*

Accomplishments: Reclassified into this management position with supervisory responsibilities. Identified the property and assembled the development team to acquire a 5-unit, multi-family building which was converted to supportive, Mental Health Services Act (MHSA) housing. Secured a \$1,000,000 CalHome Grant from the State Housing and Community Development Department for the City's Mortgage Assistance Program. Negotiated the agreement with MidPen Housing to acquire and redevelop a 4-acre, City-owned commercial site into a mixed income, ownership/rental housing community. Planned and coordinated the implementation of a 2015 SVLG "Red Tape to Red Carpet" award-winning homeownership program for Veterans in partnership with Habitat for Humanity.

**Housing Specialist, January 2010 to December 2013**

*City of Livermore – Community Development Department, Housing & Human Services*

Accomplishments: Coordinated a \$2.3 million Neighborhood Stabilization Program Grant (NSP1) from the State of California representing five Alameda County jurisdictions. Managed the contract to acquire, rehabilitate and resell 11 NSP properties, including two designated for special needs housing. Lead the planning and administration of a Tri-Valley Down Payment Assistance Program in coordination with four other jurisdictions.

**Human Services Specialist, February 2007 to January 2010**

*City of Livermore – Community Development Department, Housing & Human Services*

- Responsible for administration and compliance monitoring of projects funded through the Federal Community Development Block Grant (CDBG) and HOME Investment Partnership Program.
- Administered Housing and Human Services Grants allocation process for thirty sub-grantees annually.
- Staff Liaison to the City's Human Services Commission.
- Planned and implemented programs in collaboration with other governmental and non-profit agencies.
- Represented the City on numerous other Human Services boards and committees.

Accomplishments: Coordinated the planning, development, funding and implementation of a school-based cooking education program in partnership with the Livermore Valley Joint Unified School District and Kaiser Permanente Community Health targeted to the lowest income "Title 1" schools in Livermore. Coordinated the development and construction of a school garden at a Portola Elementary ("Title 1" low income) which was a partnership project of the City and LVJUSD school nutrition office.

**Human Services Administrative Technician, July 2004 to February 2007**

*City of Livermore, Community Development Department, Housing & Human Services*

EDUCATION & **Real Estate Brokers Certificate of Achievement (2018)**

OTHER Ohlone College, Fremont, CA

EXPERIENCE:

**Bachelor of Arts in Political Science, March 2003**

Option in Public Affairs and Administration  
California State University, Hayward

**Panetta Institute of Public Policy, CSU Monterey Bay**  
**Congressional Internship**, September 2002 to December 2002  
*Washington, D.C.*

- Congressional Intern scholarship recipient representing CSU Hayward campus

**Associate of Arts in Individual Studies**, June 2001  
Foothill College, Los Altos Hills, California  
Graduated with High Honors

CERTIFICATIONS  
& Trainings:

**Certified HOME Specialist**, June 2006  
U.S. Department of Housing and Urban Development

**Certificate of completion**, July 2004  
National Community Development Association (NCDA) CDBG Practitioner  
Training

MEMBERSHIPS:

Municipal Managers Association of Northern California (since 2013)

Contra Costa County Affordable Housing Finance Committee (since 2019)

REFERENCES:

Available upon request.



# FRANCES REISNER (SORRONDEGUI)

## SUMMARY OF QUALIFICATIONS

Municipal manager with over 17 years of experience successfully developing and administering housing and human services programs. Able to navigate politically sensitive issues, communicate effectively, and coordinate successfully with a diverse array of public and private organizations and community stakeholders.

## CORE COMPETENCIES

- Project Management
- Grants Management (State & Federal)
- Team Management
- Policy Development
- Fiscal/Program Analysis
- Community Outreach
- Program Design
- Contract Negotiation and Development
- Partnership Building

## EXPERIENCE

### **Housing Programs Manager**, January 2017 to present

*City of Livermore – Community Development Department*

- Oversee administration of City's First Time Homebuyer Programs
- Project manage a pipeline of 340 affordable housing units
- Staff Liaison to the Tri-Valley Affordable Housing Committee and liaison to other local and Alameda County-wide housing committees
- Manage new funding applications for State PLHA, and homeless housing acquisition
- Supervise housing section staff and program contractors
- Budgetary responsibility for the City's Affordable Housing Trust Fund
- Manage implementation of the Inclusionary Housing Ordinance
- Oversee property management and compliance for City-owned and City-funded affordable housing units.

Accomplishments: Managed the disposition and development of the 114-unit, "Chestnut Square" Family/Senior Housing community with MidPen Housing. Managed the City loan and development negotiations with MidPen Housing on the 45-unit Avance special needs housing project. Lead the acquisition and concept development for the "Vineyard" supportive housing and mixed-use homeless services facility in coordination with Housing Consortium of the East Bay and local homeless services stakeholders. Oversee administration of the City homeownership program which coordinated with developers to sell over 45 homes to low and moderate-income residents.

### **Housing Manager**, December 2015 to December 2016

*City of Pleasanton – City Manager's Office, Housing Division*

- Managed the City's Affordable Housing Programs, including for-sale and rental developments and owner-occupied home rehabilitation
- Served as Staff Liaison to City's Housing Commission.
- Budgetary responsibility for the City's Housing Division programs
- Managed the City's Housing and Human Services Grant Program (CDBG & HOME)
- Managed the City's Public Housing Authority responsibilities

Accomplishments: Coordinated final disposition of the City's Public Housing Authority property and the permanent financing close for Kottinger Gardens Phase 1 development (130 unit senior project). Secured a \$330,900 Housing Related Parks Grant from State HCD to leverage City funding for Kottinger Gardens. Worked with rental project developers on the marketing and

application processes multi-family sites totaling 76 Below Market Rate units. Coordinated contracts to streamline and bring greater efficiency to the Housing Division's programs.

**Senior Management Analyst**, December 2013 to December 2015

*City of Livermore – Community Development Department, Housing & Human Services*

Accomplishments: Reclassified into this management position with supervisory responsibilities. Identified the property and assembled the development team to acquire a 5-unit, multi-family building which was converted to supportive, Mental Health Services Act (MHSA) housing. Secured a \$1,000,000 CalHome Grant from the State Housing and Community Development Department for the City's Mortgage Assistance Program. Negotiated the agreement with MidPen Housing to acquire and redevelop a 4-acre, City-owned commercial site into a mixed income, ownership/rental housing community. Planned and coordinated the implementation of a 2015 SVLG "Red Tape to Red Carpet" award-winning homeownership program for Veterans in partnership with Habitat for Humanity.

**Housing Specialist**, January 2010 to December 2013

*City of Livermore – Community Development Department, Housing & Human Services*

Accomplishments: Coordinated a \$2.3 million Neighborhood Stabilization Program Grant (NSP1) from the State of California representing five Alameda County jurisdictions. Managed the contract to acquire, rehabilitate and resell 11 NSP properties, including two designated for special needs housing. Lead the planning and administration of a Tri-Valley Down Payment Assistance Program in coordination with four other jurisdictions.

**Human Services Specialist**, February 2007 to January 2010

*City of Livermore – Community Development Department, Housing & Human Services*

- Responsible for administration and compliance monitoring of projects funded through the Federal Community Development Block Grant (CDBG) and HOME Investment Partnership Program.
- Administered Housing and Human Services Grants allocation process for thirty sub-grantees annually.
- Staff Liaison to the City's Human Services Commission.
- Planned and implemented programs in collaboration with other governmental and non-profit agencies.
- Represented the City on numerous other Human Services boards and committees.

Accomplishments: Coordinated the planning, development, funding and implementation of a school-based cooking education program in partnership with the Livermore Valley Joint Unified School District and Kaiser Permanente Community Health targeted to the lowest income "Title 1" schools in Livermore. Coordinated the development and construction of a school garden at a Portola Elementary ("Title 1" low income) which was a partnership project of the City and LVJUSD school nutrition office.

**Human Services Administrative Technician**, July 2004 to February 2007

*City of Livermore, Community Development Department, Housing & Human Services*

EDUCATION & **Real Estate Brokers Certificate of Achievement (2018)**

OTHER Ohlone College, Fremont, CA

EXPERIENCE:

**Bachelor of Arts in Political Science**, March 2003

Option in Public Affairs and Administration  
California State University, Hayward

**Panetta Institute of Public Policy, CSU Monterey Bay**  
**Congressional Internship**, September 2002 to December 2002  
*Washington, D.C.*

- Congressional Intern scholarship recipient representing CSU Hayward campus

**Associate of Arts in Individual Studies**, June 2001  
Foothill College, Los Altos Hills, California  
Graduated with High Honors

CERTIFICATIONS  
& Trainings:

**Certified HOME Specialist**, June 2006  
U.S. Department of Housing and Urban Development

**Certificate of completion**, July 2004  
National Community Development Association (NCDCA) CDBG Practitioner  
Training

MEMBERSHIPS:

Municipal Managers Association of Northern California (since 2013)

Contra Costa County Affordable Housing Finance Committee (since 2019)

REFERENCES:

Available upon request.



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

5.

**Meeting Date:** 10/11/2021

**Subject:** Small Business Enterprise & Outreach Program and Local Bid Preference Program Reports for Jan-Jun 2021

**Submitted For:** Brian M. Balbas, Interim Public Works Director/Chief Engineer

**Department:** Public Works

**Referral No.:** IOC 21/1; 21/4

**Referral Name:** Small Business Enterprise and Outreach Programs; Local Bid Preference Program

**Presenter:** Cynthia Shehorn, Purchasing Services Manager  
**Contact:** Cynthia Shehorn (925) 957-2491

### **Referral History:**

Contra Costa County values the contributions of small business and has developed programs to assist in soliciting and awarding contracts to the SSE community. The Board of Supervisors 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 (SSE) Program applies to: (1) County-funded construction contracts of \$100,000 or less; (2) purchasing transactions of \$100,000 or less; and (3) professional/personal service contracts of \$100,000 or less.

The objective of the program is to award at least 50% or more of the total eligible dollar base amounts to SBEs. A Small Business Enterprise, as defined by the California Government Code, Section 14837, Chapter 3.5 must be:

- Independently owned and operated business, which is not dominant in its field of operation;
- The principal office of which is located in California, the officers of which are domiciled in California, and which together with affiliates, has 100 or fewer employees;
- And have average annual gross receipts of fifteen million dollars (\$15,000,000) or less over the previous three tax years, or a manufacturer with 100 or fewer employees.

### **Reporting Requirements**

It is the responsibility of each County department to track and compile the data on these purchasing activities so a countywide report can be provided to the Board of Supervisors.

The Internal Operations Committee has responsibility for evaluating the semi-annual reports and

making recommendations to the Board on program policies and reporting. The Board receives reports in six-month increments, with the last report submitted to the Board for the period ending December 31, 2020. Attachment A constitutes the report due for the time period January 1 - June 30, 2021.

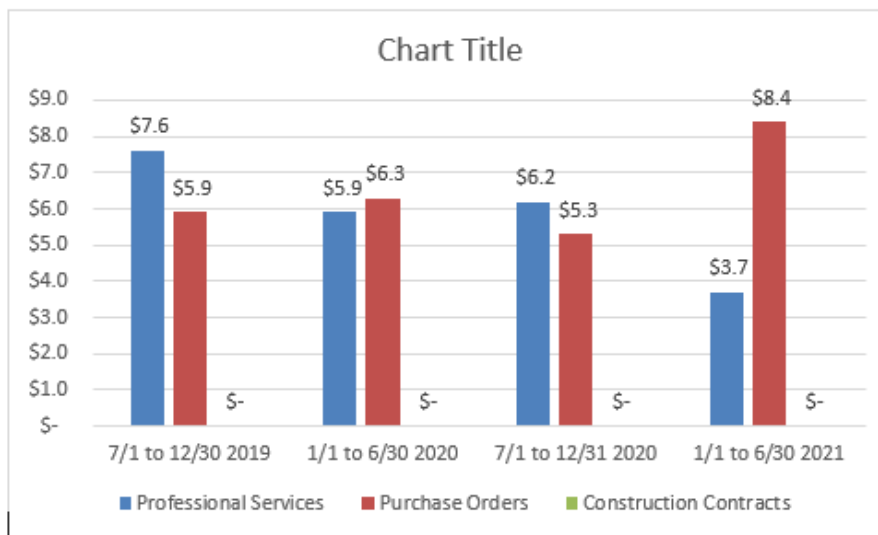
**Referral Update:**

**Summary Findings**

The table below summarizes the attached department activity on a countywide basis.

**January – June 2021**

| <b>ACTIVITY TYPE:</b>          | <b>Total # of ALL Contracts</b> | <b>Total # of SBE Contracts</b> | <b>SBE Percent of Total</b> | <b>Total Dollar Value of ALL Contracts</b> | <b>Total Dollar Value of SBE Contracts</b> | <b>SBE Percent of Total</b> |
|--------------------------------|---------------------------------|---------------------------------|-----------------------------|--|--|-----------------------------|
| Professional/Personal Services | 246                             | 107                             | 43.5%                       | \$10,149,053                               | \$3,745,269                                | 36.9%                       |
| Purchasing Transactions        | 1,162                           | 353                             | 30.4%                       | \$29,025,823                               | \$8,475,032                                | 29.2%                       |
| Construction Contracts         | 0                               | 0                               | 0%                          | \$0  | \$0  | 0%                          |



While the County did not achieve the 50% goal, this information shows the County directed more than \$12.1 million in qualifying transactions to SBE firms during the six-month reporting period, achieving a 43.5% award rate for professional/personal services transactions and a 30.4% award rate for purchasing transactions. No construction contracts were reported in this period.

It is worth noting that the SBE participation goals of surrounding agencies are typically in the 20-25% range. By that measure, Contra Costa County’s reported activity is below that threshold for professional/personal services, and above that range for purchasing transactions. The following departments are commended for achieving 50% or more program compliance this reporting period:

- Professional/Personal Services: Animal Services, Conservation & Development, Fire Protection District, Health Services, and Public Works
- Purchases: Agriculture, Clerk Recorder-Elections, Conservation & Development, County Counsel, District Attorney, Employment & Human Services, and Veterans Services

Of particular note, Animal Services is commended for achieving a 100% award rate for qualifying professional services contracts.

County Counsel should also to be commended for achieving a 100% award rate for qualifying purchasing transactions.

| <b>Department/Activity</b>             | <b>Total # of ALL Contracts</b> | <b>Total # of SBE Contracts</b> | <b>SBE Percent of Total</b> | <b>Total Dollar Value of ALL Contracts</b> | <b>Total Dollar Value of SBE Contracts</b> | <b>SBE Percent of Total</b> |
|--|---------------------------------|---------------------------------|-----------------------------|--|--|-----------------------------|
| <b>Agriculture</b>                     |                                 |                                 |                             |  |  |                             |
| Purchasing Transactions                | 7                               | 5                               | 71.4%                       | \$85                                       | \$54                                       | 63.5%                       |
| <b>Animal Services</b>                 |                                 |                                 |                             |  |  |                             |
| Professional/Personal Svcs             | 1                               | 1                               | 100.0%                      | \$3,500                                    | \$3,500                                    | 100.0%                      |
| <b>Clerk Recorder - Elections</b>      |                                 |                                 |                             |  |  |                             |
| Professional/Personal Svcs             | 14                              | 5                               | 35.7%                       | \$354,724                                  | \$199,424                                  | 56.2%                       |
| Purchasing Transactions                | 19                              | 8                               | 42.1%                       | \$270,071                                  | \$138,958                                  | 51.5%                       |
| <b>Conservation &amp; Development</b>  |                                 |                                 |                             |  |  |                             |
| Professional/Personal Svcs             | 5                               | 4                               | 80.0%                       | \$249,500                                  | \$149,500                                  | 59.9%                       |
| Purchasing Transactions                | 7                               | 6                               | 85.7%                       | \$110,974                                  | \$109,549                                  | 98.7%                       |
| <b>County Counsel</b>                  |                                 |                                 |                             |  |  |                             |
| Purchasing Transactions                | 1                               | 1                               | 100%                        | \$871                                      | \$871                                      | 100%                        |
| <b>District Attorney</b>               |                                 |                                 |                             |  |  |                             |
| Purchasing Transactions                | 14                              | 8                               | 57.1%                       | \$225,789                                  | \$118,163                                  | 52.3%                       |
| <b>Employment &amp; Human Services</b> |                                 |                                 |                             |  |  |                             |
| Purchasing Transactions                | 78                              | 35                              | 44.9%                       | \$1,129,511                                | \$754,822                                  | 66.8%                       |
| <b>Fire Protection District</b>        |                                 |                                 |                             |  |  |                             |
| Professional/Personal Svcs             | 5                               | 3                               | 60.0%                       | \$136,000                                  | \$76,000                                   | 55.9%                       |
| <b>Health Services</b>                 |                                 |                                 |                             |  |  |                             |
| Professional/Personal Svcs             | 105                             | 55                              | 52.4%                       | \$4,589,014                                | \$2,538,218                                | 55.3%                       |
| <b>Public Works</b>                    |                                 |                                 |                             |  |  |                             |
| Professional/Personal Svcs             | 9                               | 6                               | 66.7%                       | \$239,347                                  | \$134,448                                  | 56.2%                       |
| <b>Veteran Services</b>                |                                 |                                 |                             |  |  |                             |
| Purchasing Transactions                | 6                               | 4                               | 66.7%                       | \$12,121                                   | \$11,840                                   | 97.7%                       |

## E-Outreach Report

In order to encourage the use of small, local, and disadvantaged businesses, the County's E-Outreach Program requires bids and Request for Proposals greater than \$10,000 to be solicited online. For this period, there were 60 bids totaling \$24,850,352 that fell within the parameters of the program.

The data specific to electronic solicitations is developed and provided by the Purchasing Division of the Public Works Department, and reflects outreach to small, women-owned, minority-owned, local, disabled veteran-owned, and disadvantaged business enterprises. During this reporting period, 60 bids were conducted using the BidSync e-outreach site. Notifications were sent to 354,580 businesses, of which 31.3% are considered small, local, or disadvantaged business enterprises.

### E-Outreach January 1, 2021 – June 30, 2021

|                         |              |
|-------------------------|--------------|
| Number of Solicitations | 60           |
| Total Notifications     | 354,580      |
| Dollar Value            | \$24,850,352 |

| <b>BUSINESS CATEGORY</b>                    | <b>Notifications</b> | <b>Percentage of Total</b> |
|---|----------------------|----------------------------|
| MBE - Minority Business Enterprise          | 21,241               | 6.0%                       |
| WBE - Women Business Enterprise             | 17,421               | 4.9%                       |
| SBE - Small Business Enterprise             | 55,195               | 15.5%                      |
| LBE - Local Business Enterprise             | 2,710                | 0.8%                       |
| DVBE - Disabled Veteran Business Enterprise | 630                  | 0.19%                      |
| DBE – Disadvantaged Business Enterprise     | 13,358               | 3.9%                       |
| <b>Total</b>                                | <b>110,555</b>       | <b>31.3%</b>               |

### Local Business Preference

For opportunities exceeding \$25,000, the Local Business Preference Program allows for local businesses to submit a new offer if within 5% of the lowest bidder. There were no instances of the Bid Preference utilized in this reporting period.

### Dollar Value Awarded to Local and Bay Area Businesses

The dollar value of Purchase Orders issued for the period was \$23,846,811. The dollar value awarded to Contra Costa County businesses was \$3.6 million. The value awarded to other Bay Area businesses was 19.8% or \$4.7 million. This represents Contra Costa County's contribution to the local economy.

|                         |                     |               |
|-------------------------|---------------------|---------------|
| Contra Costa County     | \$3,616,158         | 15.1%         |
| Other Bay Area Counties | \$4,709,872         | 19.8%         |
| Other                   | \$15,520,781        | 65.1%         |
| <b>Total</b>            | <b>\$23,846,811</b> | <b>100.0%</b> |

**Conclusion**

The County has demonstrated continued commitment to achieving the 50% goal for participation by SBE firms in contract and purchasing activities. While the data for some departments is below this threshold, departments are showing some interest in increasing the percentage of awarded contracts. Instruction is being provided on the search features of the purchasing system, to assist in identifying businesses in the small, local, women, minority, veteran and disadvantaged business categories.

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

ACCEPT the Small Business Enterprise, Outreach, and Local Bid Programs Report, reflecting departmental program data for the period January 1 - June 30, 2021

**Fiscal Impact (if any):**

None. This is an informational report.

---

**Attachments**

Attachment A: SBE Report Jan-Jun 2021

**Minutes Attachments**

*No file(s) attached.*

---



**ATTACHMENT A**  
**SMALL BUSINESS ENTERPRISE - Program Activity report**

Reporting Period:

**January - June 2021**

|  | Total # of<br><b>ALL</b> contracts | Total # of<br><b>SBE</b> contracts | SBE percent of<br>Total # of contracts | Total dollar value<br>of <b>ALL</b> contracts | Total dollar value<br>of <b>SBE</b> contracts | SBE percent of<br>Total contracts value |
|--|------------------------------------|------------------------------------|--|---|---|---|
| <b>Agriculture *</b>   |                                    |                                    |  |   |   |   |
| Professional/Personal services contracts                     | 5                                  | 2                                  | 40.0%                                  | \$114,798                                     | \$19,800                                      | 17.2%                                   |
| Purchasing Transactions                                      | 7                                  | 5                                  | 71.4%                                  | \$85  | \$54  | <b>63.5%</b>                            |
| Construction contracts                                       | 0                                  | 0                                  | 0.0%                                   | \$0   | \$0   | 0.0%                                    |
|  |                                    |                                    |  |   |   |   |
| <b>Animal Services *</b>                                     |                                    |                                    |  |   |   |   |
| Professional/Personal services contracts                     | 1                                  | 1                                  | 100.0%                                 | \$3,500                                       | \$3,500                                       | <b>100.0%</b>                           |
| Purchasing Transactions                                      | 21                                 | 5                                  | 23.8%                                  | \$222,195                                     | \$32,554                                      | 14.7%                                   |
| Construction contracts                                       | 0                                  | 0                                  | 0.0%                                   | \$0   | \$0   | 0.0%                                    |
|  |                                    |                                    |  |   |   |   |
| <b>Assessor</b>  |                                    |                                    |  |   |   |   |
| Professional/Personal services contracts                     | 0                                  | 0                                  | 0.0%                                   | \$0   | \$0   | 0.0%                                    |
| Purchasing Transactions                                      | 6                                  | 1                                  | 16.7%                                  | \$60,222                                      | \$24,034                                      | 39.9%                                   |
| Construction contracts                                       | 0                                  | 0                                  | 0.0%                                   | \$0   | \$0   | 0.0%                                    |
|  |                                    |                                    |  |   |   |   |
| <b>Auditor-Controller</b>                                    |                                    |                                    |  |   |   |   |
| Professional/Personal services contracts                     | 0                                  | 0                                  | 0.0%                                   | \$0   | \$0   | 0.0%                                    |
| Purchasing Transactions                                      | 4                                  | 1                                  | 25.0%                                  | \$79,075                                      | \$7,444                                       | 9.4%                                    |
| Construction contracts                                       | 0                                  | 0                                  | 0.0%                                   | \$0   | \$0   | 0.0%                                    |
|  |                                    |                                    |  |   |   |   |
| <b>Clerk Recorder-Elections*</b>                             |                                    |                                    |  |   |   |   |
| Professional/Personal services contracts                     | 14                                 | 5                                  | 35.7%                                  | \$354,724                                     | \$199,424                                     | <b>56.2%</b>                            |
| Purchasing Transactions                                      | 19                                 | 8                                  | 42.1%                                  | \$270,071                                     | \$138,958                                     | <b>51.5%</b>                            |
| Construction contracts                                       | 0                                  | 0                                  | 0.0%                                   | \$0   | \$0   | 0.0%                                    |
|  |                                    |                                    |  |   |   |   |
| <b>Conservation and Development *</b>                        |                                    |                                    |  |   |   |   |
| Professional/Personal services contracts                     | 5                                  | 4                                  | 80.0%                                  | \$249,500                                     | \$149,500                                     | <b>59.9%</b>                            |
| Purchasing Transactions                                      | 7                                  | 6                                  | 85.7%                                  | \$110,974                                     | \$109,549                                     | <b>98.7%</b>                            |
| Construction contracts                                       | 0                                  | 0                                  | 0.0%                                   | \$0   | \$0   | 0.0%                                    |
|  |                                    |                                    |  |   |   |   |
| <b>County Administrator's Office - Administration</b>        |                                    |                                    |  |   |   |   |
| Professional/Personal services contracts                     | 0                                  | 0                                  | 0.0%                                   | \$0   | \$0   | 0.0%                                    |
| Purchasing Transactions                                      | 2                                  | 0                                  | 0.0%                                   | \$47,948                                      | \$0   | 0.0%                                    |
| Construction contracts                                       | 0                                  | 0                                  | 0.0%                                   | \$0   | \$0   | 0.0%                                    |
|  |                                    |                                    |  |   |   |   |
| <b>County Administrator's Office - Reentry &amp; Justice</b> |                                    |                                    |  |   |   |   |
| <b>ORJ REPORTED WITH PROBATION</b>                           |                                    |                                    |  |   |   |   |

**ATTACHMENT A**

**SMALL BUSINESS ENTERPRISE - Program Activity report**

Reporting Period:

**January - June 2021**

|   | Total # of<br><b>ALL</b> contracts | Total # of<br><b>SBE</b> contracts | SBE percent of<br>Total # of contracts | Total dollar value<br>of <b>ALL</b> contracts | Total dollar value<br>of <b>SBE</b> contracts | SBE percent of<br>Total contracts value |
|---|------------------------------------|------------------------------------|--|---|---|---|
| <b>County Administrator's Office - Clerk of the Board</b>                     |                                    |                                    |  |   |   |   |
| Professional/Personal services contracts                                      | 0                                  | 0                                  | 0.0%                                   | \$0   | \$0   | 0.0%                                    |
| Purchasing Transactions   | 7                                  | 2                                  | 28.6%                                  | \$147,650                                     | \$6,400                                       | 4.3%                                    |
| Construction contracts  | 0                                  | 0                                  | 0.0%                                   | \$0   | \$0   | 0.0%                                    |
| <b>County Administrator's Office - Communications and Media</b>               |                                    |                                    |  |   |   |   |
| Professional/Personal services contracts                                      | 0                                  | 0                                  | 0.0%                                   | \$0   | \$0   | 0.0%                                    |
| Purchasing Transactions   | 10                                 | 4                                  | 40.0%                                  | \$125,409                                     | \$24,418                                      | 19.5%                                   |
| Construction contracts  | 0                                  | 0                                  | 0.0%                                   | \$0   | \$0   | 0.0%                                    |
| <b>County Administrator's Office - Dept. of Information Technology (DoIT)</b> |                                    |                                    |  |   |   |   |
| Professional/Personal services contracts                                      | 1                                  | 0                                  | 0.0%                                   | \$35,000                                      | \$0   | 0.0%                                    |
| Purchasing Transactions   | 47                                 | 9                                  | 19.1%                                  | \$760,715                                     | \$119,491                                     | 15.7%                                   |
| Construction contracts  | 0                                  | 0                                  | 0.0%                                   | \$0   | \$0   | 0.0%                                    |
| <b>Dept. Child Support Services (DCSS)</b>                                    |                                    |                                    |  |   |   |   |
| Professional/Personal services contracts                                      | 0                                  | 0                                  | 0.0%                                   | \$0   | \$0   | 0.0%                                    |
| Purchasing Transactions   | 30                                 | 6                                  | 20.0%                                  | \$296,833                                     | \$42,974                                      | 14.5%                                   |
| Construction contracts  | 0                                  | 0                                  | 0.0%                                   | \$0   | \$0   | 0.0%                                    |
| <b>County Counsel *</b>   |                                    |                                    |  |   |   |   |
| Professional/Personal services contracts                                      | 0                                  | 0                                  | 0.0%                                   | \$0   | \$0   | 0.0%                                    |
| Purchasing Transactions   | 1                                  | 1                                  | 100.0%                                 | \$871   | \$871   | <b>100.0%</b>                           |
| Construction contracts  | 0                                  | 0                                  | 0.0%                                   | \$0   | \$0   | 0.0%                                    |
| <b>District Attorney *</b>  |                                    |                                    |  |   |   |   |
| Professional/Personal services contracts                                      | 18                                 | 6                                  | 33.3%                                  | \$312,441                                     | \$131,391                                     | 42.1%                                   |
| Purchasing Transactions   | 14                                 | 8                                  | 57.1%                                  | \$225,789                                     | \$118,163                                     | <b>52.3%</b>                            |
| Construction contracts  | 0                                  | 0                                  | 0.0%                                   | \$0   | \$0   | 0.0%                                    |
| <b>Employment and Human Services *</b>  |                                    |                                    |  |   |   |   |
| Professional/Personal services contracts                                      | 10                                 | 4                                  | 40.0%                                  | \$453,140                                     | \$203,140                                     | 44.8%                                   |
| Purchasing Transactions   | 78                                 | 35                                 | 44.9%                                  | \$1,129,511                                   | \$754,822                                     | <b>66.8%</b>                            |
| Construction contracts  | 0                                  | 0                                  | 0.0%                                   | \$0   | \$0   | 0.0%                                    |

**ATTACHMENT A**  
**SMALL BUSINESS ENTERPRISE - Program Activity report**

Reporting Period:

**January - June 2021**

|  | Total # of<br><b>ALL</b> contracts | Total # of<br><b>SBE</b> contracts | SBE percent of<br>Total # of contracts | Total dollar value<br>of <b>ALL</b> contracts | Total dollar value<br>of <b>SBE</b> contracts | SBE percent of<br>Total contracts value |
|--|------------------------------------|------------------------------------|--|---|---|---|
| <b>Fire Protection District *</b>        |                                    |                                    |  |   |   |   |
| Professional/Personal services contracts | 5                                  | 3                                  | 60.0%                                  | \$136,000                                     | \$76,000                                      | <b>55.9%</b>                            |
| Purchasing Transactions                  | 24                                 | 12                                 | 50.0%                                  | \$1,966,944                                   | \$431,526                                     | 21.9%                                   |
| Construction contracts                   | 0                                  | 0                                  | 0.0%                                   | \$0   | \$0   | 0.0%                                    |
|  |                                    |                                    |  |   |   |   |
| <b>Health Services *</b>                 |                                    |                                    |  |   |   |   |
| Professional/Personal services contracts | 105                                | 55                                 | 52.4%                                  | \$4,589,014                                   | \$2,538,218                                   | <b>55.3%</b>                            |
| Purchasing Transactions                  | 369                                | 60                                 | 16.3%                                  | \$17,903,426                                  | \$1,563,319                                   | 8.7%                                    |
| Construction contracts                   | 0                                  | 0                                  | 0.0%                                   | \$0   | \$0   | 0.0%                                    |
|  |                                    |                                    |  |   |   |   |
| <b>Human Resources</b>                   |                                    |                                    |  |   |   |   |
| Professional/Personal services contracts | 3                                  | 0                                  | 0.0%                                   | \$103,900                                     | \$0   | 0.0%                                    |
| Purchasing Transactions                  | 11                                 | 4                                  | 36.4%                                  | \$88,781                                      | \$26,846                                      | 30.2%                                   |
| Construction contracts                   | 0                                  | 0                                  | 0.0%                                   | \$0   | \$0   | 0.0%                                    |
|  |                                    |                                    |  |   |   |   |
| <b>Library</b>                           |                                    |                                    |  |   |   |   |
| Professional/Personal services contracts | 9                                  | 4                                  | 44.4%                                  | \$433,510                                     | \$67,135                                      | 15.5%                                   |
| Purchasing Transactions                  | 36                                 | 12                                 | 33.3%                                  | \$338,393                                     | \$86,169                                      | 25.5%                                   |
| Construction contracts                   | 0                                  | 0                                  | 0.0%                                   | \$0   | \$0   | 0.0%                                    |
|  |                                    |                                    |  |   |   |   |
| <b>Probation - Includes ORJ Data</b>     |                                    |                                    |  |   |   |   |
| Professional/Personal services contracts | 42                                 | 15                                 | 35.7%                                  | \$464,017                                     | \$189,733                                     | 40.9%                                   |
| Purchasing Transactions                  | 47                                 | 21                                 | 44.7%                                  | \$317,069                                     | \$153,939                                     | 48.6%                                   |
| Construction contracts                   | 0                                  | 0                                  | 0.0%                                   | \$0   | \$0   | 0.0%                                    |
|  |                                    |                                    |  |   |   |   |
| <b>Public Defender</b>                   |                                    |                                    |  |   |   |   |
| Professional/Personal services contracts | 8                                  | 1                                  | 12.5%                                  | \$234,753                                     | \$2,980                                       | 1.3%                                    |
| Purchasing Transactions                  | 8                                  | 1                                  | 12.5%                                  | \$234,753                                     | \$2,980                                       | 1.3%                                    |
| Construction contracts                   | 0                                  | 0                                  | 0.0%                                   | \$0   | \$0   | 0.0%                                    |
|  |                                    |                                    |  |   |   |   |
| <b>Public Works *</b>                    |                                    |                                    |  |   |   |   |
| Professional/Personal services contracts | 9                                  | 6                                  | 66.7%                                  | \$239,347                                     | \$134,448                                     | <b>56.2%</b>                            |
| Purchasing Transactions                  | 207                                | 65                                 | 31.4%                                  | \$4,654,360                                   | \$1,756,063                                   | 37.7%                                   |
| Construction contracts                   | 0                                  | 0                                  | 0.0%                                   | \$0   | \$0   | 0.0%                                    |
|  |                                    |                                    |  |   |   |   |

**ATTACHMENT A**

**SMALL BUSINESS ENTERPRISE - Program Activity report**

**January - June 2021**

Reporting Period:

|  | Total # of<br><b>ALL</b> contracts | Total # of<br><b>SBE</b> contracts | SBE percent of<br>Total # of contracts | Total dollar value<br>of <b>ALL</b> contracts | Total dollar value<br>of <b>SBE</b> contracts | SBE percent of<br>Total contracts value |
|--|------------------------------------|------------------------------------|--|---|---|---|
| <b>Office of the Sheriff</b>             |                                    |                                    |  |   |   |   |
| Professional/Personal services contracts | 11                                 | 1                                  | 9.1%                                   | \$2,425,409                                   | \$30,000                                      | 1.2%                                    |
| Purchasing Transactions                  | 215                                | 83                                 | 38.6%                                  | \$6,353,100                                   | \$3,062,618                                   | 48.2%                                   |
| Construction contracts                   | 0                                  | 0                                  | 0.0%                                   | \$0   | \$0   | 0.0%                                    |
|  |                                    |                                    |  |   |   |   |
| <b>Treasurer - Tax Collector</b>         |                                    |                                    |  |   |   |   |
| Professional/Personal services contracts | 0                                  | 0                                  | 0.0%                                   | \$0   | \$0   | 0.0%                                    |
| Purchasing Transactions                  | 7                                  | 0                                  | 0.0%                                   | \$32,628                                      | \$0   | 0.0%                                    |
| Construction contracts                   | 0                                  | 0                                  | 0.0%                                   | \$0   | \$0   | 0.0%                                    |
|  |                                    |                                    |  |   |   |   |
| <b>Veterans Services Office *</b>        |                                    |                                    |  |   |   |   |
| Professional/Personal services contracts | 0                                  | 0                                  | 0.0%                                   | \$0   | \$0   | 0.0%                                    |
| Purchasing Transactions                  | 6                                  | 4                                  | 66.7%                                  | \$12,121                                      | \$11,840                                      | <b>97.7%</b>                            |
| Construction contracts                   | 0                                  | 0                                  | 0.0%                                   | \$0   | \$0   | 0.0%                                    |
|  |                                    |                                    |  |   |   |   |
|  |                                    |                                    |  |   |   |   |
| <b>Total Activity Reported</b>           |                                    |                                    |  |   |   |   |
| Professional/Personal services contracts | 246                                | 107                                | <b>43.5%</b>                           | \$10,149,053                                  | \$3,745,269                                   | <b>36.9%</b>                            |
| Purchasing Transactions                  | 1162                               | 353                                | <b>30.4%</b>                           | \$29,025,823                                  | \$8,475,032                                   | <b>29.2%</b>                            |
| Construction contracts                   | 0                                  | 0                                  | <b>0.0%</b>                            | \$0   | \$0   | <b>0.0%</b>                             |
|  |                                    |                                    |  |   |   |   |
| <b>COVID SPEND</b>                       | 19,303                             | 1,368                              | 7.1%                                   | \$15,671,736                                  | \$6,000,946                                   | 38.3%                                   |



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

6.

**Meeting Date:** 10/11/2021  
**Subject:** 2020/21 Animal Benefit Fund Report  
**Submitted For:** Beth Ward, Animal Services Director  
**Department:** Animal Services  
**Referral No.:** IOC 21/8  
**Referral Name:** Animal Benefit Fund PY Review  
**Presenter:** Beth Ward                      **Contact:** Beth Ward (925) 608-8472

---

### **Referral History:**

In 1988, the Animal Services Department created the Animal Benefit Fund. The purpose of the Animal Benefit Fund (ABF) is to allow the Animal Services Department to receive donations from individuals, animal welfare organizations and businesses, to support animal health and welfare projects that are not funded by departmental or general County revenues.

On April 21, 2015, during fiscal year 2015/16 budget hearings, the Board of Supervisors formally referred to the Internal Operations Committee (IOC) a review of the Animal Benefit Fund. On April 19, 2016, The Board of Supervisors approved, at the recommendation of the IOC, expansion of the Animal Benefit Fund approved uses (see attached Archived Board Order dated 4/19/16) and directed the Animal Services Director to report annually to the IOC about the impact of the Animal Benefit Fund on the community and families, creating a new standing referral. The IOC has previously received four such reports for FYs 2016/17, 2017/18, 2018/19, and 2019/20.

Since the creation of the Animal Benefit Fund more than 30 years ago, monetary contributions and donations for services and supplies for animal welfare have provided additional support for unfunded needs of the animals impounded at the shelter and in our community. These donations have come in the form of grants or “soft ask” gifts over the counter or from the Animal Services Department website.

On December 8, 2020, the Board of Supervisors adopted Resolution No. 2020/326, which authorized the Department Director to implement the following programs within the Animal Benefit Fund beginning FY 2021/22:

1. **Medical Assistance Program:** This program is for medical assistance and emergency veterinary care for animals that are in the County's jurisdiction and/or have been accepted into the County shelter's care. Funds will be used for medical care over and above the mandated medical care for animals in the care of the shelter and who need further assistance to be made available for adoption or released to a transfer agency. Funds may also be used to provide necessary medical

care to an animal to help keep the animal out of the shelter.

2. Humane Education Program: This program helps to support humane education services in our county either by bringing people into County shelter or taking County education programs “on the road” into the community. Humane Education support may also be used to help pet owners resolve behavioral problems that might otherwise cause them to give up their pet, to help shelter animals with behavioral issues that might keep them from being easily adopted, and to create humane education programs for school age children.

3. Shelter Intervention Program: Often, families in a crisis turn to surrendering their pet to a shelter due to lack of financial resources. The intervention program helps to provide resources to keep animals in their homes. Examples of intervention tools: spay/neuter, behavior/training assistance, fence repair and grooming. This program may also be used to help domestic violence victims or seniors on limited incomes to keep their pets in their lives when they may otherwise have had to consider relinquishment due to lack of funds for basic daily needs or medical concerns.

4. Spay Neuter and Wellness Program: This program would make spay/neuter, vaccinations, and microchips more affordable and accessible in Contra Costa County. Contra Costa Animal Services will accomplish this by establishing partnerships and developing mobile programs to reach into the areas of our county in greatest need, targeting the species/breeds of animals most likely to be found in our shelter, and supporting healthy community cats through TNR/RTF (trap-neuter-return / return- to-field) and Working Cat Adoptions.

### Referral Update:

#### ANNUAL REPORT

For FY 2020/21, the Department allocated \$100,000 for Animal Benefit Fund (ABF) Programs. The ABF funds are not intended to replace General Funds, rather they are to supplement and enhance our care for animals and support of the public. The table below details the allocation, adjustment, and balances for each ABF program for FY 2020/21:

#### **Animal Benefit Fund (ABF) FY 2020/21**

##### **ABF Fund Balance**

| <b>Fund</b> | <b>Appropriation</b> | <b>Amount</b>  |
|-------------|----------------------|----------------|
| 133200      | Beginning balance    | \$216,685      |
| 133200      | 19/20 Expenditures   | 98,426         |
| 133200      | 19/20 Revenue        | <u>232,121</u> |
| 133200      | Ending Balance       | \$350,381      |

##### **Expenses**

| Org  | ABF Program                  | Appropriation | Year-to-Date Expenditures | Remaining Balance |
|------|------------------------------|---------------|---------------------------|-------------------|
| 3350 | Medical Assistance Program   | 1,500         | 1,208                     | 292               |
| 3351 | Humane Education Program     | 0             | 0                         | 0                 |
| 3352 | Shelter Intervention Program | 15,000        | 13,894                    | 1,106             |
| 3354 | Spay and Neuter Program      | <u>83,500</u> | <u>83,324</u>             | <u>176</u>        |
|      |                              | \$100,000     | \$98,426                  | \$1,574           |

## Revenue

| Org  | Type of Donations         | Estimated Revenue | Collected | Unrealized Revenue |
|------|---------------------------|-------------------|-----------|--------------------|
| 9181 | Pooled Earnings           | 0                 | 1,246     | (1,246)            |
| 9965 | Donations                 | 150,000           | 139,665   | 10,335             |
| 9965 | Spay/Neuter Fee Donations | 0                 | 91,210    | (91,210)           |
| 9966 | Grants                    | <u>0</u>          | <u>0</u>  | <u>0</u>           |
|      | Totals:                   | \$150,000         | \$232,121 | \$(82,121)         |

The key factors that affected the FY 2020/21 ABF budget were:

1. Underutilization of community partners spay/neuter contracts, due to impacts of COVID-19 on availability of medical supplies and the State of California's Veterinary Medical Board (CVMB) recommendations identifying spay/neuter (S/N) and specialty care services as non-essential veterinary medical services.
2. The Department did not meet its donation revenue goal estimated at \$150,000 but collected close to \$140,000 in actual donations for FY 2020/21. We believe the ABF donations decreased because of the financial hardships our community faced during COVID-19. We do expect to receive a higher donation pool in FY 2021/22.
3. In January 2020, the Department implemented the \$10 donation for each "unaltered" animal license sold. These donations are allocated specifically for the Spay and Neuter Program. The Department received \$91,210 towards these services. This program has allowed us to exceed our prior donation totals by \$100,000.

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

ACCEPT the 2020/21 Animal Benefit Fund Department Report.

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

No fiscal impact. This is an informational report with recommendations that will not affect the amount of funds allocated for animal services and programs, but rather how donated funds can be expended.

---

## **Attachments**

Animal Benefit Fund Presentation

ARCHIVED DOCUMENT: April 2016 Board Order Expanding Animal Benefit Fund Program

## **Minutes Attachments**

*No file(s) attached.*

---



# CONTRA COSTA COUNTY ANIMAL SERVICES

## *ANIMAL SERVICES FY2020/2021 ANIMAL BENEFIT FUND PRESENTATION*



OCTOBER 11, 2021

# The Animal Benefit Fund (ABF)

The ABF was established by the Contra Costa Board of Supervisors in 1988 as a way to accept donations from compassionate individuals who want to help our shelter animals. All funds are used to enhance the care and well-being of animals in our shelters and to enhance programs of humane welfare and education for the residents of Contra Costa County. In FY 20/21, ABF funds were allocated to a range of projects and focused on three primary funding areas:

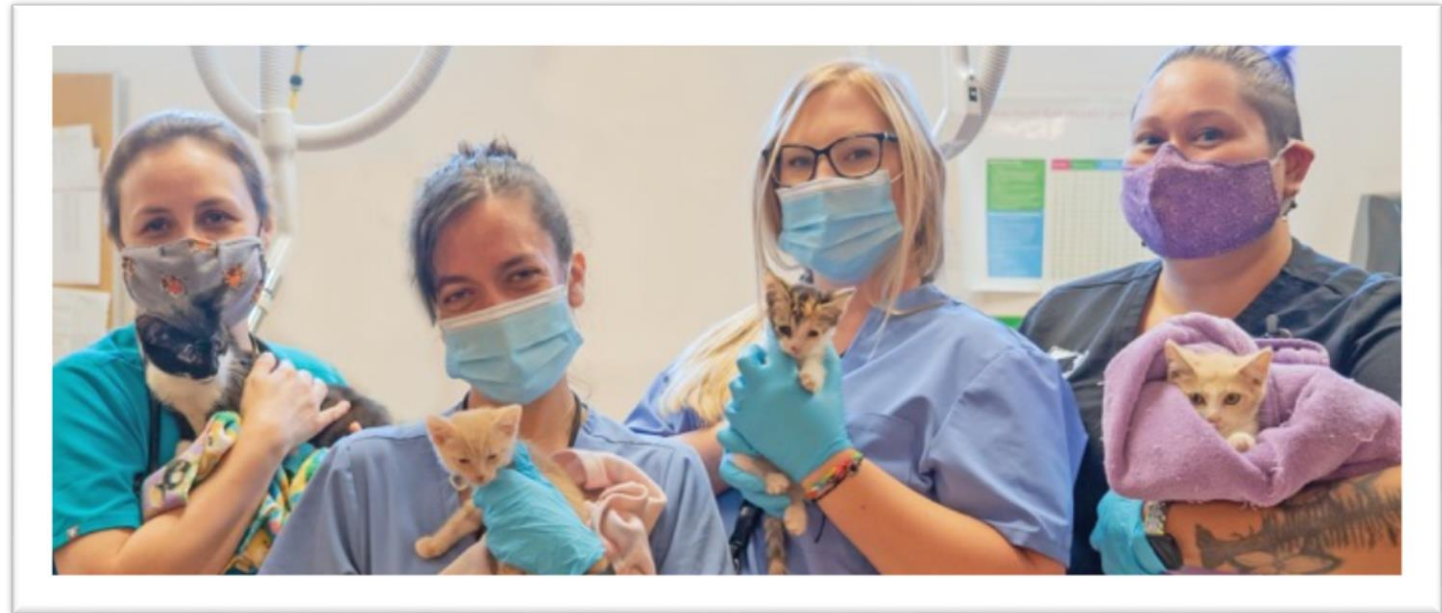
- **Medical Assistance (Panda's Gift)**
- **Spay & Neuter Assistance**
- **Pet Retention**



# Panda's Gift (Medical Assistance)

**The Panda's Gift Program was created to provide medical services to animals in need that have conditions beyond CCAS' ability to treat.**

**In FY 20/21, Panda Funds were utilized to help treat numerous pets and a variety of medical conditions, including orthopedic injuries, severe skin conditions and mass biopsies and removals.**



**CCAS also worked closely with volunteers and nonprofit groups to expand fundraising efforts to benefit sick and injured animals at CCAS, which has allowed us to help even more pets with advanced medical needs than we were previously capable of managing.**

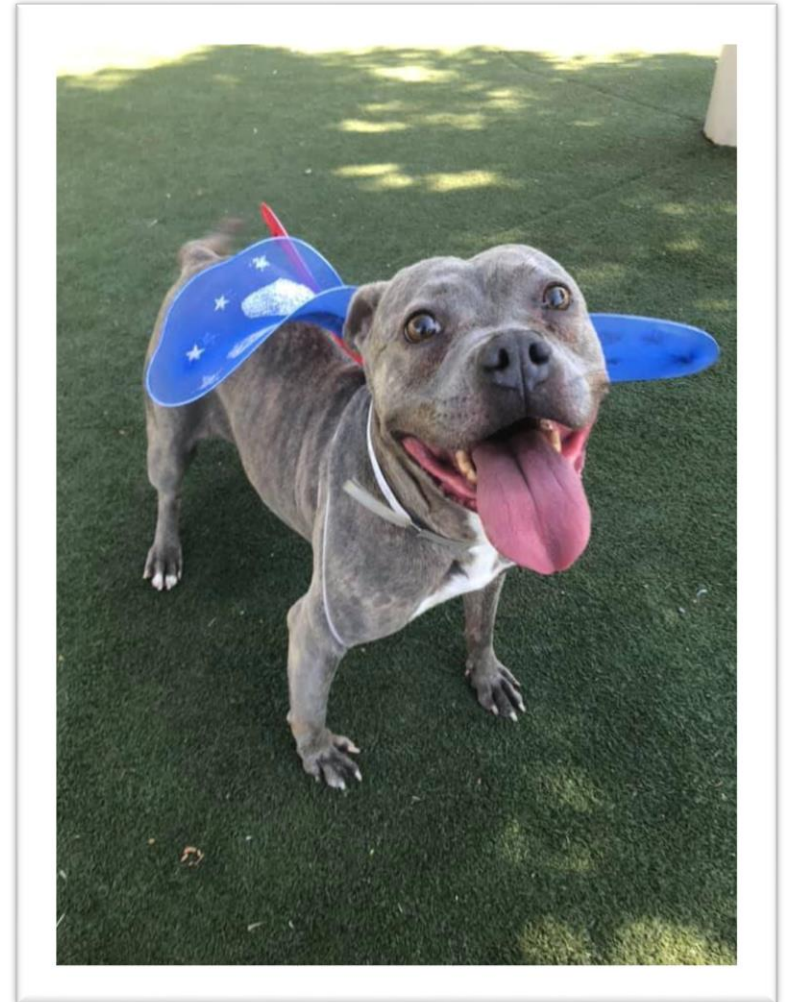
# Panda's Gift (Medical Assistance)

**“May” was surrendered to the shelter due to a serious injury to her leg and her owner was not able to provide the needed surgical care.**

**CCAS veterinarians were able to diagnose May with a cranial cruciate ligament tear. We also found that she had several concerning small masses on her belly.**

**Utilizing funding from the Panda's Gift Fund, CCAS was able to partner with a local surgeon in Contra Costa County to get her the specialized surgery she needed to stabilize her knee and remove the masses on her belly.**

*One of our longest shelter residents, May was adopted into her forever home after receiving the medical care she needed thanks to the Panda's Gift Fund.*

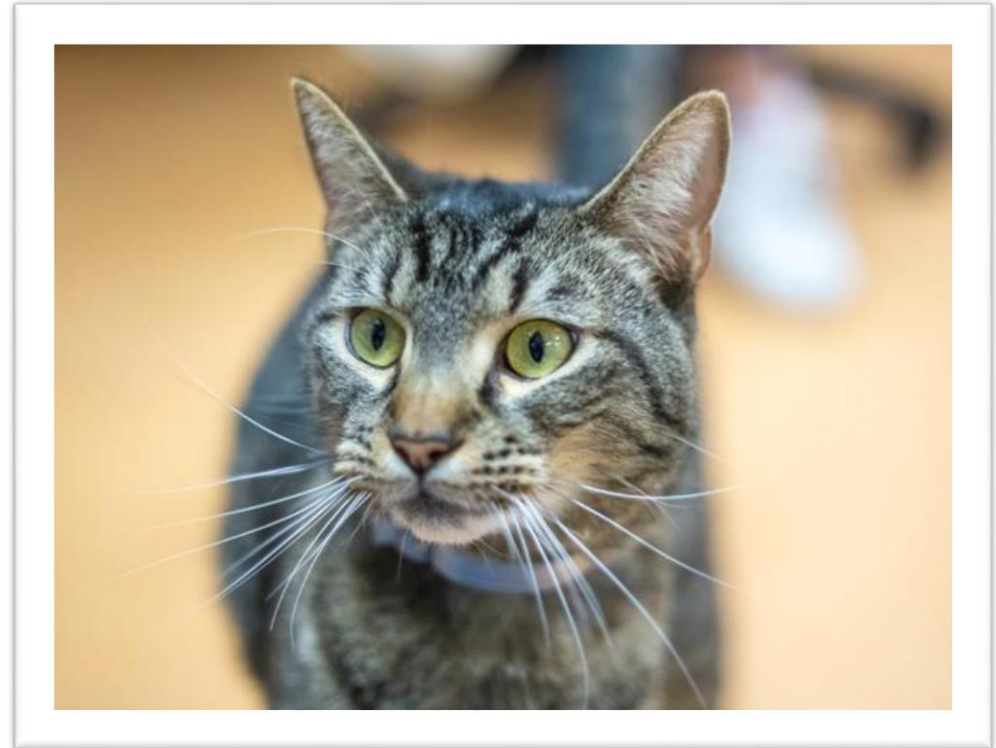


# Panda's Gift (Medical Assistance)

**“Hiccup” was a cat that came to CCAS and was found to have a very unusual skin problem on his belly.**

**With the help of the Animal Benefit Fund, we were able to send biopsies out to the dermatopathology department at UC Davis to enable us to create an appropriate treatment plan.**

**Hiccup was pulled by CCAS rescue partner, Super Furiends, who continued Hiccup's care and adopted him into his forever home!**



*Hiccup's looking good after getting the care he needed.*

# Spay & Neuter Assistance

**The Spay/Neuter Assistance Program was created to increase opportunities for low-cost spay and neuter services in Contra Costa County.**

**Working with our collaborative partners Fix Our Ferals, Paw Fund, Cat Support Network and Pawsitively SAFE, ABF funds were utilized to support low-cost spay and neuter surgeries across the County through local clinics, Trap, Neuter, Release (TNR) programs, and mobile spay/neuter events.**

*(Photos: Abandoned kittens from Oakley that were rescued, altered and vaccinated by Pawsitively Safe)*



# Spay & Neuter Assistance

In FY 20/21, CCAS partner Fix Our Ferals utilized ABF funding to provide free and low-cost spay and neuter services to 58 community cats, 76 pet cats, and 7 pet dogs. Every animal also received vaccines, microchips, and flea medication, if needed, to ensure they can live their happiest and healthiest lives.

Fix Our Ferals also used ABF funding to treat three cats for Scabies, 13 cats for tapeworms, and one dog with a mass removal.

Instead of the misguided but common refrain of “You shouldn’t have an animal if you can’t afford it!” Fix Our Ferals prefers to say, “Let us help you afford your animal.” With support from Contra Costa Animal Services and the Animal Benefit Fund, Fix Our Ferals is able to realize that vision to help the animals and families of Contra Costa County receive the veterinary care they deserve.

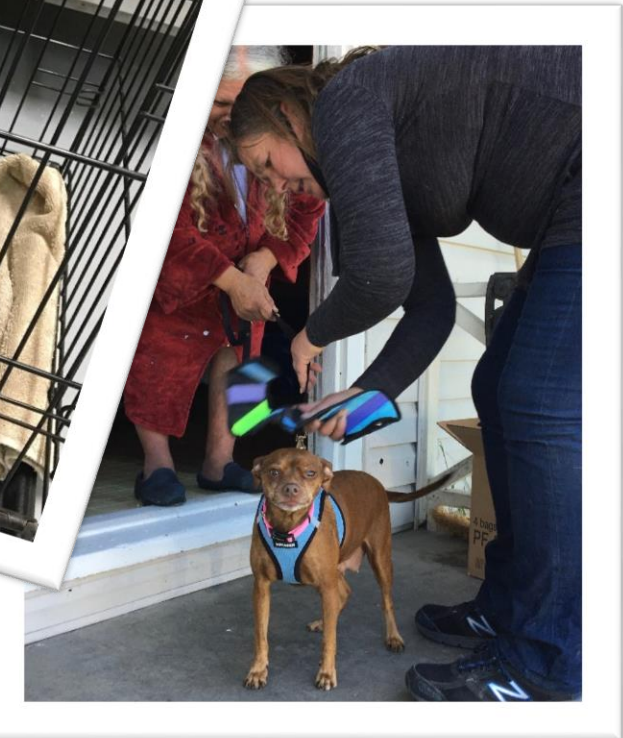


*Jack the cat and Bendy the dog, two recipients of Fix Our Ferals' assistance program.*

# Spay & Neuter Assistance

**During fiscal year 2020-2021, PAW Fund utilized ABF Spay & Neuter Assistance funds to spay and neuter more than 300 pets belonging to the most in need residents in Contra Costa County through free or low-cost spay and neuter clinics.**

**Most of the pets helped belong to homeless, low income and fixed income pet owners - including veterans, seniors, and the disabled - as well as many families for whom the burden of having too many animals became overwhelming.**



*Girl Girl is a chihuahua who had given birth every year for four years in Aitchison Village in Richmond. PAW FUND was able to help the owners get this cute girl spayed, vaccinated and microchipped to ensure that she is healthy and no longer able to breed. PAW FUND was also able to successfully find loving homes for all of the puppies in her latest litter*



# Spay & Neuter Assistance

**In FY 20/21, Pawsitively S.A.F.E. utilized ABF funding to spay and neuter over 850 cats and kittens in Contra Costa County!**

**In addition to the spay and neuter assistance they provide, this past year, Pawsitively S.A.F.E. was able to help many communities in Contra Costa County address community cat overpopulation issues, including in homeless encampments, shopping centers and a very interesting case of feral Siamese cats at the Del Taco location in Pittsburg.**

*Thanks to Pawsitively S.A.F.E. and the Animal Benefit fund, these cute kittens have been spayed or neutered and vaccinated.*



# Pet Retention

**The CCAS Pet Retention Program was created to assist Contra Costa County residents who want to keep their pets out of the shelter and at home where they belong.**

**The program focuses on providing resources and assistance, such as free or low-cost spay/neuter surgeries, vaccinations, temporary boarding and much more, to County residents who are at risk of surrendering their pet. During FY 20/21, the Pet Retention Program was able to help County residents keep pets out of the shelter and in safe, loving homes.**

**The real measure of the Pet Retention Program's success can be found in the stories, photos and thank you cards we receive from people whom we've helped keep their pet in their family.**



# Pet Retention

**“Daisy” came to our shelter as a young kitten. She had a birth defect to her hind leg that caused part of her leg to be missing. After adoption, as she grew, it was determined by the owner’s vet that the limb needed to be fully amputated due to discomfort.**

**The owner reluctantly submitted a surrender request to the CCAS Pet Retention Program, as she was unable to pay for the procedure at her own vet. Through our Pet Retention Program, and in partnership with the East Bay SPCA’s Humane Advocacy Program, Daisy was able to receive the surgery she needed and remains happily in her home with her family.**



*Daisy then and now*



# Pet Retention

**“Pablo” is a dog that had a broken front leg which was not immediately treated. The owners wanted to keep him, but they did not have the funds to get him examined or treated. Pablo’s leg required an amputation, which can often be a costly procedure. They contacted the CCAS Pet Retention Program in hopes of receiving assistance to ensure Pablo would get the care he needed and be able to stay in their home.**

**The CCAS Pet Retention Program, in partnership with East Bay SPCA’s Humane Advocacy Program, was able to ensure Pablo received the care and treatments he needed.**

**Today, Pablo remains in his home with his family, where he enjoys endless snuggles and companionship.**



# What Our Partners Say

*“We committed long ago not to turn away any cat or dog we have the ability to treat, regardless of the owner’s ability to pay. Instead of the misguided but sadly common refrain of ‘You shouldn’t have an animal if you can’t afford it!’ we say, ‘Let us help you afford your animal.’ Thanks to Contra Costa Animal Services, we’re glad to help both the animals and families of Contra Costa receive the veterinary care they deserve.”*

*- Dr. Jean Goh, Fix Our Ferals*

*“We very much appreciate the subsidy assistance from Contra Costa County. The cost of our spay and neuter program, with the administration and outreach costs, as well as the veterinary costs is the largest program expenditure for PAW Fund. The subsidy truly enables us to focus on the tremendous impacts and outcomes we see and takes just a bit of pressure off.”*

*- Jill Posener, PAW Fund Executive Director*

*“We are grateful that the Animal Benefit Fund has provided significant resources toward our efforts.”*

*- Pawsitively S.A.F.E. Executive Director, Julie Rasmussen*

# Thank You To Our Donors!

Over the last year, the Animal Benefit Fund has allowed CCAS to put ideas into action, the results of which were highlighted in this presentation.

To our donors, we say, “Thank You” for believing in us and for providing us the tools necessary to impact and touch even more lives.

CCAS is grateful for each and every contribution, funding that has allowed us to save and transform lives in ways we could have never imagined. We simply could not do this without you!



# Questions



Contra  
Costa  
County

To: Board of Supervisors  
From: INTERNAL OPERATIONS COMMITTEE  
Date: April 19, 2016

Subject: ANIMAL BENEFIT FUND

---

**RECOMMENDATION(S):**

1. ACCEPT report from the Animal Services Director on the Animal Benefit Fund;
2. CONSIDER recommendations of the Animal Services Director and PROVIDE direction to staff regarding next steps:
  - authorize the Animal Services Director to accept any monetary donation, gift, bequest, or devise made to or in favor of the Contra Costa County Animal Services Department as allowed under Government Code section 25355 (*NOTE: County policy requires Department Heads to notify the CAO regarding donations exceeding \$1,000 and obtain Board of Supervisors approval for donations exceeding \$10,000*);
  - approve the continued use of the Animal Benefit Fund;
  - establish new programs that receive assistance under that Fund;
  - authorize the Animal Services Director to solicit donations for the benefit of shelter animals;
  - direct the Animal Services Director to file a report with the Board of Supervisors every quarter that describes the source and value of each gift; and

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **04/19/2016**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Mary N. Piepho, 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: April 19, 2016

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

By: Stephanie Mello, Deputy

Contact: Beth Ward (925)  
335-8370



- direct the Animal Services Director to submit a report annually to the Internal Operations Committee regarding the impact of the Animal Benefit fund on our community animals and families.

ARCHIVED DOCUMENT

RECOMMENDATION(S): (CONTD)

>

FISCAL IMPACT:

No impact to the General Fund. The Animal Benefit Fund is the repository for community donations that help to fund unmet needs of animals impounded at County shelters. The Animal Services Department anticipates that approximately \$150,000 will be received annually in donations. This estimate is based on the amount of donations received by the animal shelter over the last 3 years.

BACKGROUND:

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. As part of budget deliberations, the Board directed staff to include a review of the Animal Benefit Fund to a Board Standing Committee for further review.

On May 12, 2015, the Board of Supervisors adopted the fiscal year 2015/16 budget. Included in the Board's action was the formal referral of this issue to the Internal Operations Committee.

On September 14, 2015, the CAO reported to the IOC on the history of the Animal Benefit Fund (**report attached hereto for reference**). With the retirement of former Animal Services Director Glenn Howell, further study on this referral was suspended until the new department director, Beth Ward, could review the history and provide input and advice to the Committee. Following is the report and recommendations presented Ms. Ward to the Internal Operations Committee, and which the IOC approved, on March 28, 2016.

I. BACKGROUND ON THE CONTRA COSTA COUNTY ANIMAL SHELTER

The Contra Costa County Animal Shelter (CCCAS) receives approximately 12,000 live domestic and livestock animals annually. CCCAS' budget is designed to cover the basic needs of incoming stray, abandoned, and homeless animals and our County licensing and field services departments. The basic needs include food, prophylactic medical care (spay/neutering), antibiotics and general veterinary supplies, emergency veterinary treatment, sterilization, microchips, and collars/travel boxes for animals.

As an open-door agency, the CCCAS accepts animals suffering from medical or behavioral conditions that while treatable, may initially disqualify the animal from placement into a new home. CCCAS' operating budget is currently not designed to fund extended medical rehabilitation for injured/ill animals, behavior management, foster care supplies for orphaned animals, supplies designed to enhance animal enrichment in the shelter environment, or marketing and outreach efforts aimed at increasing adoptions.

II. THE ESTABLISHMENT OF THE ANIMAL BENEFIT FUND

In 1988, the CCCAS created the Animal Benefit Fund. The original purpose of the Animal Benefit Fund was to allow the Animal Services Department to receive donations from individuals, animal welfare organizations and businesses, to support animal health and welfare projects that are not funded by departmental or general County revenue. Since the creation of the Animal Benefit Fund, monetary contributions and donations for services and supplies for animal welfare have provided for unfunded needs of the animals impounded in CCCAS. These donations have come in the form of grants or "soft ask" gifts over the counter or from our website.

III. PROPOSAL TO EXPAND THE 1988 AUTHORIZATION

In order to increase our ability to create more funding opportunities and clarity around how funds will be used, the CCCAS is requesting that the Board increase the authority of the Animal Services Director to accept any monetary donation, gift, bequest, or devise made to or in favor of the Contra Costa County Animal Services Department as allowed under Government Code section 25355, approve the continued use of the Animal Benefit Fund, establish new programs that receive assistance under that Fund, authorize the Animal Services Director to solicit donations for the benefit of shelter animals, and require the Animal Services Director to provide an annual report to the Internal Operations Committee.

The following are the program descriptions:

**Animal Benefit Fund:** Animals have a variety of needs, and CCCAS does not always have the funds to address those needs. The Animal Benefit Fund may be used for such needs as medical treatment of a sick/injured dog, orthopedic repair for a damaged limb, veterinary diagnostic tests, kennel enrichment in the form of toys and beds, upgraded dog training supplies for volunteers such as training collars/harnesses, nutritional supplies for orphaned puppies and kittens, print or radio advertising to promote adoptions, and spay/neuter efforts. In addition to monetary donations to the Animal Benefit Fund, wish lists, in-kind gifts, Amazon Smile gifts, and gift cards to pet stores, home improvement stores, and other big box stores can also help us with these needs.

The Animal Benefit Fund would support the following seven new programs:

**(1) Panda's Gift Program:** This program is for emergency vet care and goes to help animals like Panda, a dog who was brought to us in distress, in labor with a deceased puppy stuck inside, an old injury to her left eye and in overall poor condition. Our medical team acted quickly, rushing her into surgery, removed the puppy from the birth canal, performed an Ovariohysterectomy, and did a third eyelid flap to protect her injured eye. Panda quickly recovered from her surgery and acted like a new pup, snuggling with her foster family and learning what it felt like to be safe and loved. A family met and fell in love with Panda and took her home to join their household. Without donations to this fund, happy endings like Panda's would not be possible.

**(2) Education Program:** This program is to help pet owners resolve behavioral problems that might cause them to give up their pet, to help shelter animals with behavioral issues that might keep them from being easily adopted, and to create education programs for school age children. CCCAS will be creating a program where local trainers will work with pet owners, shelter dogs, volunteers and foster homes on reducing various behavioral problems, resulting in fewer surrenders and more successful adoptions. This program can also help to support humane education in our communities.

**(3) Shelter Intervention Program:** Often times families get into a crisis situation where they turn to surrendering their pet to a shelter. Our intervention program would help to provide resources to keep animals in their homes. Examples of intervention tools: spay/neuter, behavior/training assistance, and grooming.

**(4) Transfer Partner Assistance Program:** This program would provide support to our smaller transfer partners, who help save the lives of animals with medical concerns or basic Spay/Neuter support for animals pulled from CCASD.

**(5) Spay and Neuter Program:** This program would make spay and neuter more affordable and accessible in our County by establishing a donation subsidized voucher program to provide free or low cost spay/neuter surgeries in collaboration with local veterinarians.

**(6) Pets for Seniors Program:** A pet is sometimes the only companion our community's elders have, and the health and psychological benefits of having a pet are well-documented. This program pays a portion of the adoption fee for qualifying seniors, allowing them to use the money they saved to help pay for the initial items necessary for keeping a pet. This program may also be used to help seniors on limited incomes to keep animals in their lives when they may have had to give up their furry companion due to lack of money for basic daily needs or medical concerns.

**(7) Discounted Adoption Program:** Sometimes, we are critically full of pets waiting for new homes. Rather than euthanize healthy adoptable or treatable animals, CCCAS discounts the adoption of pets to give people even more of an incentive to adopt. CCCAS also participates in national adoption events, promoting the placement of shelter animals. We are only able to offer reduced-fee adoptions when we have donated funding available.

#### IV. OTHER PROPOSALS COVERED IN THE EXPANDED AUTHORIZATION

In addition to approving the formation of the new programs described above, the expanded authorization would delegate to the Animal Services Director the power to accept any gift, bequest, or devise made for the benefit of animals in the shelter through programs such as a car donation and planned giving programs pursuant to Government Code section 25355. In keeping with this code section, the Director will file a report with the Board every quarter that describes the source and value of each gift. An annual report will also be provided that shares the impact of the Animal Benefit fund on our community animals and families. As is required by statute, any gifted funds or assets will be used for those purposes as are prescribed in the terms of the gift, bequest, or devise. The monies in these funds are not intended to replace General Funds, rather they are intended to supplement and enhance our care for animals and support of the public.

CCCAS is also requesting that the Director be authorized to solicit monetary contributions through methods such as request forms included in dog license mailing, website information, and adopters and owners surrendering pets being given the opportunity to assist other shelter animals by contributing at the time of their transaction. Donations will be tax-deductible and acknowledged in writing to the donor.

Gifts by donors may be designated directly to a specific gift fund or program. Gifts received with no instruction as to the use for a specific area or program or funds donated for "general animal welfare" will be considered as part of the general Animal Benefit Fund. Monies raised through in-house donations, and/or general fund raising activities shall be considered undesignated gift funds.

The Director will utilize these funds in a manner that is consistent with the specific purpose for which they were donated. It is also important to recognize that these are donated funds and as such the use of the funds to pay businesses, organizations and fund voucher programs for various services to support the CCCASD programs would not be considered "gifts of County funds".

Each year, the Director will recommend expenditures from the Animal Benefit Fund through the budgetary process. Grants and designated funds shall be expended according to the grant or designated gift. Designated balances of \$50 or less will be rolled back into the undesignated gift funds.

Should the CCCAS wish to expend more than \$25,000 per purchase order, CCCAS must submit a request in writing for approval by the Board of Supervisors.

The CCCAS anticipates that approximately \$150,000 will be received annually in donations. This estimate is based on the amount of donations received by the animal shelter over the last 3 years.

ATTACHMENTS

Public Comment Received at the 3/28/16 IOC Meeting

9/14/15 Archived Report to IOC on the Animal Benefit Fund

ARCHIVED DOCUMENT