

CALENDAR FOR THE BOARD OF SUPERVISORS  
**CONTRA COSTA COUNTY**  
AND FOR SPECIAL DISTRICTS, AGENCIES, AND AUTHORITIES GOVERNED BY THE BOARD  
**BOARD CHAMBERS, ADMINISTRATION BUILDING, 1025 ESCOBAR STREET**  
**MARTINEZ, CALIFORNIA 94553-1229**

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

**MONICA NINO**, CLERK OF THE BOARD AND COUNTY ADMINISTRATOR, (925) 655-2075

PERSONS WHO WISH TO ADDRESS THE BOARD DURING PUBLIC COMMENT OR WITH RESPECT TO AN ITEM THAT IS ON THE AGENDA, MAY BE LIMITED TO TWO (2) MINUTES.  
A LUNCH BREAK MAY BE CALLED AT THE DISCRETION OF THE BOARD CHAIR.

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Persons who wish to address the board during public comment or with respect to an item on the agenda may comment in person or may call in during the meeting by dialing **888-278-0254** followed by the access code **843298#**. A caller should indicate they wish to speak on an agenda item, by pushing "#2" on their phone. Access via Zoom is also available using the following link: <https://cccouny-us.zoom.us/j/87344719204>. Those participating via Zoom should indicate they wish to speak on an agenda item by using the "raise your hand" feature in the Zoom app. To provide contact information, please contact Clerk of the Board at [clerkoftheboard@cob.cccouny.us](mailto:clerkoftheboard@cob.cccouny.us) or call 925-655-2000.

Meetings of the Board are closed-captioned in real time. Public comment generally will be limited to two minutes. Your patience is appreciated. A Spanish language interpreter is available to assist Spanish-speaking callers.

A lunch break or closed session may be called at the discretion of the Board Chair.

Staff reports related to open session items on the agenda are also accessible online at [www.contracosta.ca.gov](http://www.contracosta.ca.gov).

**ANNOTATED AGENDA & MINUTES**  
**August 9, 2022**

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

**Closed Session**

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

1. Agency Negotiators: Monica Nino.

Employee Organizations: Public Employees Union, Local 1; AFSCME Locals 512 and 2700; California Nurses Assn.; SEIU Locals 1021 and 2015; District Attorney Investigators' Assn.; Deputy Sheriffs Assn.; United Prof. Firefighters I.A.F.F., Local 1230; Physicians' & Dentists' Org. of Contra Costa; Western Council of Engineers; United Chief Officers Assn.; Contra Costa County Defenders Assn.; Contra Costa County Deputy District Attorneys' Assn.; Prof. & Tech. Engineers IFPTE, Local 21; and Teamsters Local 856.

2. Agency Negotiators: Monica Nino.

Unrepresented Employees: All unrepresented employees.

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

1. *Kenneth Hutton v. Contra Costa County*, WCAB No. ADJ13947162

C. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION

Initiation of litigation pursuant to Gov. Code, § 54956.9(d)(4): [One potential case]

D. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Gov. Code, § 54956.9(d)(2): [One potential case.]

**Inspirational Thought-** *"This is a wonderful day. I've never seen this one before."* ~Maya Angelou

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

Staff Present: Monica Nino, County Administrator  
Mary Ann McNett Mason, County Counsel

**By unanimous vote with all Supervisors present the Board AUTHORIZED the County to file an amicus brief in the case of DeSantis v. the United States Government.**

**CONSIDER CONSENT ITEMS** (Items listed as C.1 through C.65 on the following agenda) – Items are subject to removal from Consent Calendar by request of any Supervisor or on request for discussion by a member of the public. **Items removed from the Consent Calendar will be considered with the Discussion Items.**

**DISCUSSION ITEMS**

**D.1** CONSIDER waiving the 180-day sit-out period for James Stein, retired County Surveyor in the Public Works Department, FIND that the appointment of Mr. Stein is necessary to provide staff augmentation and support in the Public Works Department; and APPROVE and AUTHORIZE the hiring of Mr. Stein as a temporary employee for the period August 22, 2022 through June 30, 2023. (Brian M. Balbas, Public Works Director)

**Speakers: No name given.**

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

**D.2** CONSIDER accepting an update on the topic of Sheriff oversight, approving a regular reporting structure, and PROVIDE direction to staff. (Paul Reyes, Senior Deputy County Administrator & David Livingston, Sheriff-Coroner)

**Speakers: Caller 6770; No name given; Katherine Wally, Walnut Creek; Patricia Aguilar, ACCE; Theresa, Danville; Elsa; Elaine; Marilyn Hoff, Pinole; Gigi Crowder, Executive Director NAMI; Carol; Stephanie; Melvin Willis, Racial Justice Coalition; Jan Warren, Walnut Creek; Latanya Little, co-founder of Freed for Equity and Diversity (FREED); Karen Beck, Danville; Phil Arnold; Kate, El Sobrante; Doug Leich, Multifaith Action Coalition; Kimberly Gilando, Immigrants Rights Alliance; Andrew; Elsie Mills, Showing Up for Justice (SURJ); Michael Pearson, Racial Justice Coalition; Stephen Beck, Danville; Elder Desiree; Ogie Strogatz, SURJ; Cheryl. Written commentary provided by: Courtney Coon; Veronica Benjamin, Conscious Contra Costa; Elsa Stevens, ACCE; Jeff Macdonald; Stephanie Taddeo; Doug Leich, Multi Faith Action Coalition (attached).**

**ACCEPTED the report; APPROVED implementation of a quarterly Oversight Report to the Board of Supervisors as recommended and outlined by the Public Protection Committee; DIRECTED the meeting quarterly report be public and televised; REQUESTED a set schedule for the presentation of the reports as soon as is practicable.**



**D.3** RECEIVE a report on the Head Start Program Performance Summary from the Employment & Human Services Department and AUTHORIZE the Board Chair to approve and sign the Quality Improvement Plan. (Marla Stuart, Employment and Human Services Director)

**Speakers: No Name Given; Caller 6770.**

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

**D.4** ACCEPT update on COVID-19 and briefing on Monkeypox; and PROVIDE direction to staff. (Erika Jenssen, Deputy Director and Dr.Ori Tzvieli, Public Health Officer)

**Speakers: No Name Given; Caller 6770.**

**ACCEPTED the oral report.**

**D. 5** CONSIDER Consent Items previously removed.

**There were no consent items removed for discussion.**

**D. 6** PUBLIC COMMENT (2 Minutes/Speaker)

**Barbara urged the Board to hear their constituents and acknowledge the need and benefits of an African-American Wellness Center for healing of the community;**

**Dana, East Bay Alliance for a Sustainable Economy, said that since May the organization has begun a court watching program to witness what is happening with unlawful detainers. She notes that only 13% of tenants in eviction court have access to a lawyer while 87% of landlords do. She calls attention to the impending humanitarian crisis surrounding evictions;**

**Phillip Arnold, spoke on the challenges of the next school year, in light of the mental health of the students in times of a pandemic, school shootings and notes the need for community wellness resources. He hopes for children to learn in a place of safety;**

**Elder Desiree, 40 Voices for Wellness, spoke on the need for a wellness hub for African-American residents of the county;**

**Wanda Johnson, said she is concerned that members of the community are not receiving all the health resources they need, in a holistic manner. She supports the formation of a wellness center for African Americans;**

**Linda thanked the Board for it's efforts to support mental health measures in Contra Costa. She notes the national 988 suicide hotline number was implemented in July and that the Miles Hall Suicide Prevention act is headed for passage at the end of August. She also fully supports the creation of an African American wellness hub;**

**Anthony, West Contra Costa County, posed questions about the possibility of simplifying the processes for the public to participate in Board meetings;**

**Gigi Crowder, 40 Voices for Wellness,observed that an African American wellness hub would be a holistic approach not limited to mental health services but also touching on education, opportunity and medical services;**

**Caller 6770 commented on the scope of what the 40 Voices for a holistic wellness center would encompass in such a large county, possibly needing as many as 5 physical locations. He believes the cost of such a venture would be excessive, especially in conjunction with the amount of funding the County already**

provides for mental health services. He further commented on crimes of people of color against each other and claimed that there is ample opportunity for employment even for those who do not speak English;

No Name Given spoke in favor of a wellness center for African Americans in Contra Costa;

Alfonso 40 Voices for Wellness is an educator in Antioch. He believes that the education component to a holistic healing center is vitally important going forward;

La Tanya, 40 Voices for Wellness, spoke on economic toll of Covid 19, the economic impacts and the loss of immediated family, close friends or someone in the community;

Rachel, summer intern in District IV, spoke on the upcoming fall internship program, noting that the application due date is August 15, 11:59 p.m., the application can be found online;

Ashkon, Modharei spoke the great opportunities for interns at the County and encouraged people to apply;

Abby believes that funding for an African-American Wellness Center is not out of reach and would like to work with the Supervisors on that. She also is very disappointed at the continued helessness situation and that there is no coordination iwth the state or cities to prevent sweeps of the unhoused.

#### **D. 7 CONSIDER reports of Board members.**

Supervisor Andersen reported that the Danville Little League won the international World Series;

Supervisor Burgis noted that last weekend Alhambra High School had its Decades Reunion at which the oldest attendee was from the class of 1940;

Supervisor Glover thanked the many generous people county wide who participated in the various back-to-school backpack programs for the students;

Chair Mitchoff announced that on October 4, 2022 the Board will be the opening of the time capsule for the 651 Pine Street County Admininstration building and entombing a time capsule for the new building here at 1025 Escobar.

Closed Session

*ADJOURN*

Adjourned today's meeting at 1:38 p.m.

#### **CONSENT ITEMS**

##### **Road and Transportation**

**C. 1** ADOPT Resolution No. 2022/265 approving and authorizing the Public Works Director, or designee, to fully close a portion of Hillgrade Avenue between Lunada Lane and Crest Avenue, from 8:00 a.m. to 3:00 p.m. on both September 20, 2022 and September 21, 2022, for the purpose of replacing a pole and installing a switch, Alamo area. (No fiscal impact)

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

**C. 2** ACCEPT the 2022 Semi-Annual Report of Real Estate Acquisition Acceptances dated January 1, 2022 through June 30, 2022, approved by the Public Works Director as submitted, San Pablo, Danville, North Richmond, and Pittsburg areas. (No fiscal impact)

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

**C. 3** AUTHORIZE the Public Works Director, or designee, to advertise for the 2023 Street Sweeping Services Contract, to provide routine street sweeping services for curbed streets within unincorporated Contra Costa County, Countywide. (100% Local Road Funds)

**Speaker: No name given.**

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

**C. 4** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with Dokken Engineering in an amount not to exceed \$800,000 to provide on-call civil engineering services for the period August 9, 2022 through August 9, 2025, Countywide. (100% Local Road and Flood Control Funds)

**Speaker: No name given.**

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

**C. 5** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with Wood Rodgers, Inc., in an amount not to exceed \$800,000 to provide on-call civil engineering services for the period August 9, 2022 through August 9, 2025, Countywide. (100% Local Road and Flood Control Funds)

**Speaker: No name given.**

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

**C. 6** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with Quincy Engineering, Incorporated in an amount not to exceed \$800,000 to provide on-call civil engineering services for the period August 9, 2022 through August 9, 2025, Countywide. (100% Local Road and Flood Control Funds)

**Speaker: No name given.**

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

**C. 7** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with HDR Engineering, Inc., in an amount not to exceed \$800,000 to provide on-call civil engineering services for the period August 9, 2022 through August 9, 2025, Countywide. (100% Local Road and Flood Control Funds)

**Speaker: No name given.**

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

**C. 8** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with Dewberry Engineers Inc., in an amount not to exceed \$800,000 to provide on-call civil engineering services for the period August 9, 2022 through August 9, 2025, Countywide. (100% Local Road and Flood Control Funds)

**Speaker: No name given.**

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

**C. 9** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with Nichols Consulting Engineers, CHTD. (dba NCE) in an amount not to exceed \$800,000 to provide on-call civil engineering services for the period August 9, 2022 through August 9, 2025, Countywide. (100% Local Road and Flood Control Funds)

**Speaker: No name given.**

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

**C. 10** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with Mark Thomas & Company, Inc., in an amount not to exceed \$800,000 to provide on-call civil engineering services for the period August 9, 2022 through August 9, 2025, Countywide. (100% Local Road and Flood Control Funds)

**Speaker: No name given.**

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

**C. 11** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with Biggs Cardosa Associates, Inc., in an amount not to exceed \$800,000 to provide on-call structural engineering services for the period August 9, 2022 through August 16, 2025, Countywide. (100% Local Road and Flood Control Funds)

**Speaker: No name given.**

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

**C. 12** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with AECOM Technical Services, Inc., in an amount not to exceed \$800,000 to provide on-call civil engineering services for the period August 9, 2022 through August 9, 2025, Countywide. (100% Local Road and Flood Control Funds)

**Speaker: No name given.**

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

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

**C. 13** Acting as the governing body of the Contra Costa County Flood Control and Water Conservation District, APPROVE and AUTHORIZE the Chief Engineer, or designee, to execute a cooperative agreement to provide funding in the amount of \$20,000 for the Shared Deployment of Precipitation Forecasting System with Sonoma County Water Agency, East Bay Municipal Utility District, Alameda County Flood Control and Water Conservation District, Alameda County Water District, East Bay Dischargers Authority, and Alameda County Flood Control and Water Conservation District - Zone 7 for the term August 9, 2022, to December 31, 2023, Countywide. (100% Flood Control District Funds)

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

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

**C. 14** RECEIVE report concerning the final settlement of Oscar Aranda, Jr. vs. Contra Costa County; and AUTHORIZE payment from the Workers' Compensation Internal Service Fund in an amount not to exceed \$100,000 as recommended by the Director of Risk Management. (100% Workers' Compensation Internal Service Fund)

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

**C. 15** DENY claims filed by Sandy G. Heintz, Brittanie Leaea (2), and State Farm Mutual, a subrogee of Emily Lopez.

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

Other: District II Supervisor Candace Andersen (RECUSE)

### **Statutory Actions**

**C. 16** ACCEPT Board members meeting reports for July 2022.

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

### **Appointments & Resignations**

**C. 17** REAPPOINT Melissa Jacobson to Seat 1, David Yuers to Seat 2, Anthony Geisler to Seat 3, and Carol Jensen to Seat 4 on the Historical Landmarks Advisory Committee for terms ending August 12, 2026, as recommended by Director of Conservation and Development and the Contra Costa County Historical Society.

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

### **Personnel Actions**

**C. 18** ADOPT Position Adjustment Resolution No. 26009 to add three Substance Abuse Counselor (represented) positions in the Health Services Department. (50% General Fund, 50% Youthful Offenders Block Grant)

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

**C. 19** ADOPT Position Adjustment Resolution No. 26004 to add one Network Administrator II (represented) position in the Conservation and Development Department. (100% Land Development Fund)

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

**C. 20** ADOPT Position Adjustment Resolution No. 26008 to increase the hours of one Mental Health Community Support Worker II (represented) position from part-time 36/40 to full-time, in the Health Services Department. (100% Mental Health Services Act)

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

### **Leases**

**C. 21** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a lease with Systron Business Center, LLC, for approximately 23,258 square feet in the building located at 2731 Systron Drive, Suite 250, Concord, for a ten-year term for the Health Services Department – Public Health group, at an initial annual rent of \$652,490 for the first year with annual increases thereafter, plus a share of landlord's operating expenses beginning in 2024. (100% Health Services Health Plan - Enterprise Fund II)

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

**C. 22** APPROVE and AUTHORIZE the County Librarian, or designee, to execute a library lease and service agreement with the City of Clayton to authorize the County's operation of the library located at 6125 Clayton Road in Clayton, as recommended by the Public Works Director. (No fiscal impact)

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

**C. 23** ACCEPT the 2022 Semi Annual Report of Real Estate Delegation of Leases and Licenses dated January 1, 2022 through June 30, 2022, as recommended by the Public Works Director, Countywide. (No fiscal impact)

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

**C. 24** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a lease with Systron Business Center, LLC, for approximately 8,741 square feet in the building located at 2731 Systron Drive, Suite 200, Concord, for a ten-year term for the Health Services Department - Women, Infant, and Children (WIC) group, at an initial annual rent of \$251,741 for the first year with annual increases thereafter, plus a share of landlord's operating expenses beginning in 2024. (100% WIC Program)

**RELISTED to September 13, 2022.**

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

### **Grants & Contracts**

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

**C. 25** APPROVE and AUTHORIZE the Health Services Director, or designee, to accept non-competitive funding from the California Department of Social Services in an amount up to \$4,428,017, to participate in the Community Care Expansion Preservation Funds Program, for the preservation of licensed residential adult and senior care facilities serving applicants or recipients of Supplemental Security Income/State Supplementary Payment or Cash Assistance Program for Immigrants, including those who are experiencing or at risk of homelessness. (100% State; \$323,828 County match)



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

**C. 26** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a revenue agreement with the California Department of Education to accept funding in an amount not to exceed \$16,424,131 for State Preschool services for the period July 1, 2022 through June 30, 2023. (100% State)

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

**C. 27** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a revenue agreement with the California Department of Education to accept funding in an amount not to exceed \$27,500 for prekindergarten and family literacy program support services for the period July 1, 2022 through June 30, 2023. (100% State)

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

**C. 28** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with Public Health Foundation Enterprises, Inc. (dba Heluna Health), to extend the term through September 22, 2023 with no change in the amount payable to the County for the provision of Public Health Laboratory Director training and participation in the Continuity of Operations Plan for state-wide COVID emergency testing. (No County match)

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

**C. 29** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to apply for and accept grant funding in an amount up to \$1,449,700 from the California Department of Aging for the Access to Technology Program to provide digital connectivity for older adults and adults with disabilities for the period October 1, 2022 through December 31, 2024. (100% State)

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

**C. 30** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with Public Health Foundation Enterprises, Inc., (dba Heluna Health), to extend the term through October 31, 2022 for continued COVID-19 and respiratory viral panel testing for the Community Sentinel Surveillance Project with no change to the amount payable to the County. (No County match required)

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

**C. 31** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, on behalf of the Workforce Development Board to apply for and accept the High-Roads Training Partnership grant from the California Workforce Development Board in an amount not to exceed \$1,000,000 to develop and implement an EMT/Paramedic Apprenticeship Program for under-served communities of color, for the period April 1, 2023 through March 31, 2025. (100% Federal)

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

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

**C. 32** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Diablo Valley Pediatric Medical Group, Inc., in an amount not to exceed \$6,000,000 to provide pediatric primary care services to Contra Costa Health Plan members and County recipients for the period September 1, 2022 through August 31, 2025. (100% Contra Costa Health Plan Enterprise Fund II)

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

**C. 33** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute an assignment and assumption of contract and consent with Zeiger Engineering, Inc. and Natron Resources, Inc. (dba Zeiger Engineers, Inc.), for on-call electrical engineering services for various County projects, with no change to the contract term or payment limit, Countywide. (No fiscal impact)

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

**C. 34** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with Skanska USA Building Inc., in an amount not to exceed \$3,000,000 to provide master planning and construction management services for the period August 9, 2022 through August 9, 2027, Martinez area. (100% Measure X Funds)

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

**C. 35** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with LSA Associates, Inc., effective August 12, 2022, to increase the payment limit by \$200,000 to a new payment limit of \$550,000 for on-call environmental services, with no change to the term, Countywide. (45% Flood Control Funds, 45% Local Road and Transportation Funds, 6% Capital Project Funds, 4% Airport Enterprise Funds)

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

**C. 36** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with ICF Jones & Stokes, Inc., effective August 16, 2022, to increase the payment limit by \$200,000 to a new payment limit of \$550,000 for on-call environmental services, with no change to the term, Countywide. (45% Flood Control Funds, 45% Local Road and Transportation Funds, 6% Capital Project Funds, 4% Airport Enterprise Funds)

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

**C. 37** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with HELIX Environmental Planning, Inc., effective August 12, 2022, to increase the payment limit by \$200,000 to a new payment limit of \$550,000 for on-call environmental services, with no change to the term, Countywide. (45% Flood Control Funds, 45% Local Road and Transportation Funds, 6% Capital Project Funds, 4% Airport Enterprise Funds)

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

**C. 38** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a novation contract with We Care Services for Children, in an amount not to exceed \$2,594,050 to provide mental health services for high risk, delayed or severely emotionally disturbed children in Central Contra Costa County for the period July 1, 2022 through June 30, 2023, including a six-month automatic extension through December 31, 2023 in an amount not to exceed \$1,297,025. (50% Federal Medi-Cal, 50% Mental Health Realignment)

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

**C. 39** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a novation contract with La Cheim School, Inc., in an amount not to exceed \$2,826,846 to provide school-based and residential treatment program services and mental health and Therapeutic Behavioral Services to seriously emotionally disturbed youth and their families in West County for the period July 1, 2022 through June 30, 2023, including a six-month automatic extension through December 31, 2023 in an amount not to exceed \$1,413,423. (50% Federal Medi-Cal, 50% Mental Health Realignment)

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

**C. 40** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a novation contract with A Better Way, Inc., in an amount not to exceed \$700,000 to provide mental health services for the period July 1, 2022 through June 30, 2023, including a six-month automatic extension through December 31, 2023 in an amount not to exceed \$350,000. (50% Federal Medi-Cal, 50% Employment and Human Services Department)

**CORRECTED TO READ: APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a novation contract with A Better Way, Inc., in an amount not to exceed \$700,000 to provide mental health services for the period July 1, 2022 through June 30, 2023, including a six-month automatic extension through December 31, 2023 in an amount not to exceed \$350,000. (50% Federal Medi-Cal, 50% Employment and Human Services Department)(50% Federal Medi-Cal, 40% Mental Health Realignment, 10% Measure X)**

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

**C. 41** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a novation contract with Child Therapy Institute of Marin, in an amount not to exceed \$1,200,100 to provide mental health services to seriously emotionally disturbed children and their families in East and West Contra Costa County for the period July 1, 2022 through June 30, 2023, including a six-month automatic extension through December 31, 2023 in an amount not to exceed \$600,050. (50% Federal Medi-Cal, 50% Mental Health Realignment)

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

**C. 42** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a novation contract with Paradise Adolescent Homes, Inc., in an amount not to exceed \$242,000 to provide a Short Term Residential Therapeutic Program for seriously emotionally disturbed youth in Contra Costa County for the period July 1, 2022 through June 30, 2023, including a six-month automatic extension through December 31, 2023 in an amount not to exceed \$121,000. (50% Federal Medi-Cal, 50% Mental Health Realignment)

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

**C. 43** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Brown Miller Communications, Inc., in an amount not to exceed \$275,000 to provide consultation, technical assistance and strategic planning with regard to communications for the period September 1, 2022 through August 31, 2023. (60% Federal emergency funds, 40% Hospital Enterprise Fund I)

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

**C. 44** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a novation contract with Contra Costa Interfaith Transitional Housing, Inc. (dba Hope Solutions), in an amount not to exceed \$466,840 to provide community-based mental health services for seriously emotionally disturbed children and youth for the period July 1, 2022 through June 30, 2023, including a six-month automatic extension through December 31, 2023 in an amount not to exceed \$233,420. (50% Federal Medi-Cal, 50% Mental Health Realignment)

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

**C. 45** APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Public Works Director, a purchase order amendment with Walnut Creek Ford Inc., effective August 1, 2022, to increase the payment limit by \$161,000 to a new payment limit of \$400,000 and extend the term through December 31, 2023, for vehicle parts and accessories, Countywide. (100% Fleet Internal Service Fund)

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

**C. 46** APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Public Works Director, a purchase order amendment with Southern Counties Fuels, effective August 1, 2022, to increase the payment limit by \$650,000 to a new payment limit of \$3,250,000, for fuel, with no change to the term, Countywide. (100% Fleet Internal Service Fund)

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

**C. 47** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with Performance Marine Specialties, Inc., in an amount not to exceed \$450,000 to provide maintenance and repair services of patrol and service boats, for the period August 1, 2022 through July 31, 2025, Countywide. (100% General Fund)

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

**C. 48** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Nicolle Napier-Ionascu PsyD, A Psychological Corporation (dba Diablo Valley Neuropsychology), in an amount not to exceed \$300,000 for neuropsychology testing services at Contra Costa Regional Medical Center and Health Centers for the period August 1, 2022 through July 31, 2025. (100% Hospital Enterprise Fund I)

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

**C. 49** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Health Services Department, a purchase order amendment with AGFA Healthcare Corporation, to increase the payment limit by \$130,252 to a new payment limit of \$260,505 to provide software support services, with no change to the original term. (100% Hospital Enterprise Fund I)

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

**C. 50** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Chief Information Officer, Department of Information Technology, a purchase order with General Datatech, L.P. in an amount not to exceed \$800,000 for the purchase of equipment to upgrade the primary and back-up Palo Alto Networks Firewall units at the County's primary data center. (100% General Fund)

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

**C. 51** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with KAN-DI-KI, LLC (dba TridentCare), in an amount not to exceed \$100,000 to provide on-site diagnostic imaging services at the Martinez Adult Detention Facility and the West County Detention Facility in Richmond for the period September 1, 2022 through August 31, 2025. (100% County General Fund)

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

**C. 52** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a novation contract with Desarrollo Familiar, Inc. (dba Familias Unidas), in an amount not to exceed \$743,116 to provide community-based mental health services for the period July 1, 2022 through June 30, 2023, including a six-month automatic extension through December 31, 2023 in an amount not to exceed \$371,558. (50% Federal Medi-Cal, 50% Mental Health Realignment)

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

**C. 53** APPROVE and AUTHORIZE the Sheriff-Coroner, or designee, to execute a contract with Managed Health Network, in an amount not to exceed \$54,480 to provide counseling services to Sheriff-Coroner employees for the period October 1, 2022 through September 30, 2023. (100% General Fund)

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

**C. 54** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a novation contract with Aspiranet, in an amount not to exceed \$595,950 to provide therapeutic behavioral services for children and young adults with high-risk behavior for the period July 1, 2022 through June 30, 2023, including a six-month automatic extension through December 31, 2023 in an amount not to exceed \$272,975. (50% Federal Medi-Cal, 50% Mental Health Realignment)

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

**C. 55** APPROVE and AUTHORIZE the Sheriff-Coroner, or designee, to execute a purchase order with Cellebrite Inc. in the amount of \$49,134 for the purchase of mobile forensic hardware, software, training, and support for the period July 1, 2022 through June 30, 2025. (100% Sheriff budgeted)

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

**C. 56** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Norman B. Livermore, III, M.D. (dba Norman B. Livermore, III, M.D., F.A.C.S), in an amount not to exceed \$300,000 for orthopedic surgery services for Contra Costa Health Plan members for the period October 1, 2022 through September 30, 2025. (100% Contra Costa Health Plan Enterprise Fund II)

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

**C. 57** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the County Librarian, a purchase order with General Datatech, L.P., in an amount not to exceed \$550,000 for high-speed broadband networking equipment for the period August 15, 2022 through August 14, 2023. (100% California State Library grant, Library Fund)

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

**C. 58** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Taraneh Mostaghasi, M.D., Inc., in an amount not to exceed \$3,300,000 to provide pediatric primary care services to Contra Costa Health Plan members and County recipients for the period September 1, 2022 through August 31, 2025. (100% Contra Costa Health Plan Enterprise Fund II)

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

### **Other Actions**

**C. 59** ADOPT Resolution No. 2022/268 accepting as complete the contracted work performed by GradeTech Inc., for the Ygnacio Valley Library Parking Lot and ADA Improvement Project, as recommended by the Public Works Director, Walnut Creek Area. (No fiscal impact)

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

**C. 60** APPROVE amendments to the List of Designated Positions of the Office of the Sheriff's Conflict of Interest Code, as recommended by the County Counsel.

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

**C. 61** APPROVE and AUTHORIZE the Animal Services Department Director, or designee, to accept the donation of two trailers and supplies from the American Kennel Club Animal Recovery Corporation (AKC Reunite) Canine Support and Relief Fund.

**Speakers: Loreen Lober, Animal Rights Coalition, Contra Costa Animal Services cat working group.**

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

**C. 62** APPROVE and AUTHORIZE the Public Works Director, or designee, to advertise the Miller Wellness Center – Crisis Stabilization Unit, 25 Allen Street, Martinez Project. (100% California Health Facilities Financing Authority)

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

**C. 63** APPROVE and AUTHORIZE the County Librarian, or designee, to close the Kensington Library from August 29, 2022 until September 12, 2022 for roof repairs. (100% Measure X; Library Fund)

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

**C. 64** AUTHORIZE the Auditor-Controller to pay Spin Recruitment, Inc., in an amount not to exceed \$61,616 for advertising services provided in good faith for the Health Services Department's Personnel Unit during the period December 1, 2021 through March 31, 2022, as recommended by the Health Services Director. (100% Hospital Enterprise Fund I)

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

**C. 65** ACCEPT the fiscal year 2021/22 4th Quarter report on the American Rescue Plan revenues and expenditures through June 30, 2022, as recommended by the County Administrator.



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

## **GENERAL INFORMATION**

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

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Clerk of the Board to a majority of the members of the Board of Supervisors less than 96 hours prior to that meeting are available for public inspection at 1025 Escobar Street, First Floor, Martinez, CA 94553, during normal business hours.

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

Persons who wish to speak on matters set for PUBLIC HEARINGS will be heard when the Chair calls for comments from those persons who are in support thereof or in opposition thereto. After persons have spoken, the hearing is closed and the matter is subject to discussion and action by the Board. Comments on matters listed on the agenda or otherwise within the purview of the Board of Supervisors can be submitted to the office of the Clerk of the Board via mail: Board of Supervisors, 1025 Escobar Street, First Floor, Martinez, CA 94553 or to [clerkoftheboard@cob.cccounty.us](mailto:clerkoftheboard@cob.cccounty.us).

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

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

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

Subscribe to receive the weekly Board Agenda by calling the Office of the Clerk of the Board, (925) 655-2000 or using the County's on line subscription feature at the County's Internet Web Page, where agendas and supporting information may also be viewed:

[www.contracosta.ca.gov](http://www.contracosta.ca.gov)

## **STANDING COMMITTEES**

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

The **Family and Human Services Committee** (Supervisors John Gioia and Candace Andersen) meets on the fourth Monday of the month at 9:00 a.m. in Room 110, County Administration Building, 1025 Escobar Street, Martinez.

The **Finance Committee** (Supervisors John Gioia and Karen Mitchoff) meets on the first Monday of the month at 9:00 a.m. in Room 110, County Administration Building, 1025 Escobar Street, Martinez.

The **Hiring Outreach Oversight Committee** (Supervisors Federal D. Glover and John Gioia) meets quarterly on the first Monday of the month at 10:30 a.m. in Room 110, County Administration Building, 1025 Escobar Street, Martinez.

The **Internal Operations Committee** (Supervisors Candace Andersen and Diane Burgis) meets on the second Monday of the month at 10:30 a.m. in Room 110, County Administration Building, 1025 Escobar Street, Martinez.

The **Legislation Committee** (Supervisors Karen Mitchoff and Diane Burgis) meets on the second Monday of the month at 1:00 p.m. in Room 110, County Administration Building, 1025 Street, Martinez.

The **Public Protection Committee** (Supervisors Andersen and Federal D. Glover) meets on the fourth Monday of the month at 10:30 a.m. in Room 110, County Administration Building, 1025 Escobar Street, Martinez.

The **Sustainability Committee** (Supervisors Federal D. Glover and John Gioia) meets on the fourth Monday of every other month at 1:00 p.m. in Room 110, County Administration Building, 1025 Escobar Street, Martinez.

The **Transportation, Water & Infrastructure Committee** (Supervisors Candace Andersen and Karen Mitchoff) meets on the second Monday of the month at 9:00 a.m. in Room 110, County Administration Building, 1025 Escobar Street, Martinez.

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

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

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

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

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

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



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: August 9, 2022

**Subject:** Temporary Hire of County Retiree - Waiver of 180-day "sit-out" period.

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**RECOMMENDATION(S):**

1. CONSIDER waiving the 180-day "sit-out" period for Mr. James Stein, in the Public Works Department;
2. FIND that the appointment of Mr. Stein as a temporary County employee is necessary to provide staff augmentation and support for a critically needed position; and
3. APPROVE AND AUTHORIZE the hiring of retiree, Mr. Stein, as a temporary employee for the period of August 22, 2022 through June 30, 2023, as recommended by the Public Works Director.

**FISCAL IMPACT:**

Salary costs are included in the Department's operating budget. There will be salary and employment tax payments for the hours provided of approximately \$70,000 for up to 960 hours per fiscal year. These costs will be offset by savings due to the vacancy of the permanent position.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

Contact: Brian M. Balbas (925)313-2201

By: June McHuen, Deputy

cc: Laura Strobel, County Administrator, CAO, Robert Campbell, Auditor Controller, Brian M. Balbas, Public Works Director, Stephen Kowalewski, Chief Public Works Director, Warren Lai - Public Works Deputy Director, Adrienne Todd, Public Works Chief of Administrative Services, Diana Oyler-Public Works Chief of Fiscal Services, Jocelyn LaRocque- Public Works Engineering Services, Michele Wara, Public Works Executive Secretary

#### BACKGROUND:

The Public Employee's Pension Reform Act of 2013 requires that active members who retire on or after January 1, 2013, must wait 180 days after retirement before returning to work as a temporary employee. The Act also allows the Board, based on findings that the appointment is necessary to fill critically needed positions, to waive the 180-day "sit-out" period.

Mr. James Stein retired from the Public Works Department on July 30, 2022 after over 24 years of service. He retired from the position of the County Surveyor, which is a single position class that fulfills statutory requirements of the Professional Land Surveyors Act. As the County Surveyor, Mr. Stein managed the Surveys Section that provides map review, right of way engineering, and field surveys function of the Department. He also supervised the Senior Land Surveyors, provided direction to professional and technical staff, and performed related tasks as required in that position.

The Department has been working on a succession planning effort and is in the process of recruiting for the County Surveyor position. Unfortunately, on a statewide level, there has been a limited amount of qualified professional land surveyors with the expertise and experience required in this position. Due to the complexities of this job and in the interim, Mr. Stein's expertise, experience, and institutional knowledge are critical in our Department's succession planning, training the next appointed County Surveyor and recently hired Senior Land Surveyors, and assisting in continuing to provide the Department's surveying services. The Department intends to have Mr. Stein assist the Surveys Unit of the Department in this position until the recruitment to backfill for the County Surveyor position is completed.

#### CONSEQUENCE OF NEGATIVE ACTION:

Failure to receive Board approval will result in a negative impact on the Department's ability to provide the surveying services.

#### CLERK'S ADDENDUM

**Speakers: No name given.**





Contra  
Costa  
County

To: Board of Supervisors  
From: PUBLIC PROTECTION COMMITTEE  
Date: August 9, 2022

Subject: Sheriff Oversight

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**RECOMMENDATION(S):**

1. ACCEPT an update on the topic of Sheriff oversight;
2. CONSIDER approving a regular reporting structure for the Sheriff's Office as recommended by the Public Protection Committee; and
3. PROVIDE direction to staff.

**FISCAL IMPACT:**

No fiscal impact related to today's item. However, there could be additional costs depending on the direction given to staff. Further analysis of the cost would be required.

**BACKGROUND:**

**Public Protection Committee Discussion**

In April and May 2022, the Public Protection Committee discussed the topic of Sheriff oversight, including discussion of the following:

1. Board of Supervisors authority pursuant to Government Code 25303;
2. Assembly Bill 1185;
3. Actions of other San Francisco Bay Area counties; and
4. A proposed reporting structure for the Sheriff's Office.

**BOS Authority – Government Code Section 25303**

Government Code (GC) Section 25303 requires the Board of Supervisors to supervise the official conduct of all county officers and ensure that they faithfully perform their duties. This code section also states that the Board of Supervisors shall not obstruct the investigative function of the Sheriff. The full text of GC Section 25303 is included as Attachment A.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☒ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **08/09/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: August 9, 2022

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

Contact: Paul Reyes, 925-665-2049

By: , Deputy

cc: David Livingston, Sheriff-Coroner

## BACKGROUND: (CONT'D)

### **AB 1185**

Assembly Bill 1185, which became effective January 1, 2021, added Section 25303.7 to the Government Code. That section authorizes the County to establish a Sheriff oversight board and/or an inspector general to assist the Board of Supervisors with its duties required pursuant to GC Section 25303 that relate to the Sheriff. Creation of a Sheriff oversight board and/or an inspector general would require either action of the Board of Supervisors or a vote of County residents. The bill also authorizes the chair of an oversight board and/or an inspector general to issue a subpoena when deemed necessary to investigate a matter within the jurisdiction of the oversight board or the inspector general. Section 25303.7 also provides that the exercise of powers under Section 25303.7 shall not be considered to obstruct the investigative functions of the Sheriff.

The full text of Assembly Bill 1185 is included as Attachment B.

### **Actions by Other Bay Area Counties**

In reviewing the actions of neighboring counties, four out of nine counties have established an Inspector General or a Sheriff oversight board. Two counties appear to be in the process of establishing an Inspector General and/or a Sheriff oversight board. One county requested the Sheriff, County Administrator, and the Chair of the Board of Supervisors to work on the formation of a community forum and requested that the Sheriff identify areas where members of the public can participate in established committees. The remaining two counties have taken no action. A summary of these actions is included as Attachment C.

### **Proposed Sheriff Reporting**

To improve the communication between the Sheriff's Office, the Board of Supervisors, and the community, and to provide greater transparency, the County Administrator's Office and the Sheriff's Office developed a framework for a quarterly "Oversight Report" to the PPC and/or the Board of Supervisors. These quarterly reports would provide an update regarding the activities of the Sheriff's Office and allow for questions and public discussion of operational issues. The areas that would be covered include custody services, field operations, support services, and administration. The Sheriff's Office will provide a presentation on the proposed reporting parameters. The Sheriff's Office's presentation is included as Attachment D.

### **CLERK'S ADDENDUM**

**Speakers: Caller 6770; No name given; Katherine Wally, Walnut Creek; Patricia Aguilar, ACCE; Theresa, Danville; Elsa; Elaine; Marilyn Hoff, Pinole; Gigi Crowder, Executive Director NAMI; Carol; Stephanie; Melvin Willis, Racial Justice Coalition; Jan Warren, Walnut Creek; Latanya Little, co-founder of Freed for Equity and Diversity (FREED); Karen Beck, Danville; Phil Arnold; Kate, El Sobrante; Doug Leich, Multifaith Action Coalition; Kimberly Gilando, Immigrants Rights Alliance; Andrew; Elsie Mills, Showing Up for Justice (SURJ); Michael Pearson, Racial Justice Coalition; Stephen Beck, Danville; Elder Desiree; Ogie Strogatz, SURJ; Cheryl. Written commentary provided by: Courtney Coon; Veronica Benjamin, Conscious Contra Costa; Elsa Stevens, ACCE; Jeff Macdonald; Stephanie Taddeo; Doug Leich, Multi Faith Action Coalition (attached).**

ACCEPTED the report; APPROVED implementation of a quarterly Oversight Report to the Board of Supervisors as recommended and outlined by the Public Protection Committee; DIRECTED the meeting quarterly report be public and televised; REQUESTED a set schedule for the presentation of the reports as soon as is practicable.

## **AGENDA ATTACHMENTS**

Attachment A - Gov Code Section 25303

Attachment B - Assembly Bill 1185

Attachment C - Summary of Actions by Local Counties

Attachment D - Sheriff's Presentation

Attachment E - CAO Presentation

## **MINUTES ATTACHMENTS**

**Correspondence Received**

## **State of California**

### **GOVERNMENT CODE**

#### **Section 25303**

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25303. The board of supervisors shall supervise the official conduct of all county officers, and officers of all districts and other subdivisions of the county, and particularly insofar as the functions and duties of such county officers and officers of all districts and subdivisions of the county relate to the assessing, collecting, safekeeping, management, or disbursement of public funds. It shall see that they faithfully perform their duties, direct prosecutions for delinquencies, and when necessary, require them to renew their official bond, make reports and present their books and accounts for inspection.

This section shall not be construed to affect the independent and constitutionally and statutorily designated investigative and prosecutorial functions of the sheriff and district attorney of a county. The board of supervisors shall not obstruct the investigative function of the sheriff of the county nor shall it obstruct the investigative and prosecutorial function of the district attorney of a county.

Nothing contained herein shall be construed to limit the budgetary authority of the board of supervisors over the district attorney or sheriff.

(Amended by Stats. 1977, Ch. 599.)

## Assembly Bill No. 1185

### CHAPTER 342

An act to add Section 25303.7 to the Government Code, relating to counties.

[Approved by Governor September 30, 2020. Filed with  
Secretary of State September 30, 2020.]

#### LEGISLATIVE COUNSEL'S DIGEST

AB 1185, McCarty. County board of supervisors: sheriff oversight.

Existing law establishes the office of the sheriff in each county to preserve peace, and authorizes the sheriff to sponsor, supervise, or participate in any project of crime prevention, rehabilitation of persons previously convicted of crime, or the suppression of delinquency. Existing law requires a board of supervisors to supervise the official conduct of all county officers and ensure that they faithfully perform their duties.

This bill would authorize a county to establish a sheriff oversight board to assist the board of supervisors with those duties as they relate to the sheriff, either by action of the board of supervisors or through a vote of county residents.

This bill would authorize a county, either by action of the board of supervisors or through a vote of county residents, to establish an office of the inspector general to assist the board of supervisors with these duties as they relate to the sheriff.

The bill would authorize the chair of the oversight board and the inspector general to issue a subpoena or subpoena duces tecum when deemed necessary to investigate a matter within their jurisdiction.

*The people of the State of California do enact as follows:*

SECTION 1. Section 25303.7 is added to the Government Code, to read:

25303.7. (a) (1) A county may create a sheriff oversight board, either by action of the board of supervisors or through a vote of county residents, comprised of civilians to assist the board of supervisors with its duties required pursuant to Section 25303 that relate to the sheriff.

(2) The members of the sheriff oversight board shall be appointed by the board of supervisors. The board of supervisors shall designate one member to serve as the chairperson of the board.

(b) (1) The chair of the sheriff oversight board shall issue a subpoena or subpoena duces tecum in accordance with Sections 1985 to 1985.4, inclusive, of the Code of Civil Procedure whenever the board deems it necessary or important to examine the following:

(A) Any person as a witness upon any subject matter within the jurisdiction of the board.

(B) Any officer of the county in relation to the discharge of their official duties on behalf of the sheriff's department.

(C) Any books, papers, or documents in the possession of or under the control of a person or officer relating to the affairs of the sheriff's department.

(2) A subpoena shall be served in accordance with Sections 1987 and 1988 of the Code of Civil Procedure.

(3) (A) If a witness fails to attend, or in the case of a subpoena duces tecum, if an item is not produced as set forth therein, the chair or the chair authorized deputy issuing the subpoena upon proof of service thereof may certify the facts to the superior court in the county of the board.

(B) The court shall thereupon issue an order directing the person to appear before the court and show cause why they should not be ordered to comply with the subpoena. The order and a copy of the certified statement shall be served on the person and the court shall have jurisdiction of the matter.

(C) The same proceedings shall be had, the same penalties imposed, and the person charged may purge themselves of the contempt in the same way as in a case of a person who has committed a contempt in the trial of a civil action before a superior court.

(c) (1) A county, through action of the board of supervisors or vote by county residents, may establish an office of the inspector general, appointed by the board of supervisors, to assist the board of supervisors with its duties required pursuant to Section 25303 that relate to the sheriff.

(2) The inspector general shall have the independent authority to issue a subpoena or subpoena duces tecum subject to the procedure provided in subdivision (b).

(d) The exercise of powers under this section or other investigative functions performed by a board of supervisors, sheriff oversight board, or inspector general vested with oversight responsibility for the sheriff shall not be considered to obstruct the investigative functions of the sheriff.

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## Summary of Local Counties' Actions related to Sheriff Oversight

Prepared by County Administrator's Office, Contra Costa County

### Counties with a Sheriff Oversight Body and/or Inspector General

County	Action(s) Taken
Sacramento	In 2007, the Board of Supervisors commissioned the Office of Inspector General. The Office of Inspector General has broad oversight powers that include the evaluation of the overall quality of law enforcement, custodial, and security services; the authority to encourage systemic change and provide 'monitor style' oversight of the Sacramento County Sheriff's Department.
San Francisco	On November 3, 2020, voters approved Proposition D (added to Ballot by the Board of Supervisors). Proposition D amends the charter to create two new oversight bodies for the San Francisco County Sheriff's Department: the Office of Inspector General (OIG), which would investigate misconduct within the department, and a seven-member Sheriff's Department Oversight Board.
Santa Clara	In 2018, the Board of Supervisors adopted through ordinance the Office of Correction and Law Enforcement Monitoring ("OCLEM"), designed to provide independent monitoring of the County's correction and law enforcement functions. The OCLEM did not have subpoena power. On December 15, 2020, through a Resolution, the Board of Supervisors amended the municipal code to reflect that the existing OCLEM may now issue a subpoena or subpoena duces tecum to the sheriff, or to any officer or employee appointed by the Sheriff, when necessary to obtain information for the performance of tasks set forth by the Board.
Sonoma	In 2015, the Board of Supervisors created the Independent Office of Law Enforcement Review and Outreach (IOLERO) by BOS Resolution. On November 3, 2020, voters approved Measure P (added to Ballot by the Board of Supervisors) which expanded the IOLERO oversight to include subpoena power.

### Counties without a Sheriff Oversight Body and/or Inspector General

County	Action(s) Taken
Alameda	Since early 2021, the topic of establishing a Sheriff oversight body or office of inspector general has been discussed, but Alameda County has yet to officially create a sheriff oversight body or office of inspector general. Alameda County has been gathering information to inform their process of developing a sheriff oversight body and/or Inspector General.
Marin	On February 1, 2022, the Board of Supervisors considered establishing a Sheriff's Community Working Group but ultimately took no action.
San Mateo	No actions taken.
Santa Cruz	On January 11, 2022, the Board of Supervisors directed staff County staff to develop a scope of work that meets the requirements of AB 1185 and issue a Request for Proposal or enter into contract with an independent police auditor to begin work in FY2022/23.
Solano	On November 2, 2021, the Board of Supervisors: 1) declined moving forward with the creation of an AB1185 Civilian Oversight Board; 2) requested the Sheriff, County Administrator, and the Chair of the Board of Supervisors work on the formation of a community forum; and 3) requested the Sheriff identify areas where members of the public can participate in already established committees.

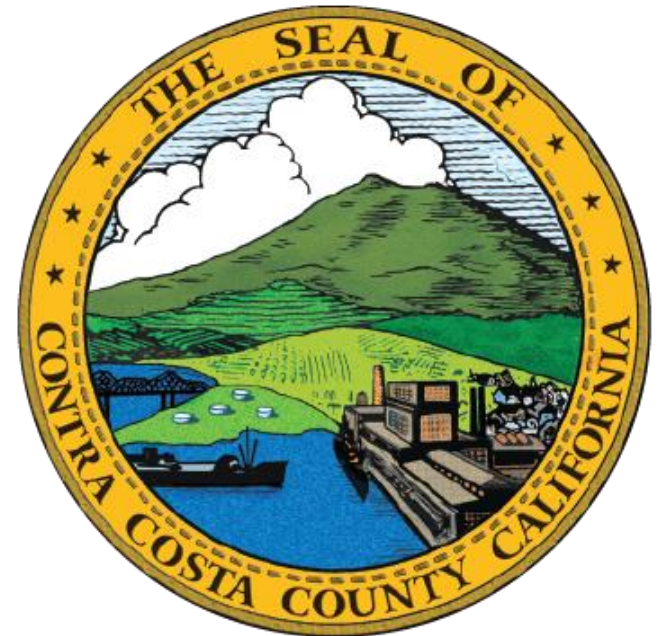


# Update on Sheriff Oversight

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**Paul Reyes**  
**County Administrator's Office**

August 9, 2022





# Recommendations

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1. ACCEPT an update on the topic of Sheriff oversight pursuant to Assembly Bill 1185;
2. CONSIDER approving a regular reporting structure for the Sheriff's Office as recommended by the Public Protection Committee; and
3. PROVIDE direction to staff.



# Background

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In April and May 2022, the Public Protection Committee discussed the topic of Sheriff oversight, including the following:

- a. The Board of Supervisors authority pursuant to Government Code 25303;
- b. Assembly Bill 1185;
- c. Actions of other Bay Area counties; and
- d. A proposed reporting structure for the Sheriff's Office.



# Board of Supervisors' Authority

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1. Government Code Section 25303 outlines the Board of Supervisors' duty to supervise all county officers, and to ensure they faithfully perform their duties.
2. The code section also states that the Board of Supervisors shall not obstruct the investigative function of the sheriff of the county.



# AB 1185 - Sheriff's Oversight

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1. Introduced by Assembly Member Kevin McCarthy in 2019, and signed into law September 30, 2020, with effective date of January 1, 2021.
2. Adds section 25303.7 to the Government Code
  - a. Authorizing the creation, either by board of supervisor action or vote of county residents, a sheriff oversight board and/or an inspector general.
  - b. Also authorizes the chair of the oversight board and/or the inspector general to issue a subpoena when deemed necessary to investigate a matter within their jurisdiction.
3. Provides that the exercise of powers under Section 25303.7 shall not be considered to obstruct the investigative functions of the Sheriff.



## **AB 1185 - Sheriff's Oversight (Cont.)**

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- 4. Not a legislative mandate
- 5. No state funding was provided by this legislation
- 6. If established, scope of authority of the Oversight Board and/or Inspector General would need to be determined by the Board of Supervisors



## Actions by Other Bay Area Counties

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1. Four (4) neighboring counties (Sacramento, San Francisco, Santa Clara, and Sonoma) have established an Inspector General or a sheriff oversight board.
2. Two (2) counties (Alameda and Santa Cruz) appear to be in the process of establishing an Inspector General and/or a sheriff oversight board.
3. One (1) county (Solano) requested the Sheriff, County Administrator, and the Chair of their Board of Supervisors to work on the formation of a community forum and requested the Sheriff to identify areas where members of the public can participate in already established committees.
4. The remaining two (2) counties (Marin and San Mateo) have taken no action.



# Proposed Sheriff Reporting

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1. The County Administrator's Office and the Sheriff's Office developed a framework for a quarterly "Oversight Report" to the PPC and/or the Board of Supervisors.
2. This reporting structure is intended to improve the communication and transparency between the Sheriff's Office, the Board of Supervisors, and the community.
3. The reporting structure would provide an update on the activities of the Sheriff's Office and allow for questions and discussion on operational issues. The current areas that would be covered include custody services, field operations, support services, and administration.
4. The Sheriff's Office has prepared a presentation on the specific data points.





## Next Steps

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1. Consider approving a regular reporting structure for the Sheriff's Office to the Public Protection Committee and/or the Board of Supervisors.
2. Provide additional direction to staff.



August 7, 2022

Supervisor Karen Mitchoff, Chair  
Supervisor Candace Andersen  
Supervisor Diane Burgis  
Supervisor John Gioia  
Supervisor Federal Glover

cc: Racial Justice Oversight Body

Dear Supervisors,

On behalf of the Multi-faith ACTION Coalition, I write in strong support of the appointment of an independent citizen's board overseeing the Contra Costa County Sheriff.

The Multi-faith ACTION Coalition is made up of people of diverse faiths who seek to do justice and end poverty. Our Contra Costa County based Coalition includes advocates from some 50 faith communities.

#### The Bill

AB 1185 was introduced in 2019, signed into law in 2020, and became effective in January 2021. This law states the following:

This law authorizes a county to establish a sheriff oversight board to assist the board of supervisors with those duties as they relate to the sheriff, either by action of the board of supervisors or through a vote of county residents.

This law authorizes a county, either by action of the board of supervisors or through a vote of county residents, to establish an office of the inspector general to assist the board of supervisors with these duties as they relate to the sheriff.

The law authorizes the chair of the oversight board and the inspector general to issue a subpoena or subpoena duces tecum when deemed necessary to investigate a matter within their jurisdiction.

#### Current Status

A number of local counties have established sheriff oversight boards and/or an office of Inspector General for these purposes. The Contra Costa Racial Justice Oversight Body recommended to the Board of Supervisors in August 2021 that a Sheriff Oversight Board be created, reviving a 2018 recommendation from the County's Racial Justice Task Force. In April 2022, the Public Protection Committee decided that rather than move forward with establishing such a board, it would instead merely request quarterly reports from the Sheriff's Office.

#### Independent Community Oversight Rationale

Community oversight provides positive options for connecting sheriff departments and the communities they serve. Independent, community-based oversight brings legitimacy and provides invaluable insight and guidance to law enforcement agencies in a number of ways:

- through independent investigations (or review of internal investigations) of police misconduct complaints,
- through policy review and recommendations,

- through providing a vehicle for communities to weigh in on policing through community meetings of commissions or boards,
- through proactively exploring problems (e.g., investigation, collection, and analysis of data),
- through focusing on organizational change, and
- through creating bridges between law enforcement and the greater community.

These are just a few of the many reasons for and benefits of having civilian oversight of law enforcement. The organization National Association for Civilian Oversight of Law Enforcement (NACOLE) is a non-profit organization that works to enhance accountability and transparency in policing and build community trust through civilian oversight. NACOLE has a website with a wealth of resources for communities such as ours that are looking to establish oversight boards, including key principles for effective oversight; their website is: [www.nacole.org](http://www.nacole.org).

#### Support for Timely Implementation of Sheriff Oversight Board

It should be very clear that self-reporting by the sheriff can in no way be considered an adequate substitute for oversight by an independent group. It is quite evident that independent oversight is badly needed in Contra Costa County.

Contra Costa County Sheriff Livingston has a history of questionable conduct. Given that he has just been elected for another term, we are concerned that these actions will continue without independent oversight.

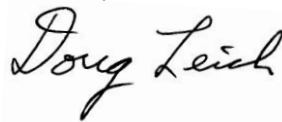
Sheriff Livingston's actions include:

- Failure to hold Deputy Andrew Hall accountable for the killings of Laudemer Arboleda and Tyrell Wilson, even after Hall was found guilty of the Arboleda killing and sentenced to serve six years in a state prison.
- Refusal to release deputy misconduct records in accordance with the California Public Records Act, effective January 2019, claiming the release was burdensome even though the larger CA Highway Patrol and LA Police Department had done so.
- Continued cooperation with Immigration and Customs Enforcement (ICE) to detain immigrants at the West County Detention Facility until the contract ended in 2018 and, subsequently, informing ICE of immigrant release dates.

No sheriff has a right to unfettered power. As a community we have a right to know that we will all be protected by law enforcement without discrimination or abuse of power.

For all these reasons, the Multi-faith ACTION Coalition strongly recommends the establishment of a Sheriff Oversight Board and urges the Board of Supervisors to implement this in a timely manner.

Sincerely,



Douglas A. Leich  
Chair, Steering Committee

[REDACTED]

[REDACTED]

[REDACTED]

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**From:** Courtney Coon [REDACTED]  
**Sent:** Monday, August 8, 2022 2:09 PM  
**To:** karen.mitchoff@ccccounty.us  
**Cc:** Clerk of the Board <ClerkOfTheBoard@cob.ccccounty.us>; diane.burgis@bosccccounty.us; John Gioia <John.Gioia@bos.ccccounty.us>; Supervisor Candace Andersen <SupervisorAndersen@bos.ccccounty.us>; Federal Glover <Federal.Glover@bos.ccccounty.us>  
**Subject:** CCC BOS meeting 8/9 - COMMENT - Agenda item D2

Hello Supervisor Mitchoff,

As your constituent I would like to comment on Agenda item D2 for the upcoming BOS meeting on 8/9. I saw on the agenda that the Sheriff Oversight Committee is requesting quarterly reports of Sheriff activities. I think this is insufficient and to urge you and the other the Contra Costa BOS to to create a Community Oversight Board of the Sheriff. Given the recent history of neglect and violence that some people in our community have suffered at the hands of the Sheriffs department (e.g., Officer Andrew Hall), we need community oversightto keep our communities safe in Contra Costa County.

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Courtney Coon, PhD  
she/her  
Pleasant Hill, CA

[REDACTED]

[REDACTED]

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**From:** Veronica Benjamin [REDACTED]  
**Sent:** Monday, August 8, 2022 6:35 PM  
**To:** SupervisorMitchoff <SupervisorMitchoff@bos.cccounty.us>; Supervisor Candace Andersen <SupervisorAndersen@bos.cccounty.us>; Jill Ray <Jill.Ray@bos.cccounty.us>; John\_Gioia <John\_Gioia@bos.cccounty.us>; Clerk of the Board <ClerkOfTheBoard@cob.cccounty.us>; District5 <District5@bos.cccounty.us>; Supervisor\_Burgis <Supervisor\_Burgis@bos.cccounty.us>  
**Subject:** Public Comment on D.2 - Sheriff Oversight

Dear Supervisors,

By now you must have heard from many community groups and organizations calling for oversight of the Sheriff's Department and other law enforcement agencies within our county. The CCC Racial Justice Task Force initially made this recommendation in 2018 and exactly a year ago the CC Racial Justice Oversight Body repeated this recommendation to you.

Before you say this is "picking on the Sheriff", think of his victims. Think of the families of Laudemer Arboleda and Tyrell Wilson. There is no question that the latter would be alive today if there was some kind of effective, community-driven, oversight body in place. Many Danville residents complained about the conduct of former deputy Hall and their worries went unheeded. There was no higher authority to approach who would actually investigate the officer's conduct in a transparent and consequential manner. The Sheriff continued to support Andrew Hall, and family members of both victims continued to pay for his salary, until the law forced him to terminate his contract. Yet when the trial finally took place, a jury composed of eleven ordinary citizens from throughout our county took less than two days of deliberation to find Hall criminally responsible for what he did to Laudemer.

Likewise with the delay of Tyrell Wilson's inquest, also in the hands of Sheriff-Coroner Livingston, it is abundantly clear that the sheriff was acting out of personal interest and cronyism, rather than good faith. Why did it take Sheriff Livingston 496 days to hold an inquest regarding a 30 second incident that an independent jury took 10 minutes to deem homicide (fine, fine, "death by the hands of another other than by accident")? No person acting out of duty and truthfulness would do such a thing, especially as a family continued to grieve. They deserved to have someone to approach and get answers for such an unreasonable delay.

Finally, there is the issue of arms dealer James King who belonged to the "Sheriff's Office Posse." When his wife D'et

King repeatedly reached out to the Sheriff's Dept. to investigate his arsenal of weapons as she navigated a divorce from him, her requests were met with superficial visits and no action. . . until our DA finally got involved. Given the number of women who are hurt and killed at the hands of abusive partners, it is horrific to think of what could have happened to her without the DA's intervention. Once again, if there was some kind of oversight body in place, people like D'et would have another recourse to seek the protection and justice they deserve.

While the current proposal for Sheriff's Oversight involving self-selecting quarterly reporting is hardly what the people of Contra Costa County are asking for, I am very pleased to see this discussion as an agenda item and I hope this initiative continues until a community-led, independent, body that has the power to occasionally reign in the Sheriff, is established.

Respectfully yours,

Veronica Benjamin  
Co-founder, Conscious Contra Costa

[REDACTED]

[REDACTED]

---

**From:** cubanelsa@sbcglobal.net [REDACTED]  
**Sent:** Monday, August 8, 2022 9:01 PM  
**To:** Clerk of the Board <ClerkOfTheBoard@cob.cccounty.us>  
**Cc:** Melvin Willis <mwillis@calorganize.org>; John\_Gioia <John\_Gioia@bos.cccounty.us>  
**Subject:** Item D-2

Subject: Sheriff Oversight

The Office of Racial Equity, with significant community input, should be able to look into misconduct and examine Sheriff Department policies. Their purpose for existence is to give recommendations of actions that can be taken.

The Sheriff Oversight Board must be made up of county community members, with support from staff, lawyers, auditors, independent investigators, and must have subpoena powers.

The Sheriff's self-reporting equals absolutely no oversight of a sheriff who is his own coroner.

If we are serious about public safety, REAL oversight will be implemented. Anything less continues lethal institutional racism.

Respectfully,  
Mrs. Elsa Stevens  
Contra Costa County Voter and ACCE member

[REDACTED]

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**From:** Jeff Macdonald [REDACTED]  
**Sent:** Monday, August 8, 2022 2:13 PM  
**To:** karen.mitchoff@ccccounty.us  
**Cc:** Clerk of the Board <ClerkOfTheBoard@cob.cccounty.us>; diane.burgis@bosccccounty.us; John Gioia <John.Gioia@bos.cccounty.us>; Supervisor Candace Andersen <SupervisorAndersen@bos.cccounty.us>; Federal Glover <Federal.Glover@bos.cccounty.us>  
**Subject:** CCC BOS meeting 8/9 - COMMENT - Agenda item D2

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Thanks,  
Jeff MacDonald



[REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

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**From:** Stephanie Taddeo [REDACTED]

**Sent:** Monday, August 8, 2022 4:34 PM

**To:** John\_Gioia <John\_Gioia@bos.cccounty.us>; SupervisorMitchoff <SupervisorMitchoff@bos.cccounty.us>; Supervisor Candace Andersen <SupervisorAndersen@bos.cccounty.us>; Supervisor\_Burgis <Supervisor\_Burgis@bos.cccounty.us>; District5 <District5@bos.cccounty.us>

**Cc:** Clerk of the Board <ClerkOfTheBoard@cob.cccounty.us>; Stephanie Taddeo <sshambaugh03@yahoo.com>

**Subject:** Improve Public Safety

Good Afternoon, Supervisors--

I urge the Supervisors to move in a timely manner to create a Sheriff Oversight Board as outlined in AB1185. Oversight will include the appointment of an independent citizens' board and the creation of inspector general with subpoena authority, to assist the board of supervisors to oversee the Contra Costa County Sheriff.

Sheriff oversight is a means of providing a system of checks and balances over the far reaching authority that the sheriff now has. Providing oversight is a win-win-win for the county's 1 million + residents, for the members of the county's law enforcement community, and for Sheriff Livingston himself.

Oversight will help keep residents safer by allowing for independent investigations of police misconduct and complaints.

Oversight brings legitimacy and guidance to law enforcement members that will enhance accountability and transparency which will help build greater trust between county residents and law enforcement.

Oversight will help Sheriff Livingston build bridges between his deputies and the community, and will help broaden his understanding of the needs and challenges facing **all** community members that he serves in Contra Costa County.

Thank you for your consideration of this very important matter.

Sincerely,

Stephanie S. Taddeo  
Danville, CA

*Stephanie Shambaugh Taddeo*

**Black Lives Matter**

**Racial~Economic~Social~Environmental**  
**Justice For All**

<https://ejj.org>

<https://newjimcrow.com>



Contra  
Costa  
County

To: Board of Supervisors  
From: Marla Stuart, Employment and Human Services Director  
Date: August 9, 2022

**Subject:** Head Start Program Performance Report, Administration for Children and Families, Office of Head Start

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**RECOMMENDATION(S):**

RECEIVE a report on the Head Start Program Performance Summary Report from the Employment & Human Services Department and AUTHORIZE the Board Chair to approve and sign the Quality Improvement Plan.

**FISCAL IMPACT:**

There is no fiscal impact.

**BACKGROUND:**

On July 14, 2022, the US Department of Health & Human Services, Administration for Children and Families (ACF) issued a Program Performance Summary Report about the Contra Costa County Head Start and Early Head Start programs. The Report included review of four service areas (Program Governance, Safety Practices, Ongoing Fiscal Capacity, and Ongoing Monitoring and Continuous Improvement). And, the Report identified one area of noncompliance and five deficiencies. Within 30 days, the County must submit a Quality Improvement Plan (QIP) detailing a plan for corrective action.

This report to the Board summarizes the corrective actions recommended by the Employment & Human Services Department. These recommendations include revising policies to reflect improved procedures, obtaining Board approval for revised

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

By: June McHuen, Deputy

Contact: Elaine Burres 925-608-4960

cc:

BACKGROUND: (CONT'D)

policies, training County staff and contracted partner staff to these revised policies, implementing the revised procedures, and monitoring for accurate and consistent execution of revised policies.

Upon acceptance of the QIP by ACF, the County will have up to 120 days to complete full implementation and monitoring of all improvements.

CONSEQUENCE OF NEGATIVE ACTION:

Without approval, the County may not be in compliance with federal regulations and may lose Head Start funding.

CLERK'S ADDENDUM

**Speakers: No Name Given; Caller 6770.**

AGENDA ATTACHMENTS

Head Start Program Performance Summary

MINUTES ATTACHMENTS

Quality Improvement Plan



# Head Start and Early Head Start Programs Performance Summary

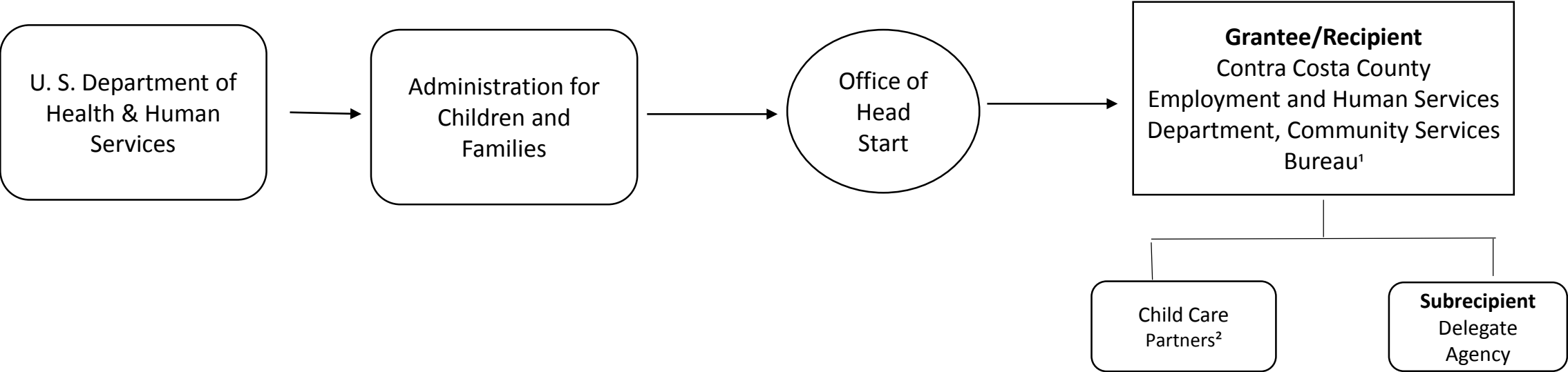
Monitoring Review of the Contra Costa  
County Community Services Head Start and Early Head Start programs.

From February 21-25, 2022

**Marla Stuart**

Director of Employment and Human Service Department  
Contra Costa County

Federal Structure Administering Head Start Funds



<sup>1</sup>Grantee is also directly operating Child Care Centers

<sup>2</sup>Contractors who are receiving Head Start/Early Head Start funding to provide child care services

# Performance Summary

- Monitoring Review of the Contra Costa County Community Services Head Start and Early Head Start programs conducted from February 21 to 25, 2022.
- Program Performance Summary Report received on July 15, 2022.

No	Service Area	Grant Number(s)	Compliance Level	Applicable Standards	Timeframe for Correction
1	Ongoing Monitoring and Continuous Improvement	09CH010862	Deficiency	302.102(b)(1)(i-iv)	120 days
2	Program Governance	09CH010862	Area of Noncompliance	642(c)(1)(E)(ii)	120 days
3	Safety Practices	09CH010862	Deficiency	1302.102(d)(1)(ii)	120 days
4	Safety Practices	09CH010862	Deficiency	1302.47(b)(5)(iii)	90 days*
5	Safety Practices	09CH010862	Deficiency	1302.90(c)	90 days*
6	Ongoing Fiscal Capacity	09CH010862	Deficiency	75.303(a)	120 days
* On August 1, 2022, the Regional Office of Head Start approved a 60-day extension, giving Contra Costa County a total of 90 days to correct and implement procedures in the Service Area of Safety Practices.					

# Program Management and Quality Improvement

**Service Area #1:** Ongoing Monitoring and Continuous Improvement.

**Compliance Level:** Deficiency with Standard 1302.102(b)(1)(i-iv).

**Deficiency:** The recipient does not use data to identify program strengths, needs, and areas needing improvement; evaluate progress toward achieving program goals and compliance with program performance standards; and assess the effectiveness of professional development.

**Timeframe for Correction:** 120 days.



# Program Management and Quality Improvement

**Service Area #2:** Program Governance.

**Compliance Level:** Area of Noncompliance with Standard 642(c)(1)(E)(ii).

**Area of Noncompliance:** The recipient does not maintain a formal structure of program governance to oversee the quality of services for children and families and to make decisions related to program design and implementation.

**Timeframe for Correction:** 120 days.

# Monitoring and Implementing Quality Health Services

**Service Area #3:** Safety Practices.

**Compliance Level:** Deficiency with Standard 1302.102(d)(1)(ii).

**Deficiency:** The recipient does not implement a process for monitoring and maintaining healthy and safe environments.

**Timeframe for Correction:** 120 days.

# Monitoring and Implementing Quality Health Services

**Service Area #4:** Safety Practices.

**Compliance Level:** Deficiency with Standard 1302.47(b)(5)(iii).

**Deficiency:** The recipient did not ensure with subrecipient that no child was left alone or unsupervised while under the care of staff.

**Timeframe for Correction:** 90 days.

# Monitoring and Implementing Quality Health Services

**Service Area #5:** Safety Practices.

**Compliance Level:** Deficiency with Standard 1302.90(c).

**Deficiency:** The recipient did not ensure that staff/subrecipient did not maltreat or endanger the health and safety of children.

**Timeframe for Correction:** 90 days.

# Monitoring and Implementing Fiscal Infrastructure

**Service Area #6:** Ongoing Fiscal Capacity.

**Compliance Level:** Deficiency with Standard 75.303(a).

**Deficiency:** The recipient does not plan and implement a fiscal management system that supports the organization's ongoing capacity to execute its budget over time and meet the needs of its organization.

**Timeframe for Correction:** 120 days.

# Framework for Quality Improvement Plan (QIP) Detailing A Plan for Corrective Action

- Revise policies for Service Areas with Deficiencies and Area of Noncompliance to reflect improved procedures.
- Obtain Board approval for revised policies.
- Train County staff and contracted partners staff on revised policies.
- Implement revised procedures.
- Monitor for accurate and consistent execution of revised policies.

# Timeline and Key Dates

- Monitoring Review of the Contra Costa County Community Services Head Start and Early Head Start programs was conducted from February 21-25, 2022.
- Program Performance Summary Report received on July 15, 2022.
- Implement Quality Improvement Plan (QIP) framework immediately.
- QIP due to Administration for Children and Families (ACF) on August 14, 2022.
- Correct, implement and monitor policies/procedures:
  - Child supervision and health & safety procedures findings: October 17, 2022.
  - All remaining findings: November 16, 2022.

# Discussion



# The Board of Supervisors

County Administration Building  
1025 Escobar Street, First Floor  
Martinez, California 94553-1293

John Gioia, 1st District  
Candace Andersen, 2nd District  
Diane Burgis, 3rd District  
Karen Mitchoff, 4th District  
Federal D. Glover, 5th District

# Contra Costa County



Monica Nino  
Clerk of the Board  
and  
County Administrator  
(925) 655-2075

August 11, 2022

Cynthia Yao, Program Manager  
Administration for Children and Families  
Office of Head Start  
90 7<sup>th</sup> Street, 9<sup>th</sup> Floor  
San Francisco, California 94103

Dear Ms. Yao:

The purpose of this letter is to provide the Quality Improvement Plan (QIP) which outlines how the Contra Costa County Employment and Human Services Department (EHSD) will implement corrective action for the five deficiencies and one area of non-compliance that are outlined in the Program Performance Summary Report, dated July 14, 2022.

More specifically the following areas have been addressed: (1) Ongoing Monitoring and Continuous Improvement deficiency 1302.102(b)(1)(i-iv); (2) Program Governance non-compliance 642(c)(1)(E)(ii); (3) Safety Practices deficiency 1302.102(d)(1)(ii); (4) Safety Practices deficiency 1302.47(b)(5)(iii); (5) Safety Practices deficiency 1302.90(c); and (6) Ongoing Fiscal deficiency 75.303(a).

The County is working diligently to demonstrate how the Organization will enhance the Head Start System through: revising or developing new policies and procedures; training staff of directly-operated centers and of partner agencies on the revisions or new policies and procedures; implementing corrective actions; and monitoring for progress and compliance in these areas.

We would like to share our appreciation to the Region IX Training and Technical Assistance Team for supporting our efforts.

If you have questions, please feel free to contact Dr. Marla Stuart, Employment and Human Services Director, at [mstuart@ehsd.cccounty.us](mailto:mstuart@ehsd.cccounty.us) or (925) 608-4801.

Sincerely,

A handwritten signature in blue ink that reads "Karen Mitchoff".

Karen Mitchoff, Board Chair  
Contra Costa County Board of Supervisors

Enclosure

Grantee Name	Contra Costa County Community Services, Employment and Human Services Department, Community Services Bureau	Plan Start Date	August 15, 2022
Grant Award Number	09CH010862	Plan End Date	November 16, 2022

## QUALITY IMPROVEMENT PLAN (QIP) FOR JULY 14, 2022 PROGRAM PERFORMANCE SUMMARY REPORT

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## INTRODUCTION

From 2019 to 2021, the Contra Costa County Head Start and Early Head Start program received five regulatory audits. Each one concluded with no findings.

- May 12, 2019 – Administration for Children & Families (ACF) Focus Area Two (FA2)
- May 31, 2019 – CF Focus Area One (FA1)
- October 31, 2019 – ACF Onsite CLASS review
- April 13, 2021 – California Department of Education (CDE) FY20/21 Governance and Administration Review, Contract Monitoring Review, Pilot Program Review
- April 21, 2021 – California Department of Social Services Administrative Review

On September 3, 2021, we received a report from the Executive Director of our delegate agency, First Baptist Head Start (FBHS), identifying concerns regarding fiscal management. We reported this to ACF on September 16, 2021 and immediately engaged in investigation of and providing technical assistance to FBHS while also engaging in Technical Assistance with ACF Region 9. On June 30, 2022, the contract under which FBHS served as the delegate agency expired, and it was not renewed.

On February 21-25, 2022, ACF conducted a monitoring review of our Head Start and Early Head Start programs. On July 14, 2022, we received this ACF's monitoring review report that included findings of five deficiencies and one area of noncompliance.

It has been incumbent on us to understand the root causes of this disappointing change in our performance. We believe our experience reflects the serious and continuous external stressors our staff have faced over the past two years.

- Intermittent closure of classrooms due to COVID and their family members experiencing COVID
- COVID-related reduced labor supply
- Civil unrest that disproportionately impacts the communities we serve and from which we draw our staff
- Inconsistent child attendance due to child family experiences with COVID and economic impacts
- Low wages in the field of early childcare education exacerbated by inflation
- Competition with school systems for Transitional Kindergarten teachers

We are extremely grateful that the findings of this monitoring review do not reflect serious or grievous harm to any child. At the same time, we view this review as an important and serious signal that our program and our staff need a sustained leadership investment to return to the standards expected by ACF, by our governing body, by our parents, and by ourselves.

This Quality Improvement Plan describes our actions to address the incidents identified in the monitoring review. More importantly, it presents a set of five corrective actions designed to thoroughly review and improve our systems related to monitoring, governance, safety, and fiscal.

Our staff is resilient and dedicated. Our governing body, the Contra Costa Board of Supervisors, is supportive and committed. We are confident we will, over the next 120 days, return to our prior level of high performance for the benefit of the children we serve, their families, and our Contra Costa County communities.

## RESPONSE TO FINDINGS

**Finding 1 Ongoing Monitoring and Continuous Improvement:** *The recipient does not use data to identify program strengths, needs, and areas needing improvement; evaluate progress toward achieving program goals and compliance with program performance standards; and assess the effectiveness of professional development.*

Incident(s) Cited as Supporting Finding	Response																																																																																																																																																																		
1. A review of the recipient’s policies and procedures found that while the subrecipient, FBHS, had internal ongoing monitoring procedures in place, the recipient was unable to produce documentation supporting effective oversight of subrecipient monitoring.	<p>a. The following table summarizes the program monitoring of directly operated, delegate, and partner agencies in Fiscal Year 21/22. This includes center visits and file reviews.</p> <table><tr><th>Time Period   Monitoring Topics</th><th colspan="4"># of Centers Monitored</th><th colspan="4"># of Files Monitored</th></tr><tr><th></th><th>Directly Operated</th><th>FBHS</th><th>Partner Agencies</th><th>Total</th><th>Directly Operated</th><th>FBHS</th><th>Partner Agencies</th><th>Total</th></tr><tr><td><b>July - December 2021</b></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Child &amp; family files reviewed Need &amp; Eligibility</td><td>3</td><td>5</td><td>1</td><td>9</td><td>40</td><td>16</td><td>28</td><td>84</td></tr><tr><td>Child files reviewed for Comprehensive Services</td><td>3</td><td>5</td><td>1</td><td>9</td><td>40</td><td>15</td><td>32</td><td>87</td></tr><tr><td>Child files reviewed for Education</td><td>3</td><td>5</td><td>1</td><td>9</td><td>72</td><td>26</td><td>55</td><td>153</td></tr><tr><td>Infant, toddler, and preschool classrooms - Environment Rating Scale</td><td>9</td><td>8</td><td>1</td><td>18</td><td></td><td></td><td></td><td></td></tr><tr><td>Family child care homes for environment and education monitoring</td><td>N/A</td><td>N/A</td><td>6</td><td>6</td><td></td><td></td><td></td><td></td></tr><tr><td><b>January - June 2022</b></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Child &amp; family files reviewed Need &amp; Eligibility</td><td>10</td><td>6</td><td>7</td><td>23</td><td>70</td><td>53</td><td>47</td><td>170</td></tr><tr><td>Child files reviewed for Comprehensive Services</td><td>10</td><td>6</td><td>7</td><td>23</td><td>64</td><td>44</td><td>36</td><td>144</td></tr><tr><td>Child files reviewed for Education</td><td>10</td><td>6</td><td>7</td><td>23</td><td>132</td><td>103</td><td>57</td><td>292</td></tr><tr><td>Centers reviewed for Center Monitoring</td><td>13</td><td>12</td><td>6</td><td>31</td><td></td><td></td><td></td><td></td></tr><tr><td>Personnel files reviewed on site</td><td>43</td><td>0</td><td>0</td><td>43</td><td></td><td></td><td></td><td></td></tr><tr><td>Infants, toddler and preschool were observed on curriculum fidelity</td><td>9</td><td>6</td><td>1</td><td>16</td><td></td><td></td><td></td><td></td></tr><tr><td>Family child care homes for environment and education monitoring</td><td>N/A</td><td>N/A</td><td>4</td><td>4</td><td></td><td></td><td></td><td></td></tr><tr><td>Classrooms received CLASS Observation completed</td><td>6</td><td>0</td><td>0</td><td>6</td><td></td><td></td><td></td><td></td></tr><tr><td><b>Fiscal Year Total</b></td><td><b>119</b></td><td><b>59</b></td><td><b>42</b></td><td><b>220</b></td><td><b>418</b></td><td><b>257</b></td><td><b>255</b></td><td><b>930</b></td></tr></table>	Time Period   Monitoring Topics	# of Centers Monitored				# of Files Monitored					Directly Operated	FBHS	Partner Agencies	Total	Directly Operated	FBHS	Partner Agencies	Total	<b>July - December 2021</b>									Child & family files reviewed Need & Eligibility	3	5	1	9	40	16	28	84	Child files reviewed for Comprehensive Services	3	5	1	9	40	15	32	87	Child files reviewed for Education	3	5	1	9	72	26	55	153	Infant, toddler, and preschool classrooms - Environment Rating Scale	9	8	1	18					Family child care homes for environment and education monitoring	N/A	N/A	6	6					<b>January - June 2022</b>									Child & family files reviewed Need & Eligibility	10	6	7	23	70	53	47	170	Child files reviewed for Comprehensive Services	10	6	7	23	64	44	36	144	Child files reviewed for Education	10	6	7	23	132	103	57	292	Centers reviewed for Center Monitoring	13	12	6	31					Personnel files reviewed on site	43	0	0	43					Infants, toddler and preschool were observed on curriculum fidelity	9	6	1	16					Family child care homes for environment and education monitoring	N/A	N/A	4	4					Classrooms received CLASS Observation completed	6	0	0	6					<b>Fiscal Year Total</b>	<b>119</b>	<b>59</b>	<b>42</b>	<b>220</b>	<b>418</b>	<b>257</b>	<b>255</b>	<b>930</b>
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	<p>b. The following table summarizes the fiscal monitoring of subrecipients in Fiscal Year 21/22. Monitoring was performed in adherence to EHSD’s Fiscal Monitoring of Subrecipient guidelines. Most site visits in-person, although a few were virtual due to COVID outbreaks.</p> <table><tr><th rowspan="2">Subrecipient</th><th colspan="3">Monitoring Activity</th></tr><tr><th>Analyze Single Audit or Financials</th><th>Received Monitoring Questionnaire</th><th>Completed site visit in person or virtual</th></tr><tr><td>First Baptist Delegate</td><td>X</td><td>X</td><td>X</td></tr><tr><td>YMCA</td><td>X</td><td>X</td><td>X</td></tr><tr><td>Aspiranet</td><td>X</td><td>X</td><td>X</td></tr><tr><td>Cocokids</td><td>X</td><td>X</td><td>X</td></tr><tr><td>Kidercare</td><td>X</td><td>X</td><td>X</td></tr><tr><td>Tiny Toes</td><td>X</td><td>X</td><td>X</td></tr><tr><td>Martinez</td><td>X</td><td>X</td><td>X</td></tr><tr><td>Crossroads</td><td>X</td><td>X</td><td>X</td></tr></table>	Subrecipient	Monitoring Activity			Analyze Single Audit or Financials	Received Monitoring Questionnaire	Completed site visit in person or virtual	First Baptist Delegate	X	X	X	YMCA	X	X	X	Aspiranet	X	X	X	Cocokids	X	X	X	Kidercare	X	X	X	Tiny Toes	X	X	X	Martinez	X	X	X	Crossroads	X	X	X
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2. A review of the recipient’s FBHS whistleblower investigation findings from December 2021, along with a review of several licensing violations submitted to CCL, found that the recipient’s system of oversight did not lead to sustained compliance in both program and fiscal operations to prevent recurring concerns.	<p>a. When we received the whistleblower report, we immediately took action culminating with the replacement of our delegate agency.</p> <p>i. On, July 14, 2021 our delegate agency, First Baptist Head Start (FBHS), hired a new Executive Director.</p> <p>ii. On August 20, 2021 this new director submitted a whistleblower complaint about practices at FBHS.</p> <p>iii. In September 22, 2021 we deployed a full-time program monitor and a part-time fiscal monitor onsite at FBHS.</p> <p>iv. From September through November, 2021 we met with the ACF Regional Office six times to provide status updates of our investigation and actions.</p> <p>v. On January 21, 2022, we released a Request for Proposal for a delegate agency. FBHS did not submit a proposal.</p> <p>vi. On April 12, 2022, the Head Start governing body, the Board of Supervisors, approved the Employment &amp; Human Services Department (EHSD) to enter into delegate agency contract negotiations with the YMCA of the East Bay.</p> <p>vii. On May 15, 2022, the County entered into a transition contract with the YMCA.</p> <p>viii. On July 1, 2022, the County entered into a delegate agency contract with the YMCA and the YMCA began providing services.</p> <p>ix. From July 1, 2022 through September 30, 2022 we are engaged in close-out activities with FBHS.</p>																																							

**Finding 2 Program Governance:** *The recipient does not maintain a formal structure of program governance to oversee the quality of services for children and families, and to make decisions related to program design and implementation.*

Incident(s) Cited as Supporting Finding	Response
<p>1. The Contra Costa County Board of Supervisors (Contra Costa's Head Start governing board) approved program and financial decisions without engaging in active and informed oversight of the Head Start and Early Head Start programs.</p>	<p>a. We believe that our County structure ensures that the Board of Supervisors (BOS) engages in active and informed oversight of Head Start.</p> <ul style="list-style-type: none"> <li>i. The Board of Supervisors (BOS) is responsible for an array of federal and state mandated and discretionary services.</li> <li>ii. The BOS delegates administration of these programs to various Departments.</li> <li>iii. Per BOS policy, Departments present information and requests for decisions to the BOS at weekly meetings.</li> <li>iv. Prior to inclusion in the BOS agenda, all items undergo review and approval by various county oversight functions including but not limited to the County Administrator's Office, County Counsel, Finance, Human Resources, and Purchasing.</li> <li>v. Most items are presented to the BOS as consent items.</li> <li>vi. The Board Chair is briefed weekly by the County Administrator on upcoming items.</li> <li>vii. Board members reach out to Department Directors with questions about Board items.</li> <li>viii. Board members remove items from the consent calendar for discussion and/or future scheduling as a discussion item.</li> <li>ix. Through this process, Board members engage in active and informed oversight of their programs.</li> </ul> <p>c. Additionally, the Board has Standing Committees comprised of two Board members for the purpose of deeper review and discussion. This includes a Family &amp; Human Services Committee. Board members, promote presentations from these committees to the full Board at their discretion.</p> <p>d. Additionally, the Board appoints community members to various citizen commissions to advise the Board. These commissions are authorized to bring items to the Board for consideration.</p> <p>e. In the corrective action plan, we describe planned additions to this process for Head Start.</p>
<p>2. A review of Community Services Bureau (the County) reports to the CAO from February 2021 through January 2022 found that although required Head Start financial, enrollment, and attendance information was included, there was very little programmatic information include in the report.</p>	<p>a. Per 642(c)(1)(A) of the Head Start Act, the Governing Body "has legal and fiscal responsibility for the Head Start agency." And per 642(c)(2)(A) the Policy Council is responsible for the "direction of the Head Start program, including program design and operation, and long- and short-term planning goals and objectives, taking into account the annual communitywide strategic planning and needs assessment and self-assessment."</p> <p>b. We honor this distribution of responsibilities. The BOS makes legal and fiscal decisions, and programmatic decisions when deemed appropriate. The Policy Council provides programmatic direction, and receives reports about legal and fiscal matters.</p> <p>c. From February 1, 2021 through January 30, 2022, the Board of Supervisors has considered and/or taken action on 61 items related to Head Start. This included revenue and expenditure approvals,</p>



Incident(s) Cited as Supporting Finding	Response
	contract approvals, decisions about position classifications, and monthly operational updates. These updates include news and accomplishments, caseloads, staffing, and emerging issues and hot topics.
3. No programmatic update provided for March 2021.	<p>a. The March 2021 Head Start Operational Update was received by the Board of Supervisors on May 11, 2021.</p> <p><b>Attachment</b> F.2.3 Board Item C.85 May 11, 2021</p>
4. For example, though the recipient's continuation application was due to the Regional Office in October 2021; there was no mention of its submission or updates on the application planning process included in reports to the CAO and the Board.	<p>a. The Board of Supervisors approved the October 2022 Head Start and Early Head Start Continuation Grants on September 7, 2021.</p> <p><b>Attachments</b> F.2.4.1 Board Item C.67 September 7, 2021 F.2.4.2 Board Item C.71 September 7, 2021</p>
5. Additionally, there were no references to fiscal and programmatic concerns or corrective action regarding First Baptist Head Start, apart from acknowledgment of an internal review taking place by the subrecipient as noted in the September 2021 County report to the CAO.	<p>a. Per the Ralph M. Brown Act, these discussions were held in closed session.</p>
6. The Board had not received governance training since 2019.	<p>a. We agree the BOS has not participated in governance training specific to Head Start since 2019.</p> <p>b. This is addressed in the corrective action plan.</p>

**Finding 3 Safety Practices:** *The recipient does not implement a process for monitoring and maintaining healthy and safe environment.*

Incident(s) Cited as Supporting Finding	Response
The recipient did not report to the responsible Health and Human Services (HHS official immediately or as soon as practicable) significant incidents affecting the health and safety of program participants. The recipient did not report three child health and safety incidents to the Regional Office immediately or as soon as practicable.	<ul style="list-style-type: none"> <li>a. We agree. We did not follow our own policy. We have re-instituted our policy and will continue to do so.</li> <li>b. This is addressed in the corrective action plan.</li> </ul>

**Finding 4 Safety Practices:** *The recipient did not ensure no child was left alone or unsupervised while under the care of staff. Two subrecipients were issued a violation by the California Community Care Licensing Division for three substantiated incidents of lack of supervision.*

Incident(s) Cited as Supporting Finding	Response
<p>1. On June 16, 2021, at the subrecipient's East Leland Court Center, a toddler was left on the playground while the two assigned teachers and five other children returned to the classroom. The site supervisor observed the incident from an adjacent playground and returned the child to his class.</p>	<p>a. On June 16, 2021 First Baptist Head Start reported to CCL and the County.  b. On June 17, 2021 the County reported to ACF.  c. On June 17, 2021, we placed First Baptist Head Start on a Corrective Action Plan.  d. On June 23, 2021 CCL determined the violation was substantiated.  e. First Baptist Head Start remained on the Corrective Action Plan until our contract with them ended on June 30, 2022.  f. In the corrective actions, we describe our new Culture of Safety initiative.</p>
<p>2. On October 5, 2021, when a toddler at the sub recipient's East Leland Court Center was left on the playground by the classroom teacher for an undetermined amount of time, the child was noticed by another teacher who was outside with a different group of children.</p>	<p>a. On October 6, 2021 First Baptist Head Start reported to CCL and the County.  b. On October 6, 2021 the County reported to ACF.  c. On October 7, we updated and extended the previous Corrective Action Plan (see above).  d. On November 17, 2021 CCL determined the violation was substantiated.  e. First Baptist Head Start remained on a Corrective Action Plan until our contract with them ended on June 30, 2022.  f. In the corrective actions, we describe our new Culture of Safety initiative.</p>
<p>3. Subsequent to the monitoring review, an additional incident involving a lack of supervision was reported by on March 7, 2022 regarding an infant who fell on a playground structure and broke an arm.</p>	<p>a. On March 7, 2022 YMCA reported to CCL and the County.  b. On March 7, 2022 the County reported to ACF.  c. On March 8, 2022 the County put YMCA on a Corrective Action Plan  d. On March 11, 2022 CCL determined it was substantiated.  e. On June 30, 2022 YMCA successfully completed the Corrective Action Plan.  f. In the corrective actions, we describe our new Culture of Safety initiative.</p>

**Finding 5 Safety Practices:** *The recipient did not ensure all staff did not maltreat or endanger the health and safety of children, including, a minimum, that staff must not use corporal punishment.*

Incident(s) Cited as Supporting Finding	Response
1. On September 13, 2021, a teacher reported an injured a child at the subrecipient's Belshaw Center.	a. On September 17, 2021 First Baptist Head Start reported to CCL and the County. At this point, First Baptist Head Start was still on Corrective Action Plan for the June 16, 2021 incident at East Leland Court. b. On September 17, 2021 the County reported to ACF. c. On October 1, 2021 CCL determined the violation was substantiated. d. On October 1, 2021, we updated and extended the existing Corrective Action Plan (CAP) relevant to this incident and the specific citations from CCL. e. We retained First Baptist Head Start on a Corrective Action Plan until our contract with them ended on June 30, 2022. f. In the corrective actions, we describe our new Culture of Safety initiative.
2. On September 22, 2021, a parent arrived to pick up their child at the recipient's Ambrose Head Start Center and asked the staff why their child was upset.	a. This center is a County directly operated center. b. On September 30, 2021 we put our own Ambrose Head Start Center on a Corrective Action Plan. c. On November 8, 2021 we reported to CCL and they did not investigate. d. On November 15, 2021, in a phone call, CCL notified us that there would be no citation. e. On February 16, 2022, following an internal review of our own procedures, we realized we had not followed our own policy of reporting any potential safety incident to ACF within three days and so we did so at this time. f. On February 9, 2022, Ambrose Head Start Center completed the Corrective Action Plan. g. In the corrective actions, we address our three-day reporting to ACF.
3. On December 29, 2021, an associate teacher at the recipient's Contra Costa College Center allegedly used inappropriate words in the presence of children.	a. Contra Costa College Center reported to CCL and the County on December 29, 2021. b. CCL visited the center on January 7, 2022 and did not issue a citation. c. On January 14, 2022 the County put Contra Costa College Center on a Corrective Action Plan d. We reported to ACF on February 16, 2022. Following an internal review of our own procedures, we realized we had not followed our own policy of reporting any potential safety incident to ACF within three days and so we did so at this time. e. CCL visited the center again on March 10, 2022 and did not issue a citation. f. CCL visited the center again on March 28, 2022 and issued a citation. g. On June 22, 2022 Contra Costa College Center successfully completed the Corrective Action Plan. h. In the corrective actions, we describe our new Culture of Safety initiative.

Incident(s) Cited as Supporting Finding	Response
4. On February 16, 2022, the recipient notified the Regional Office that an alleged incident occurred at the recipient's Balboa Children's Center.	a. On February 23, 2022 Balboa Children's Center reported to CCL and the County. b. On February 24, 2022 the County reported to ACF. c. On March 3, 2022 CCL determined the allegation was unfounded and no citation issued. d. On March 14, 2022, we provided refresher training for the classroom team at Balboa Children's Center.
5. On February 22, 2022, the Regional Office was informed of a fifth incident being investigated by the recipient, which allegedly occurred at the recipient's Marsh Creek Center.	a. On February 18, 2022, Marsh Creek Center reported to CCL and the County b. On February 22, 2022 we reported to ACF. c. On March 2, 2022 CCL determined the allegation was unfounded and no citation was issued. d. On February 25, 2022 we provided refresher training for Marsh Creek Center.

**Finding 6 Ongoing Fiscal Capacity:** *The recipient does not plan and implement a fiscal management system that supports the organization's ongoing capacity to execute its budget over time and meet the needs of its organization.*

Incident(s) Cited as Supporting Finding	Response (in the corrective actions, we describe plans to strengthen fiscal monitoring)
<p>1. First Baptist Head Start recorded significant undocumented accrued liabilities (\$180,000) at the end of the contractual year.</p>	<p>a. EHSD conducted a special fiscal review of FBHS following the allegations made by the whistleblower. EHSD found in the FBHS June 2021 general ledger \$31,471.05 of expenditures were accrued as of June 30, 2021. The accrued expenditures were substantiated by vendor invoices submitted to FBHS. The invoices were signed by the vendor, and the receipt of supplies was acknowledged by the signature of the FBHS interim executive director on the invoice.</p> <p>b. During the special fiscal review process, FBHS fiscal manager and interim director stated the invoices were "dummy invoices." In their response to the EHSD findings, the FBHS Board of Directors stated that these invoices were not paid with Federal funds, but rather with other funding.</p> <p>c. EHSD continues its special review to determine whether the remaining amount of approximately \$150,000 were for unallowable costs charged to Head Start grant.</p> <p><b>Attachments</b></p> <p>F.6.1.1 Dummy Invoices</p> <p>F.6.1.2 FBHS Chart of Accounts</p> <p>F.6.1.3 FBHS June 30 General Ledger Expenditure Accrual JE</p> <p>F.6.1.4 FBHS July 1 General Ledger Expenditure Reversal JE</p> <p>F.6.1.5 EHSD Special Review Report of FBHS Fiscal Activity Inspection Report by Simon Chung, CPA</p>
<p>2. The subrecipient's assistant director conducted business with family members to provide janitorial, vehicle, and health services for the First Baptist Head Start program.</p>	<p>a. As part of the EHSD special fiscal review of FBHS following the allegations made by the whistleblower, EHSD found the services were rendered and a conflict of interest existed. FBHS conducted business with family members.</p> <p>b. During the special review, FBHS terminated the relationship with the family member vendors and solicited bids for janitorial, health services, and landscaping/contracting services.</p> <p>c. EHSD determined costs were allowable, therefore no reimbursement is due.</p> <p><b>Attachment</b></p> <p>F.6.1.5 EHSD Special Review Report of FBHS Fiscal Activity Inspection Report by Simon Chung, CPA</p>
<p>3. A review of the recipient's investigation of the subrecipient found the First Baptist Head Start's assistant director received additional compensation in the amount of \$26,144.</p>	<p>a. As part of the special fiscal review of FBHS following the allegations made by the whistleblower, EHSD found that the additional compensation was not for additional job activities, but rather for three (3) years of earned vacation time and not taken, but paid.</p> <p>b. The three (3) years of vacation cash-out compensation, was approved by FBHS Board of Directors on October 21, 2019, September 21, 2020 and August 16, 2021. The gross amount paid to the assistant director was found to be \$31,232.80.</p> <p>c. EHSD found FBHS was out of compliance with 45 CFR Subchapter B Section 1302.90 Personnel Policies.</p>

Incident(s) Cited as Supporting Finding	Response (in the corrective actions, we describe plans to strengthen fiscal monitoring)
	<p>d. Upon receipt on August 2, 2022 of the FBHS 2021/2022 Employee Handbook, we determined the FBHS Board of Directors decisions were not supported by their Employee Handbook. On August 3, 2022 EHSD informed FBHS in writing of our finding and requested reimbursement in the amount of \$31,232.80. We will remit payment to Head Start when received.</p> <p><b>Attachments</b></p> <p>F.6.3.1 FBHS Employment Policies &amp; Practices Interim Employees</p> <p>F.6.1.5 EHSD Special Review Report of FBHS Fiscal Activity Inspection Report by Simon Chung, CPA</p> <p>F.6.3.2 FBHS Board of Directors Board Vacation Payout Approval</p> <p>F.6.3.3 EHSD Payment Demand Letter</p>
<p>4. During an interview, the recipient's accounting staff confirmed the subrecipient used the same insurance policy for employees of both entities.</p>	<p>a. As part of the special fiscal review of FBHS following the allegations made by the whistleblower, EHSD found the following information in reference to the comingling of insurance.</p> <p>b. For the period July 1, 2021 through July 1, 2022, First Baptist Church had the following insurance policies: Commercial Liability (\$28,155), Workers Compensation (\$80,028), and Business Auto (\$5,861).</p> <p>c. Prior to the beginning of FY 21-22, FBHS made the payments to the insurance company.</p> <p>d. On June 29, 2021, First Baptist Church reimbursed FBHS its proportionate share in the amount of \$26,863 of the insurance cost.</p> <p>e. FBHS obtained its own insurance policy April 2022.</p> <p>f. EHSD determined costs were allowable; therefore no reimbursement is due.</p> <p><b>Attachments</b></p> <p>F.6.4.1 Subrecipient First Baptist separate insurance.</p> <p>F.6.1.5 EHSD Special Review Report of FBHS Fiscal Activity Inspection Report by Simon Chung, CPA</p> <p>F.6.4.2 First Baptist Church Reimbursement \$26,863</p>
<p>5. A review of First Baptist Head Start's audit for the period ending June 30, 2021, found five vehicles valued in total at \$70,779 were titled to the subrecipient as Head Start vehicles. It was unclear if the recipient tracked equipment purchases or fixed assets for First Baptist Head Start</p>	<p>a. As part of the special fiscal review of FBHS following the allegations made by the whistleblower, EHSD found FBHS vehicles were purchased with Head Start funds and were titled in the name of FBHS.</p> <p>b. EHSD tracks subrecipient assets purchased with Head Start funding.</p> <p>c. FBHS is no longer a subrecipient for this program, effective June 30, 2022. Effective July 1, 2022, FBHS transferred possession of three of the five vehicles to the incoming subrecipient, YMCA. The other two vehicles will be dispositioned per guidance from the Office of Grant Management.</p> <p><b>Attachments</b></p> <p>F.6.1.5 EHSD Special Review Report of FBHS Fiscal Activity Inspection Report by Simon Chung, CPA</p> <p>F.6.5.1 FBHS Head Start Vehicle Titles</p>

## **CORRECTIVE ACTION PLANS**



## SUMMARY AND TIMELINE

Finding	Systemic Corrective Actions (See full descriptions of each on following pages)	Lead	Planned Completion Dates				Complete
			Policy   Procedure Development	Policy   Procedure Approval	Training	Concurrent Implementation & Monitoring	
• 3 Safety Practices Deficiencies	1. Strengthen program monitoring	Easter Calvit, CSB Deputy Director	2 weeks August 26, 2022	3 weeks September 16, 2022	2 weeks September 30, 2022	6 weeks November 11, 2022	November 16, 2022
• 1 Program Governance Area of Noncompliance	2. Strengthen governance alignment with Head Start requirements	Marla Stuart, EHSD Director	5 weeks September 16, 2022	2 weeks September 30, 2022	1 week October 7, 2022	5 weeks November 11, 2022	November 16, 2022
• 3 Safety Practices Deficiencies	3. Implement a Culture of Safety	Easter Calvit, CSB Deputy Director	1 weeks August 19, 2022	2 weeks September 2, 2022	2 weeks September 16, 2022	4 weeks October 14, 2022	October 17, 2022
	4. Expand a Culture of Wellness	Easter Calvit, CSB Deputy Director	1 weeks August 19, 2022	2 weeks September 2, 2022	2 weeks September 16, 2022	4 weeks October 14, 2022	October 17, 2022
• 1 Ongoing Fiscal Capacity Deficiency	5. Strengthen Head Start subrecipient fiscal monitoring by aligning with EHSD subrecipient monitoring policies and procedures	Emilia Gabriele, EHSD Chief Deputy Director	3 weeks September 2, 2022	2 weeks September 16, 2022	3 weeks October 7, 2022	5 weeks November 11, 2022	November 16, 2022
Documentation to be provided to ACF as evidence of corrective action completion							
<ul style="list-style-type: none"> <li>Approved Policies</li> <li>Relevant Board/Committee/Policy Council meeting documentation</li> <li>Accompanying procedures</li> </ul>				<ul style="list-style-type: none"> <li>Training materials</li> <li>Sign-in sheets</li> <li>Knowledge assessment summaries</li> </ul>	<ul style="list-style-type: none"> <li>Weekly and monthly monitoring reports</li> <li>Head Start, EHSD, Policy Council, Family &amp; Human Services Committee, and Board of Supervisors meeting agendas for when these reports are discussed</li> </ul>		

## 1. Strengthen program monitoring (for fiscal monitoring see #5 below)

### *Policy / Procedure Development (to be completed August 26, 2022)*

- Assess and ensure Head Start monitoring practices align with County, EHSD, and Head Start requirements
- Review monitoring programs from other Head Start sites
- Include, at a minimum
  - Expand current program monitoring practices to include a new multi-layered monitoring (which we believe is a crucial component of our Culture of Safety, see corrective action #4 below)
    - Daily targeted and observational program self-monitoring by teacher assistants, teachers, and site supervisors
    - Weekly targeted and observational program and fiscal monitoring by all other Head Start employees
    - Bi-annual full monitoring of all program and fiscal components
      - ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance)
      - Nutrition
      - Health & Safety
      - Disabilities & Mental Health
      - PFCE (Parent, Family, & Community Engagement)
      - Education
      - Governance
      - Fiscal
  - Develop and/or update standardized monitoring tools for each layer of monitoring
  - Include monitoring of Culture of Safety and Culture of Wellness (see descriptions below)
  - Enter all completed monitoring tools into CLOUDS
  - Produce weekly aggregate monitoring reports for Head Start leadership to identify trends and take appropriate action
  - Produce monthly aggregate monitoring reports for EHSD Director, Policy Council, and Board of Supervisors Family & Human Services Committee
  - Define compliance levels | thresholds that trigger program and/or fiscal Corrective Action Plans (for direct, contracted, and family sites)
  - Present all program Corrective Action Plans to the Policy Council and all fiscal corrective action plans with updates until closed to Board of Supervisors Family & Human Services Committee. This committee will decide when these concerns shall be elevated to the full Board of Supervisors.

### *Policy / Procedure Approval (to be completed September 16, 2022)*

- Provide opportunity for discussion and obtain approval from Policy Council, Family & Human Services Committee, and Board of Supervisors

### *Training (to be completed September 30, 2022)*

- Train all staff in program staff direct operated centers, contracted centers, and family programs
- Train all administrative staff in EHSD and CSB

- Develop training appropriate for the audience (by classification, by location -- direct and contracted centers, family)
- Deliver and document training
- Assess knowledge gain

*Concurrent Implementation & Monitoring (to be completed November 11, 2022)*

- Continue current monitoring strategies and add new monitoring strategies when training is complete for each site
- Monitoring of the monitoring plan is accomplished by scheduled reports to Policy Council, Board of Supervisor Family & Human Services Committee, and Board of Supervisor
- Utilize the monitoring data and reports to implement continuous quality improvement of our program and fiscal processes

*Resources include but are not limited to the following*

- Head Start Act and Head Start Performance Standards
- Head Start Early Childhood Knowledge and Learning Center (ECLKC)
- Head Start Training & Technical Assistance review and recommendations
- EHSD Policy & Planning Bureau
- Other Head Start programs

## 2. Strengthen governance alignment with Head Start requirements

### *Policy / Procedure Development (to be completed September 16, 2022)*

- Review governance structure from other Head Start programs (in California and other county-run states) that are governed by elected county supervisors
- Revise governance structure to incorporate at a minimum
  - Addition of monthly report to the Board of Supervisors Family & Human Services Committee
  - Annual Head Start governance training for Board of Supervisors
  - Board of Supervisors site visits to Head Start centers
  - Participation of BOS in the annual self-assessment
  - Anything else from other similar programs that fits Contra Costa County structure

### *Policy / Procedure Approval (to be completed September 30, 2022)*

- For any policy changes, provide opportunity for discussion by and obtain approval from Board of Supervisors

### *Training (to be completed October 7, 2022)*

- Develop training appropriate for the audience related to any changes (Board of Supervisors, Family & Human Services Committee, Policy Council)
- Deliver annual governance training.
- Deliver and document training

### *Concurrent Implementation & Monitoring (to be completed November 11, 2022)*

- Maintain documentation of meeting agendas, items and minutes
- Utilize the governance monitoring from form ECLKC

### *Resources include but are not limited to the following*

- Head Start Act and Head Start Performance Standards
- Head Start Early Childhood Knowledge and Learning Center (ECLKC)
- Head Start Training & Technical Assistance review and recommendations
- County Administrator's Office and County Counsel
- Other similarly governed Head Start programs

### 3. Implement a Culture of Safety

#### *Policy / Procedure Development (to be completed August 19, 2022)*

- Ensure a culture that includes standardized practices for safe environments, classroom monitoring, safe transitions, Children's Personal Rights, standards of conduct, and child supervision
  - Specific strategies will include but not be limited to zoning maps, secondary head count systems, visual supervision, behavior logs, client concern logs, optimization of CLOUDS (our information management system) to support safety
  - Consistently implement our policy of reporting safety incidents to ACF within three days
- Engage parents in Culture of Safety to normalize discussions of safety and empower parents to vocalize safety concerns they may notice
- Engage children in safety practices
- Require adoption of these practices by all directly operated centers and contracted centers
- Ensure scheduled breaks do not compromise safety
- Require adoption, as appropriate, by family child care sites
- **See attached detailed Culture of Safety plan (CAP.3.1)** that has been in development since May, 2022 with support and consultation from Head Start T/TA

#### *Policy / Procedure Approval (to be completed September 2, 2022)*

- Provide opportunity for discussion and obtain approval from Policy Council, Family & Human Services Committee, and Board of Supervisors

#### *Training (to be completed September 16, 2022)*

- Develop initial training of new concepts appropriate for the audience (by classification, by location -- direct and contracted centers, family)
- Deliver and document initial training
- Assess knowledge gain
- Provide additional training if necessary based on knowledge gain
- Develop and execute a calendar of refresher training at a frequency relevant to the topic
- Deliver and document refresher training
- Assess knowledge gain
- Provide additional training if necessary based on knowledge gain

#### *Concurrent Implementation & Monitoring (to be completed October 14, 2022)*

- Implement each new component of Culture of Safety when training is complete
- Include Culture of Safety practices in multi-layered monitoring (see Corrective Action #1 above)

#### *Resources include but are not limited to the following*

- Head Start Act and Head Start Performance Standards and Head Start Early Childhood Knowledge and Learning Center (ECLKC)
- Head Start Training & Technical Assistance review and recommendations and other Head Start programs

#### 4. Expand a Culture of Wellness

##### *Policy / Procedure Development (to be completed August 19, 2022)*

- Expand the existing Culture of Wellness built on Trauma-Informed Practice Theory to promote staff resilience and wellness as one tool to ensure child safety
- Include, at a minimum, the following:
  - Expand to include
    - Community of Practice team focused on inclusion and equity, and coordinating all other efforts using SMARTIE measurement goals (strategic, measurable, ambitious, realistic, time-bound, inclusive, equitable)
    - Psychological First Aid
    - Culturally responsive self-care practices for early childhood education (by Julie Kurtz)
    - Certified wellness coach
    - Teaching Pyramid
    - Mindfulness practices in the classroom as behavior strategy
    - Access to private break spaces for all staff
    - Expand our lending library to include wellness resources
  - Maintain existing practices
    - Trauma Support Team
    - Twice-weekly wellness resource emails
    - Motivational posters
    - Cultural humility
    - Culturally responsive caregiving practices
    - Reflective supervision
    - Family development credential
    - Reminders of County Employee Assistance Program options
    - Workplace Wellness Academy

##### *Policy / Procedure Approval (to be completed September 2, 2022)*

- Provide opportunity for discussion and obtain approval from Policy Council, Family & Human Services Committee, and Board of Supervisors

##### *Training (to be completed September 16, 2022)*

- Develop in-house train-the-trainers
- Deliver a variety of trainings regarding the topics listed above targeted to the audience (by classification, by location -- direct and contracted centers, family)
- Assess knowledge gain
- Make determinations about topics, frequency, and repetition based on measurements below

*Concurrent Implementation & Monitoring (to be completed October 14, 2022)*

- Measure staff wellness (at a frequency to be determined) with the following tools and take appropriate follow-up action
  - Compassion Satisfaction Scale
  - Burnout Scale
  - Secondary Traumatic Stress Scale
  - Work Satisfaction Survey
- Produce aggregate reports for review and action by Head Start leadership team, Policy Council, and Board of Supervisors Family & Human Services Committee

*Resources include but are not limited to the following*

- Head Start Early Childhood Knowledge and Learning Center (ECLKC)
- Head Start Training & Technical Assistance review and recommendations
- Other Head Start programs
- Contra Costa Behavioral Health
- Contra Costa Office of Racial Equity

**5. Strengthen Head Start subrecipient fiscal monitoring by aligning with EHSD subrecipient monitoring policies and procedures**

*Policy / Procedure Development (to be completed September 2, 2022)*

- Strengthen Head Start subrecipient fiscal monitoring by aligning with EHSD subrecipient monitoring policies and procedures to include in the areas of:
  - Accrued liabilities
  - Conflict of interest
  - Allowable compensation
  - Insurance coverage
  - Tracking subrecipient fixed assets
- Amend EHSD subrecipient monitoring policies and/or procedures where necessary to align with Head Start requirements

*Policy / Procedure Approval (to be completed September 16, 2022)*

- Provide opportunity for discussion by and obtain approval from Board of Supervisors for all policies changes

*Training (to be completed October 7, 2022)*

- When new policies or procedures are developed and/or approved, develop training appropriate for the audience (EHSD staff, subrecipient staff)
- Deliver and document training
- Assess knowledge gain
- Develop and execute a calendar of annual training
- Assess knowledge gain
- Provide additional training if necessary based on knowledge gain

*Concurrent Implementation & Monitoring (to be completed November 11, 2022)*

- Continue to implement subrecipient monitoring
- Continue to annually establish a subrecipient monitoring schedule and provide monthly reports of monitoring activities and results to the EHSD Chief Financial Officer and EHSD Executive Team

*Resources include but are not limited to the following*

- Head Start Act and Head Start Performance Standards
- Head Start Early Childhood Knowledge and Learning Center (ECLKC)
- Head Start Training & Technical Assistance review and recommendations
- Contra Costa County Administrative Bulletins
- Contra Costa County Administrator's Office, County Counsel, Finance Office, Purchasing Department, Auditor/Controller, Human Resources Department
- Employment & Human Services Department (EHSD) Administrative Bulletins, Policies, and Procedure





Contra  
Costa  
County

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: May 11, 2021

Subject: March 2021 Operations Update of the Employment and Human Services Department, Community Services Bureau

**RECOMMENDATION(S):**

ACCEPT the March 2021 Operations Update of the Employment and Human Services Department, Community Services Bureau as recommended by the Employment and Human Services Director.

**FISCAL IMPACT:**

There is no fiscal impact.

**BACKGROUND:**

The Employment and Human Services Department submits a monthly report to the Contra Costa County Board of Supervisors (BOS) to insure communication and updates to the County Administrator and BOS regarding any and all issues pertaining to the Head Start Program and Community Services Bureau.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 05/11/2021 ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: May 11, 2021

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

By: June McHuen, Deputy

Contact: elaine Burres  
608-4960

cc:

0.03

ATTACHMENTS

CSB Mar 2021 CAO Report

CSB Mar 2021 HS Financial

CSB Mar 2021 EHS Financial

CSB Mar 2021 CCP Financial

CSB Mar 2021 CACFP Child Nutrition Jan  
2021

CSB Mar 2021 CACFP Child Nutrition Feb 2021

CSB Mar 2021 Credit Card Report

CSB Mar 2021 LIHEAP

CDB Mar 2021 Menu



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: September 7, 2021

Subject: 2022 Early Head Start Continuation Grant

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to accept grant funding from the United States Department of Health and Human Services, Administration for Children and Families, Office of Head Start, in an amount not to exceed \$9,013,798 for Early Head Start Program services for the period January 1, 2022 through December 31, 2022 and AUTHORIZE the Chair of Board of Supervisors to sign the grant application.

**FISCAL IMPACT:**

Funding for the period January 1, 2022 through December 31, 2022 is included in the Department's FY 2021-22 budget. The County, as Grantee, is required to generate a 25% non-federal match of the total grant-budget. For 2022, the match amount equates to \$2,253,449, which will be achieved through collaboration with State Child Development programs and the volunteer hours generated from Early Head Start parents and community partners.

100% Federal funds. No County Cost. CFDA #93.600

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 09/07/2021 ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: September 7, 2021

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

By: Laura Cassell, Deputy

Contact: A. Bailey-Nesbitt,  
925-608-4930

cc:

### BACKGROUND:

Early Head Start is a federal program that serves low-income pregnant women and families with infants and toddlers from birth to age three. The program design supports and nurtures healthy attachments between the child and their family. Early Head Start programs provide quality child care, child development, and other services including, medical, mental health, and dental services. Head Start/Early Head Start also offers comprehensive services, including health, nutrition, social and other services determined as necessary via family needs assessments. These services respond to each child and family's ethnic, cultural, and linguistic heritage. Children and families access these services through various service models, including centers or schools that children attend half or full-day, family childcare homes, and/or the children's own homes - a Head Start staff visit once per week to provide in-home services. Children who receive home-based services gather periodically with other enrolled families for group learning experiences facilitated by Head Start staff. Contra Costa County applies annually to the U.S. Health and Human Services Department, Administration for Children and Families, Office of Head Start, as the Head Start grantee. The annual application includes newly identified goals and objectives for the program. This is year four of a five-year grant cycle. The year three continuation application was approved by the Board on September 22, 2020. This application was reviewed and approved by the Head Start Policy Council on August 18, 2021. Approval of this board order request will allow the continued provision of Early Head Start services to program eligible children and families.

### CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the County will not receive funding to operate Early Head Start childcare centers.

### CHILDREN'S IMPACT STATEMENT:

The Community Services Bureau of the Employment & Human Services Department's Early Head Start program supports three of Contra Costa County's community outcomes - Outcome 1: "Children Ready for and Succeeding in School," Outcome 3: "Families that are Economically Self-sufficient," and, Outcome 4: "Families that are Safe, Stable, and Nurturing." These outcomes are achieved by offering comprehensive services, including high quality early childhood education, nutrition, and health services to low-income pregnant women and families throughout Contra Costa County.

### ATTACHMENTS

EHS Funding Letter

EHS Budget Narrative



Supervisor Diane Burgis, District 3  
Board of Supervisors, Chair



Contra  
Costa  
County

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: September 7, 2021

Subject: 2022 Head Start Continuation Grant

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to accept grant funding from the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Head Start, in an amount not to exceed \$17,820,497 for Head Start Program services for the period January 1, 2022 through December 31, 2022 and AUTHORIZE the Chair of Board of Supervisors to sign the grant application.

**FISCAL IMPACT:**

Funding for the period January 1, 2022 through December 31, 2022 is included in the Department's FY 2021-22 budget. The County, as Grantee, is required to generate a 25% non-federal match of the total grant budget. For 2022, the match amount equates to \$4,455,124, which will be achieved through collaboration with State Child Development programs and the volunteer hours generated from Head Start parents and community partners.

100% Federal funds. No County Cost. CFDA #93.600.

The application includes \$2,321,753 requested funding for the County's Head Start Delegate Agency, First Baptist Church of Pittsburg, California.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 09/07/2021 ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: September 7, 2021

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

By: Laura Cassell, Deputy

Contact: A. Bailey-Nesbitt,  
925-608-4930

cc:

**BACKGROUND:**

Head Start is a federal program that promotes the school readiness of children ages birth through five years old from low-income families by enhancing their cognitive, social and emotional development. Head Start programs provide a learning environment that supports children's growth in the following domains: language and literacy; cognition and general knowledge; physical development and health; social and emotional development; and approaches to learning. Head Start also offers comprehensive services, including health, nutrition, social and other services determined as necessary via family needs assessments. These services respond to each child and family's ethnic, cultural, and linguistic heritage. Children and families access these through various service models, including: centers or schools that children attend part or full-day, family childcare homes, and/or the children's own homes - a Head Start staff visits once per week to provide in-home services. Children who receive home-based services gather periodically with other enrolled families for group learning experiences facilitated by Head Start staff. Contra Costa County applies annually to the U.S. Health and Human Services Department, Administration for Children and Families, Office of Head Start, as the Head Start grantee. The annual application includes newly identified goals and objectives for the program. This is year four of a five-year funding cycle. Year three continuation application was approved by the Board on September 22, 2020. This application was reviewed for approval by the Head Start Policy Council on August 18, 2021. Approval of this Board order will allow the continued provision of Head Start services to program eligible children and families.

**CONSEQUENCE OF NEGATIVE ACTION:**

If not approved, the County will not receive funding to operate Head Start childcare centers.

**CHILDREN'S IMPACT STATEMENT:**

The Head Start grant funding supports three of the community outcomes established in the Children's Report Card: 1) "Children Ready for and Succeeding in School, 3) "Families that are Economically Self-sufficient" and, 4) "Families that are Safe, Stable, and Nurturing" by offering comprehensive services, including high quality early childhood education, nutrition, and health services to children from low income families throughout Contra Costa County.

**ATTACHMENTS**

Head Start Funding Letter

Head Start Budget Narrative



Supervisor Diane Burgis, District 3  
Board of Supervisors, Chair



PO# 7029 VOIL 2013  
PO# 7038

7271

# S & L ENTERPRISES

79 Covington Dr., Pittsburg, CA 94565  
Bus: (925) 439-1118 Mobile: (925) 980-7717  
CA 0031010

CHARGE TO: FIRST BAPTIST HEAD START DATE: 6/1/2021  
STREET OR BOX: 3890 Railroad Ave FROM: Long Trees TO: Antioch  
CITY: Pittsburg CONSIGNEE: ADDRESS:

COMMODITY		DISTANCE RATE NOTICE	
<u>WALK ORDER</u>		<u>LONG TREES</u>	
TAG NO.	WEIGHT	TAG NO.	WEIGHT
1.		12.	
2.	<u>CONCRETE WALK</u>	13.	
3.	<u>20' X 10' SLAB</u>	14.	
4.	<u>20' X 3' WALKWAY</u>	15.	
5.	<u>40' X 3' WALKWAY</u>	16.	P.O. No.
6.	<u>13' X 12' SLOD SLAB</u>	17.	Job No.

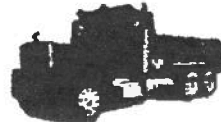
7.	OFFICE USE ONLY	RATE	TOTAL AMOUNT
8.			
9.			
10.			
11.			

① REPORTING TIME	② ENDING TIME (ITEM 4 PLUS 5)	③ TOTAL TIME	④ MEAL & TRUCK DOWN TIME	⑤ NET TIME
A.M.	A.M.			
P.M.	P.M.	HRS.	HRS.	HRS.
② START DRIVING TIME LAST TRIP	③ ARRIVAL TIME AT	④ END UNLOADING LAST TRIP	⑤ RUNNING TIME LAST TRIP	
	A.M.	A.M.		
	P.M.	P.M.	HRS.	

CUBIC YARD: ONE-WAY MILEAGE: TRUCK NO.: TRL. NO.:  
☐ 10 YD ☐ SEMI ☐ TRANSFER ☐ BOTTOM DUMP  
☐ 56 FEET ☐ OVER ☐ UNDER  
 NO. AXLES: ( ☐ PRIVATE PROPERTY )  
 POWER LOADING ☐ BUNKER LOADING ☐  
 BY: Stanley K. Litter DRIVER  
 BY: Brandon R. Smith RECEIVED IN GOOD ORDER BY AUTHORIZED REPRESENTATIVE  
 BY: SHIPPER

SOCIAL SECURITY NO. EQUIPMENT LICENSE NO.  
 PUBLIC UTILITIES COMMISSION REQUIRES PAYMENT FOR THESE CHARGES NOT LATER THAN THE FIFTEENTH OF THE MONTH FOLLOWING DATE OF THIS BILL  
 Driver Agrees to Pay Legal Fees, Court Costs for Collection of Delinquent Accounts and Legal Fees of Interest for Past Due Accounts, Amounts Due and Payable in Thirty (30) Days, Past Due Accounts Subject to 15% Interest Charge (15% Per Annum) on Balance over \$1,000 and 1% Interest Charge (12% Per Annum) on Balance over \$1,000

NOTE: WE MAKE DELIVERIES INSIDE CURB LINE AND ON THE LOT AT CUSTOMER'S RISK ONLY AND ACCEPT NO RESPONSIBILITY FOR ANY DAMAGES RESULTING FROM SUCH DELIVERIES.



F.6.1.1  
7295

# S & L ENTERPRISES

79 Covington Dr., Pittsburg, CA 94565  
Bus: (925) 439-1118 Mobile: (925) 980-7717  
CA 0031010

CHARGE TO: FIRST BAPTIST HEAD START DATE: 6-1-2021  
STREET OR BOX: 3890 Railroad Ave FROM: Belshaw TO: Antioch  
CITY: Pittsburg CONSIGNEE: ADDRESS:

COMMODITY		DISTANCE RATE NOTICE	
<u>CONCRETE</u>		<u>Belshaw</u>	
TAG NO.	WEIGHT	TAG NO.	WEIGHT
1.		12.	
2.	<u>CONCRETE</u>	13.	
3.	<u>WALKWAY + BIKE PADS</u>	14.	
4.		15.	
5.	<u>PADS 12' X 20' 240</u>	16.	P.O. No.
6.	<u>BIKE 3' X 40' 120</u>	17.	Job No.
7.	<u>PADS 3' X 20' 60</u>		
8.	<u>3' 3.5' 105</u>		
9.			
10.			
11.			

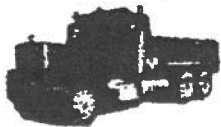
7.	OFFICE USE ONLY	RATE	TOTAL AMOUNT
8.			
9.			
10.			
11.			

① REPORTING TIME	② ENDING TIME (ITEM 4 PLUS 5)	③ TOTAL TIME	④ MEAL & TRUCK DOWN TIME	⑤ NET TIME
A.M.	A.M.			
P.M.	P.M.	HRS.	HRS.	HRS.
② START DRIVING TIME LAST TRIP	③ ARRIVAL TIME AT	④ END UNLOADING LAST TRIP	⑤ RUNNING TIME LAST TRIP	
	A.M.	A.M.		
	P.M.	P.M.	HRS.	

CUBIC YARD: ONE-WAY MILEAGE: TRUCK NO.: TRL. NO.:  
☐ 10 YD ☐ SEMI ☐ TRANSFER ☐ BOTTOM DUMP  
☐ 56 FEET ☐ OVER ☐ UNDER  
 NO. AXLES: ( ☐ PRIVATE PROPERTY )  
 POWER LOADING ☐ BUNKER LOADING ☐  
 BY: Stanley K. Litter DRIVER  
 BY: Brandon R. Smith RECEIVED IN GOOD ORDER BY AUTHORIZED REPRESENTATIVE  
 BY: SHIPPER

SOCIAL SECURITY NO. EQUIPMENT LICENSE NO.  
 PUBLIC UTILITIES COMMISSION REQUIRES PAYMENT FOR THESE CHARGES NOT LATER THAN THE FIFTEENTH OF THE MONTH FOLLOWING DATE OF THIS BILL  
 Driver Agrees to Pay Legal Fees, Court Costs for Collection of Delinquent Accounts and Legal Fees of Interest for Past Due Accounts, Amounts Due and Payable in Thirty (30) Days, Past Due Accounts Subject to 15% Interest Charge (15% Per Annum) on Balance over \$1,000 and 1% Interest Charge (12% Per Annum) on Balance over \$1,000

NOTE: WE MAKE DELIVERIES INSIDE CURB LINE AND ON THE LOT AT CUSTOMER'S RISK ONLY AND ACCEPT NO RESPONSIBILITY FOR ANY DAMAGES RESULTING FROM SUCH DELIVERIES.



PO# 7032 VOIL 2013

PO# 7041

S &amp; L ENTERPRISES

79 Covington Dr., Pittsburg, CA 94565

Bus: (925) 439-1118 Mobile: (925) 980-7717

CA 0031010

7287

CHARGE TO: FIRST BAPTIST HEND STADT		DATE: 6/28/2021	
STREET OR BOX: 3810 KILGORE AVE		FROM: FAIRGROVES	
CITY: PITTSBURG		TO CITY: ANTIOCH	
COMMODITY: CONCRETE WORK		DISTANCE RATE NOTICE: FAIRGROVES	
TAG NO.		WEIGHT	
1. REMOVE OLD CONCRETE		12.	
2. ADD NEW CONCRETE		13.	
3. 25'X20' SLAB		14.	
4. 20'X3' WALKWAY		15.	
5. 50'X3' WALKWAY		16. P.O. No.	
6. TAKE OUT 2600.00		17. Job No.	
7. REBAR 300.00		OFFICE USE ONLY	
8. PUMP TRUCK 1126.12		RATE	
9.		TOTAL	
10.		HRS	
11.		TONS	
1. REPORTING TIME		2. ENDING TIME (ITEM 4 PLUS 1)	
A. M.		A. M.	
P. M.		P. M.	
3. TOTAL TIME		4. MEAL & TRUCK DOWN TIME	
HRS.		HRS.	
5. NET TIME		6. RUNNING TIME LAST TRIP	
HRS.		HRS.	
7. START DRIVING TIME LAST TRIP		8. ARRIVAL TIME AT	
A. M.		A. M.	
P. M.		P. M.	
9. END UNLOADING LAST TRIP		10. RUNNING TIME LAST TRIP	
A. M.		A. M.	
P. M.		P. M.	
CUBIC YARD		ONE-WAY MILEAGE	
TRUCK NO.		TRL. NO.	
DRIVER: THE P.U.C. AND THE OWNER REQUIRE THIS TICKET TO BE ACCURATE.			
POWER LOADING <input type="checkbox"/>			
BUNKER LOADING <input type="checkbox"/>			
NO. AXLES: ( <input type="checkbox"/> PRIVATE PROPERTY )			
BY: [Signature] DRIVER			
BY: [Signature] SHIPPER			

SOCIAL SECURITY NO. EQUIPMENT LICENSE NO.

PUBLIC UTILITIES COMMISSION REQUIRES PAYMENT FOR THESE CHARGES NOT LATER THAN THE FIFTEENTH OF THE MONTH FOLLOWING DATE OF THIS BILL. Other Agency or Pay Legal Fees, Court Costs for Collection of Delinquent Accounts and Legal Fees of Interest for Past Due Accounts, Accounts Due and Payable in Thirty (30) Days, Past Due Accounts Subject to 1% Interest Charge (10% Per Annum) on Balance under \$1,000 and 1% Interest Charge (12% Per Annum) on Balance over \$1,000

NOTE: WE MAKE DELIVERIES INSIDE CURB LINE AND ON THE LOT AT CUSTOMER'S RISK ONLY AND ACCEPT NO RESPONSIBILITY FOR ANY DAMAGES RESULTING FROM SUCH DELIVERIES.



PO# 7031 VOIL 2013

PO# 7040

S &amp; L ENTERPRISES

79 Covington Dr., Pittsburg, CA 94565

Bus: (925) 439-1118 Mobile: (925) 980-7717

CA 0031010

7281

CHARGE TO: FIRST BAPTIST HEND STADT		DATE: 6/19/2020	
STREET OR BOX: 3810 KILGORE AVE		FROM: EAST LETLAND	
CITY: PITTSBURG		TO CITY: PITTSBURG	
COMMODITY: CONCRETE		DISTANCE RATE NOTICE: EAST LETLAND	
TAG NO.		WEIGHT	
1. REMOVE OLD CONCRETE		12.	
2. 20'X20' SLAB		13.	
3. 20'X20' 800 SFT		14.	
4. REBAR 250.00		15.	
5. REMOVE PUMP 380.00		16. P.O. No.	
6. PUMP TRUCK 1380.00		17. Job No.	
7.		OFFICE USE ONLY	
8.		RATE	
9.		TOTAL	
10.		HRS	
11.		TONS	
1. REPORTING TIME		2. ENDING TIME (ITEM 4 PLUS 1)	
A. M.		A. M.	
P. M.		P. M.	
3. TOTAL TIME		4. MEAL & TRUCK DOWN TIME	
HRS.		HRS.	
5. NET TIME		6. RUNNING TIME LAST TRIP	
HRS.		HRS.	
7. START DRIVING TIME LAST TRIP		8. ARRIVAL TIME AT	
A. M.		A. M.	
P. M.		P. M.	
9. END UNLOADING LAST TRIP		10. RUNNING TIME LAST TRIP	
A. M.		A. M.	
P. M.		P. M.	
CUBIC YARD		ONE-WAY MILEAGE	
TRUCK NO.		TRL. NO.	
DRIVER: THE P.U.C. AND THE OWNER REQUIRE THIS TICKET TO BE ACCURATE.			
POWER LOADING <input type="checkbox"/>			
BUNKER LOADING <input type="checkbox"/>			
NO. AXLES: ( <input type="checkbox"/> PRIVATE PROPERTY )			
BY: [Signature] DRIVER			
BY: [Signature] SHIPPER			

SOCIAL SECURITY NO. EQUIPMENT LICENSE NO.

PUBLIC UTILITIES COMMISSION REQUIRES PAYMENT FOR THESE CHARGES NOT LATER THAN THE FIFTEENTH OF THE MONTH FOLLOWING DATE OF THIS BILL. Other Agency or Pay Legal Fees, Court Costs for Collection of Delinquent Accounts and Legal Fees of Interest for Past Due Accounts, Accounts Due and Payable in Thirty (30) Days, Past Due Accounts Subject to 1% Interest Charge (10% Per Annum) on Balance under \$1,000 and 1% Interest Charge (12% Per Annum) on Balance over \$1,000

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5.1.07

3/16/2020 11:18:02AM

First Baptist Head Start

Page 2

G/L Chart Of Accounts - Short Form (GLCHTA01)

Account Number	Description	Status	Acct Config.	Post In	Structure Code	Cntrl. Acct.	Alloc. by
2008	ACCRUED SALARIES & WAGES	Active	B,CR,F	Detail	ACC		
2009	ANNUNITY PENSION PLAN	Active	B,DR,F	Detail	ACC		
2010	W/C PAYABLE	Active	B,DR,F	Detail	ACC		
2011	ACCURAL FOR LONGIVITY	Active	B,DR,F	Detail	ACC		
2012	SAL DED DUE TO FOOD BANK	Active	B,DR,F	Detail	ACC		
2013	ACCRUED EXPENSES	Active	B,CR,F	Detail	ACC		
2014	ACCRUED VACATION	Active	B,CR,F	Detail	ACC		
2030	ACCOUNTS PAYABLE-PREF. RISK	Active	B,DR,F	Detail	ACC		
2040	ACCOUNTS PAYABLE-DENTAL INS.	Active	B,DR,F	Detail	ACC		
2050	ACCOUNTS PAYABLE-KAISER HEALTH	Active	B,DR,F	Detail	ACC		
2060	ACCOUNTS PAYABLE-PACIFIC BELL	Active	B,DR,F	Detail	ACC		
2500	LEASE PAYABLE	Active	B,CR,F	Detail	ACC		
2600	CLEARING-2002 YR END	Active	B,CR,F	Detail	ACC		
3000	FIXED ASSETS FUND	Active	B,DR,F	Detail	ACC		
3001	RESTRICTED	Active	B,DR,F	Detail	ACC		
3002	RETAINED EARNINGS	Active	R,CR,F	Detail	ACC		
3004	NET ASSETS (PRIOR YR ADJ)	Active	B,DR,F	Detail	ACC		
4001-0001	GRANT REVENUE	Active	I,DR,F	Detail	ACCDEP		
4001-00EP	GRANT REVENUE-ARRA QI 2009	Active	I,CR,F	Detail	ACCDEP		
4001-00QF	GRANT REVENUE	Active	I,CR,F	Detail	ACCDEP		
4001-00SU	GRANT REVENUE	Active	I,DR,F	Detail	ACCDEP		
4001-0FSS	GRANT REVENUE	Active	I,DR,F	Detail	ACCDEP		
4001-0GEN	FIRST 5 CCCOUNTY-VIDEO	Active	I,CR,F	Detail	ACCDEP		
4001-0PQI	GRANT REVENUE	Active	I,DR,F	Detail	ACCDEP		
4001-BELS	GRANT REVENUE	Active	I,CR,F	Detail	ACCDEP		
4001-COLA	GRANT REVENUE	Active	I,DR,F	Detail	ACCDEP		
4001-EHPE	GRANT REVENUE	Active	I,CR,F	Detail	ACCDEP		
4001-ELCC	GRANT REVENUE	Active	I,CR,F	Detail	ACCDEP		
4001-FAIR	GRANT REVENUE	Active	I,DR,F	Detail	ACCDEP		
4001-FOOD	GRANT REVENUE PA22 (B. ADJ#1)	Active	I,DR,F	Detail	ACCDEP		
4001-ITEE	GRANT REVENUE	Active	I,CR,F	Detail	ACCDEP		
4001-LONE	GRANT REVENUE	Active	I,CR,F	Detail	ACCDEP		
4001-PA20	GRANT REVENUE	Active	I,DR,F	Detail	ACCDEP		
4001-PA22	GRANT REVENUE	Active	I,DR,F	Detail	ACCDEP		
4001-PREK	GRANT REVENUE	Active	I,CR,F	Detail	ACCDEP		
4001-PRES	GRANT REVENUE	Active	I,DR,F	Detail	ACCDEP		
4002-00QF	IN-KIND REVENUE	Active	I,DR,F	Detail	ACCDEP		
4002-00SU	IN-KIND REVENUE	Active	I,DR,F	Detail	ACCDEP		
4002-0PQI	IN-KIND REVENUE	Active	I,DR,F	Detail	ACCDEP		
4002-BELS	IN-KIND REVENUE	Active	I,DR,F	Detail	ACCDEP		
4002-COLA	IN-KIND REVENUE	Active	I,DR,F	Detail	ACCDEP		
4002-EHPE	IN-KIND REVENUE	Active	I,CR,F	Detail	ACCDEP		
4002-ELCC	IN-KIND REVENUE	Active	I,CR,F	Detail	ACCDEP		
4002-FAIR	IN-KIND REVENUE	Active	I,DR,F	Detail	ACCDEP		
4002-PA20	IN-KIND REVENUE	Active	I,DR,F	Detail	ACCDEP		
4002-PA22	IN-KIND REVENUE	Active	I,DR,F	Detail	ACCDEP		
4002-PA26	IN-KIND REVENUE	Inactive	I,DR,F	Detail	ACCDEP		
4002-PREK	IN-KIND REVENUE	Active	I,DR,F	Detail	ACCDEP		
4003-BELS	FOOD REIMBURSEMENT REVENUE	Active	I,CR,F	Detail	ACCDEP		
4003-EHPE	FOOD REIMBURSEMENT REVENUE	Active	I,CR,F	Detail	ACCDEP		
4003-ELCC	FOOD REIMBURSEMENT REVENUE	Active	I,CR,F	Detail	ACCDEP		
4003-FAIR	FOOD REIMBURSEMENT REVENUE	Active	I,DR,F	Detail	ACCDEP		
4003-FOOD	FOOD REIMB REVENUE	Active	I,DR,F	Detail	ACCDEP		
4003-PA22	FOOD REIMBURSEMENT REVENUE	Active	I,DR,F	Detail	ACCDEP		
4003-PREK	FOOD REIMBURSEMENT REVENUE	Active	I,DR,F	Detail	ACCDEP		
4003-PRES	FOOD REIMBURSEMENT REVENUE	Active	I,DR,F	Detail	ACCDEP		

## G/L Chart Of Accounts - Short Form (GLCHTA01)

Account Number	Description	Status	Acct Config.	Post In	Structure Code	Cntrl. Acct.	Alloc. by
4004-0001	FAMILY STRESS FOOD ADVANCE	Active	I,DR,F	Detail	ACCDEP		
4004-BELS	FAMILY STRESS FOOD ADVANCE	Active	I,DR,F	Detail	ACCDEP		
4005-BELS	INTEREST EARNED	Active	I,CR,F	Detail	ACCDEP		
4005-EHPE	INTEREST EARNED	Active	I,CR,F	Detail	ACCDEP		
4005-ELCC	INTEREST EARNED	Active	I,CR,F	Detail	ACCDEP		
4005-FAIR	INTEREST EARNED	Active	I,DR,F	Detail	ACCDEP		
4005-FOOD	INTEREST EARNED	Active	I,DR,F	Detail	ACCDEP		
4005-PA22	INTEREST EARNED	Active	I,DR,F	Detail	ACCDEP		
4005-PREK	INTEREST EARNED	Active	I,DR,F	Detail	ACCDEP		
4005-PRES	INTEREST EARNED	Active	I,DR,F	Detail	ACCDEP		
4006-0GEN	CONTRIBUTIONS - UNRESTRICTED	Active	I,DR,F	Detail	ACCDEP		
4006-BELS	CONTRIBUTIONS - UNRESTRICTED	Active	I,DR,F	Detail	ACCDEP		
4007-BELS	CALWORKS REIMBURSEMENTS	Active	I,CR,F	Detail	ACCDEP		
4007-EHPE	CALWORKS REIMBURSEMENTS	Active	I,CR,F	Detail	ACCDEP		
4007-ELCC	CALWORKS REIMBURSEMENTS	Active	I,CR,F	Detail	ACCDEP		
4007-FAIR	CALWORKS REIMBURSEMENTS	Active	I,CR,F	Detail	ACCDEP		
4007-PA22	CALWORKS REIMBURSEMENTS	Active	I,CR,F	Detail	ACCDEP		
4007-PREK	CALWORKS REIMBURSEMENTS	Active	I,CR,F	Detail	ACCDEP		
4008-0GEN	CONTRIBUTIONS - TEMP RESTRICTED	Active	I,DR,F	Detail	ACCDEP		
4008-BELS	CONTRIBUTIONS - TEMP RESTRICTED	Active	I,DR,F	Detail	ACCDEP		
4100-0GEN	GAIN ON SALE/DISPOSAL	Active	I,CR,F	Detail	ACCDEP		
4100-BELS	GAIN ON SALE/DISPOSAL	Active	I,CR,F	Detail	ACCDEP		
4200-BELS	MISC REVENUE	Active	I,CR,F	Detail	ACCDEP		
4200-EHPE	MISC REVENUE	Active	I,CR,F	Detail	ACCDEP		
4200-ELCC	MISC REVENUE	Active	I,CR,F	Detail	ACCDEP		
4200-FAIR	MISC REVENUE	Active	I,CR,F	Detail	ACCDEP		
4200-PA22	MISC REVENUE	Active	I,CR,F	Detail	ACCDEP		
4200-PREK	MISC REVENUE	Active	I,CR,F	Detail	ACCDEP		
5000-00QF	ADMINISTRATIVE SALARIES	Active	I,DR,F	Detail	ACCDEP		
5000-0FCC	ADMINISTRATIVE SALARIES	Active	I,DR,F	Detail	ACCDEP		
5000-0PQI	ADMINISTRATIVE SALARIES	Active	I,DR,F	Detail	ACCDEP		
5000-BELS	ADMINISTRATIVE SALARIES	Active	I,DR,F	Detail	ACCDEP		
5000-COLA	ADMINISTRATIVE SALARIES	Active	I,DR,F	Detail	ACCDEP		
5000-EHPE	ADMINISTRATIVE SALARIES	Active	I,DR,F	Detail	ACCDEP		
5000-ELCC	ADMINISTRATIVE SALARIES	Active	I,CR,F	Detail	ACCDEP		
5000-FAIR	ADMINISTRATIVE SALARIES	Active	I,DR,F	Detail	ACCDEP		
5000-LONE	ADMINISTRATIVE SALARIES	Active	I,DR,F	Detail	ACCDEP		
5000-PA22	ADMINISTRATIVE SALARIES	Active	I,DR,F	Detail	ACCDEP		
5000-PREK	ADMINISTRATIVE SALARIES	Active	I,DR,F	Detail	ACCDEP		
5000-PRES	ADMINISTRATION SALARIES	Active	I,DR,F	Detail	ACCDEP		
5001-00QF	P/R TAX EXPENSE	Active	I,DR,F	Detail	ACCDEP		
5001-0FCC	P/R TAX EXPENSE	Active	I,DR,F	Detail	ACCDEP		
5001-0PQI	P/R TAX EXPENSE	Active	I,DR,F	Detail	ACCDEP		
5001-BELS	P/R TAX EXPENSE	Active	I,DR,F	Detail	ACCDEP		
5001-COLA	P/R TAX EXPENSE	Active	I,DR,F	Detail	ACCDEP		
5001-EHPE	P/R TAX EXPENSE	Active	I,DR,F	Detail	ACCDEP		
5001-ELCC	P/R TAX EXPENSE	Active	I,CR,F	Detail	ACCDEP		
5001-FAIR	P/R TAX EXPENSE	Active	I,DR,F	Detail	ACCDEP		
5001-LONE	P/R TAX EXPENSE	Active	I,DR,F	Detail	ACCDEP		
5001-PA22	P/R TAX EXPENSE	Active	I,DR,F	Detail	ACCDEP		
5001-PREK	P/R TAX EXPENSE	Active	I,DR,F	Detail	ACCDEP		
5001-PRES	P/R TAX EXPENSE	Active	I,DR,F	Detail	ACCDEP		
5002-00QF	W/C ADMIN	Active	I,DR,F	Detail	ACCDEP		
5002-0PQI	W/C ADMIN	Active	I,DR,F	Detail	ACCDEP		
5002-BELS	W/C ADMIN	Active	I,DR,F	Detail	ACCDEP		
5002-COLA	W/C ADMIN	Active	I,DR,F	Detail	ACCDEP		

## G/L Chart Of Accounts - Short Form (GLCHTA01)

Account Number	Description	Status	Acct Config.	Post In	Structure Code	Cntrl. Acct.	Alloc. by
5002-EHPE	W/C ADMIN	Active	I,DR,F	Detail	ACCDEP		
5002-ELCC	W/C ADMIN	Active	I,CR,F	Detail	ACCDEP		
5002-FAIR	W/C ADMIN	Active	I,DR,F	Detail	ACCDEP		
5002-LONE	W/C ADMIN	Active	I,DR,F	Detail	ACCDEP		
5002-PA22	W/C ADMIN	Active	I,DR,F	Detail	ACCDEP		
5002-PREK	W/C ADMIN	Active	I,DR,F	Detail	ACCDEP		
5002-PRES	W/C ADMIN	Active	I,DR,F	Detail	ACCDEP		
5003-00QF	M/D ADMIN	Active	I,DR,F	Detail	ACCDEP		
5003-BELS	M/D ADMIN	Active	I,DR,F	Detail	ACCDEP		
5003-COLA	M/D ADMIN	Active	I,DR,F	Detail	ACCDEP		
5003-EHPE	M/D ADMIN	Active	I,DR,F	Detail	ACCDEP		
5003-ELCC	M/D ADMIN	Active	I,CR,F	Detail	ACCDEP		
5003-FAIR	M/D ADMIN	Active	I,DR,F	Detail	ACCDEP		
5003-LONE	M/D ADMIN	Active	I,DR,F	Detail	ACCDEP		
5003-PA22	M/D ADMIN	Active	I,DR,F	Detail	ACCDEP		
5003-PREK	M/D ADMIN	Active	I,DR,F	Detail	ACCDEP		
5003-PRES	M/D ADMIN	Active	I,DR,F	Detail	ACCDEP		
5004-00QF	ANNUNITY	Active	I,DR,F	Detail	ACCDEP		
5004-0PQI	ANNUNITY PENSION PLAN-ADMIN.	Active	I,DR,F	Detail	ACCDEP		
5004-BELS	ANNUNITY	Active	I,DR,F	Detail	ACCDEP		
5004-EHPE	ANNUNITY	Active	I,DR,F	Detail	ACCDEP		
5004-ELCC	ANNUNITY	Active	I,CR,F	Detail	ACCDEP		
5004-FAIR	ANNUNITY	Active	I,DR,F	Detail	ACCDEP		
5004-LONE	ANNUNITY	Active	I,DR,F	Detail	ACCDEP		
5004-PA22	ANNUNITY	Active	I,DR,F	Detail	ACCDEP		
5004-PREK	ANNUNITY	Active	I,DR,F	Detail	ACCDEP		
5004-PRES	ANNUNITY	Active	I,DR,F	Detail	ACCDEP		
5005-BELS	LONGIVITY-ADMIN	Active	I,DR,F	Detail	ACCDEP		
5005-EHPE	LONGIVITY-ADMIN	Active	I,DR,F	Detail	ACCDEP		
5005-ELCC	LONGIVITY-ADMIN	Active	I,CR,F	Detail	ACCDEP		
5005-FAIR	LONGIVITY-ADMIN	Active	I,DR,F	Detail	ACCDEP		
5005-LONE	LONGIVITY-ADMIN	Active	I,DR,F	Detail	ACCDEP		
5005-PA22	LONGIVITY-ADMIN	Active	I,DR,F	Detail	ACCDEP		
5005-PREK	LONGIVITY-ADMIN	Active	I,DR,F	Detail	ACCDEP		
5005-PRES	LONGEVITY-ADMIN	Active	I,DR,F	Detail	ACCDEP		
5008-00QF	LIFE INSURANCE	Active	I,DR,F	Detail	ACCDEP		
5008-BELS	LIFE INSURANCE	Active	I,DR,F	Detail	ACCDEP		
5008-EHPE	LIFE INSURANCE	Active	I,DR,F	Detail	ACCDEP		
5008-ELCC	LIFE INSURANCE	Active	I,CR,F	Detail	ACCDEP		
5008-FAIR	LIFE INSURANCE	Active	I,DR,F	Detail	ACCDEP		
5008-LONE	LIFE INSURANCE	Active	I,DR,F	Detail	ACCDEP		
5008-PA22	LIFE INSURANCE	Active	I,DR,F	Detail	ACCDEP		
5008-PREK	LIFE INSURANCE	Active	I,DR,F	Detail	ACCDEP		
5008-PRES	LIFE INSURANCE	Active	I,DR,F	Detail	ACCDEP		
5009-BELS	EIC ADVANCE PAYMENTS	Active	I,DR,F	Detail	ACCDEP		
5009-EHPE	EIC ADVANCE PAYMENTS	Active	I,DR,F	Detail	ACCDEP		
5009-ELCC	EIC ADVANCE PAYMENTS	Active	I,CR,F	Detail	ACCDEP		
5009-FAIR	EIC ADVANCE PAYMENTS	Active	I,DR,F	Detail	ACCDEP		
5009-LONE	EIC ADVANCE PAYMENTS	Active	I,DR,F	Detail	ACCDEP		
5009-PA22	EIC ADVANCE PAYMENTS	Active	I,DR,F	Detail	ACCDEP		
5009-PREK	EIC ADVANCE PAYMENTS	Active	I,DR,F	Detail	ACCDEP		
5010-00QF	PROGRAM SALARIES	Active	I,DR,F	Detail	ACCDEP		
5010-00SU	PROGRAM SALARIES	Active	I,DR,F	Detail	ACCDEP		
5010-0FCC	PROGRAM SALARIES-FCC PROGRAM	Active	I,DR,F	Detail	ACCDEP		
5010-0PQI	PROGRAM SALARIES	Active	I,DR,F	Detail	ACCDEP		
5010-BELS	PROGRAM SALARIES	Active	I,DR,F	Detail	ACCDEP		

## G/L Chart Of Accounts - Short Form (GLCHTA01)

Account Number	Description	Status	Acct Config.	Post In	Structure Code	Cntrl. Acct.	Alloc. by
5010-COLA	PROGRAM SALARIES	Active	I,DR,F	Detail	ACCDEP		
5010-EHPE	PROGRAM SALARIES	Active	I,DR,F	Detail	ACCDEP		
5010-ELCC	PROGRAM SALARIES	Active	I,CR,F	Detail	ACCDEP		
5010-FAIR	PROGRAM SALARIES	Active	I,DR,F	Detail	ACCDEP		
5010-LONE	PROGRAM SALARIES	Active	I,DR,F	Detail	ACCDEP		
5010-PA22	PROGRAM SALARIES	Active	I,DR,F	Detail	ACCDEP		
5010-PREK	PROGRAM SALARIES	Active	I,DR,F	Detail	ACCDEP		
5010-PRES	PROGRAM SALARIES	Active	I,DR,F	Detail	ACCDEP		
5011-00QF	P/R TAX EXPENSE	Active	I,DR,F	Detail	ACCDEP		
5011-00SU	P/R TAX EXPENSE	Active	I,DR,F	Detail	ACCDEP		
5011-0FCC	P/R TAX EXPENSE	Active	I,DR,F	Detail	ACCDEP		
5011-0PQI	P/R TAX EXPENSE	Active	I,DR,F	Detail	ACCDEP		
5011-BELS	P/R TAX EXPENSE	Active	I,DR,F	Detail	ACCDEP		
5011-COLA	P/R TAX EXPENSE	Active	I,DR,F	Detail	ACCDEP		
5011-EHPE	P/R TAX EXPENSE	Active	I,DR,F	Detail	ACCDEP		
5011-ELCC	P/R TAX EXPENSE	Active	I,CR,F	Detail	ACCDEP		
5011-FAIR	P/R TAX EXPENSE	Active	I,DR,F	Detail	ACCDEP		
5011-LONE	P/R TAX EXPENSE	Active	I,DR,F	Detail	ACCDEP		
5011-PA22	P/R TAX EXPENSE	Active	I,DR,F	Detail	ACCDEP		
5011-PREK	P/R TAX EXPENSE	Active	I,DR,F	Detail	ACCDEP		
5011-PRES	P/R TAX EXPENSE	Active	I,DR,F	Detail	ACCDEP		
5012-00QF	W/C PROGRAM	Active	I,DR,F	Detail	ACCDEP		
5012-00SU	W/C PROGRAM	Active	I,DR,F	Detail	ACCDEP		
5012-0PQI	W/C PROGRAM	Active	I,DR,F	Detail	ACCDEP		
5012-BELS	W/C PROGRAM	Active	I,DR,F	Detail	ACCDEP		
5012-COLA	W/C PROGRAM	Active	I,DR,F	Detail	ACCDEP		
5012-EHPE	W/C PROGRAM	Active	I,DR,F	Detail	ACCDEP		
5012-ELCC	W/C PROGRAM	Active	I,CR,F	Detail	ACCDEP		
5012-FAIR	W/C PROGRAM	Active	I,DR,F	Detail	ACCDEP		
5012-LONE	W/C PROGRAM	Active	I,DR,F	Detail	ACCDEP		
5012-PA22	W/C PROGRAM	Active	I,DR,F	Detail	ACCDEP		
5012-PREK	W/C PROGRAM	Active	I,DR,F	Detail	ACCDEP		
5012-PRES	W/C PROGRAM	Active	I,DR,F	Detail	ACCDEP		
5013-00QF	M/D PROGRAM	Active	I,DR,F	Detail	ACCDEP		
5013-BELS	M/D PROGRAM	Active	I,DR,F	Detail	ACCDEP		
5013-COLA	M/D PROGRAM	Active	I,DR,F	Detail	ACCDEP		
5013-EHPE	M/D PROGRAM	Active	I,DR,F	Detail	ACCDEP		
5013-ELCC	M/D PROGRAM	Active	I,CR,F	Detail	ACCDEP		
5013-FAIR	M/D PROGRAM	Active	I,DR,F	Detail	ACCDEP		
5013-LONE	M/D PROGRAM	Active	I,DR,F	Detail	ACCDEP		
5013-PA22	M/D PROGRAM	Active	I,DR,F	Detail	ACCDEP		
5013-PREK	M/D PROGRAM	Active	I,DR,F	Detail	ACCDEP		
5013-PRES	M/D PROGRAM	Active	I,DR,F	Detail	ACCDEP		
5014-00QF	ANNUITY	Active	I,DR,F	Detail	ACCDEP		
5014-0PQI	ANNUITY	Active	I,DR,F	Detail	ACCDEP		
5014-BELS	ANNUITY	Active	I,DR,F	Detail	ACCDEP		
5014-EHPE	ANNUITY	Active	I,DR,F	Detail	ACCDEP		
5014-ELCC	ANNUITY	Active	I,CR,F	Detail	ACCDEP		
5014-FAIR	ANNUITY	Active	I,DR,F	Detail	ACCDEP		
5014-LONE	ANNUITY	Active	I,DR,F	Detail	ACCDEP		
5014-PA22	ANNUITY	Active	I,DR,F	Detail	ACCDEP		
5014-PREK	ANNUITY	Active	I,DR,F	Detail	ACCDEP		
5014-PRES	ANNUITY	Active	I,DR,F	Detail	ACCDEP		
5015-BELS	LONGIVITY - PROGRAM	Active	I,DR,F	Detail	ACCDEP		
5015-EHPE	LONGIVITY - PROGRAM	Active	I,DR,F	Detail	ACCDEP		
5015-ELCC	LONGIVITY - PROGRAM	Active	I,CR,F	Detail	ACCDEP		

## G/L Chart Of Accounts - Short Form (GLCHTA01)

Account Number	Description	Status	Acct Config.	Post In	Structure Code	Cntrl. Acct.	Alloc. by
5015-FAIR	LONGIVITY - PROGRAM	Active	I,DR,F	Detail	ACCDEP		
5015-LONE	LONGIVITY - PROGRAM	Active	I,DR,F	Detail	ACCDEP		
5015-PA22	LONGIVITY - PROGRAM	Active	I,DR,F	Detail	ACCDEP		
5015-PREK	LONGIVITY - PROGRAM	Active	I,DR,F	Detail	ACCDEP		
5015-PRES	LONGIVITY - PRES	Active	I,DR,F	Detail	ACCDEP		
5016-BELS	GARNISHMENT	Active	I,DR,F	Detail	ACCDEP		
5016-EHPE	GARNISHMENT	Active	I,DR,F	Detail	ACCDEP		
5016-ELCC	GARNISHMENT	Active	I,CR,F	Detail	ACCDEP		
5016-FAIR	GARNISHMENT	Active	I,DR,F	Detail	ACCDEP		
5016-LONE	GARNISHMENT	Active	I,DR,F	Detail	ACCDEP		
5016-PA22	GARNISHMENT	Active	I,DR,F	Detail	ACCDEP		
5016-PREK	GARNISHMENT	Active	I,DR,F	Detail	ACCDEP		
5017-BELS	DENTAL-ORTH	Active	I,DR,F	Detail	ACCDEP		
5017-EHPE	DENTAL-ORTH	Active	I,DR,F	Detail	ACCDEP		
5017-ELCC	DENTAL-ORTH	Active	I,CR,F	Detail	ACCDEP		
5017-FAIR	DENTAL-ORTH	Active	I,DR,F	Detail	ACCDEP		
5017-LONE	DENTAL-ORTH	Active	I,DR,F	Detail	ACCDEP		
5017-PA22	DENTAL-ORTH	Active	I,DR,F	Detail	ACCDEP		
5017-PREK	DENTAL-ORTH	Active	I,DR,F	Detail	ACCDEP		
5018-BELS	EDUCATION/TRAINING	Active	I,DR,F	Detail	ACCDEP		
5018-EHPE	EDUCATION/TRAINING	Active	I,DR,F	Detail	ACCDEP		
5018-ELCC	EDUCATION/TRAINING	Active	I,CR,F	Detail	ACCDEP		
5018-FAIR	EDUCATION/TRAINING	Active	I,DR,F	Detail	ACCDEP		
5018-LONE	EDUCATION/TRAINING	Active	I,DR,F	Detail	ACCDEP		
5018-PA22	EDUCATION/TRAINING	Active	I,DR,F	Detail	ACCDEP		
5018-PREK	EDUCATION/TRAINING	Active	I,DR,F	Detail	ACCDEP		
5019-00QF	LIFE INSURANCE	Active	I,DR,F	Detail	ACCDEP		
5019-BELS	LIFE INSURANCE	Active	I,DR,F	Detail	ACCDEP		
5019-EHPE	LIFE INSURANCE	Active	I,DR,F	Detail	ACCDEP		
5019-ELCC	LIFE INSURANCE	Active	I,CR,F	Detail	ACCDEP		
5019-FAIR	LIFE INSURANCE	Active	I,DR,F	Detail	ACCDEP		
5019-LONE	LIFE INSURANCE	Active	I,DR,F	Detail	ACCDEP		
5019-PA22	LIFE INSURANCE	Active	I,DR,F	Detail	ACCDEP		
5019-PREK	LIFE INSURANCE	Active	I,DR,F	Detail	ACCDEP		
5019-PRES	LIFE INSURANCE	Active	I,DR,F	Detail	ACCDEP		
5020-00QF	NUTRITION SALARIES	Active	I,DR,F	Detail	ACCDEP		
5020-0PQI	NUTRITION SALARIES	Active	I,DR,F	Detail	ACCDEP		
5020-BELS	NUTRITION SALARIES	Active	I,DR,F	Detail	ACCDEP		
5020-COLA	NUTRITION SALARIES	Active	I,DR,F	Detail	ACCDEP		
5020-EHPE	NUTRITION SALARIES	Active	I,DR,F	Detail	ACCDEP		
5020-ELCC	NUTRITION SALARIES	Active	I,CR,F	Detail	ACCDEP		
5020-FAIR	NUTRITION SALARIES	Active	I,DR,F	Detail	ACCDEP		
5020-LONE	NUTRITION SALARIES	Active	I,DR,F	Detail	ACCDEP		
5020-PA22	NUTRITION SALARIES	Active	I,DR,F	Detail	ACCDEP		
5020-PREK	NUTRITION SALARIES	Active	I,DR,F	Detail	ACCDEP		
5020-PRES	NUTRITION SALARIES	Active	I,DR,F	Detail	ACCDEP		
5021-00QF	P/R TAX EXPENSE	Active	I,DR,F	Detail	ACCDEP		
5021-0PQI	P/R TAX EXPENSE	Active	I,DR,F	Detail	ACCDEP		
5021-BELS	P/R TAX EXPENSE	Active	I,DR,F	Detail	ACCDEP		
5021-COLA	P/R TAX EXPENSE	Active	I,DR,F	Detail	ACCDEP		
5021-EHPE	P/R TAX EXPENSE	Active	I,DR,F	Detail	ACCDEP		
5021-ELCC	P/R TAX EXPENSE	Active	I,CR,F	Detail	ACCDEP		
5021-FAIR	P/R TAX EXPENSE	Active	I,DR,F	Detail	ACCDEP		
5021-LONE	P/R TAX EXPENSE	Active	I,DR,F	Detail	ACCDEP		
5021-PA22	P/R TAX EXPENSE	Active	I,DR,F	Detail	ACCDEP		
5021-PREK	P/R TAX EXPENSE	Active	I,DR,F	Detail	ACCDEP		

## G/L Chart Of Accounts - Short Form (GLCHTA01)

Account Number	Description	Status	Acct Config.	Post In	Structure Code	Cntrl. Acct.	Alloc. by
5021-PRES	P/R TAX EXPENSE	Active	I,DR,F	Detail	ACCDEP		
5022-00QF	W/C NUTRITION	Active	I,DR,F	Detail	ACCDEP		
5022-0PQI	W/C NUTRITION	Active	I,DR,F	Detail	ACCDEP		
5022-BELS	W/C NUTRITION	Active	I,DR,F	Detail	ACCDEP		
5022-COLA	W/C NUTRITION	Active	I,DR,F	Detail	ACCDEP		
5022-EHPE	W/C NUTRITION	Active	I,DR,F	Detail	ACCDEP		
5022-ELCC	W/C NUTRITION	Active	I,CR,F	Detail	ACCDEP		
5022-FAIR	W/C NUTRITION	Active	I,DR,F	Detail	ACCDEP		
5022-LONE	W/C NUTRITION	Active	I,DR,F	Detail	ACCDEP		
5022-PA22	W/C NUTRITION	Active	I,DR,F	Detail	ACCDEP		
5022-PREK	W/C NUTRITION	Active	I,DR,F	Detail	ACCDEP		
5022-PRES	W/C NUTRITION	Active	I,DR,F	Detail	ACCDEP		
5023-BELS	M/D - NUTRITION	Active	I,DR,F	Detail	ACCDEP		
5023-EHPE	M/D - NUTRITION	Active	I,DR,F	Detail	ACCDEP		
5023-ELCC	M/D - NUTRITION	Active	I,CR,F	Detail	ACCDEP		
5023-FAIR	M/D - NUTRITION	Active	I,DR,F	Detail	ACCDEP		
5023-LONE	M/D - NUTRITION	Active	I,DR,F	Detail	ACCDEP		
5023-PA22	M/D - NUTRITION	Active	I,DR,F	Detail	ACCDEP		
5023-PREK	M/D - NUTRITION	Active	I,DR,F	Detail	ACCDEP		
5024-0PQI	ANNUITY	Active	I,DR,F	Detail	ACCDEP		
5024-BELS	ANNUITY	Active	I,DR,F	Detail	ACCDEP		
5024-EHPE	ANNUITY	Active	I,DR,F	Detail	ACCDEP		
5024-ELCC	ANNUITY	Active	I,CR,F	Detail	ACCDEP		
5024-FAIR	ANNUITY	Active	I,DR,F	Detail	ACCDEP		
5024-LONE	ANNUITY	Active	I,DR,F	Detail	ACCDEP		
5024-PA22	ANNUITY	Active	I,DR,F	Detail	ACCDEP		
5024-PREK	ANNUITY	Active	I,DR,F	Detail	ACCDEP		
5025-BELS	LONGIVITY- NUTRI	Active	I,DR,F	Detail	ACCDEP		
5025-EHPE	LONGIVITY- NUTRI	Active	I,DR,F	Detail	ACCDEP		
5025-ELCC	LONGIVITY- NUTRI	Active	I,CR,F	Detail	ACCDEP		
5025-FAIR	LONGIVITY- NUTRI	Active	I,DR,F	Detail	ACCDEP		
5025-LONE	LONGIVITY- NUTRI	Active	I,DR,F	Detail	ACCDEP		
5025-PA22	LONGIVITY- NUTRI	Active	I,DR,F	Detail	ACCDEP		
5025-PREK	LONGIVITY- NUTRI	Active	I,DR,F	Detail	ACCDEP		
5026-BELS	M/D - DEPENDENTS	Active	I,DR,F	Detail	ACCDEP		
5026-EHPE	M/D - DEPENDENTS	Active	I,DR,F	Detail	ACCDEP		
5026-ELCC	M/D - DEPENDENTS	Active	I,CR,F	Detail	ACCDEP		
5026-FAIR	M/D - DEPENDENTS	Active	I,DR,F	Detail	ACCDEP		
5026-LONE	M/D - DEPENDENTS	Active	I,DR,F	Detail	ACCDEP		
5026-PA22	M/D - DEPENDENTS	Active	I,DR,F	Detail	ACCDEP		
5026-PREK	M/D - DEPENDENTS	Active	I,DR,F	Detail	ACCDEP		
5028-00QF	LIFE INSURANCE	Active	I,DR,F	Detail	ACCDEP		
5028-BELS	LIFE INSURANCE	Active	I,DR,F	Detail	ACCDEP		
5028-EHPE	LIFE INSURANCE	Active	I,DR,F	Detail	ACCDEP		
5028-ELCC	LIFE INSURANCE	Active	I,CR,F	Detail	ACCDEP		
5028-FAIR	LIFE INSURANCE	Active	I,DR,F	Detail	ACCDEP		
5028-LONE	LIFE INSURANCE	Active	I,DR,F	Detail	ACCDEP		
5028-PA22	LIFE INSURANCE	Active	I,DR,F	Detail	ACCDEP		
5028-PREK	LIFE INSURANCE	Active	I,DR,F	Detail	ACCDEP		
5030-00QF	USDA SALARIES	Inactive	I,DR,F	Detail	ACCDEP		
5030-0PQI	USDA - SALARIES	Active	I,DR,F	Detail	ACCDEP		
5030-BELS	USDA - SALARIES	Active	I,DR,F	Detail	ACCDEP		
5030-COLA	USDA - SALARIES	Active	I,DR,F	Detail	ACCDEP		
5030-EHPE	USDA - SALARIES	Active	I,DR,F	Detail	ACCDEP		
5030-ELCC	USDA - SALARIES	Active	I,CR,F	Detail	ACCDEP		
5030-FAIR	USDA - SALARIES	Active	I,DR,F	Detail	ACCDEP		

## G/L Chart Of Accounts - Short Form (GLCHTA01)

Account Number	Description	Status	Acct Config.	Post In	Structure Code	Cntrl. Acct.	Alloc. by
5030-FOOD	USDA - SALARIES	Active	I,DR,F	Detail	ACCDEP		
5030-LONE	USDA - SALARIES	Active	I,DR,F	Detail	ACCDEP		
5030-PA22	USDA - SALARIES	Active	I,DR,F	Detail	ACCDEP		
5030-PREK	USDA - SALARIES	Active	I,DR,F	Detail	ACCDEP		
5030-PRES	USDA - SALARIES	Active	I,DR,F	Detail	ACCDEP		
5031-00QF	P/R TAX EXPENSE	Active	I,DR,F	Detail	ACCDEP		
5031-0PQI	P/R TAX EXPENSE	Active	I,DR,F	Detail	ACCDEP		
5031-BELS	P/R TAX EXPENSE	Active	I,DR,F	Detail	ACCDEP		
5031-COLA	P/R TAX EXPENSE	Active	I,DR,F	Detail	ACCDEP		
5031-EHPE	P/R TAX EXPENSE	Active	I,DR,F	Detail	ACCDEP		
5031-ELCC	P/R TAX EXPENSE	Active	I,CR,F	Detail	ACCDEP		
5031-FAIR	P/R TAX EXPENSE	Active	I,DR,F	Detail	ACCDEP		
5031-FOOD	P/R TAX EXPENSE	Active	I,DR,F	Detail	ACCDEP		
5031-LONE	P/R TAX EXPENSE	Active	I,DR,F	Detail	ACCDEP		
5031-PA22	P/R TAX EXPENSE	Active	I,DR,F	Detail	ACCDEP		
5031-PREK	P/R TAX EXPENSE	Active	I,DR,F	Detail	ACCDEP		
5031-PRES	P/R TAX EXPENSE	Active	I,DR,F	Detail	ACCDEP		
5032-00QF	W/C USDA	Active	I,DR,F	Detail	ACCDEP		
5032-0PQI	W/C USDA	Active	I,DR,F	Detail	ACCDEP		
5032-BELS	W/C USDA	Active	I,DR,F	Detail	ACCDEP		
5032-COLA	W/C USDA	Active	I,DR,F	Detail	ACCDEP		
5032-EHPE	W/C USDA	Active	I,DR,F	Detail	ACCDEP		
5032-ELCC	W/C USDA	Active	I,CR,F	Detail	ACCDEP		
5032-FAIR	W/C USDA	Active	I,DR,F	Detail	ACCDEP		
5032-FOOD	W/C USDA	Active	I,DR,F	Detail	ACCDEP		
5032-LONE	W/C USDA	Active	I,DR,F	Detail	ACCDEP		
5032-PA22	W/C USDA	Active	I,DR,F	Detail	ACCDEP		
5032-PREK	W/C USDA	Active	I,DR,F	Detail	ACCDEP		
5032-PRES	W/C USDA	Active	I,DR,F	Detail	ACCDEP		
5033-BELS	M/D USDA	Active	I,DR,F	Detail	ACCDEP		
5033-COLA	M/D USDA	Active	I,DR,F	Detail	ACCDEP		
5033-EHPE	M/D USDA	Active	I,DR,F	Detail	ACCDEP		
5033-ELCC	M/D USDA	Active	I,CR,F	Detail	ACCDEP		
5033-FAIR	M/D USDA	Active	I,DR,F	Detail	ACCDEP		
5033-FOOD	M/D USDA	Active	I,DR,F	Detail	ACCDEP		
5033-LONE	M/D USDA	Active	I,DR,F	Detail	ACCDEP		
5033-PA22	M/D USDA	Active	I,DR,F	Detail	ACCDEP		
5033-PREK	M/D USDA	Active	I,DR,F	Detail	ACCDEP		
5033-PRES	M/D USDA	Active	I,DR,F	Detail	ACCDEP		
5034-0PQI	AUNNITY PENSION PLAN-USDA	Active	I,DR,F	Detail	ACCDEP		
5034-BELS	ANNUITY	Active	I,DR,F	Detail	ACCDEP		
5034-EHPE	ANNUITY	Active	I,DR,F	Detail	ACCDEP		
5034-ELCC	ANNUITY	Active	I,DR,F	Detail	ACCDEP		
5034-FAIR	ANNUITY	Active	I,DR,F	Detail	ACCDEP		
5034-FOOD	ANNUITY	Active	I,DR,F	Detail	ACCDEP		
5034-LONE	ANNUITY	Active	I,DR,F	Detail	ACCDEP		
5034-PA22	ANNUITY	Active	I,DR,F	Detail	ACCDEP		
5034-PREK	ANNUITY	Active	I,DR,F	Detail	ACCDEP		
5034-PRES	ANNUITY	Active	I,DR,F	Detail	ACCDEP		
5035-BELS	LONGEVITY USDA	Active	I,DR,F	Detail	ACCDEP		
5035-EHPE	LONGEVITY USDA	Active	I,DR,F	Detail	ACCDEP		
5035-ELCC	LONGEVITY USDA	Active	I,CR,F	Detail	ACCDEP		
5035-FAIR	LONGEVITY USDA	Active	I,DR,F	Detail	ACCDEP		
5035-FOOD	LONGEVITY USDA	Active	I,DR,F	Detail	ACCDEP		
5035-LONE	LONGEVITY USDA	Active	I,DR,F	Detail	ACCDEP		
5035-PA22	LONGEVITY USDA	Active	I,DR,F	Detail	ACCDEP		



## G/L Chart Of Accounts - Short Form (GLCHTA01)

Account Number	Description	Status	Acct Config.	Post In	Structure Code	Cntrl. Acct.	Alloc. by
5035-PREK	LONGEVITY USDA	Active	I,DR,F	Detail	ACCDEP		
5038-BELS	LIFE INSURANCE	Active	I,DR,F	Detail	ACCDEP		
5038-EHPE	LIFE INSURANCE	Active	I,DR,F	Detail	ACCDEP		
5038-ELCC	LIFE INSURANCE	Active	I,DR,F	Detail	ACCDEP		
5038-FAIR	LIFE INSURANCE	Active	I,DR,F	Detail	ACCDEP		
5038-FOOD	LIFE INSURANCE	Active	I,DR,F	Detail	ACCDEP		
5038-LONE	LIFE INSURANCE	Active	I,DR,F	Detail	ACCDEP		
5038-PA22	LIFE INSURANCE	Active	I,DR,F	Detail	ACCDEP		
5038-PREK	LIFE INSURANCE	Active	I,DR,F	Detail	ACCDEP		
5038-PRES	LIFE INSURANCE	Active	I,DR,F	Detail	ACCDEP		
5040-DEMO	DEMO PROJECT SALARIES	Active	I,DR,F	Detail	ACCDEP		
5041-DEMO	FICA/SUI DEMO PROJECT	Inactive	I,DR,F	Detail	ACCDEP		
5042-DEMO	W/C DEMO PROJECT	Inactive	I,DR,F	Detail	ACCDEP		
5050-0001	SALARIES - FAMILY STRESS	Active	I,DR,F	Detail	ACCDEP		
5050-COLA	SALARIES - FAMILY STRESS	Active	I,DR,F	Detail	ACCDEP		
5051-0001	P/R TAX EXPENSE	Inactive	I,DR,F	Detail	ACCDEP		
5051-COLA	P/R TAX EXPENSE	Inactive	I,DR,F	Detail	ACCDEP		
5052-0001	W/C - FAMILY STRESS	Inactive	I,DR,F	Detail	ACCDEP		
5052-COLA	W/C - FAMILY STRESS	Inactive	I,DR,F	Detail	ACCDEP		
5075-00QF	IN-KIND PERSONNEL	Active	I,DR,F	Detail	ACCDEP		
5075-00SU	IN-KIND PERSONNEL	Active	I,DR,F	Detail	ACCDEP		
5075-0PQI	IN-KIND PERSONNEL	Active	I,DR,F	Detail	ACCDEP		
5075-BELS	IN-KIND PERSONNEL	Active	I,DR,F	Detail	ACCDEP		
5075-COLA	IN-KIND PERSONNEL	Active	I,DR,F	Detail	ACCDEP		
5075-EHPE	IN-KIND PERSONNEL	Active	I,DR,F	Detail	ACCDEP		
5075-ELCC	IN-KIND PERSONNEL	Active	I,CR,F	Detail	ACCDEP		
5075-FAIR	IN-KIND PERSONNEL	Active	I,DR,F	Detail	ACCDEP		
5075-LONE	IN-KIND PERSONNEL	Active	I,DR,F	Detail	ACCDEP		
5075-PA22	IN-KIND PERSONNEL	Active	I,DR,F	Detail	ACCDEP		
5075-PREK	IN-KIND PERSONNEL	Active	I,DR,F	Detail	ACCDEP		
5080-BELS	SUBSTITUTE TEACHERS SALARIES	Active	I,DR,F	Detail	ACCDEP		
5080-EHPE	SUBSTITUTE TEACHERS SALARIES	Active	I,DR,F	Detail	ACCDEP		
5080-ELCC	SUBSTITUTE TEACHERS SALARIES	Active	I,CR,F	Detail	ACCDEP		
5080-FAIR	SUBSTITUTE TEACHERS SALARIES	Active	I,DR,F	Detail	ACCDEP		
5080-LONE	SUBSTITUTE TEACHERS SALARIES	Active	I,DR,F	Detail	ACCDEP		
5080-PA22	SUBSTITUTE TEACHERS SALARIES	Active	I,DR,F	Detail	ACCDEP		
5080-PREK	SUBSTITUTE TEACHERS SALARIES	Active	I,DR,F	Detail	ACCDEP		
5085-BELS	SUBSTITUTE T.A. SALARIES	Active	I,DR,F	Detail	ACCDEP		
5085-EHPE	SUBSTITUTE T.A. SALARIES	Active	I,DR,F	Detail	ACCDEP		
5085-ELCC	SUBSTITUTE T.A. SALARIES	Active	I,CR,F	Detail	ACCDEP		
5085-FAIR	SUBSTITUTE T.A. SALARIES	Active	I,DR,F	Detail	ACCDEP		
5085-LONE	SUBSTITUTE T.A. SALARIES	Active	I,DR,F	Detail	ACCDEP		
5085-PA22	SUBSTITUTE T.A. SALARIES	Active	I,DR,F	Detail	ACCDEP		
5085-PREK	SUBSTITUTE T.A. SALARIES	Active	I,DR,F	Detail	ACCDEP		
6000-BELS	OUT-OF-TOWN TRAVEL/STAFF	Active	I,DR,F	Detail	ACCDEP		
6000-EHPE	OUT-OF-TOWN TRAVEL/STAFF	Active	I,DR,F	Detail	ACCDEP		
6000-ELCC	OUT-OF-TOWN TRAVEL/STAFF	Active	I,CR,F	Detail	ACCDEP		
6000-FAIR	OUT-OF-TOWN TRAVEL/STAFF	Active	I,DR,F	Detail	ACCDEP		
6000-LONE	OUT-OF-TOWN TRAVEL/STAFF	Active	I,DR,F	Detail	ACCDEP		
6000-PA22	OUT-OF-TOWN TRAVEL/STAFF	Active	I,DR,F	Detail	ACCDEP		
6000-PREK	OUT-OF-TOWN TRAVEL/STAFF	Active	I,DR,F	Detail	ACCDEP		
6000-PRES	Out-of-town Travel	Active	I,DR,F	Detail	ACCDEP		
6005-BELS	TRAVEL/CHILD	Active	I,DR,F	Detail	ACCDEP		
6005-EHPE	TRAVEL/CHILD	Active	I,DR,F	Detail	ACCDEP		
6005-ELCC	TRAVEL/CHILD	Active	I,CR,F	Detail	ACCDEP		
6005-FAIR	TRAVEL/CHILD	Active	I,DR,F	Detail	ACCDEP		

## G/L Chart Of Accounts - Short Form (GLCHTA01)

Account Number	Description	Status	Acct Config.	Post In	Structure Code	Cntrl. Acct.	Alloc. by
6005-LONE	TRAVEL/CHILD	Active	I,DR,F	Detail	ACCDEP		
6005-PA22	TRAVEL/CHILD	Active	I,DR,F	Detail	ACCDEP		
6005-PREK	TRAVEL/CHILD	Active	I,DR,F	Detail	ACCDEP		
6006-BELS	EQUIPMENT-ADMIN.	Active	I,DR,F	Detail	ACCDEP		
6006-EHPE	EQUIPMENT-ADMIN.	Active	I,DR,F	Detail	ACCDEP		
6006-ELCC	EQUIPMENT-ADMIN.	Active	I,CR,F	Detail	ACCDEP		
6006-FAIR	EQUIPMENT-ADMIN.	Active	I,DR,F	Detail	ACCDEP		
6006-LONE	EQUIPMENT-ADMIN.	Active	I,DR,F	Detail	ACCDEP		
6006-PA22	EQUIPMENT-ADMIN.	Active	I,DR,F	Detail	ACCDEP		
6006-PREK	EQUIPMENT-ADMIN.	Active	I,DR,F	Detail	ACCDEP		
6007-BELS	EQUIPMENT-CLASSROOM	Active	I,DR,F	Detail	ACCDEP		
6007-EHPE	EQUIPMENT-CLASSROOM	Active	I,DR,F	Detail	ACCDEP		
6007-ELCC	EQUIPMENT-CLASSROOM	Active	I,CR,F	Detail	ACCDEP		
6007-FAIR	EQUIPMENT-CLASSROOM	Active	I,DR,F	Detail	ACCDEP		
6007-LONE	EQUIPMENT-CLASSROOM	Active	I,DR,F	Detail	ACCDEP		
6007-PA22	EQUIPMENT-CLASSROOM	Active	I,DR,F	Detail	ACCDEP		
6007-PREK	EQUIPMENT-CLASSROOM	Active	I,DR,F	Detail	ACCDEP		
6008-BELS	EQUIPMENT-SOCIAL SERVICES	Active	I,DR,F	Detail	ACCDEP		
6008-EHPE	EQUIPMENT-SOCIAL SERVICES	Active	I,DR,F	Detail	ACCDEP		
6008-ELCC	EQUIPMENT-SOCIAL SERVICES	Active	I,CR,F	Detail	ACCDEP		
6008-FAIR	EQUIPMENT-SOCIAL SERVICES	Active	I,DR,F	Detail	ACCDEP		
6008-LONE	EQUIPMENT-SOCIAL SERVICES	Active	I,DR,F	Detail	ACCDEP		
6008-PA22	EQUIPMENT-SOCIAL SERVICES	Active	I,DR,F	Detail	ACCDEP		
6008-PREK	EQUIPMENT-SOCIAL SERVICES	Active	I,DR,F	Detail	ACCDEP		
6009-BELS	EQUIPMENT-KITCHEN	Active	I,DR,F	Detail	ACCDEP		
6009-EHPE	EQUIPMENT-KITCHEN	Active	I,DR,F	Detail	ACCDEP		
6009-ELCC	EQUIPMENT-KITCHEN	Active	I,CR,F	Detail	ACCDEP		
6009-FAIR	EQUIPMENT-KITCHEN	Active	I,DR,F	Detail	ACCDEP		
6009-LONE	EQUIPMENT-KITCHEN	Active	I,DR,F	Detail	ACCDEP		
6009-PA22	EQUIPMENT-KITCHEN	Active	I,DR,F	Detail	ACCDEP		
6009-PREK	EQUIPMENT-KITCHEN	Active	I,DR,F	Detail	ACCDEP		
6010-00SU	COPIER	Active	I,DR,F	Detail	ACCDEP		
6010-BELS	COPIER	Active	I,DR,F	Detail	ACCDEP		
6010-EHPE	COPIER	Active	I,DR,F	Detail	ACCDEP		
6010-ELCC	COPIER	Active	I,CR,F	Detail	ACCDEP		
6010-FAIR	COPIER	Active	I,DR,F	Detail	ACCDEP		
6010-LONE	COPIER	Active	I,DR,F	Detail	ACCDEP		
6010-PA22	COPIER	Active	I,DR,F	Detail	ACCDEP		
6010-PREK	COPIER	Active	I,DR,F	Detail	ACCDEP		
6010-PRES	COPIER - PRESCHOOL PROGRAM	Active	I,DR,F	Detail	ACCDEP		
6011-00EP	FURNITURE & EQUIPMENT ARRA QI 201	Active	I,DR,F	Detail	ACCDEP		
6020-PA20	SUPPLIES	Active	I,DR,F	Detail	ACCDEP		
6030-BELS	DISABILITIES	Active	I,DR,F	Detail	ACCDEP		
6030-EHPE	DISABILITIES	Active	I,DR,F	Detail	ACCDEP		
6030-ELCC	DISABILITIES	Active	I,CR,F	Detail	ACCDEP		
6030-FAIR	DISABILITIES	Active	I,DR,F	Detail	ACCDEP		
6030-LONE	DISABILITIES	Active	I,DR,F	Detail	ACCDEP		
6030-PA22	DISABILITIES	Active	I,DR,F	Detail	ACCDEP		
6030-PREK	DISABILITIES	Active	I,DR,F	Detail	ACCDEP		
6030-PRES	DISABILITIES	Active	I,CR,F	Detail	ACCDEP		
6031-00EP	CLASSROOM	Active	I,DR,F	Detail	ACCDEP		
6031-00SU	CLASSROOM	Active	I,DR,F	Detail	ACCDEP		
6031-0FCC	CLASSROOM	Active	I,DR,F	Detail	ACCDEP		
6031-BELS	CLASSROOM	Active	I,DR,F	Detail	ACCDEP		
6031-EHPE	CLASSROOM	Active	I,DR,F	Detail	ACCDEP		
6031-ELCC	CLASSROOM	Active	I,CR,F	Detail	ACCDEP		

## G/L Chart Of Accounts - Short Form (GLCHTA01)

Account Number	Description	Status	Acct Config.	Post In	Structure Code	Cntrl. Acct.	Alloc. by
6031-FAIR	CLASSROOM	Active	I,DR,F	Detail	ACCDEP		
6031-LONE	CLASSROOM	Active	I,DR,F	Detail	ACCDEP		
6031-PA22	CLASSROOM	Active	I,DR,F	Detail	ACCDEP		
6031-PREK	CLASSROOM	Active	I,DR,F	Detail	ACCDEP		
6031-PRES	CLASSROOM SUPPLIES(PRE-SCHOOL)	Active	I,DR,F	Detail	ACCDEP		
6032-00SU	OFFICE	Active	I,DR,F	Detail	ACCDEP		
6032-BELS	OFFICE	Active	I,DR,F	Detail	ACCDEP		
6032-EHPE	OFFICE	Active	I,DR,F	Detail	ACCDEP		
6032-ELCC	OFFICE	Active	I,CR,F	Detail	ACCDEP		
6032-FAIR	OFFICE	Active	I,DR,F	Detail	ACCDEP		
6032-LONE	OFFICE	Active	I,DR,F	Detail	ACCDEP		
6032-PA22	OFFICE	Active	I,DR,F	Detail	ACCDEP		
6032-PREK	OFFICE	Active	I,DR,F	Detail	ACCDEP		
6032-PRES	OFFICE	Active	I,DR,F	Detail	ACCDEP		
6033-00SU	CLEANING	Active	I,DR,F	Detail	ACCDEP		
6033-BELS	CLEANING	Active	I,DR,F	Detail	ACCDEP		
6033-EHPE	CLEANING	Active	I,DR,F	Detail	ACCDEP		
6033-ELCC	CLEANING	Active	I,CR,F	Detail	ACCDEP		
6033-FAIR	CLEANING	Active	I,DR,F	Detail	ACCDEP		
6033-LONE	CLEANING	Active	I,DR,F	Detail	ACCDEP		
6033-PA22	CLEANING	Active	I,DR,F	Detail	ACCDEP		
6033-PREK	CLEANING	Active	I,DR,F	Detail	ACCDEP		
6033-PRES	CLEANING	Active	I,CR,F	Detail	ACCDEP		
6034-00SU	HEALTH	Active	I,DR,F	Detail	ACCDEP		
6034-BELS	HEALTH	Active	I,DR,F	Detail	ACCDEP		
6034-EHPE	HEALTH	Active	I,DR,F	Detail	ACCDEP		
6034-ELCC	HEALTH	Active	I,CR,F	Detail	ACCDEP		
6034-FAIR	HEALTH	Active	I,DR,F	Detail	ACCDEP		
6034-LONE	HEALTH	Active	I,DR,F	Detail	ACCDEP		
6034-PA22	HEALTH	Active	I,DR,F	Detail	ACCDEP		
6034-PREK	HEALTH	Active	I,DR,F	Detail	ACCDEP		
6034-PRES	HEALTH	Active	I,DR,F	Detail	ACCDEP		
6035-00EP	KITCHEN - SUPPLIES	Active	I,DR,F	Detail	ACCDEP		
6035-00SU	KITCHEN - SUPPLIES	Active	I,DR,F	Detail	ACCDEP		
6035-BELS	KITCHEN - SUPPLIES	Active	I,DR,F	Detail	ACCDEP		
6035-EHPE	KITCHEN - SUPPLIES	Active	I,DR,F	Detail	ACCDEP		
6035-ELCC	KITCHEN - SUPPLIES	Active	I,CR,F	Detail	ACCDEP		
6035-FAIR	KITCHEN - SUPPLIES	Active	I,DR,F	Detail	ACCDEP		
6035-FOOD	KITCHEN - SUPPLIES	Active	I,DR,F	Detail	ACCDEP		
6035-LONE	KITCHEN - SUPPLIES	Active	I,DR,F	Detail	ACCDEP		
6035-PA22	KITCHEN - SUPPLIES	Active	I,DR,F	Detail	ACCDEP		
6035-PREK	KITCHEN - SUPPLIES	Active	I,DR,F	Detail	ACCDEP		
6035-PRES	KITCHEN - SUPPLIES	Active	I,DR,F	Detail	ACCDEP		
6037-00EP	SOCIAL SERVICE	Active	I,DR,F	Detail	ACCDEP		
6037-BELS	FAMILY SERVICE	Active	I,DR,F	Detail	ACCDEP		
6037-EHPE	FAMILY SERVICE	Active	I,DR,F	Detail	ACCDEP		
6037-ELCC	FAMILY SERVICE	Active	I,CR,F	Detail	ACCDEP		
6037-FAIR	FAMILY SERVICE	Active	I,DR,F	Detail	ACCDEP		
6037-LONE	FAMILY SERVICE	Active	I,DR,F	Detail	ACCDEP		
6037-PA22	FAMILY SERVICE	Active	I,DR,F	Detail	ACCDEP		
6037-PREK	FAMILY SERVICE	Active	I,DR,F	Detail	ACCDEP		
6037-PRES	FAMILY SERVICE	Active	I,CR,F	Detail	ACCDEP		
6038-BELS	PARENT INVOLVEMENT	Active	I,DR,F	Detail	ACCDEP		
6038-EHPE	PARENT INVOLVEMENT	Active	I,DR,F	Detail	ACCDEP		
6038-ELCC	PARENT INVOLVEMENT	Active	I,CR,F	Detail	ACCDEP		
6038-FAIR	PARENT INVOLVEMENT	Active	I,DR,F	Detail	ACCDEP		

## G/L Chart Of Accounts - Short Form (GLCHTA01)

Account Number	Description	Status	Acct Config.	Post In	Structure Code	Cntrl. Acct.	Alloc. by
6038-LONE	PARENT INVOLVEMENT	Active	I,DR,F	Detail	ACCDEP		
6038-PA22	PARENT INVOLVEMENT	Active	I,DR,F	Detail	ACCDEP		
6038-PREK	PARENT INVOLVEMENT	Active	I,DR,F	Detail	ACCDEP		
6039-BELS	TECHNOLOGY	Active	I,DR,F	Detail	ACCDEP		
6039-EHPE	TECHNOLOGY	Active	I,DR,F	Detail	ACCDEP		
6039-ELCC	TECHNOLOGY	Active	I,CR,F	Detail	ACCDEP		
6039-FAIR	TECHNOLOGY	Active	I,DR,F	Detail	ACCDEP		
6039-LONE	TECHNOLOGY	Active	I,DR,F	Detail	ACCDEP		
6039-PA22	TECHNOLOGY	Active	I,DR,F	Detail	ACCDEP		
6039-PREK	TECHNOLOGY	Active	I,DR,F	Detail	ACCDEP		
6040-OFCC	OTHER SERVICES-FCC PROVIDERS	Active	I,DR,F	Detail	ACCDEP		
6040-BELS	OTHER SERVICES-FCC PROVIDERS	Active	I,DR,F	Detail	ACCDEP		
6040-EHPE	OTHER SERVICES-FCC PROVIDERS	Active	I,DR,F	Detail	ACCDEP		
6040-ELCC	OTHER SERVICES-FCC PROVIDERS	Active	I,CR,F	Detail	ACCDEP		
6040-FAIR	OTHER SERVICES-FCC PROVIDERS	Active	I,DR,F	Detail	ACCDEP		
6040-LONE	OTHER SERVICES-FCC PROVIDERS	Active	I,DR,F	Detail	ACCDEP		
6040-PA22	OTHER SERVICES-FCC PROVIDERS	Active	I,DR,F	Detail	ACCDEP		
6040-PREK	OTHER SERVICES-FCC PROVIDERS	Active	I,DR,F	Detail	ACCDEP		
6050-0001	SUPPLIES - FAMILY STRESS	Active	I,DR,F	Detail	ACCDEP		
6060-00SU	AUDIT/CONTRACTUAL	Active	I,DR,F	Detail	ACCDEP		
6060-BELS	AUDIT/CONTRACTUAL	Active	I,DR,F	Detail	ACCDEP		
6060-COLA	AUDIT/CONTRACTUAL	Active	I,DR,F	Detail	ACCDEP		
6060-EHPE	AUDIT/CONTRACTUAL	Active	I,DR,F	Detail	ACCDEP		
6060-ELCC	AUDIT/CONTRACTUAL	Active	I,CR,F	Detail	ACCDEP		
6060-FAIR	AUDIT/CONTRACTUAL	Active	I,DR,F	Detail	ACCDEP		
6060-LONE	AUDIT/CONTRACTUAL	Active	I,DR,F	Detail	ACCDEP		
6060-PA22	AUDIT/CONTRACTUAL	Active	I,DR,F	Detail	ACCDEP		
6060-PREK	AUDIT/CONTRACTUAL	Active	I,DR,F	Detail	ACCDEP		
6060-PRES	AUDIT/CONTRACTUAL	Active	I,DR,F	Detail	ACCDEP		
6070-00QF	CONSTRUCTION	Active	I,DR,F	Detail	ACCDEP		
6070-0PIG	CONSTRUCTION - P.I.G	Active	I,DR,F	Detail	ACCDEP		
6070-BELS	CONSTRUCTION	Active	I,DR,F	Detail	ACCDEP		
6070-EHPE	CONSTRUCTION	Active	I,DR,F	Detail	ACCDEP		
6070-ELCC	CONSTRUCTION	Active	I,CR,F	Detail	ACCDEP		
6070-FAIR	CONSTRUCTION	Active	I,DR,F	Detail	ACCDEP		
6070-LONE	CONSTRUCTION	Active	I,DR,F	Detail	ACCDEP		
6070-PA22	CONSTRUCTION	Active	I,DR,F	Detail	ACCDEP		
6070-PREK	CONSTRUCTION	Active	I,DR,F	Detail	ACCDEP		
6080-PA20	FOOD COSTS	Active	I,DR,F	Detail	ACCDEP		
6090-BELS	FOOD COSTS	Active	I,DR,F	Detail	ACCDEP		
6090-EHPE	FOOD COSTS	Active	I,DR,F	Detail	ACCDEP		
6090-ELCC	FOOD COSTS	Active	I,CR,F	Detail	ACCDEP		
6090-FAIR	FOOD COSTS	Active	I,DR,F	Detail	ACCDEP		
6090-FOOD	FOOD COST-USDA	Active	I,DR,F	Detail	ACCDEP		
6090-LONE	FOOD COSTS	Active	I,DR,F	Detail	ACCDEP		
6090-PA22	FOOD COSTS	Active	I,DR,F	Detail	ACCDEP		
6090-PREK	FOOD COSTS	Active	I,DR,F	Detail	ACCDEP		
6090-PRES	FOOD SUPPLIES (PRE-SCHOOL)	Active	I,DR,F	Detail	ACCDEP		
6091-BELS	KTCHEN COSTS	Active	I,DR,F	Detail	ACCDEP		
6091-EHPE	KTCHEN COSTS	Active	I,DR,F	Detail	ACCDEP		
6091-ELCC	KTCHEN COSTS	Active	I,CR,F	Detail	ACCDEP		
6091-FAIR	KTCHEN COSTS	Active	I,DR,F	Detail	ACCDEP		
6091-LONE	KTCHEN COSTS	Active	I,DR,F	Detail	ACCDEP		
6091-PA22	KTCHEN COSTS	Active	I,DR,F	Detail	ACCDEP		
6091-PREK	KTCHEN COSTS	Active	I,DR,F	Detail	ACCDEP		
6091-PRES	PRES KITCHEN COSTS	Active	I,DR,F	Detail	ACCDEP		

## G/L Chart Of Accounts - Short Form (GLCHTA01)

Account Number	Description	Status	Acct Config.	Post In	Structure Code	Cntrl. Acct.	Alloc. by
6092-BELS	OTHER/PAYROLL SERVICE	Active	I,DR,F	Detail	ACCDEP		
6092-EHPE	OTHER/PAYROLL SERVICE	Active	I,DR,F	Detail	ACCDEP		
6092-ELCC	OTHER/PAYROLL SERVICE	Active	I,CR,F	Detail	ACCDEP		
6092-FAIR	OTHER/PAYROLL SERVICE	Active	I,DR,F	Detail	ACCDEP		
6092-FOOD	OTHER/PAYROLL SERVICE	Active	I,DR,F	Detail	ACCDEP		
6092-LONE	OTHER/PAYROLL SERVICE	Active	I,DR,F	Detail	ACCDEP		
6092-PA20	OTHER/PAYROLL SERVICE	Active	I,DR,F	Detail	ACCDEP		
6092-PA22	OTHER/PAYROLL SERVICE	Active	I,DR,F	Detail	ACCDEP		
6092-PREK	OTHER/PAYROLL SERVICE	Active	I,DR,F	Detail	ACCDEP		
6092-PRES	OTHER/PAYROLL SERVICE	Active	I,DR,F	Detail	ACCDEP		
6100-0001	FOOD COSTS-FAMILY STRESS	Active	I,DR,F	Detail	ACCDEP		
6200-00SU	IN-KIND EXPENSE	Active	I,DR,F	Detail	ACCDEP		
6200-0PQI	IN-KIND EXPENSES	Active	I,DR,F	Detail	ACCDEP		
6200-BELS	IN-KIND EXPENSES	Active	I,DR,F	Detail	ACCDEP		
6200-COLA	IN-KIND EXPENSES	Active	I,DR,F	Detail	ACCDEP		
6200-EHPE	IN-KIND EXPENSES	Active	I,DR,F	Detail	ACCDEP		
6200-ELCC	IN-KIND EXPENSES	Active	I,CR,F	Detail	ACCDEP		
6200-FAIR	IN-KIND EXPENSES	Active	I,DR,F	Detail	ACCDEP		
6200-LONE	IN-KIND EXPENSES	Active	I,DR,F	Detail	ACCDEP		
6200-PA20	IN-KIND EXPENSE	Active	I,DR,F	Detail	ACCDEP		
6200-PA22	IN-KIND EXPENSES	Active	I,DR,F	Detail	ACCDEP		
6200-PREK	IN-KIND EXPENSES	Active	I,DR,F	Detail	ACCDEP		
6300-00EP	ADVERTISEMENT-EXPANSION	Active	I,DR,F	Detail	ACCDEP		
6300-BELS	ADVERTISEMENT	Active	I,DR,F	Detail	ACCDEP		
6300-EHPE	ADVERTISEMENT	Active	I,DR,F	Detail	ACCDEP		
6300-ELCC	ADVERTISEMENT	Active	I,CR,F	Detail	ACCDEP		
6300-FAIR	ADVERTISEMENT	Active	I,DR,F	Detail	ACCDEP		
6300-LONE	ADVERTISEMENT	Active	I,DR,F	Detail	ACCDEP		
6300-PA22	ADVERTISEMENT	Active	I,DR,F	Detail	ACCDEP		
6300-PREK	ADVERTISEMENT	Active	I,DR,F	Detail	ACCDEP		
6300-PRES	ADVERTISEMENT -PRESCHOOL	Active	I,DR,F	Detail	ACCDEP		
6310-BELS	BANK CHARGES	Active	I,DR,F	Detail	ACCDEP		
6310-EHPE	BANK CHARGES	Active	I,DR,F	Detail	ACCDEP		
6310-ELCC	BANK CHARGES	Active	I,CR,F	Detail	ACCDEP		
6310-FAIR	BANK CHARGES	Active	I,DR,F	Detail	ACCDEP		
6310-LONE	BANK CHARGES	Active	I,DR,F	Detail	ACCDEP		
6310-PA22	BANK CHARGES	Active	I,DR,F	Detail	ACCDEP		
6310-PREK	BANK CHARGES	Active	I,DR,F	Detail	ACCDEP		
6320-0FCC	VAN FUEL	Active	I,DR,F	Detail	ACCDEP		
6320-BELS	VAN FUEL	Active	I,DR,F	Detail	ACCDEP		
6320-EHPE	VAN FUEL	Active	I,DR,F	Detail	ACCDEP		
6320-ELCC	VAN FUEL	Active	I,CR,F	Detail	ACCDEP		
6320-FAIR	VAN FUEL	Active	I,DR,F	Detail	ACCDEP		
6320-LONE	VAN FUEL	Active	I,DR,F	Detail	ACCDEP		
6320-PA22	VAN FUEL	Active	I,DR,F	Detail	ACCDEP		
6320-PREK	VAN FUEL	Active	I,DR,F	Detail	ACCDEP		
6320-PRES	VAN FUEL	Active	I,DR,F	Detail	ACCDEP		
6330-BELS	VEHICLE INSURANCE	Active	I,DR,F	Detail	ACCDEP		
6330-EHPE	VEHICLE INSURANCE	Active	I,DR,F	Detail	ACCDEP		
6330-ELCC	VEHICLE INSURANCE	Active	I,CR,F	Detail	ACCDEP		
6330-FAIR	VEHICLE INSURANCE	Active	I,DR,F	Detail	ACCDEP		
6330-LONE	VEHICLE INSURANCE	Active	I,DR,F	Detail	ACCDEP		
6330-PA22	VEHICLE INSURANCE	Active	I,DR,F	Detail	ACCDEP		
6330-PREK	VEHICLE INSURANCE	Active	I,DR,F	Detail	ACCDEP		
6340-BELS	VEHICLE MAINTENANCE	Active	I,DR,F	Detail	ACCDEP		
6340-EHPE	VEHICLE MAINTENANCE	Active	I,DR,F	Detail	ACCDEP		

## G/L Chart Of Accounts - Short Form (GLCHTA01)

Account Number	Description	Status	Acct Config.	Post In	Structure Code	Cntrl. Acct.	Alloc. by
6340-ELCC	VEHICLE MAINTENANCE	Active	I,CR,F	Detail	ACCDEP		
6340-FAIR	VEHICLE MAINTENANCE	Active	I,DR,F	Detail	ACCDEP		
6340-LONE	VEHICLE MAINTENANCE	Active	I,DR,F	Detail	ACCDEP		
6340-PA22	VEHICLE MAINTENANCE	Active	I,DR,F	Detail	ACCDEP		
6340-PREK	VEHICLE MAINTENANCE	Active	I,DR,F	Detail	ACCDEP		
6345-BELS	VAN-PURCHASE	Active	I,CR,F	Detail	ACCDEP		
6345-EHPE	VAN-PURCHASE	Active	I,DR,F	Detail	ACCDEP		
6345-ELCC	VAN-PURCHASE	Active	I,CR,F	Detail	ACCDEP		
6345-FAIR	VAN-PURCHASE	Active	I,CR,F	Detail	ACCDEP		
6345-LONE	VAN-PURCHASE	Active	I,CR,F	Detail	ACCDEP		
6345-PA22	VAN-PURCHASE	Active	I,CR,F	Detail	ACCDEP		
6345-PREK	VAN-PURCHASE	Active	I,CR,F	Detail	ACCDEP		
6350-BELS	FIELD TRIPS(BUS)	Active	I,DR,F	Detail	ACCDEP		
6350-EHPE	FIELD TRIPS(BUS)	Active	I,DR,F	Detail	ACCDEP		
6350-ELCC	FIELD TRIPS(BUS)	Active	I,CR,F	Detail	ACCDEP		
6350-FAIR	FIELD TRIPS(BUS)	Active	I,DR,F	Detail	ACCDEP		
6350-LONE	FIELD TRIPS(BUS)	Active	I,DR,F	Detail	ACCDEP		
6350-PA22	FIELD TRIPS(BUS)	Active	I,DR,F	Detail	ACCDEP		
6350-PREK	FIELD TRIPS(BUS)	Active	I,DR,F	Detail	ACCDEP		
6350-PRES	FIELD TRIP-BUS	Active	I,DR,F	Detail	ACCDEP		
6370-BELS	EQUIPMENT RENTAL	Active	I,DR,F	Detail	ACCDEP		
6370-EHPE	EQUIPMENT RENTAL	Active	I,DR,F	Detail	ACCDEP		
6370-ELCC	EQUIPMENT RENTAL	Active	I,CR,F	Detail	ACCDEP		
6370-FAIR	EQUIPMENT RENTAL	Active	I,DR,F	Detail	ACCDEP		
6370-LONE	EQUIPMENT RENTAL	Active	I,DR,F	Detail	ACCDEP		
6370-PA22	EQUIPMENT RENTAL	Active	I,DR,F	Detail	ACCDEP		
6370-PREK	EQUIPMENT RENTAL	Active	I,DR,F	Detail	ACCDEP		
6400-BELS	MEALS FOR CHILDREN-SNACK	Active	I,DR,F	Detail	ACCDEP		
6400-EHPE	MEALS FOR CHILDREN-SNACK	Active	I,DR,F	Detail	ACCDEP		
6400-ELCC	MEALS FOR CHILDREN-SNACK	Active	I,CR,F	Detail	ACCDEP		
6400-FAIR	MEALS FOR CHILDREN-SNACK	Active	I,DR,F	Detail	ACCDEP		
6400-LONE	MEALS FOR CHILDREN-SNACK	Active	I,DR,F	Detail	ACCDEP		
6400-PA22	MEALS FOR CHILDREN-SNACK	Active	I,DR,F	Detail	ACCDEP		
6400-PREK	MEALS FOR CHILDREN-SNACK	Active	I,DR,F	Detail	ACCDEP		
6400-PRES	MEALS FOR CHILDREN-SNACK	Active	I,DR,F	Detail	ACCDEP		
6405-BELS	BREAKFAST-CHILD	Active	I,DR,F	Detail	ACCDEP		
6405-EHPE	BREAKFAST-CHILD	Active	I,DR,F	Detail	ACCDEP		
6405-ELCC	BREAKFAST-CHILD	Active	I,CR,F	Detail	ACCDEP		
6405-FAIR	BREAKFAST-CHILD	Active	I,DR,F	Detail	ACCDEP		
6405-LONE	BREAKFAST-CHILD	Active	I,DR,F	Detail	ACCDEP		
6405-PA22	BREAKFAST-CHILD	Active	I,DR,F	Detail	ACCDEP		
6405-PREK	BREAKFAST-CHILD	Active	I,DR,F	Detail	ACCDEP		
6405-PRES	BREAKFAST-CHILDREN	Active	I,DR,F	Detail	ACCDEP		
6410-BELS	MEALS FOR CHILDREN-LUNCH	Active	I,DR,F	Detail	ACCDEP		
6410-EHPE	MEALS FOR CHILDREN-LUNCH	Active	I,DR,F	Detail	ACCDEP		
6410-ELCC	MEALS FOR CHILDREN-LUNCH	Active	I,CR,F	Detail	ACCDEP		
6410-FAIR	MEALS FOR CHILDREN-LUNCH	Active	I,DR,F	Detail	ACCDEP		
6410-LONE	MEALS FOR CHILDREN-LUNCH	Active	I,DR,F	Detail	ACCDEP		
6410-PA22	MEALS FOR CHILDREN-LUNCH	Active	I,DR,F	Detail	ACCDEP		
6410-PREK	MEALS FOR CHILDREN-LUNCH	Active	I,DR,F	Detail	ACCDEP		
6410-PRES	MEALS FOR CHILDREN-LUNCH	Active	I,DR,F	Detail	ACCDEP		
6420-BELS	MEALS FOR ADULTS-SNACK	Active	I,DR,F	Detail	ACCDEP		
6420-EHPE	MEALS FOR ADULTS-SNACK	Active	I,DR,F	Detail	ACCDEP		
6420-ELCC	MEALS FOR ADULTS-SNACK	Active	I,CR,F	Detail	ACCDEP		
6420-FAIR	MEALS FOR ADULTS-SNACK	Active	I,DR,F	Detail	ACCDEP		
6420-LONE	MEALS FOR ADULTS-SNACK	Active	I,DR,F	Detail	ACCDEP		

## G/L Chart Of Accounts - Short Form (GLCHTA01)

Account Number	Description	Status	Acct Config.	Post In	Structure Code	Cntrl. Acct.	Alloc. by
6420-PA22	MEALS FOR ADULTS-SNACK	Active	I,DR,F	Detail	ACCDEP		
6420-PREK	MEALS FOR ADULTS-SNACK	Active	I,DR,F	Detail	ACCDEP		
6420-PRES	MEALS FOR ADULTS-SNACK	Active	I,DR,F	Detail	ACCDEP		
6425-BELS	BREAKFAST- ADULTS	Active	I,DR,F	Detail	ACCDEP		
6425-EHPE	BREAKFAST- ADULTS	Active	I,DR,F	Detail	ACCDEP		
6425-ELCC	BREAKFAST- ADULTS	Active	I,CR,F	Detail	ACCDEP		
6425-FAIR	BREAKFAST- ADULTS	Active	I,DR,F	Detail	ACCDEP		
6425-LONE	BREAKFAST- ADULTS	Active	I,DR,F	Detail	ACCDEP		
6425-PA22	BREAKFAST- ADULTS	Active	I,DR,F	Detail	ACCDEP		
6425-PREK	BREAKFAST- ADULTS	Active	I,DR,F	Detail	ACCDEP		
6425-PRES	BREAKFAST- ADULTS	Active	I,DR,F	Detail	ACCDEP		
6430-BELS	MEALS FOR ADULT-LUNCH	Active	I,DR,F	Detail	ACCDEP		
6430-EHPE	MEALS FOR ADULT-LUNCH	Active	I,DR,F	Detail	ACCDEP		
6430-ELCC	MEALS FOR ADULT-LUNCH	Active	I,CR,F	Detail	ACCDEP		
6430-FAIR	MEALS FOR ADULT-LUNCH	Active	I,DR,F	Detail	ACCDEP		
6430-LONE	MEALS FOR ADULT-LUNCH	Active	I,DR,F	Detail	ACCDEP		
6430-PA22	MEALS FOR ADULT-LUNCH	Active	I,DR,F	Detail	ACCDEP		
6430-PREK	MEALS FOR ADULT-LUNCH	Active	I,DR,F	Detail	ACCDEP		
6430-PRES	MEALS FOR ADULT-LUNCH	Active	I,DR,F	Detail	ACCDEP		
6440-BELS	GEN CHILD LIAB INSURANCE	Active	I,DR,F	Detail	ACCDEP		
6440-EHPE	GEN CHILD LIAB INSURANCE	Active	I,DR,F	Detail	ACCDEP		
6440-ELCC	GEN CHILD LIAB INSURANCE	Active	I,CR,F	Detail	ACCDEP		
6440-FAIR	GEN CHILD LIAB INSURANCE	Active	I,DR,F	Detail	ACCDEP		
6440-LONE	GEN CHILD LIAB INSURANCE	Active	I,DR,F	Detail	ACCDEP		
6440-PA22	GEN CHILD LIAB INSURANCE	Active	I,DR,F	Detail	ACCDEP		
6440-PREK	GEN CHILD LIAB INSURANCE	Active	I,DR,F	Detail	ACCDEP		
6440-PRES	GEN CHILD LIAB INSURANCE	Active	I,DR,F	Detail	ACCDEP		
6450-BELS	INSURANCE-THEFT BOND	Active	I,DR,F	Detail	ACCDEP		
6450-EHPE	INSURANCE-THEFT BOND	Active	I,DR,F	Detail	ACCDEP		
6450-ELCC	INSURANCE-THEFT BOND	Active	I,CR,F	Detail	ACCDEP		
6450-FAIR	INSURANCE-THEFT BOND	Active	I,DR,F	Detail	ACCDEP		
6450-LONE	INSURANCE-THEFT BOND	Active	I,DR,F	Detail	ACCDEP		
6450-PA22	INSURANCE-THEFT BOND	Active	I,DR,F	Detail	ACCDEP		
6450-PREK	INSURANCE-THEFT BOND	Active	I,DR,F	Detail	ACCDEP		
6460-00EP	MAINTENANCE & REPAIR	Active	I,DR,F	Detail	ACCDEP		
6460-0FCC	MAINTENANCE & REPAIR	Active	I,DR,F	Detail	ACCDEP		
6460-BELS	MAINTENANCE & REPAIR	Active	I,DR,F	Detail	ACCDEP		
6460-EHPE	MAINTENANCE & REPAIR	Active	I,DR,F	Detail	ACCDEP		
6460-ELCC	MAINTENANCE & REPAIR	Active	I,CR,F	Detail	ACCDEP		
6460-FAIR	MAINTENANCE & REPAIR	Active	I,DR,F	Detail	ACCDEP		
6460-FOOD	MAINTENANCE & REPAIR	Active	I,DR,F	Detail	ACCDEP		
6460-LONE	MAINTENANCE & REPAIR	Active	I,DR,F	Detail	ACCDEP		
6460-PA22	MAINTENANCE & REPAIR	Active	I,DR,F	Detail	ACCDEP		
6460-PREK	MAINTENANCE & REPAIR	Active	I,DR,F	Detail	ACCDEP		
6460-PRES	MAINTENANCE & REPAIR	Active	I,DR,F	Detail	ACCDEP		
6470-00SU	BLDG. INSURANCE	Active	I,DR,F	Detail	ACCDEP		
6470-BELS	INSURANCE-GENERAL LIABILITY	Active	I,DR,F	Detail	ACCDEP		
6470-EHPE	INSURANCE-GENERAL LIABILITY	Active	I,DR,F	Detail	ACCDEP		
6470-ELCC	INSURANCE-GENERAL LIABILITY	Active	I,CR,F	Detail	ACCDEP		
6470-FAIR	INSURANCE-GENERAL LIABILITY	Active	I,DR,F	Detail	ACCDEP		
6470-LONE	INSURANCE-GENERAL LIABILITY	Active	I,DR,F	Detail	ACCDEP		
6470-PA22	INSURANCE-GENERAL LIABILITY	Active	I,DR,F	Detail	ACCDEP		
6470-PREK	INSURANCE-GENERAL LIABILITY	Active	I,DR,F	Detail	ACCDEP		
6470-PRES	INSURANCE-GENERAL LIABILITY	Active	I,DR,F	Detail	ACCDEP		
6480-BELS	DISABILITY SERVICES	Active	I,DR,F	Detail	ACCDEP		
6480-EHPE	DISABILITY SERVICES	Active	I,DR,F	Detail	ACCDEP		

## G/L Chart Of Accounts - Short Form (GLCHTA01)

Account Number	Description	Status	Acct Config.	Post In	Structure Code	Cntrl. Acct.	Alloc. by
6480-ELCC	DISABILITY SERVICES	Active	I,CR,F	Detail	ACCDEP		
6480-FAIR	DISABILITY SERVICES	Active	I,DR,F	Detail	ACCDEP		
6480-LONE	DISABILITY SERVICES	Active	I,DR,F	Detail	ACCDEP		
6480-PA22	DISABILITY SERVICES	Active	I,DR,F	Detail	ACCDEP		
6480-PREK	DISABILITY SERVICES	Active	I,DR,F	Detail	ACCDEP		
6480-PRES	DISABILITY SERVICES	Active	I,DR,F	Detail	ACCDEP		
6490-BELS	HEALTH SCREEN	Active	I,DR,F	Detail	ACCDEP		
6490-EHPE	HEALTH SCREEN	Active	I,DR,F	Detail	ACCDEP		
6490-ELCC	HEALTH SCREEN	Active	I,CR,F	Detail	ACCDEP		
6490-FAIR	HEALTH SCREEN	Active	I,DR,F	Detail	ACCDEP		
6490-LONE	HEALTH SCREEN	Active	I,DR,F	Detail	ACCDEP		
6490-PA22	HEALTH SCREEN	Active	I,DR,F	Detail	ACCDEP		
6490-PREK	HEALTH SCREEN	Active	I,DR,F	Detail	ACCDEP		
6490-PRES	HEALTH SCREEN	Active	I,DR,F	Detail	ACCDEP		
6491-BELS	CHILD ASSESSMENT	Active	I,DR,F	Detail	ACCDEP		
6491-EHPE	CHILD ASSESSMENT	Active	I,DR,F	Detail	ACCDEP		
6491-ELCC	CHILD ASSESSMENT	Active	I,CR,F	Detail	ACCDEP		
6491-FAIR	CHILD ASSESSMENT	Active	I,DR,F	Detail	ACCDEP		
6491-LONE	CHILD ASSESSMENT	Active	I,DR,F	Detail	ACCDEP		
6491-PA22	CHILD ASSESSMENT	Active	I,DR,F	Detail	ACCDEP		
6491-PREK	CHILD ASSESSMENT	Active	I,DR,F	Detail	ACCDEP		
6491-PRES	CHILD ASSESSMENT	Active	I,DR,F	Detail	ACCDEP		
6492-BELS	SPEECH THERAPY	Active	I,DR,F	Detail	ACCDEP		
6492-EHPE	SPEECH THERAPY	Active	I,DR,F	Detail	ACCDEP		
6492-ELCC	SPEECH THERAPY	Active	I,CR,F	Detail	ACCDEP		
6492-FAIR	SPEECH THERAPY	Active	I,DR,F	Detail	ACCDEP		
6492-LONE	SPEECH THERAPY	Active	I,DR,F	Detail	ACCDEP		
6492-PA22	SPEECH THERAPY	Active	I,DR,F	Detail	ACCDEP		
6492-PREK	SPEECH THERAPY	Active	I,DR,F	Detail	ACCDEP		
6492-PRES	SPEECH THERAPY	Active	I,DR,F	Detail	ACCDEP		
6530-BELS	CHILD CARE	Active	I,DR,F	Detail	ACCDEP		
6530-EHPE	CHILD CARE	Active	I,DR,F	Detail	ACCDEP		
6530-ELCC	CHILD CARE	Active	I,CR,F	Detail	ACCDEP		
6530-FAIR	CHILD CARE	Active	I,DR,F	Detail	ACCDEP		
6530-LONE	CHILD CARE	Active	I,DR,F	Detail	ACCDEP		
6530-PA20	CHILD CARE	Active	I,DR,F	Detail	ACCDEP		
6530-PA22	CHILD CARE	Active	I,DR,F	Detail	ACCDEP		
6530-PREK	CHILD CARE	Active	I,DR,F	Detail	ACCDEP		
6530-PRES	CHILD CARE	Active	I,DR,F	Detail	ACCDEP		
6540-BELS	OUT-OF-TOWN TRAVEL/PARENT	Active	I,DR,F	Detail	ACCDEP		
6540-EHPE	OUT-OF-TOWN TRAVEL/PARENT	Active	I,DR,F	Detail	ACCDEP		
6540-ELCC	OUT-OF-TOWN TRAVEL/PARENT	Active	I,CR,F	Detail	ACCDEP		
6540-FAIR	OUT-OF-TOWN TRAVEL/PARENT	Active	I,DR,F	Detail	ACCDEP		
6540-LONE	OUT-OF-TOWN TRAVEL/PARENT	Active	I,DR,F	Detail	ACCDEP		
6540-PA22	OUT-OF-TOWN TRAVEL/PARENT	Active	I,DR,F	Detail	ACCDEP		
6540-PREK	OUT-OF-TOWN TRAVEL/PARENT	Active	I,DR,F	Detail	ACCDEP		
6540-PRES	OUT-OF-TOWN TRAVEL/PARENT	Active	I,DR,F	Detail	ACCDEP		
6541-BELS	OTHER PARENT SERVICES	Active	I,DR,F	Detail	ACCDEP		
6541-EHPE	OTHER PARENT SERVICES	Active	I,DR,F	Detail	ACCDEP		
6541-ELCC	OTHER PARENT SERVICES	Active	I,CR,F	Detail	ACCDEP		
6541-FAIR	OTHER PARENT SERVICES	Active	I,DR,F	Detail	ACCDEP		
6541-LONE	OTHER PARENT SERVICES	Active	I,DR,F	Detail	ACCDEP		
6541-PA22	OTHER PARENT SERVICES	Active	I,DR,F	Detail	ACCDEP		
6541-PREK	OTHER PARENT SERVICES	Active	I,DR,F	Detail	ACCDEP		
6541-PRES	OTHER PARENT SERVICES	Active	I,DR,F	Detail	ACCDEP		
6550-BELS	PARENT ACTIVITY	Active	I,DR,F	Detail	ACCDEP		



## G/L Chart Of Accounts - Short Form (GLCHTA01)

Account Number	Description	Status	Acct Config.	Post In	Structure Code	Cntrl. Acct.	Alloc. by
6550-EHPE	PARENT ACTIVITY	Active	I,DR,F	Detail	ACCDEP		
6550-ELCC	PARENT ACTIVITY	Active	I,CR,F	Detail	ACCDEP		
6550-FAIR	PARENT ACTIVITY	Active	I,DR,F	Detail	ACCDEP		
6550-LONE	PARENT ACTIVITY	Active	I,DR,F	Detail	ACCDEP		
6550-PA22	PARENT ACTIVITY	Active	I,DR,F	Detail	ACCDEP		
6550-PREK	PARENT ACTIVITY	Active	I,DR,F	Detail	ACCDEP		
6550-PRES	PARENT ACTIVITY	Active	I,DR,F	Detail	ACCDEP		
6560-BELS	CHILD CARE	Active	I,DR,F	Detail	ACCDEP		
6560-EHPE	CHILD CARE	Active	I,DR,F	Detail	ACCDEP		
6560-ELCC	CHILD CARE	Active	I,CR,F	Detail	ACCDEP		
6560-FAIR	CHILD CARE	Active	I,DR,F	Detail	ACCDEP		
6560-LONE	CHILD CARE	Active	I,DR,F	Detail	ACCDEP		
6560-PA22	CHILD CARE	Active	I,DR,F	Detail	ACCDEP		
6560-PREK	CHILD CARE	Active	I,DR,F	Detail	ACCDEP		
6560-PRES	CHILD CARE	Active	I,DR,F	Detail	ACCDEP		
6570-BELS	PARENT MILEAGE	Active	I,DR,F	Detail	ACCDEP		
6570-EHPE	PARENT MILEAGE	Active	I,DR,F	Detail	ACCDEP		
6570-ELCC	PARENT MILEAGE	Active	I,CR,F	Detail	ACCDEP		
6570-FAIR	PARENT MILEAGE	Active	I,DR,F	Detail	ACCDEP		
6570-LONE	PARENT MILEAGE	Active	I,DR,F	Detail	ACCDEP		
6570-PA22	PARENT MILEAGE	Active	I,DR,F	Detail	ACCDEP		
6570-PREK	PARENT MILEAGE	Active	I,DR,F	Detail	ACCDEP		
6570-PRES	PARENT MILEAGE	Active	I,DR,F	Detail	ACCDEP		
6580-DEMO	VAN FUEL-FORD	Active	I,DR,F	Detail	ACCDEP		
6590-BELS	VAN FUEL-FORD VAN	Active	I,DR,F	Detail	ACCDEP		
6590-EHPE	VAN FUEL-FORD VAN	Active	I,DR,F	Detail	ACCDEP		
6590-ELCC	VAN FUEL-FORD VAN	Active	I,CR,F	Detail	ACCDEP		
6590-FAIR	VAN FUEL-FORD VAN	Active	I,DR,F	Detail	ACCDEP		
6590-LONE	VAN FUEL-FORD VAN	Active	I,DR,F	Detail	ACCDEP		
6590-PA22	VAN FUEL-FORD VAN	Active	I,DR,F	Detail	ACCDEP		
6590-PREK	VAN FUEL-FORD VAN	Active	I,DR,F	Detail	ACCDEP		
6590-PRES	VAN FUEL-FORD VAN	Active	I,DR,F	Detail	ACCDEP		
6600-BELS	SPACE RENTAL-PA22	Active	I,DR,F	Detail	ACCDEP		
6600-EHPE	SPACE RENTAL-ELCC	Active	I,DR,F	Detail	ACCDEP		
6600-ELCC	SPACE RENTAL-ELCC	Active	I,CR,F	Detail	ACCDEP		
6600-FAIR	SPACE RENTAL-FAIR	Active	I,DR,F	Detail	ACCDEP		
6600-LONE	SPACE RENTAL-PA22	Active	I,DR,F	Detail	ACCDEP		
6600-PA22	SPACE RENTAL-PA22	Active	I,DR,F	Detail	ACCDEP		
6600-PREK	SPACE RENTAL-PREK	Active	I,DR,F	Detail	ACCDEP		
6600-PRES	SPACE RENTAL-PA22	Active	I,DR,F	Detail	ACCDEP		
6605-BELS	SPACE RENT-STORAGE	Active	I,DR,F	Detail	ACCDEP		
6605-EHPE	SPACE RENT-STORAGE	Active	I,DR,F	Detail	ACCDEP		
6605-ELCC	SPACE RENT-STORAGE	Active	I,CR,F	Detail	ACCDEP		
6605-FAIR	SPACE RENT-STORAGE	Active	I,DR,F	Detail	ACCDEP		
6605-LONE	SPACE RENT-STORAGE	Active	I,DR,F	Detail	ACCDEP		
6605-PA22	SPACE RENT-STORAGE	Active	I,DR,F	Detail	ACCDEP		
6605-PREK	SPACE RENT-STORAGE	Active	I,DR,F	Detail	ACCDEP		
6605-PRES	SPACE RENT-STORAGE	Active	I,DR,F	Detail	ACCDEP		
6610-BELS	SPACE RENTAL-WEE WORLD	Active	I,DR,F	Detail	ACCDEP		
6610-COLA	SPACE RENTAL-WEE WORLD	Active	I,DR,F	Detail	ACCDEP		
6610-EHPE	SPACE RENTAL-WEE WORLD	Active	I,DR,F	Detail	ACCDEP		
6610-ELCC	SPACE RENTAL-WEE WORLD	Active	I,CR,F	Detail	ACCDEP		
6610-FAIR	SPACE RENTAL-WEE WORLD	Active	I,DR,F	Detail	ACCDEP		
6610-LONE	SPACE RENTAL-WEE WORLD	Active	I,DR,F	Detail	ACCDEP		
6610-PA22	SPACE RENTAL-WEE WORLD	Active	I,DR,F	Detail	ACCDEP		
6610-PREK	SPACE RENTAL-WEE WORLD	Active	I,DR,F	Detail	ACCDEP		

## G/L Chart Of Accounts - Short Form (GLCHTA01)

Account Number	Description	Status	Acct Config.	Post In	Structure Code	Cntrl. Acct.	Alloc. by
6610-PRES	SPACE RENTAL-WEE WORLD	Active	I,DR,F	Detail	ACCDEP		
6615-BELS	SPACE RENTAL-RAILROAD AVE.	Active	I,DR,F	Detail	ACCDEP		
6615-EHPE	SPACE RENTAL-ELCC	Active	I,DR,F	Detail	ACCDEP		
6615-ELCC	SPACE RENTAL-ELCC	Active	I,CR,F	Detail	ACCDEP		
6615-FAIR	SPACE RENTAL-FAIRGROUNDS	Active	I,DR,F	Detail	ACCDEP		
6615-LONE	SPACE RENTAL-RAILROAD AVE.	Active	I,DR,F	Detail	ACCDEP		
6615-PA22	SPACE RENTAL-RAILROAD AVE.	Active	I,DR,F	Detail	ACCDEP		
6615-PREK	SPACE RENTAL-PREK	Active	I,DR,F	Detail	ACCDEP		
6615-PRES	SPACE RENTAL-RAILROAD AVE.	Active	I,DR,F	Detail	ACCDEP		
6620-BELS	SPACE RENTAL-PA22	Active	I,DR,F	Detail	ACCDEP		
6620-COLA	SPACE RENTAL-OFFICE	Active	I,DR,F	Detail	ACCDEP		
6620-EHPE	SPACE RENTAL-EAST LELAND	Active	I,DR,F	Detail	ACCDEP		
6620-ELCC	SPACE RENTAL-EAST LELAND	Active	I,CR,F	Detail	ACCDEP		
6620-FAIR	SPACE RENTAL-FAIRGROUND	Active	I,DR,F	Detail	ACCDEP		
6620-LONE	SPACE RENTAL-PA22	Active	I,DR,F	Detail	ACCDEP		
6620-PA22	SPACE RENTAL-PA22	Active	I,DR,F	Detail	ACCDEP		
6620-PREK	SPACE RENTAL-PREK	Active	I,DR,F	Detail	ACCDEP		
6620-PRES	SPACE RENTAL-PA22	Active	I,DR,F	Detail	ACCDEP		
6625-BELS	SPACE RENTAL-KIDS CASTLE	Active	I,DR,F	Detail	ACCDEP		
6625-EHPE	SPACE RENTAL-ELCC	Active	I,DR,F	Detail	ACCDEP		
6625-ELCC	SPACE RENTAL-ELCC	Active	I,CR,F	Detail	ACCDEP		
6625-FAIR	SPACE RENTAL-FAIRGROUND	Active	I,DR,F	Detail	ACCDEP		
6625-LONE	SPACE RENTAL-KIDS CASTLE	Active	I,DR,F	Detail	ACCDEP		
6625-PA22	SPACE RENTAL-KIDS CASTLE	Active	I,DR,F	Detail	ACCDEP		
6625-PREK	SPACE RENTAL-KIDS CASTLE	Active	I,DR,F	Detail	ACCDEP		
6625-PRES	SPACE RENTAL-PRESCHOOL,K.CASTL	Active	I,DR,F	Detail	ACCDEP		
6626-BELS	PROPERTY TAX-KIDS CASTLE	Active	I,DR,F	Detail	ACCDEP		
6626-EHPE	PROPERTY TAX-ELCC	Active	I,DR,F	Detail	ACCDEP		
6626-ELCC	PROPERTY TAX-ELCC	Active	I,CR,F	Detail	ACCDEP		
6626-FAIR	PROPERTY TAX-FAIRGROUND	Active	I,DR,F	Detail	ACCDEP		
6626-LONE	PROPERTY TAX-KIDS CASTLE	Active	I,DR,F	Detail	ACCDEP		
6626-PA22	PROPERTY TAX-KIDS CASTLE	Active	I,DR,F	Detail	ACCDEP		
6626-PREK	PROPERTY TAX-KIDS CASTLE	Active	I,DR,F	Detail	ACCDEP		
6626-PRES	PROPERTY TAX-KIDS CASTLE	Active	I,DR,F	Detail	ACCDEP		
6630-00SU	SPACE RENTAL-WOODS MANOR	Active	I,DR,F	Detail	ACCDEP		
6630-BELS	SPACE RENTAL-W. MANOR	Active	I,DR,F	Detail	ACCDEP		
6630-EHPE	SPACE RENTAL-EAST LELAND	Active	I,DR,F	Detail	ACCDEP		
6630-ELCC	SPACE RENTAL-EAST LELAND	Active	I,CR,F	Detail	ACCDEP		
6630-FAIR	SPACE RENTAL-FAIRGROUND	Active	I,DR,F	Detail	ACCDEP		
6630-LONE	SPACE RENTAL-W. MANOR	Active	I,DR,F	Detail	ACCDEP		
6630-PA22	SPACE RENTAL-W. MANOR	Active	I,DR,F	Detail	ACCDEP		
6630-PREK	SPACE RENTAL-PREK	Active	I,DR,F	Detail	ACCDEP		
6631-BELS	MENTAL HEALTH CONSULTANT	Active	I,DR,F	Detail	ACCDEP		
6631-EHPE	MENTAL HEALTH CONSULTANT	Active	I,DR,F	Detail	ACCDEP		
6631-ELCC	MENTAL HEALTH CONSULTANT	Active	I,CR,F	Detail	ACCDEP		
6631-FAIR	MENTAL HEALTH CONSULTANT	Active	I,DR,F	Detail	ACCDEP		
6631-LONE	MENTAL HEALTH CONSULTANT	Active	I,DR,F	Detail	ACCDEP		
6631-PA22	MENTAL HEALTH CONSULTANT	Active	I,DR,F	Detail	ACCDEP		
6631-PREK	MENTAL HEALTH CONSULTANT	Active	I,DR,F	Detail	ACCDEP		
6635-BELS	SET UP COSTS-LA PETIT	Active	I,DR,F	Detail	ACCDEP		
6635-EHPE	SET UP COSTS-LA PETIT	Active	I,DR,F	Detail	ACCDEP		
6635-ELCC	SET UP COSTS-LA PETIT	Active	I,CR,F	Detail	ACCDEP		
6635-FAIR	SET UP COSTS-LA PETIT	Inactive	I,DR,F	Detail	ACCDEP		
6635-LONE	SET UP COSTS-LA PETIT	Active	I,DR,F	Detail	ACCDEP		
6635-PA22	SET UP COSTS-LA PETIT	Active	I,DR,F	Detail	ACCDEP		
6635-PREK	SET UP COSTS-LA PETIT	Inactive	I,DR,F	Detail	ACCDEP		

## G/L Chart Of Accounts - Short Form (GLCHTA01)

Account Number	Description	Status	Acct Config.	Post In	Structure Code	Cntrl. Acct.	Alloc. by
6640-BELS	SET UP COST-ADMINISTRATION	Active	I,DR,F	Detail	ACCDEP		
6640-EHPE	SET UP COST-ADMINISTRATION	Active	I,DR,F	Detail	ACCDEP		
6640-ELCC	SET UP COST-ADMINISTRATION	Active	I,CR,F	Detail	ACCDEP		
6640-FAIR	SET UP COST-ADMINISTRATION	Active	I,DR,F	Detail	ACCDEP		
6640-LONE	SET UP COST-ADMINISTRATION	Active	I,DR,F	Detail	ACCDEP		
6640-PA22	SET UP COST-ADMINISTRATION	Active	I,DR,F	Detail	ACCDEP		
6640-PREK	SET UP COST-ADMINISTRATION	Active	I,DR,F	Detail	ACCDEP		
6700-BELS	PG&E - ODESSA	Active	I,DR,F	Detail	ACCDEP		
6700-EHPE	PG&E - EAST LELAND	Active	I,DR,F	Detail	ACCDEP		
6700-ELCC	PG&E - EAST LELAND	Active	I,CR,F	Detail	ACCDEP		
6700-FAIR	PG&E - FAIRGROUND	Active	I,DR,F	Detail	ACCDEP		
6700-LONE	PG&E - ODESSA	Active	I,DR,F	Detail	ACCDEP		
6700-PA22	PG&E - ODESSA	Active	I,DR,F	Detail	ACCDEP		
6700-PREK	PG&E - PREK	Active	I,DR,F	Detail	ACCDEP		
6710-BELS	PG&E-RAILROAD AVE. (ADMIN OFFICE	Active	I,DR,F	Detail	ACCDEP		
6710-EHPE	PG&E- EAST LELAND	Active	I,DR,F	Detail	ACCDEP		
6710-ELCC	PG&E- EAST LELAND	Active	I,CR,F	Detail	ACCDEP		
6710-FAIR	PG&E-FAIRGROUNDS (ADMIN OFFICE)	Active	I,DR,F	Detail	ACCDEP		
6710-LONE	PG&E-RAILROAD AVE. (ADMIN OFFICE	Active	I,DR,F	Detail	ACCDEP		
6710-PA22	PG&E-RAILROAD AVE. (ADMIN OFFICE	Active	I,DR,F	Detail	ACCDEP		
6710-PREK	PG&E-PREK	Active	I,DR,F	Detail	ACCDEP		
6720-BELS	PG&E - LIDO SQUARE	Active	I,DR,F	Detail	ACCDEP		
6720-EHPE	PG&E - EAST LELAND	Active	I,DR,F	Detail	ACCDEP		
6720-ELCC	PG&E - EAST LELAND	Active	I,CR,F	Detail	ACCDEP		
6720-FAIR	PG&E - FAIRGROUND	Active	I,DR,F	Detail	ACCDEP		
6720-LONE	PG&E - LIDO SQUARE	Active	I,DR,F	Detail	ACCDEP		
6720-PA22	PG&E - LIDO SQUARE	Active	I,DR,F	Detail	ACCDEP		
6720-PREK	PG&E - LIDO SQUARE	Active	I,DR,F	Detail	ACCDEP		
6730-BELS	PG&E-KIDS CASTLE	Active	I,DR,F	Detail	ACCDEP		
6730-EHPE	PG&E-KIDS CASTLE	Active	I,DR,F	Detail	ACCDEP		
6730-ELCC	PG&E-KIDS CASTLE	Active	I,CR,F	Detail	ACCDEP		
6730-FAIR	PG&E-KIDS CASTLE	Active	I,DR,F	Detail	ACCDEP		
6730-LONE	PG&E-KIDS CASTLE	Active	I,DR,F	Detail	ACCDEP		
6730-PA22	PG&E-KIDS CASTLE	Active	I,DR,F	Detail	ACCDEP		
6730-PREK	PG&E-KIDS CASTLE	Active	I,DR,F	Detail	ACCDEP		
6730-PRES	PG&E-KID'S CASTLE/PRE-SCHOOL	Active	I,DR,F	Detail	ACCDEP		
6740-00SU	BLDG INSUR	Active	I,DR,F	Detail	ACCDEP		
6740-BELS	BLDG. INSURANCE	Active	I,DR,F	Detail	ACCDEP		
6740-EHPE	BLDG. INSURANCE	Active	I,DR,F	Detail	ACCDEP		
6740-ELCC	BLDG. INSURANCE	Active	I,CR,F	Detail	ACCDEP		
6740-FAIR	BLDG. INSURANCE	Active	I,DR,F	Detail	ACCDEP		
6740-LONE	BLDG. INSURANCE	Active	I,DR,F	Detail	ACCDEP		
6740-PA22	BLDG. INSURANCE	Active	I,DR,F	Detail	ACCDEP		
6740-PREK	BLDG. INSURANCE	Active	I,DR,F	Detail	ACCDEP		
6740-PRES	BLDG. INSURANCE	Active	I,DR,F	Detail	ACCDEP		
6750-BELS	PG&E-WOODS MANOR	Active	I,DR,F	Detail	ACCDEP		
6750-EHPE	PG&E-WOODS MANOR	Active	I,DR,F	Detail	ACCDEP		
6750-ELCC	PG&E-WOODS MANOR	Active	I,CR,F	Detail	ACCDEP		
6750-FAIR	PG&E-WOODS MANOR	Active	I,DR,F	Detail	ACCDEP		
6750-LONE	PG&E-WOODS MANOR	Active	I,DR,F	Detail	ACCDEP		
6750-PA22	PG&E-WOODS MANOR	Active	I,DR,F	Detail	ACCDEP		
6750-PREK	PG&E-WOODS MANOR	Active	I,DR,F	Detail	ACCDEP		
6800-BELS	TELEPHONE - ODESSA	Active	I,DR,F	Detail	ACCDEP		
6800-EHPE	TELEPHONE - ODESSA	Active	I,DR,F	Detail	ACCDEP		
6800-ELCC	TELEPHONE - ODESSA	Active	I,CR,F	Detail	ACCDEP		
6800-FAIR	TELEPHONE - ODESSA	Active	I,DR,F	Detail	ACCDEP		

## G/L Chart Of Accounts - Short Form (GLCHTA01)

Account Number	Description	Status	Acct Config.	Post In	Structure Code	Cntrl. Acct.	Alloc. by
6800-LONE	TELEPHONE - ODESSA	Active	I,DR,F	Detail	ACCDEP		
6800-PA22	TELEPHONE - ODESSA	Active	I,DR,F	Detail	ACCDEP		
6800-PREK	TELEPHONE - ODESSA	Active	I,DR,F	Detail	ACCDEP		
6810-BELS	TELEPHONE - GLADSTONE	Active	I,DR,F	Detail	ACCDEP		
6810-EHPE	TELEPHONE - GLADSTONE	Active	I,DR,F	Detail	ACCDEP		
6810-ELCC	TELEPHONE - GLADSTONE	Active	I,CR,F	Detail	ACCDEP		
6810-FAIR	TELEPHONE - FAIRGROUNDS	Active	I,DR,F	Detail	ACCDEP		
6810-LONE	TELEPHONE - GLADSTONE	Active	I,DR,F	Detail	ACCDEP		
6810-PA22	TELEPHONE - GLADSTONE	Active	I,DR,F	Detail	ACCDEP		
6810-PREK	TELEPHONE - GLADSTONE	Active	I,DR,F	Detail	ACCDEP		
6820-BELS	TELEPHONE - LIDO SQUARE	Active	I,DR,F	Detail	ACCDEP		
6820-EHPE	TELEPHONE - LIDO SQUARE	Active	I,DR,F	Detail	ACCDEP		
6820-ELCC	TELEPHONE - LIDO SQUARE	Active	I,CR,F	Detail	ACCDEP		
6820-FAIR	TELEPHONE - LIDO SQUARE	Active	I,DR,F	Detail	ACCDEP		
6820-LONE	TELEPHONE - LIDO SQUARE	Active	I,DR,F	Detail	ACCDEP		
6820-PA22	TELEPHONE - LIDO SQUARE	Active	I,DR,F	Detail	ACCDEP		
6820-PREK	TELEPHONE - LIDO SQUARE	Active	I,DR,F	Detail	ACCDEP		
6830-BELS	TELEPHONE - KIDS CASTLE	Active	I,DR,F	Detail	ACCDEP		
6830-EHPE	TELEPHONE - KIDS CASTLE	Active	I,DR,F	Detail	ACCDEP		
6830-ELCC	TELEPHONE - KIDS CASTLE	Active	I,CR,F	Detail	ACCDEP		
6830-FAIR	TELEPHONE - KIDS CASTLE	Active	I,DR,F	Detail	ACCDEP		
6830-LONE	TELEPHONE - KIDS CASTLE	Active	I,DR,F	Detail	ACCDEP		
6830-PA22	TELEPHONE - KIDS CASTLE	Active	I,DR,F	Detail	ACCDEP		
6830-PREK	TELEPHONE - KIDS CASTLE	Active	I,DR,F	Detail	ACCDEP		
6830-PRES	TELEPHONE-STATE PRE-SCHOOL	Active	I,DR,F	Detail	ACCDEP		
6840-00SU	TELEPHONE-WOODS MANOR	Active	I,DR,F	Detail	ACCDEP		
6840-BELS	TELEPHONE-WOODS MANOR	Active	I,DR,F	Detail	ACCDEP		
6840-EHPE	TELEPHONE-WOODS MANOR	Active	I,DR,F	Detail	ACCDEP		
6840-ELCC	TELEPHONE-WOODS MANOR	Active	I,CR,F	Detail	ACCDEP		
6840-FAIR	TELEPHONE-WOODS MANOR	Active	I,DR,F	Detail	ACCDEP		
6840-LONE	TELEPHONE-WOODS MANOR	Active	I,DR,F	Detail	ACCDEP		
6840-PA22	TELEPHONE-WOODS MANOR	Active	I,DR,F	Detail	ACCDEP		
6840-PREK	TELEPHONE-WOODS MANOR	Active	I,DR,F	Detail	ACCDEP		
6850-BELS	DSL-INTERNET ACCESS	Active	I,DR,F	Detail	ACCDEP		
6850-EHPE	DSL-INTERNET ACCESS	Active	I,DR,F	Detail	ACCDEP		
6850-ELCC	DSL-INTERNET ACCESS	Active	I,CR,F	Detail	ACCDEP		
6850-FAIR	DSL-INTERNET ACCESS	Active	I,DR,F	Detail	ACCDEP		
6850-LONE	DSL-INTERNET ACCESS	Active	I,DR,F	Detail	ACCDEP		
6850-PA22	DSL-INTERNET ACCESS	Active	I,DR,F	Detail	ACCDEP		
6850-PREK	DSL-INTERNET ACCESS	Active	I,DR,F	Detail	ACCDEP		
6860-BELS	TELEPHONE PURCHASE-GLADSTONE	Active	I,DR,F	Detail	ACCDEP		
6860-EHPE	TELEPHONE PURCHASE-GLADSTONE	Active	I,DR,F	Detail	ACCDEP		
6860-ELCC	TELEPHONE PURCHASE-GLADSTONE	Active	I,CR,F	Detail	ACCDEP		
6860-FAIR	TELEPHONE PURCHASE-FAIRGROUND	Active	I,DR,F	Detail	ACCDEP		
6860-LONE	TELEPHONE PURCHASE-GLADSTONE	Active	I,DR,F	Detail	ACCDEP		
6860-PA22	TELEPHONE PURCHASE-GLADSTONE	Active	I,DR,F	Detail	ACCDEP		
6860-PREK	TELEPHONE PURCHASE-GLADSTONE	Active	I,DR,F	Detail	ACCDEP		
6865-BELS	INTEREST EXPENSES - LEASE	Active	I,DR,F	Detail	ACCDEP		
6865-EHPE	INTEREST EXPENSES - LEASE	Active	I,DR,F	Detail	ACCDEP		
6865-ELCC	INTEREST EXPENSES - LEASE	Active	I,CR,F	Detail	ACCDEP		
6865-FAIR	INTEREST EXPENSES - LEASE	Active	I,DR,F	Detail	ACCDEP		
6865-LONE	INTEREST EXPENSES - LEASE	Active	I,DR,F	Detail	ACCDEP		
6865-PA22	INTEREST EXPENSES - LEASE	Active	I,DR,F	Detail	ACCDEP		
6865-PREK	INTEREST EXPENSES - LEASE	Active	I,DR,F	Detail	ACCDEP		
6900-BELS	WATER - OTHER	Active	I,DR,F	Detail	ACCDEP		
6900-COLA	WATER - WEE WORLD	Active	I,DR,F	Detail	ACCDEP		

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Account Number	Description	Status	Acct Config.	Post In	Structure Code	Cntrl Acct.	Alloc. by
6900-EHPE	WATER - OTHER	Active	I,DR,F	Detail	ACCDEP		
6900-ELCC	WATER - OTHER	Active	I,CR,F	Detail	ACCDEP		
6900-FAIR	WATER - OTHER	Active	I,DR,F	Detail	ACCDEP		
6900-LONE	WATER - OTHER	Active	I,DR,F	Detail	ACCDEP		
6900-PA22	WATER - OTHER	Active	I,DR,F	Detail	ACCDEP		
6900-PREK	WATER - OTHER	Active	I,DR,F	Detail	ACCDEP		
6910-BELS	WATER/UTILITIES	Active	I,DR,F	Detail	ACCDEP		
6910-EHPE	WATER/UTILITIES	Active	I,DR,F	Detail	ACCDEP		
6910-ELCC	WATER/UTILITIES	Active	I,CR,F	Detail	ACCDEP		
6910-FAIR	WATER/UTILITIES	Active	I,DR,F	Detail	ACCDEP		
6910-LONE	WATER/UTILITIES	Active	I,DR,F	Detail	ACCDEP		
6910-PA22	WATER/UTILITIES	Active	I,DR,F	Detail	ACCDEP		
6910-PREK	WATER/UTILITIES	Active	I,DR,F	Detail	ACCDEP		
6910-PRES	WATER/UTILITIES	Active	I,DR,F	Detail	ACCDEP		
6920-00SU	UTILITIES	Active	I,DR,F	Detail	ACCDEP		
6920-BELS	UTILITIES	Active	I,DR,F	Detail	ACCDEP		
6920-EHPE	UTILITIES	Active	I,DR,F	Detail	ACCDEP		
6920-ELCC	UTILITIES	Active	I,CR,F	Detail	ACCDEP		
6920-FAIR	UTILITIES	Active	I,DR,F	Detail	ACCDEP		
6920-LONE	UTILITIES	Active	I,DR,F	Detail	ACCDEP		
6920-PA22	UTILITIES	Active	I,DR,F	Detail	ACCDEP		
6920-PREK	UTILITIES	Active	I,DR,F	Detail	ACCDEP		
7000-BELS	GARBAGE - ODESSA	Active	I,DR,F	Detail	ACCDEP		
7000-COLA	GARBAGE - ODESSA	Active	I,DR,F	Detail	ACCDEP		
7000-EHPE	GARBAGE - ODESSA	Active	I,DR,F	Detail	ACCDEP		
7000-ELCC	GARBAGE - ODESSA	Active	I,CR,F	Detail	ACCDEP		
7000-FAIR	GARBAGE - ODESSA	Active	I,DR,F	Detail	ACCDEP		
7000-LONE	GARBAGE - ODESSA	Active	I,DR,F	Detail	ACCDEP		
7000-PA22	GARBAGE - ODESSA	Active	I,DR,F	Detail	ACCDEP		
7000-PREK	GARBAGE - ODESSA	Active	I,DR,F	Detail	ACCDEP		
7010-BELS	GARBAGE - Other assoc. costs	Active	I,DR,F	Detail	ACCDEP		
7010-EHPE	GARBAGE - Other assoc. costs	Active	I,DR,F	Detail	ACCDEP		
7010-ELCC	GARBAGE - Other assoc. costs	Active	I,CR,F	Detail	ACCDEP		
7010-FAIR	GARBAGE - Other assoc. costs	Active	I,DR,F	Detail	ACCDEP		
7010-LONE	GARBAGE - Other assoc. costs	Active	I,DR,F	Detail	ACCDEP		
7010-PA22	GARBAGE - Other assoc. costs	Active	I,DR,F	Detail	ACCDEP		
7010-PREK	GARBAGE - Other assoc. costs	Active	I,DR,F	Detail	ACCDEP		
7020-BELS	GARBAGE -KIDS CASTLE(incl ADM)	Active	I,DR,F	Detail	ACCDEP		
7020-EHPE	GARBAGE -KIDS CASTLE(incl ADM)	Active	I,DR,F	Detail	ACCDEP		
7020-ELCC	GARBAGE -KIDS CASTLE(incl ADM)	Active	I,CR,F	Detail	ACCDEP		
7020-FAIR	GARBAGE -KIDS CASTLE(incl ADM)	Active	I,DR,F	Detail	ACCDEP		
7020-LONE	GARBAGE -KIDS CASTLE(incl ADM)	Active	I,DR,F	Detail	ACCDEP		
7020-PA22	GARBAGE -KIDS CASTLE(incl ADM)	Active	I,DR,F	Detail	ACCDEP		
7020-PREK	GARBAGE -KIDS CASTLE(incl ADM)	Active	I,DR,F	Detail	ACCDEP		
7020-PRES	GARBAGE-K.CASTLE(PRESCHOOL)	Active	I,DR,F	Detail	ACCDEP		
7100-BELS	PEST CONTROL-ODESSA/K.C.,L.S.	Active	I,DR,F	Detail	ACCDEP		
7100-EHPE	PEST CONTROL-ODESSA/K.C.,L.S.	Active	I,DR,F	Detail	ACCDEP		
7100-ELCC	PEST CONTROL-ODESSA/K.C.,L.S.	Active	I,CR,F	Detail	ACCDEP		
7100-FAIR	PEST CONTROL-ODESSA/K.C.,L.S.	Active	I,DR,F	Detail	ACCDEP		
7100-LONE	PEST CONTROL-ODESSA/K.C.,L.S.	Active	I,DR,F	Detail	ACCDEP		
7100-PA22	PEST CONTROL-ODESSA/K.C.,L.S.	Active	I,DR,F	Detail	ACCDEP		
7100-PREK	PEST CONTROL-ODESSA/K.C.,L.S.	Active	I,DR,F	Detail	ACCDEP		
7100-PRES	PEST CONTROL-K.C.(PRESCHOOL)	Active	I,DR,F	Detail	ACCDEP		
7110-BELS	FIRE EXTINGUISHERS	Active	I,DR,F	Detail	ACCDEP		
7110-EHPE	FIRE EXTINGUISHERS	Active	I,DR,F	Detail	ACCDEP		
7110-ELCC	FIRE EXTINGUISHERS	Active	I,CR,F	Detail	ACCDEP		

## G/L Chart Of Accounts - Short Form (GLCHTA01)

Account Number	Description	Status	Acct Config.	Post In	Structure Code	Cntrl. Acct.	Alloc. by
7110-FAIR	FIRE EXTINGUISHERS	Active	I,DR,F	Detail	ACCDEP		
7110-LONE	FIRE EXTINGUISHERS	Active	I,DR,F	Detail	ACCDEP		
7110-PA22	FIRE EXTINGUISHERS	Active	I,DR,F	Detail	ACCDEP		
7110-PREK	FIRE EXTINGUISHERS	Active	I,DR,F	Detail	ACCDEP		
7120-BELS	SECURITY - LIDO SQUARE	Active	I,DR,F	Detail	ACCDEP		
7120-EHPE	SECURITY - LIDO SQUARE	Active	I,DR,F	Detail	ACCDEP		
7120-ELCC	SECURITY - LIDO SQUARE	Active	I,CR,F	Detail	ACCDEP		
7120-FAIR	SECURITY - LIDO SQUARE	Active	I,DR,F	Detail	ACCDEP		
7120-LONE	SECURITY - LIDO SQUARE	Active	I,DR,F	Detail	ACCDEP		
7120-PA22	SECURITY - LIDO SQUARE	Active	I,DR,F	Detail	ACCDEP		
7120-PREK	SECURITY - LIDO SQUARE	Active	I,DR,F	Detail	ACCDEP		
7130-BELS	SECURITY-Odessa Center	Active	I,DR,F	Detail	ACCDEP		
7130-EHPE	SECURITY-Odessa Center	Active	I,DR,F	Detail	ACCDEP		
7130-ELCC	SECURITY-Odessa Center	Active	I,CR,F	Detail	ACCDEP		
7130-FAIR	SECURITY-Odessa Center	Active	I,DR,F	Detail	ACCDEP		
7130-LONE	SECURITY-Odessa Center	Active	I,DR,F	Detail	ACCDEP		
7130-PA22	SECURITY-Odessa Center	Active	I,DR,F	Detail	ACCDEP		
7130-PREK	SECURITY-Odessa Center	Active	I,DR,F	Detail	ACCDEP		
7140-BELS	SECURITY - KIDS CASTLE	Active	I,DR,F	Detail	ACCDEP		
7140-EHPE	SECURITY - KIDS CASTLE	Active	I,DR,F	Detail	ACCDEP		
7140-ELCC	SECURITY - KIDS CASTLE	Active	I,CR,F	Detail	ACCDEP		
7140-FAIR	SECURITY - KIDS CASTLE	Active	I,DR,F	Detail	ACCDEP		
7140-LONE	SECURITY - KIDS CASTLE	Active	I,DR,F	Detail	ACCDEP		
7140-PA22	SECURITY - KIDS CASTLE	Active	I,DR,F	Detail	ACCDEP		
7140-PREK	SECURITY - KIDS CASTLE	Active	I,DR,F	Detail	ACCDEP		
7140-PRES	SECURITY-K.CASTLE(PRESCHOOL)	Active	I,DR,F	Detail	ACCDEP		
7150-BELS	SECURITY-WOODS MANOR	Active	I,DR,F	Detail	ACCDEP		
7150-EHPE	SECURITY-WOODS MANOR	Active	I,DR,F	Detail	ACCDEP		
7150-ELCC	SECURITY-WOODS MANOR	Active	I,CR,F	Detail	ACCDEP		
7150-FAIR	SECURITY-WOODS MANOR	Active	I,DR,F	Detail	ACCDEP		
7150-LONE	SECURITY-WOODS MANOR	Active	I,DR,F	Detail	ACCDEP		
7150-PA22	SECURITY-WOODS MANOR	Active	I,DR,F	Detail	ACCDEP		
7150-PREK	SECURITY-WOODS MANOR	Active	I,DR,F	Detail	ACCDEP		
7160-BELS	SECURITY-GLADSTONE	Active	I,DR,F	Detail	ACCDEP		
7160-EHPE	SECURITY-GLADSTONE	Active	I,DR,F	Detail	ACCDEP		
7160-ELCC	SECURITY-GLADSTONE	Active	I,CR,F	Detail	ACCDEP		
7160-FAIR	SECURITY-FAIRGROUNDS	Active	I,DR,F	Detail	ACCDEP		
7160-LONE	SECURITY-GLADSTONE	Active	I,DR,F	Detail	ACCDEP		
7160-PA22	SECURITY-GLADSTONE	Active	I,DR,F	Detail	ACCDEP		
7160-PREK	SECURITY-GLADSTONE	Active	I,DR,F	Detail	ACCDEP		
7170-BELS	SECURITY-ODESSA	Active	I,DR,F	Detail	ACCDEP		
7170-EHPE	SECURITY-ODESSA	Active	I,DR,F	Detail	ACCDEP		
7170-ELCC	SECURITY-ODESSA	Active	I,CR,F	Detail	ACCDEP		
7170-FAIR	SECURITY-ODESSA	Active	I,DR,F	Detail	ACCDEP		
7170-LONE	SECURITY-ODESSA	Active	I,DR,F	Detail	ACCDEP		
7170-PA22	SECURITY-ODESSA	Active	I,DR,F	Detail	ACCDEP		
7170-PREK	SECURITY-ODESSA	Active	I,DR,F	Detail	ACCDEP		
7210-BELS	STAFF MILEAGE	Active	I,DR,F	Detail	ACCDEP		
7210-EHPE	STAFF MILEAGE	Active	I,DR,F	Detail	ACCDEP		
7210-ELCC	STAFF MILEAGE	Active	I,CR,F	Detail	ACCDEP		
7210-FAIR	STAFF MILEAGE	Active	I,DR,F	Detail	ACCDEP		
7210-FOOD	STAFF MILEAGE - FOOD	Active	I,DR,F	Detail	ACCDEP		
7210-LONE	STAFF MILEAGE	Active	I,DR,F	Detail	ACCDEP		
7210-PA20	STAFF MILEAGE	Active	I,DR,F	Detail	ACCDEP		
7210-PA22	STAFF MILEAGE	Active	I,DR,F	Detail	ACCDEP		
7210-PREK	STAFF MILEAGE	Active	I,DR,F	Detail	ACCDEP		

## G/L Chart Of Accounts - Short Form (GLCHTA01)

Account Number	Description	Status	Acct Config.	Post In	Structure Code	Cntrl. Acct.	Alloc. by
7210-PRES	STAFF MILEAGE - PRESCHOOL PROG	Active	I,DR,F	Detail	ACCDEP		
7215-BELS	DISABILITIES TRAVEL	Active	I,DR,F	Detail	ACCDEP		
7215-EHPE	DISABILITIES TRAVEL	Active	I,DR,F	Detail	ACCDEP		
7215-ELCC	DISABILITIES TRAVEL	Active	I,CR,F	Detail	ACCDEP		
7215-FAIR	DISABILITIES TRAVEL	Active	I,DR,F	Detail	ACCDEP		
7215-LONE	DISABILITIES TRAVEL	Active	I,DR,F	Detail	ACCDEP		
7215-PA22	DISABILITIES TRAVEL	Active	I,DR,F	Detail	ACCDEP		
7215-PREK	DISABILITIES TRAVEL	Active	I,DR,F	Detail	ACCDEP		
7220-BELS	EDUCATION CONSULTANT	Active	I,DR,F	Detail	ACCDEP		
7220-EHPE	EDUCATION CONSULTANT	Active	I,DR,F	Detail	ACCDEP		
7220-ELCC	EDUCATION CONSULTANT	Active	I,CR,F	Detail	ACCDEP		
7220-FAIR	EDUCATION CONSULTANT	Active	I,DR,F	Detail	ACCDEP		
7220-LONE	EDUCATION CONSULTANT	Active	I,DR,F	Detail	ACCDEP		
7220-PA20	EDUCATION CONSULTANT	Active	I,DR,F	Detail	ACCDEP		
7220-PA22	EDUCATION CONSULTANT	Active	I,DR,F	Detail	ACCDEP		
7220-PREK	EDUCATION CONSULTANT	Active	I,DR,F	Detail	ACCDEP		
7225-BELS	NUTRITIONIST	Active	I,DR,F	Detail	ACCDEP		
7225-EHPE	NUTRITIONIST	Active	I,DR,F	Detail	ACCDEP		
7225-ELCC	NUTRITIONIST	Active	I,CR,F	Detail	ACCDEP		
7225-FAIR	NUTRITIONIST	Active	I,DR,F	Detail	ACCDEP		
7225-LONE	NUTRITIONIST	Active	I,DR,F	Detail	ACCDEP		
7225-PA22	NUTRITIONIST	Active	I,DR,F	Detail	ACCDEP		
7225-PREK	NUTRITIONIST	Active	I,DR,F	Detail	ACCDEP		
7226-BELS	FISCAL CONSULTANT	Active	I,CR,F	Detail	ACCDEP		
7226-EHPE	FISCAL CONSULTANT	Active	I,DR,F	Detail	ACCDEP		
7226-ELCC	FISCAL CONSULTANT	Active	I,CR,F	Detail	ACCDEP		
7226-FAIR	FISCAL CONSULTANT	Active	I,CR,F	Detail	ACCDEP		
7226-LONE	FISCAL CONSULTANT	Active	I,CR,F	Detail	ACCDEP		
7226-PA22	FISCAL CONSULTANT	Active	I,CR,F	Detail	ACCDEP		
7226-PREK	FISCAL CONSULTANT	Active	I,CR,F	Detail	ACCDEP		
7227-BELS	COPA Consulting	Active	I,DR,F	Detail	ACCDEP		
7227-EHPE	COPA Consulting	Active	I,DR,F	Detail	ACCDEP		
7227-ELCC	COPA Consulting	Active	I,CR,F	Detail	ACCDEP		
7227-FAIR	COPA Consulting	Active	I,DR,F	Detail	ACCDEP		
7227-LONE	COPA Consulting	Active	I,DR,F	Detail	ACCDEP		
7227-PA22	COPA Consulting	Active	I,DR,F	Detail	ACCDEP		
7227-PREK	COPA Consulting	Active	I,DR,F	Detail	ACCDEP		
7228-BELS	NURSE	Active	I,CR,F	Detail	ACCDEP		
7228-EHPE	NURSE	Active	I,DR,F	Detail	ACCDEP		
7228-ELCC	NURSE	Active	I,CR,F	Detail	ACCDEP		
7228-FAIR	NURSE	Active	I,CR,F	Detail	ACCDEP		
7228-LONE	NURSE	Active	I,CR,F	Detail	ACCDEP		
7228-PA22	NURSE	Active	I,CR,F	Detail	ACCDEP		
7228-PREK	NURSE	Active	I,CR,F	Detail	ACCDEP		
7230-BELS	SUBS/ PUBLICATION	Active	I,DR,F	Detail	ACCDEP		
7230-EHPE	SUBS/ PUBLICATION	Active	I,DR,F	Detail	ACCDEP		
7230-ELCC	SUBS/ PUBLICATION	Active	I,CR,F	Detail	ACCDEP		
7230-FAIR	SUBS/ PUBLICATION	Active	I,DR,F	Detail	ACCDEP		
7230-LONE	SUBS/ PUBLICATION	Active	I,DR,F	Detail	ACCDEP		
7230-PA20	SUBS/ T-TA SCHOOL REIMB.	Active	I,DR,F	Detail	ACCDEP		
7230-PA22	SUBS/ PUBLICATION	Active	I,DR,F	Detail	ACCDEP		
7230-PREK	SUBS/ PUBLICATION	Active	I,DR,F	Detail	ACCDEP		
7230-PRES	SUBS/ PUBLICATION	Active	I,DR,F	Detail	ACCDEP		
7235	OTHER ACTIVITY EMPLOYEE MORALE	Inactive	I,DR,F	Detail	ACC		
7235-BELS	OTHER ACTIVITY EMPLOYEE MORALE	Active	I,DR,F	Detail	ACCDEP		
7235-EHPE	OTHER ACTIVITY EMPLOYEE MORALE	Active	I,DR,F	Detail	ACCDEP		

## G/L Chart Of Accounts - Short Form (GLCHTA01)

Account Number	Description	Status	Acct Config.	Post In	Structure Code	Cntrl. Acct.	Alloc. by
7235-ELCC	OTHER ACTIVITY EMPLOYEE MORALE	Active	I,CR,F	Detail	ACCDEP		
7235-FAIR	OTHER ACTIVITY EMPLOYEE MORALE	Active	I,DR,F	Detail	ACCDEP		
7235-LONE	OTHER ACTIVITY EMPLOYEE MORALE	Active	I,DR,F	Detail	ACCDEP		
7235-PA22	OTHER ACTIVITY EMPLOYEE MORALE	Active	I,DR,F	Detail	ACCDEP		
7235-PREK	OTHER ACTIVITY EMPLOYEE MORALE	Active	I,DR,F	Detail	ACCDEP		
7235-PRES	OTHER ACTIVITY EMPLOYEE MORALE	Active	I,DR,F	Detail	ACCDEP		
7240-0PQI	TT/A	Active	I,DR,F	Detail	ACCDEP		
7240-BELS	TT/A OTHER TRAINING	Active	I,DR,F	Detail	ACCDEP		
7240-COLA	TT/A	Active	I,DR,F	Detail	ACCDEP		
7240-EHPE	TT/A OTHER TRAINING	Active	I,DR,F	Detail	ACCDEP		
7240-ELCC	TT/A OTHER TRAINING	Active	I,CR,F	Detail	ACCDEP		
7240-FAIR	TT/A OTHER TRAINING	Active	I,DR,F	Detail	ACCDEP		
7240-LONE	TT/A OTHER TRAINING	Active	I,DR,F	Detail	ACCDEP		
7240-PA20	TT/A	Active	I,DR,F	Detail	ACCDEP		
7240-PA22	TT/A OTHER TRAINING	Active	I,DR,F	Detail	ACCDEP		
7240-PREK	TT/A OTHER TRAINING	Active	I,DR,F	Detail	ACCDEP		
7241-BELS	DISABILITY TRAINING	Active	I,DR,F	Detail	ACCDEP		
7241-EHPE	DISABILITY TRAINING	Active	I,DR,F	Detail	ACCDEP		
7241-ELCC	DISABILITY TRAINING	Active	I,CR,F	Detail	ACCDEP		
7241-FAIR	DISABILITY TRAINING	Active	I,DR,F	Detail	ACCDEP		
7241-LONE	DISABILITY TRAINING	Active	I,DR,F	Detail	ACCDEP		
7241-PA22	DISABILITY TRAINING	Active	I,DR,F	Detail	ACCDEP		
7241-PREK	DISABILITY TRAINING	Active	I,DR,F	Detail	ACCDEP		
7250-0GEN	READY SET READ GRANT-\$3000	Active	I,DR,F	Detail	ACCDEP		
7260-PA20	PRINTING	Active	I,DR,F	Detail	ACCDEP		
7270-BELS	PRINTING/Copying	Active	I,DR,F	Detail	ACCDEP		
7270-EHPE	PRINTING/Copying	Active	I,DR,F	Detail	ACCDEP		
7270-ELCC	PRINTING/Copying	Active	I,CR,F	Detail	ACCDEP		
7270-FAIR	PRINTING/Copying	Active	I,DR,F	Detail	ACCDEP		
7270-LONE	PRINTING/Copying	Active	I,DR,F	Detail	ACCDEP		
7270-PA22	PRINTING/Copying	Active	I,DR,F	Detail	ACCDEP		
7270-PREK	PRINTING/Copying	Active	I,DR,F	Detail	ACCDEP		
7270-PRES	PRINTING/Copying	Active	I,DR,F	Detail	ACCDEP		
7280-BELS	CONFERENCE REGISTRATION	Active	I,DR,F	Detail	ACCDEP		
7280-EHPE	CONFERENCE REGISTRATION	Active	I,DR,F	Detail	ACCDEP		
7280-ELCC	CONFERENCE REGISTRATION	Active	I,CR,F	Detail	ACCDEP		
7280-FAIR	CONFERENCE REGISTRATION	Active	I,DR,F	Detail	ACCDEP		
7280-LONE	CONFERENCE REGISTRATION	Active	I,DR,F	Detail	ACCDEP		
7280-PA22	CONFERENCE REGISTRATION	Active	I,DR,F	Detail	ACCDEP		
7280-PREK	CONFERENCE REGISTRATION	Active	I,DR,F	Detail	ACCDEP		
7280-PRES	CONFERENCE REGISTRATION	Active	I,DR,F	Detail	ACCDEP		
7290-BELS	PROF. ASSN. DUES	Active	I,DR,F	Detail	ACCDEP		
7290-EHPE	PROF. ASSN. DUES	Active	I,DR,F	Detail	ACCDEP		
7290-ELCC	PROF. ASSN. DUES	Active	I,CR,F	Detail	ACCDEP		
7290-FAIR	PROF. ASSN. DUES	Active	I,DR,F	Detail	ACCDEP		
7290-LONE	PROF. ASSN. DUES	Active	I,DR,F	Detail	ACCDEP		
7290-PA22	PROF. ASSN. DUES	Active	I,DR,F	Detail	ACCDEP		
7290-PREK	PROF. ASSN. DUES	Active	I,DR,F	Detail	ACCDEP		
7295-BELS	ENVIRONMENTAL FEE RETURN	Active	I,DR,F	Detail	ACCDEP		
7295-EHPE	ENVIRONMENTAL FEE RETURN	Active	I,DR,F	Detail	ACCDEP		
7295-ELCC	ENVIRONMENTAL FEE RETURN	Active	I,CR,F	Detail	ACCDEP		
7295-FAIR	ENVIRONMENTAL FEE RETURN	Active	I,DR,F	Detail	ACCDEP		
7295-LONE	ENVIRONMENTAL FEE RETURN	Active	I,DR,F	Detail	ACCDEP		
7295-PA22	ENVIRONMENTAL FEE RETURN	Active	I,DR,F	Detail	ACCDEP		
7295-PREK	ENVIRONMENTAL FEE RETURN	Active	I,DR,F	Detail	ACCDEP		
7300-BELS	OTHER COSTS - F/P	Active	I,DR,F	Detail	ACCDEP		



## G/L Chart Of Accounts - Short Form (GLCHTA01)

Account Number	Description	Status	Acct Config.	Post In	Structure Code	Cntrl. Acct.	Alloc. by
7300-EHPE	OTHER COSTS - F/P	Active	I,DR,F	Detail	ACCDEP		
7300-ELCC	OTHER COSTS - F/P	Active	I,CR,F	Detail	ACCDEP		
7300-FAIR	OTHER COSTS - F/P	Active	I,DR,F	Detail	ACCDEP		
7300-LONE	OTHER COSTS - F/P	Active	I,DR,F	Detail	ACCDEP		
7300-PA22	OTHER COSTS - F/P	Active	I,DR,F	Detail	ACCDEP		
7300-PREK	OTHER COSTS - F/P	Active	I,DR,F	Detail	ACCDEP		
7300-PRES	OTHER COSTS - F/P	Active	I,DR,F	Detail	ACCDEP		
7310-BELS	MAINTENANCE SERVICES	Active	I,DR,F	Detail	ACCDEP		
7310-EHPE	MAINTENANCE SERVICES	Active	I,DR,F	Detail	ACCDEP		
7310-ELCC	MAINTENANCE SERVICES	Active	I,CR,F	Detail	ACCDEP		
7310-FAIR	MAINTENANCE SERVICES	Active	I,DR,F	Detail	ACCDEP		
7310-LONE	MAINTENANCE SERVICES	Active	I,DR,F	Detail	ACCDEP		
7310-PA22	MAINTENANCE SERVICES	Active	I,DR,F	Detail	ACCDEP		
7310-PREK	MAINTENANCE SERVICES	Active	I,DR,F	Detail	ACCDEP		
7310-PRES	MAINTENANCE SERVICES	Active	I,DR,F	Detail	ACCDEP		
7320-BELS	TECHNICAL TRAINING(QIF-Supp.)	Active	I,DR,F	Detail	ACCDEP		
7320-EHPE	TECHNICAL TRAINING(QIF-Supp.)	Active	I,DR,F	Detail	ACCDEP		
7320-ELCC	TECHNICAL TRAINING(QIF-Supp.)	Active	I,CR,F	Detail	ACCDEP		
7320-FAIR	TECHNICAL TRAINING(QIF-Supp.)	Active	I,DR,F	Detail	ACCDEP		
7320-LONE	TECHNICAL TRAINING(QIF-Supp.)	Active	I,DR,F	Detail	ACCDEP		
7320-PA22	TECHNICAL TRAINING(QIF-Supp.)	Active	I,DR,F	Detail	ACCDEP		
7320-PREK	TECHNICAL TRAINING(QIF-Supp.)	Active	I,DR,F	Detail	ACCDEP		
7330-BELS	TEMPORARY SERVICE-ACCOUNTEMP	Active	I,DR,F	Detail	ACCDEP		
7330-EHPE	TEMPORARY SERVICE-ACCOUNTEMP	Active	I,DR,F	Detail	ACCDEP		
7330-ELCC	TEMPORARY SERVICE-ACCOUNTEMP	Active	I,CR,F	Detail	ACCDEP		
7330-FAIR	TEMPORARY SERVICE-ACCOUNTEMP	Active	I,DR,F	Detail	ACCDEP		
7330-LONE	TEMPORARY SERVICE-ACCOUNTEMP	Active	I,DR,F	Detail	ACCDEP		
7330-PA22	TEMPORARY SERVICE-ACCOUNTEMP	Active	I,DR,F	Detail	ACCDEP		
7330-PREK	TEMPORARY SERVICE-ACCOUNTEMP	Active	I,DR,F	Detail	ACCDEP		
7340-BELS	Miscellaneous-fees,taxes etc.	Active	I,DR,F	Detail	ACCDEP		
7340-EHPE	Miscellaneous-fees,taxes etc.	Active	I,DR,F	Detail	ACCDEP		
7340-ELCC	Miscellaneous-fees,taxes etc.	Active	I,CR,F	Detail	ACCDEP		
7340-FAIR	Miscellaneous-fees,taxes etc.	Active	I,DR,F	Detail	ACCDEP		
7340-LONE	Miscellaneous-fees,taxes etc.	Active	I,DR,F	Detail	ACCDEP		
7340-PA22	Miscellaneous-fees,taxes etc.	Active	I,DR,F	Detail	ACCDEP		
7340-PREK	Miscellaneous-fees,taxes etc.	Active	I,DR,F	Detail	ACCDEP		
7360-0GEN	SHARE THE SPIRIT - \$3500	Active	I,DR,F	Detail	ACCDEP		
7361-0GEN	CHEVRONTEXACO	Active	I,DR,F	Detail	ACCDEP		
7362-0GEN	TESORO - \$500	Active	I,DR,F	Detail	ACCDEP		
7363-0GEN	ALUMNI PROGRAM	Active	I,DR,F	Detail	ACCDEP		
7364-0GEN	HEAD START BODY START	Active	I,DR,F	Detail	ACCDEP		
7365-0GEN	PMD PROGRAM	Active	I,DR,F	Detail	ACCDEP		
7366-0GEN	KIDS CASTLE CLASSROOM PROJECTS	Active	I,DR,F	Detail	ACCDEP		
7367-0GEN	FAIRGROUND CLASSROOM PROJECTS	Active	I,DR,F	Detail	ACCDEP		
7368-0GEN	EAST LELAND CLASSROOM PROJECTS	Active	I,DR,F	Detail	ACCDEP		
7369-0GEN	ODESSA CLASSROOM PROJECTS	Active	I,DR,F	Detail	ACCDEP		
7370-0GEN	GRANT-VERIZON KC - \$500	Active	I,DR,F	Detail	ACCDEP		
7371-0GEN	WOODS MANOR CLASSROOM PROJECT	Active	I,DR,F	Detail	ACCDEP		
7372-0GEN	LIDO SQUARE CLASSROOM PROJECTS	Active	I,DR,F	Detail	ACCDEP		
7373-0GEN	GARDEN PROJECT	Active	I,DR,F	Detail	ACCDEP		
7374-0GEN	VOLUNTER CENTER	Active	I,DR,F	Detail	ACCDEP		
7380-0GEN	GRANT-WALMART KC5 \$500	Active	I,DR,F	Detail	ACCDEP		
7390-0GEN	GRANT-BOOSTER \$5000	Active	I,DR,F	Detail	ACCDEP		
7400-ITEE	TUITION	Active	I,DR,F	Detail	ACCDEP		
7405-ITEE	BOOKS	Active	I,DR,F	Detail	ACCDEP		
7410-ITEE	CHILDCARE	Active	I,DR,F	Detail	ACCDEP		

## G/L Chart Of Accounts - Short Form (GLCHTA01)

Account Number	Description	Status	Acct Config.	Post In	Structure Code	Cntrl. Acct.	Alloc. by
7415-ITEE	PARKING/TRANSPORTATION	Active	I,DR,F	Detail	ACCDEP		
7420-ITEE	MISCELLANEOUS	Active	I,DR,F	Detail	ACCDEP		
7425-ITEE	CHILD CARE	Active	I,DR,F	Detail	ACCDEP		
7500-0GEN	LOSS ON ASSET DISPOSAL	Active	I,DR,F	Detail	ACCDEP		
8000-0GEN	OTHER EXPENSE/MISCELLANEOUS	Active	I,DR,F	Detail	ACCDEP		

1,401 accounts printed

F.6.1.3

## First Baptist Head Start

## G/L Batch Listing - In Functional Currency (GLBCHL01)

From Batch Number [004555] To [004555]  
 From Source Ledger [GL] To [GL]  
 Include Printed Batches [Yes]  
 Status [Open, Posted, Prov. Posted, Ready To Post]  
 Type [Entered, Subledger, Imported, Generated, Recurring]  
 Include Trans. Optional Fields [No]  
 Include Ref. and Desc. [Yes]  
 Include Comments [Yes]  
 Include Tax Information [No]  
 Date Doc. Date

Srce.	Doc. Date	Account Number	Account Description	Debits	Credits
<b>Batch Number:</b> 4555 <b>S &amp; L Enterprises</b> <b>Creation Date:</b> <b>Status:</b> Posted <b>Type:</b> Entered					
<b>Entry Number:</b> 00001 <b>S &amp; L Enterprises</b> <b>Post. Date:</b> 6/30/2021 <b>Year-Prd.:</b> 2021-12					
GL-JE	6/30/2021	2013	ACCRUED EXPENSES		7,187.50
	Ref.:		Desc.: Concrete Work		
GL-JE	6/30/2021	2013	ACCRUED EXPENSES		5,892.43
	Ref.:		Desc.: Concrete Work		
GL-JE	6/30/2021	2013	ACCRUED EXPENSES		8,430.00
	Ref.:		Desc.: Concrete Work		
GL-JE	6/30/2021	2013	ACCRUED EXPENSES		9,961.12
	Ref.:		Desc.: Concrete Work		
GL-JE	6/30/2021	6460-FAIR	MAINTENANCE & REPAIR	9,961.12	
	Ref.:		Desc.: Concrete Work		
GL-JE	6/30/2021	6460-ELCC	MAINTENANCE & REPAIR	8,430.00	
	Ref.:		Desc.: Concrete Work		

GL-JE 6/30/2021 6460-BELS  
Ref.:  
GL-JE 6/30/2021 6460-LONE  
Ref.:

MAINTENANCE & REPAIR  
Desc.: Concrete Work  
MAINTENANCE & REPAIR  
Desc.: Concrete Work

5,892.43

7,187.50

Entry Total:	<u>31,471.05</u>	<u>31,471.05</u>
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Batch Total:	<u>31,471.05</u>	<u>31,471.05</u>
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1 entry printed  
1 batch printed

5073

## First Baptist Head Start

## G/L Batch Listing - In Functional Currency (GLBCHL01)

From Source Ledger [GL] To [GL]  
 Include Printed Batches [Yes]  
 Status [Open, Posted, Prov. Posted, Ready To Post]  
 Type [Entered, Subledger, Imported, Generated, Recurring]  
 Include Trans. Optional Fields [No]  
 Include Ref. and Desc. [Yes]  
 Include Comments [Yes]  
 Include Tax Information [No]  
 Date Doc. Date

Srce.	Doc. Date	Account Number	Account Description	Debits	Credits
<hr/>					
Batch Number:	4830	S & L Ent			
Creation Date:		Status: Posted	Type: Entered		
Entry Number:	00001	S & L Ent			
Post. Date:	7/1/2021	Year-Prd.: 2022-01			
<hr/>					
GL-JE	7/1/2021	2013	ACCRUED EXPENSES		
Ref.:			Desc.: Concrete Work	7,187.50	
GL-JE	7/1/2021	2013	ACCRUED EXPENSES		
Ref.:			Desc.: Concrete Work	5,892.43	
GL-JE	7/1/2021	2013	ACCRUED EXPENSES		
Ref.:			Desc.: Concrete Work	8,430.00	
GL-JE	7/1/2021	2013	ACCRUED EXPENSES		
Ref.:			Desc.: Concrete Work	9,961.12	
GL-JE	7/1/2021	6460-FAIR	MAINTENANCE & REPAIR		
Ref.:			Desc.: Concrete Work		9,961.12
GL-JE	7/1/2021	6460-ELCC	MAINTENANCE & REPAIR		
Ref.:			Desc.: Concrete Work		8,430.00
GL-JE	7/1/2021	6460-BELS	MAINTENANCE & REPAIR		
					5,892.43

Ref.:

Desc.: Concrete Work

GL-JE 7/1/2021

6460-LONE

MAINTENANCE & REPAIR

7,187.50

Ref.:

Desc.: Concrete Work

Entry Total:

31,471.05

31,471.05

Batch Total:

31,471.05

31,471.05

1 entry printed

1 batch printed

5/1/21

## FBHS Fiscal Activity Inspection Report

### Executive Summary/Synopsis

This report highlights key findings from the inspection of First Baptist Head Start (FBHS) conducted by the Employment & Human Services Department (EHSD) Fiscal Team from September 27 – November 4, 2021 to verify whistleblower claims made by Kim Bonnema, FBHS Executive Director, in September 2021 regarding the agency's handling of financial resources and financial compliance matters. After extensive review, EHSD concludes that some of Kim Bonnema's claims have been substantiated to varying degrees while others have not. EHSD also made certain findings and observations during the inspection, which do not have direct association with Kim Bonnema's claims.

### Objectives

The objectives of this engagement were to:

- Perform general inspection procedures to verify the whistleblower's claims.
- Review financial records and transaction in the use of federal and state funds.
- Document key observations and statements collected on site during the inspection deemed relevant to the case.

### Period(s) in Scope

The initial period was July 1, 2018 through September 30, 2021. The inspection subsequently expanded the time period to include July 1, 2016 through June 30, 2018.

### Summary of Key Procedures

Throughout the inspection EHSD Fiscal Team:

- Selected sample financial transactions and reviewed associated supporting documents including invoices, requisitions, purchase orders, contracts/agreements.
- Reviewed other documents not only directly related to claims made by the whistleblower (Kim Bonnema) but also potentially relevant to the financial situation of the agency such as payroll registers, insurance policies, petty cash registers, vehicle registration, title certifications, and HR policy documents based on risk assessment.
- Conducted a series of interviews with FBHS agency staff.
- Performed visual inspections of the assets/properties to verify whistleblower claims if necessary.

List of the interviewees (FBHS employees):

- Kim Bonnema, Executive Director



## EMPLOYMENT & HUMAN SERVICES

- Brenda P. Battle, Assistant Director
- Alexandra Poltinova, Finance Manager
- Shirley Surney, Finance Clerk
- Lisa Goodrich, Bookkeeper/Payroll Specialist
- Deana Caranto, Food Service Manager
- Irene Medina, Family Services Manager
- Gloria Thibeaux, HR Consultant

### Results in Conjunction with Whistleblower Claims

The following tables are to document the result(s) of the fieldwork performed by EHSD to address the claims made by the whistleblower in her narrative. Excerpts/quotations ("") are either directly taken from Kim Bonnema's narrative or from her verbal accounts to highlight certain elements of the claims.

#### • Misappropriation of Food Items

Claim/Allegation	Inspection Results	Claim substantiated?	Suggested Corrective Action
FBHS employees and their associates leverage Food Bank Program and food procurement for HS program for their personal grocery shopping and even commit "food laundering" for personal gain. "For example, applesauce. FBHS then claims serving applesauce to the CACFP food program and we are reimbursed for food that wasn't purchased by the agency but gained through food donations that are intended for our low-income families."	<p>EHSD interviewed Alexandra Poltinova and Shirley Surney and reviewed documents on Food Bank activities and the regular food procurement for the HS program.</p> <p>Every Thursday the Food Operations Team collects the pre-packaged Food Bank food from a designated place in Antioch. The Family Service Team organizes packages on site and distributes them to recipients (parents and staff members). Shirley Surney is in charge of bookkeeping and monthly payment to Food Bank.</p> <p>FBHS' main food vendors are BiRite Foodservice Distributors (for general food ingredients) and Spike Plus (for fresh fruits and vegetables). EHSD selected invoice samples from 2020 - 2021 disbursement records and tested them for proper authorization and reasonableness.</p> <p>In her whistleblower narrative, Kim Bonnema referred to applesauce as an example for potential improper reimbursement from Child and Adult</p>	<p><b>Yes (partially).</b></p> <p>The eligibility of some FBHS employees to participate in the Food Bank program may be questionable.</p> <p>Regarding food operations, the risk of misappropriating certain food items from or cashing in through the regular food operations appears low. Petty theft of food items before and/or in the middle of the meal preparation is a possibility, but the risk does not appear particularly higher at FBHS than any other entities whose operations involve providing nourishment such as restaurants and cafeterias.</p>	For the Food Bank eligibility issue, refer to the Community Service Bureau (CSB)'s comprehensive Corrective Action Plans and report(s) from HS expert consultants.



	<p>Care Food Program (CACFP). She speculates that FBHS can obtain applesauce through Food Bank, use it for regular meal preparation for kids, submit its expense to CACFP, and get reimbursed. In fact, there are multiple food items overlapping between the Food Bank list and the BiRite invoices, including applesauce, ground beef, milk, eggs etc. Considering the deep discount Food Bank offers, it initially appears possible, through some engineering and coordination, to use certain ingredients from Food Bank for regular program meals, and subsequently charge the State (CNIP-CAFAP) for reimbursement as Kim Bonnema suggests.</p> <p>However, FBHS submits to CACFP monthly demands based on headcount of children (and different rates for breakfast, lunch, and snacks applied), not the expenses per individual invoices or per certain ingredients. Besides the reimbursement structure, a scenario where someone or a group of people at FBHS decides to use Food Bank items for regular food operations for financial gain is does not appear feasible.</p> <p>To validate the vendor orders side, i.e., to address a scenario where someone at FBHS could order food items from regular vendors for personal use, EHSD examined selected line items listed on the sample vendor invoices. No extraordinary items (e.g., high-end food items seemingly for personal use) were found in the invoices. In general, the ingredients ordered through regular vendors are fairly consistent from invoice to invoice and from period to period. EHSD also obtained meal plans associated with the time periods the selected invoices covered as well and compared food/ingredient items listed in the invoices to menus in the plans. They appear reasonable i.e.,</p>		
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	<p>the ingredients ordered were apparently used for meal preparation according to the meal plans.</p> <p>Apart from CACFP (which is not in the scope of this inspection), there is a line item called "Nutrition" in "Others" category in their budget submitted (\$28,000 FY 21/22) by FBHS for the federal reimbursement contract. This money is for any non-child related food expenditures such as meals and snacks for visitors, parents etc. To report a Nutrition expense for reimbursement, each month Alexandra Poltinova compiles (hard copy) reports submitted from sites (prepared by the teachers who recorded the number of parents/visitors to their class to participate in certain activities via the Cloud system) and calculates the total to include in the demand.</p> <p>The Nutrition budget also pays the nutritionist who provides consultation to parents who have children with special nutrition needs (overweight, underweight, food allergy etc.) as well as oversees the nutritional value in the regular meals provided to the children in the programs.</p> <p>EHSD reviewed the consulting agreement (MOU) between FBHS and Kathryn Lenhart, nutritionist, and the payment made to her for her service from 2018 - 2021. Her hourly rate and the payment amount appear reasonable.</p>		
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- **Vehicle (Vans) Management**

Claim/Allegation	Inspection Results	Claim substantiated?	Suggested Corrective Action
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EMPLOYMENT &  
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<p>Vans were stationed at employees' personal residence, not at the FBHS site(s). A bill was received in September this week from Fast Track. One of the vans was at Brenda's house and had the license plate stolen, and the thief was using it to cross the Benicia bridge.</p> <p>The auto insurance FBHS has also covers the FB Church vehicles, and the accuracy and fairness of the reimbursement amounts are in question.</p> <p>Two vans were used for transporting children on field trips without obtaining permission from Community Services Bureau.</p> <p>The vehicle purchase decision did not undergo bidding.</p>	<p>EHSD interviewed Shirley Surney on the van operations and reviewed related documents.</p> <p>Currently five vans are in service as follows: 1989 Chevy (cargo van i.e., no seats) / 1992 Ford (passenger van) / 2001 Ford (cargo van) / 2009 Ford (passenger van) / 2019 Chevy (Cargo van). As of 10/21/21, one of them is not in service due to theft of catalytic converter. Cargo vans are mainly used to carry food while passenger vans are used for field trips and other transportation purposes.</p> <p>EHSD reviewed the title certificates and the registrations for all five vans, and they all appear current.</p> <p>FBHS has comprehensive insurance coverage (auto, commercial, workers comp) with Brotherhood Mutual, a firm specialized in insuring religious organizations. Brotherhood Mutual bills FBHS quarterly (\$31,000). The policy covers both FBHS and FB Church properties and employees. Annually First Baptist mails FBHS a check for their portion of the insurance premium. EHSD obtained and reviewed the copy of a \$26,863 check written by FB General Fund to FBHS on 6/29/21 for 2020 insurance. The amount for the reimbursement by Church is determined by the Brotherhood agent for the account. EHSD reviewed the email sent by the agent and the amount suggested agreed to the check by FB Church.</p> <p>The management was not aware of any regulatory requirements regarding transporting children on passenger vans. HS children are covered by liability insurance (including a car accident), Also, for safety measures, booster seats for children of a certain age are installed</p>	<p><b>Yes (Partially).</b></p> <p>The vans used to be stationed at Brenda P. Battle and Shirley Surney's personal residences. Although the theft of the license plate to one of vans had previously occurred, considering the latest development regarding repeated theft and vandalism attempts since all the vehicles were summoned to 3890 Railroad Ave which incurred additional costs, their previous practice appears to have some justification.</p> <p>The auto insurance for the vehicles appears active and the church reimburses their portion of the insurance premium.</p> <p>The lack and/or poor execution of a bidding process appears common at FBHS in sourcing decisions.</p>	<p>For 1) the separation between FB Church and FBHS operations, and 2) regulatory compliance regarding transporting children by van, refer to CSB's comprehensive Corrective Action Plans and report(s) from HS expert consultants.</p>
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	<p>in the vans (no toddlers are transported via van).</p> <p>No vehicle purchases have been made this year.</p>		
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- **Covering Health Insurance Expense for the non-FBHS employees**

Claim/Allegation	Inspection Results	Claim substantiated?	Suggested Corrective Action
<p>FBHS allegedly provides non-employees with healthcare coverage. "I (Kim Bonnema) took this time to let her know that Head Start funds are not for other companies' bills and that Head Start does not act as a bank, when I was informed that The Church Pastor is on FBHS Dental Insurance Policy, but he does pay it monthly."</p>	<p>EHSD obtained the (system-generated) list of FBHS active employees, monthly health insurance bill (Kaiser Permanente) and dental insurance bill (Mass Mutual) for Aug 2021 (issued in July). Both the Kaiser and Mass Mutual bills contain the list of beneficiary names covered. EHSD compared the employee list to the Kaiser and Mass Mutual bills to see if there were any discrepancy. No exceptions noted other than Reverend Henry Perkins (and Mrs. Perkins). EHSD subsequently obtained a check of \$112.66 issued by FB Church General fund for the reimbursement of the Perkins' dental coverage.</p>	<p><b>No.</b></p> <p>Church reimburses the expenses.</p>	<p>Regarding the separation between FB Church and FBHS operations, refer to CSB's comprehensive Corrective Action Plans and report(s) from HS expert consultants.</p>



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- S & L Enterprises

Claim/Allegation	Inspection Results	Claim substantiated?	Suggested Corrective Action
<p>Kim Bonnema inquired of Brenda P. Battle and Alexandra Poltinova with regard to four invoices dated June from S &amp; L Enterprises, and learned that the entity is run by Brenda's brother. Per Brenda, those invoices "aren't real" and her brother "was just kind enough to give us to pretend" the work occurred so that FBHS could "set the money aside for something else." "I (Kim Bonnema) held my composure and was careful not to react the way my head was reacting and explained to her (Brenda P. Battle) that we can't do that. She told me that we can do it, and they do it with other monies, and that Alexandra Poltinova has only been here for 2 years, so doesn't understand how things are done."</p>	<p>EHSD inquired of Brenda P. Battle and Alexandra Poltinova of the issue. Per Brenda P. Battle and Alexandra Poltinova, those invoices were created to hold fiscal surplus, not to bill actual expenses occurred, on the State program (not Fed).</p> <p>In June 2020, Alexandra Poltinova noticed there would be surplus of about \$181,000 by the end of FY 2020 – 2021 in their books. It was due to factors such as teacher shortage and a drop in supplies usage due to reduced attendance.</p> <p>Historically if there is a surplus recognized on the books, i.e., they spent less money than the contracted limit that year, it has been FBHS' practice to: 1) Tell teachers to create a "Wish List" for class materials and other supplies they want and purchase them; and 2) For any leftover (after Wish List shopping), to create "dummy" invoices to secure the fiscal surplus for later use. Using the dummy invoices, they allocate the surplus amount across certain expense account(s). S &amp; L Enterprises, the entity run by Brenda P. Battle's brother, is usually used to generate those invoices. The surplus secured is spent the next fiscal year for any unexpected expense need(s).</p> <p>Per Alexandra Poltinova, out of the above-mentioned \$181K surplus they spent about \$150K to purchase class supplies ("wish list") first and secured the remaining \$31K through dummy invoices and Journal Entries reflecting them. EHSD saw four S&amp;L invoices signed by Stanley Warren in the amounts of \$9,961.12, \$7,187.50, \$5,892.43, \$8,430.00 respectively (\$31,471.05 in total). EHSD also obtained copies of journal entries (JEs) made on 6/30/21 and 7/1/21 to preserve and rollover the surplus to the next fiscal year.</p> <p>Per Brenda P. Battle and Alexandra Poltinova, FBHS already spent most of that</p>	<p><b>Yes.</b></p> <p>While it is not clear whether she fully comprehends accounting maneuvers regarding the surplus, Kim Bonnema's core claim i.e., the existence of dummy invoices, turned out to be correct.</p> <p>During the inquiry, Brenda P. Battle suggested that not only the budget surplus rollover has been in practice at FBHS for a long time during her tenure but also it is widespread throughout many Head Start programs. Considering the incentive structure inherent in the subrecipient/partner ship contract structure, her reference to other HS operations appears reasonable.</p>	<p>A comprehensive research/examination over other federal/state funds subrecipients EHSD currently associated may require to comprehend the magnitude and cumulative effects of such practice, if any, across various programs as well as HS, and to develop strategy to address the situation in the future.</p>



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	<p>remaining surplus (\$31K) recently (more than \$20K) for training expenses, hiring a consultant/trainer named Cathy Cole for curriculum training. She was recommended by Kim Bonnema (refer to "Other Observations" For more details).</p> <p>S &amp; L Enterprises (aka Stanley Warren) provides various services to FBHS. Per Brenda P. Battle, while his main service is minor construction work (building walkways, renovating playgrounds etc.), he also occasionally serves as a handyman, especially on the weekend, when their regular one is not available. Throughout the inspection, EHSD reviewed multiple payment records made to S &amp; L Enterprises and supporting documents. Visual inspection (e.g., photo review and site visit) was also conducted to verify the actual construction work done on the site(s). While the documentation lacks certain elements (receipt of material purchase, especially for concrete/cement), the works/services listed in the selected invoices appear to have been provided.</p>		
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- **Janitorial Service**

Claim/Allegation	Inspection Results	Claim substantiated?	Suggested Corrective Action
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<p>The Janitorial Service used by FBHS is D &amp; J Janitorial.</p> <p>"This company is owned by Brenda P. Battle's son. I (Kim Bonnema) haven't seen the contract; however, the trash is taken out nightly and the toilets and sinks are cleaned. Mopping is not done nightly, and vacuuming is conducted on request only. There are frequent complaints about the quality of the cleaning. Site Supervisors are instructed to let Brenda know if there is a concern. There is no special cleaning for COVID exposure."</p>	<p>Per Brenda P. Battle, D &amp; J Janitorial was started by Daryl Daniel and Jared Butler, who is Brenda P. Battle's son. The company was started to provide employment to formerly incarcerated individuals in the community and provides services to a number of clients (FBHS is one of them). For conflict of interest/nepotism concerns, please refer to "Other Observations" section of this report.</p> <p>EHSD reviewed the 2020 - 2021 contracts with D &amp; J and their invoices. The monthly bill is usually \$14,400. They can occasionally go higher to accommodate additional needs/requests such as the COVID-related sanitation. EHSD noticed that there were increases in hygiene/sanitation supplies expenditures in general at FBHS in 2020 - 21.</p> <p>EHSD Team did not experience any inconveniences due to hygiene or sanitation issues while being stationed on site for the inspection fieldwork.</p>	<p><b>Yes (Partially).</b></p> <p>A contract with D &amp; J exists and is renewed annually. Quality of service D &amp; J provides does not appear unreasonable. The company is not owned by Brenda P. Battle's son (although he is one of the founders – and the exact ownership structure of the entity is subject to further review).</p> <p>For apparent conflict of interest/nepotism, please refer to "Other Observations" section of this report.</p>	<p>A commercial pricing benchmark can be conducted in order to ascertain price reasonableness between D &amp; J and other janitorial vendors for future contracts (which is outside the scope of this inspection).</p>
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- **Nurse Consultant**

Claim/Allegation	EHSD Inspection Steps & Results	Claim substantiated?	Suggested Corrective Action
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<p>Brenda P. Battle's sister works as the site nurse (part time). She doesn't seem knowledgeable in "Performance Standards or participates in compliance with the Health Services Component." "Also, she takes advantage of the Food Bank orders." "I am not sure what she is used for, or what she does, as that pay was only \$1,800 annually. I observed the Nurse Consultant arrive on Friday afternoon, August 27, 2021, around 1:30 to pick up Food Bank loaves of bread that had been set aside for her."</p>	<p>Brenda P. Battle confirmed that Laverta M Guy is her sister. Laverta M Guy is a registered nurse and EHSD verified that her license is current (due to expiration on 4/30/2023). EHSD performed online research and found a job description of registered nurse needed at Head Start San Joaquin Educational Services. In the document, EHSD did not find extensive knowledge in regulatory compliance with "Health Services Component" as a qualification requirement.</p> <p>Per Brenda P. Battle, Laverta was asked to help FBHS. Her qualification and compensation appear reasonable. Regarding the Food Bank purchase, refer to #1. Regarding the apparent nepotism/conflict of interest issue, refer to the "Other Observations."</p>	<p><b>No.</b></p> <p>Laverta M. Guy appears qualified to provide nursing service to FBHS on a part time basis.</p> <p>While ambiguous, Laverta M. Guy's eligibility of using the Food Bank Program is outside the scope of this inspection.</p> <p>Regarding the Food Bank program eligibility topic in general, refer to CSB's comprehensive Corrective Action Plans and report(s) from HS expert consultants.</p>	<p>N/A</p>
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- The Board of Directors

Claim/Allegation	EHSD Inspection Steps & Results	Claim substantiated?	Suggested Corrective Action
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<p>The External auditor selection process by the board was turbulent. When Kim Bonnema was engaged in the auditor selection by expressing her opinions, she was told by Gwen Johnson (the Chairwoman) that she (Kim Bonnema) had overstepped her authority in sending out the email about the auditor and "Gwen wanted to dismiss me."</p>	<p>EHSD inquired with Alexandra Poltinova about the auditor issue. After working with an auditor for three years, the Board decided to hire a new one. The board originally chose Thatcher &amp; Company LLP in Sacramento, which is one of FBHS' former auditors, following a board member's suggestion, but they dropped it due to the questions regarding their competency (detailed in Kim Bonnema's Narrative). Per Alexandra Poltinova, the board has subsequently selected JRB Accountancy in Hayward for \$16,000 base fee plus extra charges if incurred. JRB has experience in single/HS audit. While it is not an abnormal practice to select an external auditor following a board member's acquaintance or business connection, the board decided to cancel their original choice after all and switched to a new one. The fee also appears reasonable.</p>	<p><b>No.</b></p> <p>The external (financial) auditor selection work is generally reserved for the board of directors (usually the audit committee under the board), not the management, including CEO/Executive Director. Therefore, the chairwoman's reaction does not necessarily appear unreasonable. The board also changed the auditor after all.</p>	<p>For governance issue involving the FBHS Board and the future changes in general, please refer to CSB's comprehensive Corrective Action Plans and report(s) from HS expert consultants.</p>
<p>A consultant named Ruth Alexander advises the Board and gets paid by the agency (FBHS). Another HR Consultant also "in charge of the FBHS does HR work is here for the Agency, one day a week only, to manage the more than 100 staff/ hiring, etc. This adds to the problem of hiring qualified staff."</p>	<p>EHSD reviewed the invoice(s), service agreement, and the statement of work of Ruth Alexander. It appears that she is a consultant specialized in employment compliance, especially in the context of termination. It can be a reasonable move to hire a consultant for an organization that experiences a high employee/executive turnover to address compliance and associated legal issues. In a larger company/organization, a lawyer specialized in employment law is usually assigned to such a role. Per supporting documents, Ruth Alexander appears neither an attorney nor a law school graduate. In a private conversation, Kim Bonnema suggested that Ruth Alexander is a friend or an associate of the Board Chairwoman.</p>	<p>While Ruth Alexander's job qualifications appear somewhat ambiguous, the business case for hiring an HR consultant specialized in legal affair of employment apparently can be made at FBHS.</p>	
<p>When Kim Bonnema desired to discipline/terminate the disability manager due to HS standards violation and performance issues regarding treatment of</p>	<p>Gloria Thibeaux is a HR Consultant for FBHS working part time. She appears to be working three to five days a week depending on workload. EHSD interviewed Gloria. Please refer to Other Observations for the nature/topic of the conversation.</p>	<p>Gloria Thibeaux works more than one day a week.</p> <p>For disability manager disciplinary act &amp; training, refer to CSB's comprehensive Corrective Action Plan.</p>	



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children, the Board (Gwen Johnson) stepped in, blocking her from doing so and instructing her to train the manager by herself rather than hiring a trainer (an inclusion consultant).

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**Additional Fieldwork conducted**

- **Safeguarding of Federal Funds:**

Requested by CSB, and under the direction of the EHSD CFO, the EHSD Fiscal Team has been examining daily financial transactions (invoice payments, payroll, purchase orders, contractual obligations, petty cash, etc.) of FBHS along with Kim Bonnema, Executive Director, to avoid the misuse of federal funds. Bills, documents or payment methods have been discussed and reviewed, including inquiry and consultation with CSB senior management. No extraordinary payments and/or disbursement arrangements have been noticed so far (as of 11/22/21).

- **Disbursement Records Testing:**

EHSD selected a total 50 disbursement samples that occurred during the period of July 1 2018 - Sept 30, 2021 and tested them for financial compliance. The samples were selected part intentionally, and part randomly, to accommodate transactions apparently related to whistleblower claims and to reflect certain ordinary audit attributes such as the volume of spend, the vendor's name recognition/connotation, and the nature of the expenditures. EHSD reviewed the samples for supporting documents to reflect proper approval, documentation, and evidence of the existence of the items purchased and services rendered. Many of the findings and observations presented in this report are the direct result of disbursement testing.

- **Payroll Register and Time Card Testing:**

EHSD selected employee samples to compare the hourly rates documented in their personal HR files to those in the payroll register to verify if there's any discrepancy. No exceptions were noted. EHSD also obtained the Compensation & Benefits Study issued by California HS Association and the salary table FBHS currently utilizes to determine employee salary ranges i.e., hourly rates, and compared them to the current rates applied in payroll register. They all appear reasonable i.e., no significant deviation from the median norm noted. EHSD examined timecards of the selected employees and made certain observations (please refer to Personal Days and Vacation Payout in the Other Observations section for details).

- **(State) Demand Recalculation:**

EHSD performed the walkthrough with Alexandra Poltinova to review her work to calculate the monthly State HS program demand amounts. The state program grants are strictly based on pre-determined rates per-child headcount, and the monthly demand only reflects those rates. EHSD selected sample line items from the demand submitted in July 2021 (for the June 2021 reimbursement) and re-performed Alexandra's calculation. No exceptions noted.

## **Other Observations & Notes**

- **Personal Days & Vacation payout:**

While reviewing payroll and timecards, EHSD noticed a line item called "Personal Days." Further inquiry revealed that is to record so called "Admin Leave". Per FBHS HR policy, exempt employees are eligible to take up to 12 days (96 working hours) per year as Personal Days/Admin Leave. FBHS also observes 13 national holidays, including Columbus Day and Cesar Chavez Day, enabling exempt employees to take a total of up to 25 days off without using their regular vacation hours at all. The policy also allows exempt employees to receive vacation payouts. Therefore, it appears technically possible for exempt employees to take admin leave/Personal Days rather than taking regular vacation and subsequently collect vacation payouts. This policy particularly benefits long term exempt employees such as Brenda P. Battle (employed since 1976), Brenda W. Battle, Site Supervisor (since 1980), and Irene Medina, Family Services Manager (since 1984). Per Brenda P. Battle, the Board has to approve a vacation payout in each individual case, and the Board put the Personal Days practice on hold, effective Jan 2021.

Per financial records, Brenda P. Battle collected total \$26,144 for vacation payout for the period of 2019 – 2021 (per Brenda P. Battle, she did not take any vacation for the last three years) while Irene Medina and Brenda W. Battle received \$2,502 and \$3,342 respectively for the same period.

Per available HR records, Brenda P. Battle, Irene Media, and Brenda W. Battle took 27, 87, and 69 Personal Days respectively in 2020 (none in 2021).

While being put on hold for the time being, Personal Days/Admin Leave are still found in their HR policy and if the Board decides to reactivate it, it will continue to provide long-term exempt employees with an opportunity to financially exploit.

- **Apparent Conflict of Interest/Nepotism:**

In addition to the relationships that Kim Bonnema referred to in her narrative, Brenda P. Battle's sister-in-law (Brenda W Battle) also works at FBHS as a site supervisor since 1980. It also turns out that Brenda P Battle is not the only employee who has family members/relatives either working at FBHS or rendering service/goods as a vendor/contractor. For example, a daughter of Irene medina, Family Services Manager, is a teacher at FBHS. Irene's husband is the owner of Found Paradise Gardening, which provides yard work and gardening services to FBHS. Maria Arroyo, Education Manager, has a sister working as a teacher as well. According to Brenda P. Battle, many HS employees, business partners/vendors are parents of former HS students. Both



## EMPLOYMENT & HUMAN SERVICES

Brenda P. Battle's son (a D & J employee) and her brother (S & L Enterprise) are HS parents as well. Brenda P. Battle referred to the ACF/HHS Head Start Program Performance Standards that state the HS program must "Provide parents with opportunities to participate in the program as employees or volunteers" (Section 1302.50 Family Engagement)," although such terms as vendors or business partners are apparently missing (Brenda Battle pointed out that the parents provide a lot of voluntary services to the agency). It appears that Brenda P. Battle and the current staff regard FBHS as not only a workplace but also as an extension of the local community, evidenced by their somewhat cavalier attitude about hiring or giving business to family members in spite of the apparent sense of conflict of interest and nepotism. At minimum, enforcing bidding requirements for contracts would potentially improve the current situation.

- **Manual operations:**

FBHS' operations heavily rely on manual recording. Their (physical) records retention practices appear acceptable i.e., all the supporting documents requested for the inspection were submitted without exceptions and no loss of documents was noted (other than the case where such document e.g., contract never existed in the first place). No errors in transactions that involved manual calculations by Finance clerks were noted. However, it should be noted that their highly manual operations pose challenges. For example, FBHS purchases various academic, office and daily supplies including indoor goods, food ingredients, furniture pieces in volume and the lack of procurement and inventory systems can lead to waste and (potential) fraud. Requisitions and purchase orders are all manual, not to mention lack of evidence in receipts of goods at the point of delivery. Inventory control relies on manual entries and on an honor system. For example, EHSD observed a sign posted by the Finance Team asking employees to inform Shirley Surney when they pick up supplies from the storage area adjacent to the main conference room at 3890 Rail Road Ave. Implementing an automated/semi-automated procurement system with basic features under a reasonable budget (e.g., off-the-shelf software apps) would potentially improve the effectiveness and efficiency of their operations while also potentially contributing to cost-savings and fraud prevention/detection.

- **Whistleblower's own case:**

Per Gloria Thibeaux, HR Consultant, Kim Bonnema was not content with her salary, and even after signing the offer letter, she attempted to renegotiate her salary but the Board rejected it. Gloria Thibeaux also noted that Kim Bonnema's remarks and behaviors made both the Board and FBHS staff uneasy very early on.

According to Brenda P Battle, Kim Bonnema suggested hiring a consultant for curriculum training upon learning about the surplus, and the consultant/trainer (Cathy Cole) hired was Kim Bonnema's personal associate/friend. Per Alexandra Poltinova, the case of physically bringing someone from another state (Cathy Cole lives in Oregon) to the FBHS site for training, incurring all the extra expenses as well as the service charges, is hard to justify. Per Alexandra Poltinova, while Kim Bonnema raised the issue of the lack of bidding practice in her narrative, she expressed no concerns on skipping bidding in that case.

- **County - ACF approval requirement:**

Per HS Delegate Contract (No. 33-499-54), FBHS is required to obtain written approval from County and, if applicable, by the Administration for Children and Families (ACF) prior to the use of Head Start funds for "major budget and program changes." Major changes include "lease of purchase of equipment and other capital expenditures having an acquisition cost of \$5,000 or more per unit," and "all subcontracts, including



#### EMPLOYMENT & HUMAN SERVICES

consultant services and personal services contracts, with a current total of \$5,000 or more." Per Kim Bonnema, "per unit" means "per invoice" and according to her, that interpretation is common throughout all HS programs. She applied the same interpretation over the service contracts i.e., any invoice over \$5,000 to be approved by CSB/ACF. This interpretation appears arguable. It may also require a clarification from EHSD - CSB over what the phrase "current total of \$5,000" means (e.g., the contract total, total per invoice, a cumulative total up to the date of the delegate contract etc.).

## EMPLOYMENT POLICIES & PRACTICES

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### Employee Classifications

#### Full Year Employees

Those employees whose employment is 52 weeks per year are entitled to all compensation of their position. This will include floating holiday, holiday, sick leave and vacation. Compensation for this position will be paid at the current rate of pay. Longevity and 403b is awarded to employees based on funding availability.

#### Traditional Employees

Those employees whose employment is 41 weeks per year are entitled to all compensation for their position. This will include floating holiday, holiday, sick leave and vacation. Compensation for this position will be paid at the current rate of pay. Longevity and 403b is awarded to employees based on funding availability.

#### Interim Employees

Qualified employees that fill the interim (temporary) vacancy will be entitled to all compensation of that position until it has been filled. This will include rate of pay for that position as well as holiday rates. Sick leave and vacation will only be compensated at that rate if the interim employee filling in for the vacant position has time accumulated.

#### Substitute Employees

A substitute employee is an employee that fills in for another employee in their absence. That employee who substitutes in the absence of another employee is entitled only to that substitute rate and actual hours worked. The employee is entitled to sick leave, but not eligible for holiday, or vacation time while they are in a substitute position.

#### Consultants

Consultants shall be persons serving with or without compensation, normally under a contract, providing expertise in a particular field.

#### Contractual

Contractual shall be persons providing a service for a specified amount of time under a contract for a specific service and compensation.

#### Exempt "Salaried" Employees

Federal and state laws exempt certain employees from wage and hour requirements. Being classified as "exempt" means an employee is not subject to overtime, minimum wage, timekeeping, meal periods, and rest periods. Exempt employees may be required to work over 40 hours a week in order to accomplish their job properly and timely.

#### Non-Exempt "Hourly" Employees

A non-exempt employee is one who is paid by the hour based on the type of job and responsibilities. Non-exempt employees are subject to overtime, minimum wage, timekeeping, meal periods, and rest periods.

### Personnel Files and Requests for Information

FBHS maintains a personnel file on each employee. The personnel file includes such information as your job application, resume, records of training, documentation of performance appraisals, salary increases, and other employment records.

## First Baptist Head Start Board of Director's Meeting

August 16, 2021 - Zoom Meeting

### Minutes

1. **Call to Order** – 11: 11 am.
2. **Roll Call:** Gwen Johnson, Pat Young, Linda Strong, Ken Gray, George Miller, Mary Rocha, and Barbara Lynch.  
**Staff:** Brenda Battle, Kim Bonnema, Irene Medina, and Alexandra Poltinova
3. **Approval of Minutes** -June Special Meeting, 5/27/21 and 8/2/21– Motion to approve by Mary Rocha, 2<sup>nd</sup> by Pat Young, - Motion Passed.
4. **Public Comments:** None
5. **Correspondence:** None
6. **Announcements** – None
7. **Director's Report** – See written
8. **Family Service Report:** See written All area reports are included in Director's Report. (7-12)
9. **Disabilities/Mental Health Report:** See written
10. **Education Report:** No Report
11. **Nutrition Report:** See written
12. **Fiscal Report – A) Budget:** Approval for 2022 Continuation Grant, Motion by Ken Gray, 2<sup>nd</sup> by Mary Rocha – Motion Passed **(B)** Roll over vacation due to COVID-19 pay out. There were 8 employees who were not able to take vacation in 2020 due to COVID-19. Amount to be paid out is \$31,760.17. Motion by Linda Strong, 2<sup>nd</sup> by Pat Young- Motion Passed.
13. **Checking account balance**– \$610,031.36
14. **Money Market Balance** - \$484,412.48
15. **Enrollment Report** – Included
16. **Personnel Report** – Approval of COVID-19 Policy by State (Gavin Newsom), motion to approve by Mary Rocha, 2<sup>nd</sup> by Linda Strong- Motion Passed.
17. **Discussion Items-**
18. **Old Business:**
  - A. Update from FBC regarding refund from Guide One. The F.B.C. has been invoiced for \$9,725.15.
  - B. Renaming Odessa (Diana McDonald)
19. **New Business** –
  - a) Position Vaccines 25
  - b) Meeting with Grantee Scheduled for 8/17/21. Will be scheduling every 2 weeks.
  - c) Education Systems (Staff Training)
  - d) Monitoring System (Health & Safety Screening attached for your information)
  - e) Software: **(1)** Learning Genie (DRDP Data) **(2)** ASQ – On-Line
  - f) PIR- Due to Grantee (must be in the Head Start Enterprise System (HSES) by August 31, 2021.
  - g) Self- Assessment: Items C-H included in Director's Report

h) Antioch and Pittsburg School District 4- year plan

**20. Facilities:** Dead trees at Fairgrounds- Have been reported to the County

**21. Adjournment** – Motion to adjournment @ 12:38 pm. by Mary Rocha ,2<sup>nd</sup> by Pat Young- Motion Passed

Submitted by, Linda Strong



**First Baptist HeadStart Board of Directors Meeting**

**Tuesday, October 31, 2019**

**Time: 11:00**

**Place: Administration Office**

**3890 Railroad Ave.**

**Pittsburg, CA 94565**

**Minutes**

**Members Present: Gwen Johnson, Linda Strong, Ken Gray, George Miller, Diana McDonald**

1. Closed Session - 11:00-12:00
2. Call to Order - 12 noon
3. Approval of Minutes for September 20, 2019 - Motion to approve by Linda, 2nd by George - approved.
4. Public Comments - None
5. Correspondence - HR1 Contract - Ruth Alexander has left HRI and the company has changed hands. We want to meet with the new owners and have them come out.
6. Director's Report written. E-rate has been approved. We will receive \$7,422.72 for 2019.
7. Fiscal Report
  - a. USDA Food Report - written
  - b. Cred Card expense report - written
  - c. Amount of Federal and State Grants/remaining Balance - written
  - d. Checking account balance - 7,127.45 Currently running low because of Belshaw repairs and reimbursements have not come in.
  - e. Money Market Account - Currently \$0. Plan to put \$50,000 in Money Market when reimbursed by Grantee.
8. Personnel Approval/Disapproval
  - a. Head Teacher (3) Motion to approve by Linda/2nd by Diana -- approved
  - b. Lead Teacher (1) Motion to approve by Ken/2nd George - approved
  - c. Teacher (3) Motion to approve by Linda/2nd by George - approved
  - d. Sub Teacher (1) Motion to approve by Linda/2nd by George - approved
  - e. Floater (1) Motion to approve by Ken/2nd by Linda - approved
  - f. Teacher Asst. (2) Motion to approve Linda/2nd by George - approved
  - g. Payroll/Bookkeeper (1) Motion to approve by Diana/George - approved
  - h. Program Assistant (1) Motion to approve by Diana/2nd by Ken - approved

- i. Mental Health Consultant rate increase of \$5/hr. Motion to approve by Linda/2<sup>nd</sup> by Diana – approved.
- 9. Discussion Items
  - a. Audit Report – Auditor Patty presented findings. Motion by Diana 2<sup>nd</sup> by Ken to approve Audit with changes on Page 11, Section C.
  - b. Human Resources – update on number of completed Employee Files – Gloria not available for update.
- 10. Old Business
  - a. Board Fundraising – Ken is arranging a fundraiser with the Kiwanis Club for a Casino bus trip.
  - b. Opening of new school site Belshaw – waiting for Router to come any day. Students/staff are already assigned. Should be any day.
  - c. Fiscal Manager position – Applications were screened today and interviews next week. Brenda will assess the number of hours needed to complete the demands and use Linda Anderson 3-4 days/week.
- 11. New Business –
  - a. FBHS Center visitation – will have grand opening when Belshaw opens.
  - b. Joint BOD Training/meeting with LPC offsite on Thursday, Nov. 21 at LMCH Board Room.

Adjournment 2pm

Submitted by,

Diana McDonald

**Closed Session**

**Tuesday, October 21, 2019**

**Members Present: Gwen Johnson, Ken Gray, Linda Strong, George Miller, Diana McDonald and Brenda Battle, Acting Director**

**Since the Director left, Brenda has been working as the Director and has not been able to take vacation.**

**Motion to pay Brenda vacation exceeding the annual amount allowed by George, 2<sup>nd</sup> by Linda – approved.**

**Starting December 1, 2019 Brenda will take one day a week of vacation.**

**First Baptist Head Start DAB  
Monday, September 21, 2020**

**CLOSED SESSION**

**In 2019, Brenda Battle was unable to take 25 days of vacation because there was no Executive Director. She is to paid her 200 hours for her 2019 vacations days**

**Submitted by,**

**Diana McDonald**



EMPLOYMENT &amp; HUMAN SERVICES

Marla Stuart, Director

40 Douglas Drive, Martinez, CA 94553 • Phone: (925) 608-5000 • Fax: (925) 313-9748 • [www.ehdsd.org](http://www.ehdsd.org)

August 3, 2022

Ms. Gwen Johnson, Chair of the Board  
 First Baptist Head Start  
 3890 Railroad Avenue  
 Pittsburg, CA 94565

Dear Ms. Johnson:

In response to the Corrective Action Notice dated December 3, 2021, under contract #33-499-55, the Employment and Human Services (EHSD), Community Service Bureau's (CSB) fiscal staff audited payroll costs claimed by First Baptist Head Start (FBHS). The audit covered the period January 1, 2019 through June 30, 2022 and involved a review of FBHS's Employee Handbooks for written policy on vacation accrual, vacation payout, and salary for temporary/interim promotions. Fiscal staff reviewed the 2020-2021 and 2021-2022 Employee Handbook. The review was done in compliance with 45 CFR 1301.31 Personnel Policies; eCFR Section 75.431 Compensation – fringe benefits; and FBHS Policies and Procedure and Program Governance Section III. Human Resources Management a) page 6.

FBHS claimed \$31,232.80 for salary and benefits vacation payout for an employee who was unable to take time off due to vacancy of the executive director position and Covid-19. The employee had reached their maximum number of vacation days allowed for rollover. FBHS Board approved the vacation payouts but failed to update the Employee Handbook with a policy to address vacation payout consistent with the requirements of the Uniform Guidance. The audit disclosed that \$31,232.80 is unallowable. The costs are unallowable because FBHS failed to establish and implement written personnel policies for staff that are approved by the Policy Council or Policy Committee and that are made available to all delegate agency staff.

## Findings and Recommendations

## FISCAL FINDING 1: Vacation Payout

Employee	1/2/2020	1/05/2021	8/19/2021	TOTAL
Brenda P. Battle	\$12,344.80	9,496.00	\$9,392.00	\$31,232.80

Corrective action is required to address this administrative finding. Per section XIV. A. of the Delegate Agency contract number 33-499-55, the EHSD CSB is requesting repayment of the cost of the unallowable vacation payout in the amount of \$31,232.80 within 30 days of receipt of this letter.

Aging & Adult Services • Children & Family Services • Workforce Services • Community Services • Workforce Development Board

*Employment & Human Services partners with the community to deliver quality services to ensure access to resources that support, protect, and empower individuals and families to achieve self-sufficiency*

8.8.22  
Ms. Gwen Johnson, Chair of the Board  
First Baptist Head Start  
August 3, 2022  
Page 2 of 2

Supporting work papers can be provided upon request.

Please refer to sections XIV. B., C., D., and E. of the contract for the consequences of failure to comply with this request.

Please remit payment to:

Employment and Human Services Department  
Attn: Fiscal Unit  
1470 Civic Court, Suite 370  
Concord, CA 94520

Please let me know if you have any further questions regarding this matter.

Sincerely,



Erik Brown, Interim CFO  
Employment and Human Services Department  
40 Douglas Drive  
Martinez, CA 94553

# FBHS Vacation Payout

B. Battle

1. She received a total of \$31,232.80 as her vacation payout
  - 1/17/2020, \$9,217.74 (net) 260 hrs. x \$47.48 = \$12,344.80 (gross) Board minutes 10/21/2019
  - 12/01/2020, \$6,278.36 (net) 200 hrs. x \$47.48 = \$9,496.00 (gross) Board minutes 9/21/2020 (2019 vacation days)
  - 08/19/2021, \$6,227.49 (net) 200 hrs. x \$46.96 = \$9,392.00 (gross) Board minutes 8/16/2021 (2020 vacation days)

1/17/2020 \$12,344.80

Payroll Register First

Location: (800) Admi... Department: (8001) A... GL Code: (5010-P

Battle, Brenda P Emp Id Salary	4115.09	Code Hol Personal Sal	Earning Holiday Personal Day Salary	Hours 8.00 3.20 75.47	Rate 47.4800 47.4800 47.4800	Amount 379.84 151.94 3583.32	Code CA CAS FITV MEI MEI SS
Total Earnings				86.67		4115.10	Total

Battle, Brenda P Emp Id Salary	4115.09	Code Vac	Earning Vacation	Hours 260.00	Rate 47.4800	Amount 12344.80	Code CA CAS FITV MEI MEI SS
Total Earnings				260.00		12344.80	Total

Location: (800) Admi... Department: (8001) A... GL Code: (5010-P

YTD includes "2" payouts - 1/5/2021 (\$9,496) 8/19/2021 (\$9,392) Total \$18,888

**CHECK SUMMARY: Manual Check**

Check Date: 8/19/2021 Gross Pay: 9392.00  
 Period End: 8/31/2021 Gross Wage: 9392.00  
 Period Begin: 8/16/2021 Net Pay: 6227.49  
 Check #: Check Amt: 6227.49

**BRENDA P BATTLE**  
 85 W. 8TH STREET  
 PITTSBURG, CA 94565  
 FIRST BAPTIST CHURCH HEAD START

**EARNINGS & MEMOS**

Title	Current		Year-to-Date	
	Hours	Dollars	Hours	Dollars
SALARY			1259.52	60942.20
DEFAULT HOURS			40.00	1942.80
COLA			0.00	3074.75
Longevity			0.00	1000.00
VACATION	200.00	9392.00	400.00	18888.00
HOLIDAY			72.00	3501.76
Personal Days			15.20	738.27

**DEDUCTIONS**

Title	Current Dollars	Dollars
403(B)		1961
MEDICAL-KAISER		1471

**CURRENT PERIOD LEAVE ACCRUALS**

Title	Hours Accrued	Hours Taken	Available Balance
SICK	0.000000	0.000000	720.000000
PTO	0.000000	0.000000	0.000000
Vacation	0.000000	200.000000	352.000000
Floating Holiday	0.000000	0.000000	32.000000
FFCRA EE SICK	0.000000	0.000000	0.000000

**DIRECT DEPOSIT**

Type	Account	Dep Amt
------	---------	---------



Client ID: OVATYQ73 - First Baptist Church Head Start  
 Pay Group: Semi-Monthly  
 Support ID: 19057  
 Run Date: 8/3/2021  
 Check Date: 8/5/2021  
 Run Number: 122  
 PAYRO  
 First  
 DBA: I

Battle, Brenda  
 Emp #: 9  
 XXX-XX-7616  
 85 W. 8th Street  
 Pittsburg, CA 94565  
 Fed Marital: Single  
 State Marital: Single or Married  
 With Two or More  
 Incomes

REGULAR CHECK  
 Gross Wage: 4,070.02  
 Paid Gross: 4,070.02  
 Net Pay:

Earnings	Rate	Hours	Dollars	YTD Hours	YTD Dollars	Deducti
SALARY		86.67	4,070.02	1,172.85	56,872.18	403(B)
COLA		0.00	0.00	0.00	2,339.96	MEDICAL
Longevity		0.00	0.00	0.00	1,000.00	
DEFAULT HOURS		0.00	0.00	40.00	1,942.80	
VACATION		0.00	0.00	200.00	9,496.00	
HOLIDAY		0.00	0.00	72.00	3,501.76	
Personal Days		0.00	0.00	15.20	738.27	
<b>Totals:</b>		<b>86.67</b>	<b>4,070.02</b>	<b>1,500.05</b>	<b>75,890.97</b>	

# Commercial Auto ISO

Print Date: 3/7/2022  
Rating State: 04

## POLICY INFORMATION

**First Baptist Head Start**  
204 Odessa Ave  
Pittsburg, CA 94565  
555-555-5555

Quote Number: 1623065  
Policy Effective Date: 02/15/2022

## SUMMARY INFORMATION

**Total Premium: \$3,779**

(#)	Description	Plate # VIN	Premium
1	<u>2001 Ford Econoline</u>	1FTRE14W01HB67460	\$1,005
2	<u>2009 Ford Econoline</u>	1FBNE31LX9DA86168	\$953
3	<u>2019 Chev Express</u>	1GCWGBFGXK1282988	\$943
4	<u>1989 Chev G Series Van</u>	1GCDG15H8K7188293	\$878

**Total Premium: \$3,779**

For All 15 Passenger Vans:

Does the insured agree to remove the rear seat from all owned, leased, or newly acquired 15-passenger vans within 60 days of coverage inception for each van, and agree not to replace the seat while the policy is in effect? **Yes**

All quotes are valid for no longer than 30 days from the date of this quote.

If a vehicle with a seating capacity of 11 or more passengers (including the driver) is being insured, is the applicant registered with the Department of Transportation (DOT)? **Yes**

If yes, what is the applicant's PUC number or CA number: **655555**

**The total premium does NOT include:**

3/7/2022

Commercial Auto ISO - Print Auto Quote

- A 45 CENT CA SURCHARGE PER VEHICLE PER QUARTER

**Comments:**

## Commercial Auto ISO

**First Baptist Head Start**

204 Odessa Ave

Pittsburg, CA 94565

555-555-5555

Quote Number: 1623065  
Policy Effective Date: 02/15/2022  
Territory: 076

### VEHICLE COVERAGE INFORMATION

**(1) 2001 Ford Econoline**

3890 Railroad Ave.

Pittsburg, CA 94565

**Vehicle Premium: \$1,005**

VIN: 1FTRE14W01HB67460

Coverage	Limit or Deductible	Premium
CSL	\$1,000,000	\$730
UMUIM	\$1,000,000	\$109
MED	\$10,000	\$75
A91		\$5
COMP	\$500	\$16
COLL	\$500	\$45
TOWING		\$8
RENTAL		\$17

---

**Vehicle Premium: \$1,005****Rating Factors**

Type:	Vans - Passenger
Use:	School/day Care Bus Or Van
Number of Passengers:	12
Originally a 15 Passenger Van:	Yes
Safety Device:	None
Cost New:	\$21,000
Radius of Operation:	Up To 50 Miles



Print Date: 3/7/2022

**Commercial Auto ISO****First Baptist Head Start**

204 Odessa Ave  
Pittsburg, CA 94565  
555-555-5555

Quote Number: 1623065  
Policy Effective Date: 02/15/2022  
Territory: 076

**VEHICLE COVERAGE INFORMATION**

(2) 2009 Ford Econoline  
3890 Railroad Ave.  
Pittsburg, CA 94565

**Vehicle Premium: \$953**  
VIN: 1FBNE31LX9DA86168

Coverage	Limit or Deductible	Premium
CSL	\$1,000,000	\$668
UMUIM	\$1,000,000	\$109
MED	\$10,000	\$69
A91		\$5
COMP	\$500	\$19
COLL	\$500	\$58
TOWING		\$8
RENTAL		\$17

---

**Vehicle Premium: \$953**

**Rating Factors**

Type:	Vans - Passenger
Use:	School/day Care Bus Or Van
Number of Passengers:	12
Originally a 15 Passenger Van:	Yes
Safety Device:	AdvanceTrac
Cost New:	\$28,000
Radius of Operation:	Up To 50 Miles



**Commercial Auto ISO****First Baptist Head Start**

204 Odessa Ave  
Pittsburg, CA 94565  
555-555-5555

Quote Number: 1623065  
Policy Effective Date: 02/15/2022  
Territory: 076

**VEHICLE COVERAGE INFORMATION****(3) 2019 Chev Express**

204 Odessa Ave.  
Pittsburg, CA 94565

**Vehicle Premium: \$943**

VIN: 1GCWGBFGXK1282988

Coverage	Limit or Deductible	Premium
CSL	\$1,000,000	\$571
UMUIM	\$1,000,000	\$109
MED	\$10,000	\$59
A91		\$5
COMP	\$500	\$37
COLL	\$500	\$137
TOWING		\$8
RENTAL		\$17

**Vehicle Premium: \$943****Rating Factors**

Type:	Vans - Passenger
Use:	School/day Care Bus Or Van
Number of Passengers:	12
Originally a 15 Passenger Van:	Yes
Safety Device:	GM StabiliTrak
Cost New:	\$32,000
Radius of Operation:	Up To 50 Miles



3/7/2022

Commercial Auto ISO - Print Auto Quote

Print Date: 3/7/2022

**Commercial Auto ISO****First Baptist Head Start**

204 Odessa Ave

Pittsburg, CA 94565

555-555-5555

Quote Number: 1623065

Policy Effective Date: 02/15/2022

Territory: 076

**VEHICLE COVERAGE INFORMATION****(4) 1989 Chev G Series Van**

204 Odessa Ave.

Pittsburg, CA 94565

**Vehicle Premium: \$878**

VIN: 1GCDG15H8K7188293

Coverage	Limit or Deductible	Premium
CSL	\$1,000,000	\$624
UMUIM	\$1,000,000	\$109
MED	\$10,000	\$64
A91		\$5
COMP	\$500	\$13
COLL	\$500	\$38
TOWING		\$8
RENTAL		\$17

**Vehicle Premium: \$878****Rating Factors**

Type:	Vans - Cargo
Use:	School/day Care Bus Or Van
Number of Passengers:	2
Originally a 15 Passenger Van:	Yes
Safety Device:	None
Cost New:	\$11,000
Radius of Operation:	Up To 50 Miles

3/7/2022

Commercial Auto ISO - Print Auto Quote

3/7/2022

Commercial Auto ISO - Print Auto Quote

Print Date: 3/7/2022

## Commercial Auto ISO

**First Baptist Head Start**

204 Odessa Ave

Pittsburg, CA 94565

555-555-5555

Quote Number: 1623065

Policy Effective Date: 02/15/2022

Territory: 076

### POLICY COVERAGE INFORMATION

---

F.6.4.2

FIRST BAPTIST CHURCH  
GENERAL FUND  
204 Odessa Ave.  
Pittsburg, CA 94565  
925-432-7498

BANK OF THE WEST  
99-20-1211

74097

6/29/2021

PAY TO THE  
ORDER OF First Baptist-Head Start

\$ \*\*26,863.00

Twenty-Six Thousand Eight Hundred Sixty-Three and 00/100 \*\*\*\*\* DOLLARS

First Baptist-Head Start  
3890 Railroad Ave.  
Pittsburg, CA 94565

VOID AFTER 3 MONTHS

MEMO

Commerical Insurance Package - for 2020 Insurance

*[Signature]*  
AUTHORIZED SIGNATURE

⑈074097⑈ ⑆121100782⑆ 011976647⑈

FIRST BAPTIST CHURCH GENERAL FUND

74097

Date	Type	Reference	Original Amt.	Balance Due	6/29/2021 Discount	Payment
6/29/2021	Bill	2021-060121	26,863.00	26,863.00		26,863.00
					Check Amount	26,863.00

REC'D JUL 01 2021

BRC  
LEO

Bank of the West-Gen Commerical Insurance Package - for 2020 Insur

26,863.00

F.6.5.1

## STATE OF CALIFORNIA

## CERTIFICATE OF TITLE

59290020204

## AUTOMOBILE

VEHICLE ID NUMBER

1GCDG15H8K7188293

YR. MODEL MAKE

89 CHEV

PLATE NUMBER

2RXA618

BODY TYPE MODEL

SV

TAX

UNLADEN WEIGHT

FUEL

TRANSFER DATE

FEES PAID

\$261

REGISTRATION EXPIRATION DATE

01/18/91

YR. 1ST SOLD CLASS YR. 90 DE

MO. EQUIPMENT/TRUST NUMBER VB

ISSUE DATE 02/16/90

MOTORCYCLE ENGINE NUMBER

ODOMETER DATE

ODOMETER READING

REGISTERED OWNER(S)

FST BAPTIST CHURCH

HEAD START

204 ODESSA AVE

PITTSBURG CA 94565

FEDERAL LAW REQUIRES that you state the mileage upon transfer of ownership. Failure to complete or making a false statement may result in fines and/or imprisonment.

Odometer reading is:  which is the actual mileage of the vehicle unless one of the following statements is checked.

**WARNING** - Mileage ☐ is not the actual mileage. ☐ Exceeds the odometer mechanical limits.

I certify, under penalty of perjury under the laws of the State of California, that the signature(s) below releases interest in the vehicle and certifies to the truth and accuracy of the mileage information entered above.

1a.

DATE

X

SIGNATURE OF REGISTERED OWNER

1b.

DATE

X

SIGNATURE OF REGISTERED OWNER

## IMPORTANT READ CAREFULLY

Any change of Lienholder (holder of security interest) must be reported to the Department of Motor Vehicles within 10 days.

LIENHOLDER(S)

Signature indicates loan paid off and releases interest in vehicle.

Release Date

012649

ET03223072

REG. 17.30 (NEW 10/88)

KEEP IN A SAFE PLACE - VOID IF ALTERED

1.2.0.7

AUTO 01/18/2021 TO 01/18/2022 11 3PMH928

VEHICLE IDENTIFICATION NUMBER  
16CDG15H8K7188293

DATE FIRST SOLO 00/00/1990

CLASS DE

MAKE CHEV

Yr. Model 1989

DATE ISSUED 02/27/2021

TYPE VEH. 12S

MP G

WC

UNLADEN/GC/GW

TOTAL FEES PAID \$143 0700

REGISTRATION VALID FROM

TYPE

LICENSE NUMBER

OWNER

FST BAPTIST CHURCH  
HEAD START  
204 ODESSA AVE  
PITTSBURG CA 94565-1946

REC'D MAR 11 2021

L0014

142021020211311

0

STATE OF CALIFORNIA  
DEPARTMENT OF MOTOR VEHICLES  
VALIDATED REGISTRATION CARD  
READ REVERSE SIDE - IMPORTANT INSTRUCTIONS

F 3448658

TO REMOVE THE STICKER  
FROM THE BACKING,  
BEND STICKER AT SLIT AND PEEL SLOWLY.

- INSTRUCTIONS FOR  
APPLYING STICKER TO LICENSE PLATE
1. CLEAN SURFACE THOROUGHLY. SCRAPE OFF ACCUMULATED STICKERS (STICKER WILL NOT STICK IF WET OR DIRTY).
  2. PUT STICKER ON REAR LICENSE PLATE AS SHOWN BELOW:

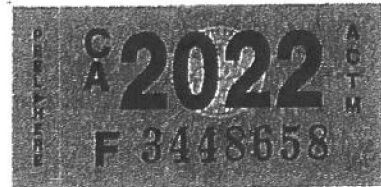
MOTORCYCLES:  
Right Half of This Wall

CAL  
1A0000

ALL OTHERS:  
In Top Right Corner

CALIFORNIA  
1SAM123

EXCEPT:  
Truck Tractors And Commercial Vehicles With  
A Declared Gross Vehicle Weight of 10,001 lbs.  
or More—Must Apply Sticker To Front Plate



# STATE OF CALIFORNIA

## CERTIFICATE OF TITLE

59292031204

### AUTOMOBILE

VEHICLE ID NUMBER

1FHEE11Y9NHA61921

BODY TYPE MODEL

SV

YR

MODEL MAKE

92 FORD

PLATE NUMBER

2ZME447

REGISTRATION

EXPIRATION DATE

03/02/93

ISSUE DATE

03/22/92

AX

UNLADEN  
WEIGHT

FUEL

G

TRANSFER DATE

FEES PAID

\$523

YR 1ST  
SOLD

CLASS

92 FN

YR

MO

XC

EQUIPMENT/TRUST NUMBER

ODOMETER DATE

ODOMETER READING

MOTORCYCLE ENGINE NUMBER

REGISTERED OWNER(S)

FST BAPTIST HEADSTART

204 ODESSA AVE

PITTSBURG CA 94565

FEDERAL LAW REQUIRES that you state the mileage upon transfer of ownership. Failure to complete or making a false statement may result in fines and/or imprisonment.

Odometer reading is:  (no tenths) which is the actual mileage of the vehicle unless one of the following statements is checked. **WARNING** - Mileage ☐ is not the actual mileage. ☐ Exceeds the odometer mechanical limits.

I certify under penalty of perjury under the laws of the State of California, that the signature(s) below releases interest in the vehicle and certifies to the truth and accuracy of the mileage information entered above.

1a. ☒ DATE

SIGNATURE OF REGISTERED OWNER

1b. ☒ DATE

SIGNATURE OF REGISTERED OWNER

### IMPORTANT READ CAREFULLY

Any change of Lienholder (holder of security interest) must be reported to the Department of Motor Vehicles within 10 days.

LIENHOLDER(S)

2. ☒

Signature releases interest in vehicle.

Release Date

012270

ET18044127

REG. 17.30 (REV. 10/91)

KEEP IN A SAFE PLACE - VOID IF ALTERED



AUTO 03/02/2021 TO 03/02/2022 11 7KVM426

VEHICLE IDENTIFICATION NUMBER 1FMEE11Y9NHA61921		DATE FIRST SOLD 00/00/1992		CLASS FN		MAKE FORD		Yr. Model 1992	
BODY TYPE MODEL SV		TYPE VEH. 12S		MP G		AX WC		UNLADEN GROSS WT \$152	
DATE ISSUED 02/10/2021								TOTAL FEES PAID 0700	

FST BAPTIST HEADSTART  
3890 RAILROAD AVE  
PITTSBURG CA 94565-6540

REC'D FEB 16 2021

L0023

141012720210920

STATE OF CALIFORNIA  
DEPARTMENT OF MOTOR VEHICLES  
VALIDATED REGISTRATION CARD  
READ REVERSE SIDE - IMPORTANT INSTRUCTIONS

F 2585095

TO REMOVE THE STICKER  
FROM THE BACKING,  
BEND STICKER AT SLIT AND PEEL SLOWLY.

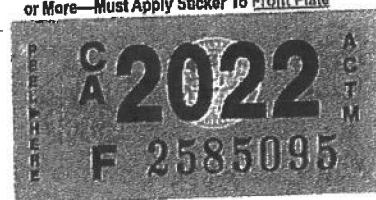
- INSTRUCTIONS FOR  
APPLYING STICKER TO LICENSE PLATE
1. CLEAN SURFACE THOROUGHLY. SCRAPE OFF ACCUMULATED STICKERS (STICKER WILL NOT STICK IF WET OR DIRTY).
  2. PUT STICKER ON REAR LICENSE PLATE AS SHOWN BELOW:

MOTORCYCLES:  
Right Half of This Well

CAL
1A0000
CALIFORNIA
1SAM123

ALL OTHERS:  
In Top Right Corner

EXCEPT:  
Truck Tractors And Commercial Vehicles With  
A Declared Gross Vehicle Weight of 10,001 lbs.  
or More—Must Apply Sticker To Front Plate



REGISTERED  
OWNER  
LINCOLN  
0

# STATE OF CALIFORNIA

## CERTIFICATE OF TITLE

66502022001

### COMMERCIAL

VEHICLE ID NUMBER

1FTRE14W01H867460

YR

MODEL

MAKE

2001 FORD

PLATE NUMBER

6V53836

REGISTRATION

EXPIRATION DATE

12/31/2002

BODY TYPE MODEL

VN

AX

UNLADEN

WEIGHT

FUEL

TRANSFER DATE

FEES PAID

\$289

2

04628

G

YR 1ST

SOLD

CLASS

YR

MO

EQUIPMT/TRUST NUMBER

2001 FV

2002

HP

ISSUE DATE

03/02/02

MOTORCYCLE ENGINE NUMBER

ODOMETER DATE

12/11/2001

ODOMETER READING

15 MI

ACTUAL MILEAGE

REGISTERED OWNER(S)

FIRST BAPTIST HEAD START

2240 GLADSTONE DR

PITTSBURG CA 94565

I certify under penalty of perjury under the laws of the State of California, that THE SIGNATURE(S) BELOW RELEASES INTEREST IN THE VEHICLE.

1a.

DATE

X

SIGNATURE OF REGISTERED OWNER

1b.

DATE

X

SIGNATURE OF REGISTERED OWNER

Federal and State law requires that you state the mileage upon transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

The odometer now reads [ ] [ ] [ ] [ ] (no tenths), miles and to the best of my knowledge reflects the actual mileage unless one of the following statements is checked.

WARNING ☐ Odometer reading is not the actual mileage. ☐ Mileage exceeds the odometer mechanical limits.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

DATE	TRANSFEROR/SELLER SIGNATURE(S)	DATE	TRANSFeree/BUYER SIGNATURE(S)
	X		X
PRINTED NAME OF AGENT SIGNING FOR A COMPANY		PRINTED NAME OF AGENT SIGNING FOR A COMPANY	

### IMPORTANT READ CAREFULLY

Any change of Lienholder (holder of security interest) must be reported to the Department of Motor Vehicles within 10 days.

LIENHOLDER(S)

2. X

Signature releases interest in vehicle. (Company names must be countersigned)

Release Date

CA60468636

014645

REG. 17.30 (REV. 2/98)

KEEP IN A SAFE PLACE - VOID IF ALTERED

COML 12/31/2020 TO 12/31/2021 31 6V53836

VEHICLE IDENTIFICATION NUMBER  
1FTRE14W01HB67460

BODY TYPE MODEL  
VN

DATE ISSUED  
02/11/2021

CYLS	DATE FIRST SOLD	CLASS	MAKE	Yr	Yr. Model
	00/00/2001	FV	FORD	2002	2001
TYPE VEH.	MP	AX	WC	UNLADENWG/GW	TOTAL FEES PAID
32V	G	2	D	04628	\$231
					0700

FIRST BAPTIST HEAD START  
3890 RAILROAD AVE  
PITTSBURG CA 94565-6540

REC'D FEB 1 2021

W0080

L0025

140012820210192

STATE OF CALIFORNIA  
DEPARTMENT OF MOTOR VEHICLES  
VALIDATED REGISTRATION CARD  
READ REVERSE SIDE - IMPORTANT INSTRUCTIONS

D 8538808

TO REMOVE THE STICKER  
FROM THE BACKING,  
BEND STICKER AT SLIT AND PEEL SLOWLY.

INSTRUCTIONS FOR  
APPLYING STICKER TO LICENSE PLATE  
1. SURFACE THOROUGHLY SCRAPE  
OFF ACCUMULATED STICKERS (STICKER  
WILL NOT STICK IF WET OR DIRTY).  
2. PUT STICKER ON REAR LICENSE PLATE  
AS SHOWN BELOW:

MOTORCYCLES:

Right Half of This Well

CAL
1A0000

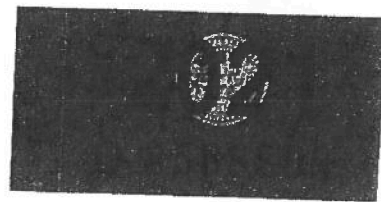
ALL OTHERS:

In Top Right Corner

CALIFORNIA
1SAM123

EXCEPT:

Truck Tractors And Commercial Vehicles With  
A Declared Gross Vehicle Weight of 10,001 lbs.  
or More—Must Apply Sticker To Front Plate



REGISTERED

LINEHOLDER

0

# STATE OF CALIFORNIA

## CERTIFICATE OF TITLE

VEHICLE HISTORY

665100325L1

AUTOMOBILE

VEHICLE ID NUMBER

1FBNE31LX9DAB6168

BODY TYPE/MODEL

BU

UNLADEN  
AX WEIGHT

G

FUEL

TRANSFER DATE

2009 FORD

YR  
MODEL

MAKE

PLATE NUMBER

4LV0027

REGISTRATION  
EXPIRATION DATE

02/24/2011

YR 1ST  
SOLD

CLASS

YR

MO

EQUIPMT/TRUST NUMBER

ISSUE DATE

04/04/10

MOTORCYCLE ENGINE NUMBER

ODOMETER DATE

02/23/2010

ODOMETER READING

14 MI

REGISTERED OWNER(S)

FIRST BAPTIST HEAD START  
3890 RAILROAD AVE  
PITTSBURG CA 94565

ACTUAL MILEAGE

I certify (or declare) under penalty of perjury under the laws of the State of California that THE SIGNATURE(S) BELOW RELEASES INTEREST IN THE VEHICLE

1a. DATE

DATE

SIGNATURE OF REGISTERED OWNER

1b. DATE

DATE

SIGNATURE OF REGISTERED OWNER

Federal and State law requires that you state the mileage upon transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

The odometer now reads, (no tenths), miles and to the best of my knowledge reflects the actual mileage unless one of the following statements is checked.

WARNING ☐ Odometer reading is not the actual mileage. ☐ Mileage exceeds the odometer mechanical limits.

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

DATE

TRANSFEROR/SELLER SIGNATURE(S)

DATE

TRANSFeree/BUYER SIGNATURE(S)

PRINTED NAME OF SELLER OR AGENT SIGNING FOR A COMPANY

PRINTED NAME OF BUYER OR AGENT SIGNING FOR A COMPANY

### IMPORTANT READ CAREFULLY

Any change of Lienholder (holder of security interest) must be reported to the Department of Motor Vehicles within 10 days.

LIENHOLDER(S)

2

Signature releases interest in vehicle. (Company names must be countersigned)

Release Date

CA 123513304

015977

REG 17.30RS (REV 7/07)

KEEP IN A SAFE PLACE - VOID IF ALTERED

VOID WITHOUT BEAR WATERMARK. HOLD TO LIGHT TO VIEW.

VOID WITHOUT BEAR WATERMARK. HOLD TO LIGHT TO VIEW.

AUTO 02/24/2021 TO 02/24/2022 11 7KVM236

VEHICLE IDENTIFICATION NUMBER

1FBNE31LX9DA86168

BODY TYPE MODEL

BU

DATE ISSUED

02/16/2021

CYLS.

DATE FIRST SOLD

00/00/0000

CLASS

FS

MAKE

FORD

Yr. Model

2010 2009

TYPE VEH.

17B

MP

G

AX

WC

UNLADEN WGT

TOTAL FEES PAID

\$153

0700

FIRST BAPTIST HEAD START  
3890 RAILROAD AVE  
PITTSBURG CA 94565-6540

REC'D FEB 22 2021  
BAB

L0024

CN0020820210405

STATE OF CALIFORNIA  
DEPARTMENT OF MOTOR VEHICLES  
VALIDATED REGISTRATION CARD  
READ REVERSE SIDE - IMPORTANT INSTRUCTIONS

F 2949385

TO REMOVE THE STICKER  
FROM THE BACKING,  
BEND STICKER AT SLIT AND PEEL SLOWLY.

INSTRUCTIONS FOR

APPLYING STICKER TO LICENSE PLATE

1. CLEAN SURFACE THOROUGHLY. SCRAPE OFF ACCUMULATED STICKERS (STICKER WILL NOT STICK IF WET OR DIRTY).
2. PUT STICKER ON REAR LICENSE PLATE AS SHOWN BELOW:

MOTORCYCLES:

Right Half of This Well

CAL  
1A0000

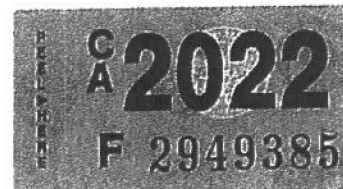
ALL OTHERS:

In Top Right Corner

CALIFORNIA  
1SAM123

EXCEPT:

Truck Tractors And Commercial Vehicles With  
A Declared Gross Vehicle Weight of 10,001 lbs.  
or More—Must Apply Sticker To Front Plate



REGISTRATION

LINEHOLDER

0



# STATE OF CALIFORNIA

## CERTIFICATE OF TITLE

VEHICLE HISTORY

V89190725HP

COMMERCIAL

VEHICLE ID NUMBER

1GCUGBF6XK1282988

YR

MODEL

MAKE

2019 CHEV

PLATE NUMBER

8J54402

BODY TYPE/MODEL

VN

UNLADEN

AX WEIGHT

FUEL

TRANSFER DATE

2 05556 F

FEES PAID

\$666

REGISTRATION

EXPIRATION DATE

07/31/2020

YR/ST

SOLD

CLASS

YR

MO

EQUIPMT/TRUST NUMBER

2019 KQ

AG

ISSUE DATE

07/25/19

MOTORCYCLE ENGINE NUMBER

ODOMETER DATE

07/11/2019

ODOMETER READING

13 MI

REGISTERED OWNER(S)

FIRST BAPTIST CHURCH  
HEAD START  
204 ODESSA AVE  
PITTSBURG CA 94565

ACTUAL MILEAGE

I certify (or declare) under penalty of perjury under the laws of the State of California that THE SIGNATURE(S) BELOW RELEASES INTEREST IN THE VEHICLE

1a

DATE

X

SIGNATURE OF REGISTERED OWNER

1b

DATE

X

SIGNATURE OF REGISTERED OWNER

Federal and State law requires that you state the mileage upon transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

The odometer now reads (no tenths), miles and to the best of my knowledge reflects the actual mileage unless one of the following statements is checked. Mileage is VOID if altered or erased.

**WARNING** ☐ Odometer reading is not the actual mileage. ☐ Mileage exceeds the odometer mechanical limits.

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

DATE

TRANSFEROR/SELLER SIGNATURE(S)

DATE

TRANSFEREE/BUYER SIGNATURE(S)

X

X

PRINTED NAME OF SELLER OR AGENT SIGNING FOR A COMPANY

PRINTED NAME OF BUYER OR AGENT SIGNING FOR A COMPANY

### IMPORTANT READ CAREFULLY

Any change of Lienholder (holder of security interest) must be reported to the Department of Motor Vehicles within 10 days.

LIENHOLDER(S)

2. X

Signature releases interest in vehicle. (Company names must be countersigned)

Release Date

CA190522466

014716

REG. 17.30BS (REV. 02/2016)

KEEP IN A SAFE PLACE - VOID IF ALTERED

VOID WITHOUT BEAR WATERMARK. HOLD TO LIGHT TO VIEW

VOID WITHOUT BEAR WATERMARK. HOLD TO LIGHT TO VIEW

COML 07/31/2021 TO 07/31/2022 31 81544U2

VEHICLE IDENTIFICATION NUMBER  
16CWGBFGXK1282988

BODY TYPE MODEL

VN

DATE ISSUED

07/14/2021

REGISTRATION VALID FROM

TYPE

LICENSE NUMBER

CYLS

DATE FIRST SOLD

CLASS

CHEV

MAKE

YR

Yr. Model

TYPE VEH.

MP

AX

WC

UNLADEN GROSS

TOTAL FEES PAID

32V

F

2

E

05556

\$582

0700

FIRST BAPTIST CHURCH  
HEAD START  
204 ODESSA AVE  
PITTSBURG CA 94565-1946

W0154

L0196

141062920210885

STATE OF CALIFORNIA  
DEPARTMENT OF MOTOR VEHICLES  
VALIDATED REGISTRATION CARD  
READ REVERSE SIDE - IMPORTANT INSTRUCTIONS

H 0494091

TO REMOVE THE STICKER  
FROM THE BACKING,  
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- INSTRUCTIONS FOR  
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CAL  
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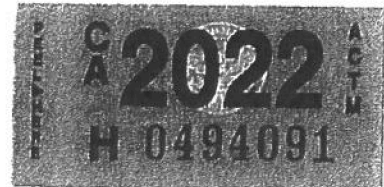
ALL OTHERS:

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CALIFORNIA  
1SAM123

EXCEPT:

Truck Tractors And Commercial Vehicles With  
A Declared Gross Vehicle Weight of 10,001 lbs.  
or More—Must Apply Sticker To Front Plate



REGISTERED

OWNER  
LINCOLN

0

**Community Services Bureau (CSB)**  
**Corrective Action Plan**

**Purpose of Plan:** Contra Costa County's Employment and Human Services Department – Community Services Bureau is taking a systemic approach to ensuring child safety through: ensuring that staff have the knowledge and skills to keep children safe at all times; utilizing ongoing monitoring and continuous improvement activities to ensure that the program is safe for children; and communicating with the Governing Body, Office of Head Start, Region IX, State of California Community Care Licensing, State of California Department of Education, State of California Department of Social Services, and parents/guardians (as needed) around the effective delivery of safety practices throughout the agency.

#	Objectives	Corrective Action	Person(s) Responsible	Evidence of Completion/Monitoring & Correlating Documentation	Head Start Management Systems	Date of Completion	Achievements/ Successes
1	Ensure that reports are made to the Office of Head Start Regional Office within 3 days or soon as practicable, related to any significant incidents affecting the health and safety of program participants.	<ol style="list-style-type: none"> <li>CSB (Executive Director and Secretary to the Executive Director or appointee) will submit to the to the Head Start Regional Office reports of any significant incident involving the health and safety of program participants. A copy of the Unusual Incident and any other pertinent documents will be emailed to the Program Specialist.</li> <li>Review of CSB Policies &amp; Procedures related to reporting</li> </ol>	<ul style="list-style-type: none"> <li>Executive Director</li> <li>Deputy Director (Liaison to Delegate &amp; Partner Agencies)</li> <li>Division Managers</li> <li>Secretary to Executive Director</li> </ul>	<ol style="list-style-type: none"> <li>A copy of the Unusual Incident and any other pertinent documents will be emailed to the Program Specialist, as needed.</li> <li>Agenda/Sign in Sheet from P&amp;P review</li> </ol>	<ul style="list-style-type: none"> <li>Recordkeeping and Reporting</li> <li>Communication</li> </ul>	<ol style="list-style-type: none"> <li>Current &amp; on-going</li> <li>June 21, 2022</li> </ol>	
2	Ensure that reports are made timely to the State of California Community Care Licensing (CCL).	<ol style="list-style-type: none"> <li>CSB will call Community Care Licensing, within 24 hours of learning that an incident may have occurred; submit a written report within 7 days.</li> <li>Review of CSB Policies &amp; Procedures related to reporting</li> </ol>	<ul style="list-style-type: none"> <li>Site Supervisor</li> <li>Assistant Director (Partners' Unit &amp; Locally Operated)</li> <li>Division Manager</li> </ul>	<ol style="list-style-type: none"> <li>Unusual Incidents are compiled and tracked by the Assistant Director and manually housed at the Administrative Office.</li> <li>Agenda/Sign in sheet from P&amp;P review</li> <li>Meeting notes and next steps with Business Systems</li> </ol>	<ul style="list-style-type: none"> <li>Recordkeeping and Reporting</li> <li>Communication</li> <li>Data &amp; Evaluation</li> </ul>	<ol style="list-style-type: none"> <li>Current &amp; on-going</li> <li>By June 23, 2022</li> <li>No later than September 30, 2022</li> </ol>	<p><b>Site Supervisors</b> met with teaching teams to review P&amp;Ps and ensure understanding.</p> <p><b>Partners/Delegate:</b> Review of CAP and Policies and Procedures at annual meeting/training on 7/20/2022.</p>



		3. Explore the possibility of using the CLOUDS database system to track the Unusual Incident process.					
3	Staff will be able to conduct and document reliable health checks prior to the child entering the classroom.	<ol style="list-style-type: none"> <li>1. Ensure that children are healthy and ready to learn for the day; engage in ongoing communication regarding the child's daily health status.</li> <li>2. Provide training to all teaching staff and site supervisors on providing effective health checks and ongoing observations and monitoring throughout the day.</li> <li>3. Quarterly sample size monitoring conducted by Health Manager</li> <li>4. Annual Comprehensive Services Refresher Training-Health Check training</li> </ol>	<ul style="list-style-type: none"> <li>• Teaching Staff/Substitute Teachers</li> <li>• Site Supervisor</li> <li>• Health Manager</li> </ul>	<ol style="list-style-type: none"> <li>1. Utilization of wall pads to document daily health checks (completed via CLOUDS); concerns are routed immediately to the Site Supervisor for further action. For infants/younger toddler, IT Communication Form completed each day by family members.</li> <li>2. Agenda/Sign in sheets from training; CSB Policy &amp; Procedures</li> <li>3. Site Visit form used for each monitoring of health checks</li> <li>4. Agenda/Sign in sheets from training</li> </ol>	<ul style="list-style-type: none"> <li>• Recordkeeping &amp; Reporting</li> <li>• Communication</li> <li>• Training and Professional Development</li> <li>• Data &amp; Evaluation</li> <li>• Technology &amp; Information System</li> </ul>	<ol style="list-style-type: none"> <li>1. Current &amp; ongoing</li> <li>2. April 27, 2022</li> <li>3. Begin September 2022 and quarterly, thereafter</li> <li>4. Annually in September (Scheduled for September 14 and 28<sup>th</sup>, 2022)</li> </ol>	
4	Children will be directly supervised by staff, ensuring that they are within sight and sound at all times.	<ol style="list-style-type: none"> <li>1. Ensure children are appropriately supervised indoors and outdoors at all times as outlined in Policies &amp; Procedures and Transition Head Count Policy. Review of policy.</li> <li>2. Provide training to all teaching staff and site supervisors on providing effective visual supervision at all times.</li> </ol>	<ul style="list-style-type: none"> <li>• Teaching Staff/Substitute Teachers</li> <li>• Site Supervisors</li> <li>• Education Managers</li> </ul>	<ol style="list-style-type: none"> <li>1. Agenda/Sign in sheets from review of Hourly Head Count Policy/Policies &amp; Procedures</li> <li>2. Agenda/Sign in sheets from training(s)</li> <li>3. Zoning map sample; Agenda/Sign in sheets from training(s)</li> <li>4. Completion of Transition Observation Checklist</li> <li>5. Observation notes/ Small Group Conference form/Site Visit Form</li> </ol>	<ul style="list-style-type: none"> <li>• Recordkeeping &amp; Reporting</li> <li>• Communication</li> <li>• Training and Professional Development</li> <li>• Data &amp; Evaluation</li> <li>• Technology &amp; Information System</li> </ul>	<ol style="list-style-type: none"> <li>1. By June 23, 2022</li> <li>2. April 27, 2022 and annually at Education In-Service</li> <li>3. No later than September 30, 2022, and annually at Education In-Service Training</li> </ol>	<p><b>Site Supervisors</b> met with teaching teams to review P&amp;Ps and ensure understanding.</p> <p><b>July 2022:</b> Training and implementation of white boards and zoning maps. Created new monitoring tool.</p>

07/28/22

		<ol style="list-style-type: none"> <li>3. Implement Zoning maps at each site/classroom; training for all teaching staff &amp; SS</li> <li>4. Implement the use of white boards to track head counts</li> <li>5. Periodic/sample size monitoring conducted by Site Supervisor and Education Manger</li> <li>6. Include children with active supervision support (head count job)</li> <li>7. Complete and review the Semi Annual Child Safety Checklist</li> </ol>		6. Semi Annual child Safety Checklist documents/Small Group Conference form		<ol style="list-style-type: none"> <li>4. Training will occur at July Education In-Service and implemented, thereafter</li> <li>5. No later than September 30, 2022</li> <li>6. Training will occur at July Education In-Service and implemented, thereafter</li> <li>7. Annually, March and September</li> </ol>	
5	<p>Exchange information between and among CSB's directors, managers, staff, and families to ensure that the children in care are safe from the time they enter the class until they depart.</p> <p>Communicate to all stakeholders that child safety is our top priority.</p>	<ol style="list-style-type: none"> <li>1. Review all Policies and procedures around safety practices, including health, safety, and supervision</li> <li>2. Add Health &amp; Safety (including active supervision) as an ongoing/standing agenda items for individual cluster meetings and site based meetings.</li> <li>3. Ongoing/Planned monitoring for Health &amp; Safety by QMU</li> </ol>	<ul style="list-style-type: none"> <li>• Executive Director</li> <li>• Deputy Director (Liaison to Delegate &amp; Partner Agencies)</li> <li>• Division Managers</li> <li>• Education Managers</li> <li>• Assistant Directors</li> <li>• Site Supervisors</li> <li>• Teaching Teams</li> <li>• QMU</li> </ul>	<ol style="list-style-type: none"> <li>1. Agenda/Sign in sheets from training; CSB Policy &amp; Procedures</li> <li>2. Agenda/Sign in sheets, meeting notes/minutes</li> <li>3. Monitoring tools; CAP plans</li> <li>4. Site Visit form completion; Small Group Conference form check-in notes</li> </ol>	<ul style="list-style-type: none"> <li>• Recordkeeping &amp; Reporting</li> <li>• Communication</li> <li>• Data &amp; Evaluation</li> <li>• Technology &amp; Information System</li> <li>• Ongoing Monitoring &amp; Continuous Improvement</li> </ul>	<ol style="list-style-type: none"> <li>1. By June 23, 2022</li> <li>2. June, 2022 and every month, thereafter</li> <li>3. Current and going</li> </ol>	<p><b>Directly Operated:</b> #2 (safety as agenda item) Quarterly All Cluster Meetings Monthly Individual Cluster Meetings Site Based Monthly meetings</p> <p><b>Partners/Delegate:</b> #2 (safety as agenda item) CSAMs Monthly meeting with sites YMCA (Delegate) Quarterly Meeting CoCo Kids bi-monthly meeting</p>
6	Staff will be able to assess individual	<ol style="list-style-type: none"> <li>1. Train and/or ensure sustainability of Teaching</li> </ol>	<ul style="list-style-type: none"> <li>• Assistant Director of Education</li> </ul>	<ol style="list-style-type: none"> <li>1. Agenda/Sign in sheets from training <i>*Almost all CSB teaching staff have</i></li> </ol>	<ul style="list-style-type: none"> <li>• Recordkeeping &amp; Reporting</li> </ul>	<ol style="list-style-type: none"> <li>1. Current and ongoing</li> </ol>	<p><b>Teaching Pyramid</b> <b>Pre-K cohort:</b> From</p>

	children's skills and abilities, adapt activities in order to avoid potential injuries, and use their observational skills to anticipate times when a child may need closer supervision.	<p>Pyramid and Second Step strategies around setting rules and expectations.</p> <ol style="list-style-type: none"> <li>2. Train and ensure implementation and sustainability of strategies for behavior management.</li> <li>3. Refresh staff through training on the Individualization process on lesson plans; ensure staff can speak to the process.</li> <li>4. Quarterly fidelity monitoring of Teaching Pyramid &amp; Second Step.</li> </ol>	<ul style="list-style-type: none"> <li>• Education Managers</li> <li>• Site Supervisors</li> <li>• Teachers</li> </ul>	<p><i>received the training already;</i> Ongoing monitoring around curriculum fidelity and CLASS</p> <ol style="list-style-type: none"> <li>2. Agenda/Sign in sheets from training</li> <li>3. Agenda/Sign in sheets from training</li> <li>4. Teaching Pyramid Snap Shot documentation; Site Visit form</li> </ol>	<ul style="list-style-type: none"> <li>• Communication</li> <li>• Training and Professional Development</li> <li>• Data &amp; Evaluation</li> <li>• Technology &amp; Information System</li> </ul>	<ol style="list-style-type: none"> <li>2. April 27, 2022 and annually at Education In-Service</li> <li>3. Education In-Service July 2022</li> <li>4. By September 30, 2022, and thereafter</li> </ol>	<p>the current <b>111</b> teaching staff and Site Supervisors, <b>96</b> have been trained, (varied from just 1 module or complete 5 modules) = <b>86%</b> 15 teaching staff need to be trained = 14 %</p> <p><b>Teaching Pyramid Infant Toddler cohort:</b> From the current <b>55</b> teaching staff and Site Supervisors, <b>35</b> have been trained, (varied from just 1 module or complete 5 modules) = <b>64%</b> 20 teaching staff &amp; Site Supervisor (Desiree) need to be trained = 36 %</p>
7	Staff will be able to engage and redirect all children as needed.	<ol style="list-style-type: none"> <li>1. Train and/or ensure sustainability of Teaching Pyramid and Second Step strategies around setting rules and expectations.</li> <li>2. Train and ensure implementation and sustainability of strategies for behavior management.</li> <li>3. Challenging Behavior Tracking Log is completed by the Site Supervisor and accompanying notes in CLOUDS.</li> </ol>	<ul style="list-style-type: none"> <li>• Division Manager</li> <li>• Deputy Director (Liaison to Delegate &amp; Partner Agencies)</li> <li>• Assistant Director of Education</li> <li>• Education Managers</li> <li>• Site Supervisors</li> <li>• Teachers</li> </ul>	<ol style="list-style-type: none"> <li>1. Agenda/Sign in sheets from training <i>*Almost all CSB teaching staff have received the training already;</i> Ongoing monitoring around curriculum fidelity and CLASS.</li> <li>2. Agenda/Sign in sheets from training</li> <li>3. Challenging Behavior Log/Client Concern Log</li> <li>4. Agenda/Sign In Sheets; analysis notes and next steps</li> </ol>	<ul style="list-style-type: none"> <li>• Communication</li> <li>• Training and Professional Development</li> <li>• Data &amp; Evaluation</li> <li>• Technology &amp; Information System</li> </ul>	<ol style="list-style-type: none"> <li>1. Education In-Service July 2022</li> <li>2. Education In-Service July 2022</li> <li>3. Currently and Ongoing (Monthly)</li> <li>4. Quarterly- August 2022, October 2022, January 2023, April 2023 (continuous)</li> </ol>	<p><b>Teaching Pyramid Pre-K cohort:</b> From the current <b>111</b> teaching staff and Site Supervisors, <b>96</b> have been trained, (varied from just 1 module or complete 5 modules) = <b>86%</b> 15 teaching staff need to be trained = 14 %</p> <p><b>Teaching Pyramid Infant Toddler cohort:</b> From the current <b>55</b> teaching staff and Site</p>

		4. Hold a quarterly site supervisor/admin meeting to review and analyze the data from the challenging behavior logs; identify what other supports are needed to be put in place to address any systemic trends.					Supervisors, <b>35</b> have been trained, (varied from just 1 module or complete 5 modules) = <b>64%</b> 20 teaching staff & Site Supervisor (Desiree) need to be trained = 36 %  <b>Select Site Supervisors and CSMs</b> will attend the TPOT (Teaching Pyramid Observation Tool) Reliability Training in August 2022
8	Ensure that children's personal rights are upheld by staff through fostering positive relationships and positive classroom climates	<ol style="list-style-type: none"> <li>Teachers will receive training regarding Child's Personal Rights (CCL).</li> <li>Training and review of CSB Standards of Conduct</li> <li>Monitoring around curriculum fidelity and CLASS</li> <li>Education Manager observations</li> </ol>	<ul style="list-style-type: none"> <li>Executive Director</li> <li>Deputy Director (Liaison to Delegate &amp; Partner Agencies)</li> <li>Division Managers</li> <li>Education Managers</li> <li>Assistant Directors</li> <li>Site Supervisors</li> <li>Teaching Teams</li> <li>QMU</li> </ul>	<ol style="list-style-type: none"> <li>Agenda/Sign in sheets from training</li> <li>Signed copy of CSB Standards of Conduct</li> <li>Monitoring tools; CAP plans</li> <li>Site Visit form completion; Small Group Conference form check-in notes</li> </ol>	<ul style="list-style-type: none"> <li>Training and Professional Development</li> <li>Ongoing Monitoring and Continuous Improvement</li> <li>Human Resources</li> <li>Record keeping and Reporting</li> </ul>	<ol style="list-style-type: none"> <li>April 27, 2022 and annually at Education In-Service</li> <li>By June 23, 2022</li> <li>Current and ongoing</li> <li>Implement formal observations as part of ongoing monitoring plan (Before September 30, 2022, and thereafter</li> </ol>	<b>Site Supervisors</b> met with teaching teams to review P&Ps and ensure understanding.

9	Utilize ongoing monitoring and continuous improvement activities to ensure that the programs administered by CSB, Delegate agency, and partnering agencies are safe for children.	1. Enhance the ongoing monitoring process; embed education and health monitoring into the overall monitoring system	<ul style="list-style-type: none"> <li>• Education Managers</li> <li>• Quality Monitoring Unit</li> </ul>		<ul style="list-style-type: none"> <li>• Ongoing Monitoring and Continuous Improvement</li> <li>• Recordkeeping and Reporting</li> <li>• Communication</li> <li>• Data &amp; Evaluation</li> <li>• Technology &amp; Information System</li> </ul>	1. Before September 30, 2022 and ongoing	
10	Ensure that data is used to determine which centers require enhanced monitoring; increase professional development opportunities for those centers/classes.	1. Utilize ongoing monitoring activities to inform the program planning process regarding the quality of child safety, health, and wellness. 2. Coaching	<ul style="list-style-type: none"> <li>• Quality Monitoring Unit</li> <li>• Assistant Directors</li> <li>• Site Supervisors</li> <li>• Education Managers</li> <li>• Teachers</li> <li>• Coaching Consultants</li> </ul>	1. Monitoring roll-up data 2. Teaching Pyramid Snapshot & Teacher Learning and Collaborating (TLC) qualitative data	<ul style="list-style-type: none"> <li>• Ongoing Monitoring and Continuous Improvement</li> <li>• Recordkeeping and Reporting</li> <li>• Communication</li> <li>• Data &amp; Evaluation</li> <li>• Technology &amp; Information System</li> <li>• Training and Professional Development</li> </ul>	1. January and July or each of year	The <b>SS Coaching Request Form</b> -created to support with coaching needs for their teaching team(s).



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: August 9, 2022

Subject: Update on COVID -19 and Monkeypox

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**RECOMMENDATION(S):**

ACCEPT update on COVID-19 and briefing on Monkeypox, and PROVIDE direction to staff.

**FISCAL IMPACT:**

Administrative Reports with no specific fiscal impact.

**BACKGROUND:**

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

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: August 9, 2022

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

Contact: Monica Nino

By: , Deputy

cc:

CLERK'S ADDENDUM

**Speakers: No Name Given; Caller 6770.**

ACCEPTED the oral report.

To: Board of Supervisors  
 From: Brian M. Balbas, Public Works Director/Chief Engineer  
 Date: August 9, 2022



Contra  
 Costa  
 County

**Subject:** Approve & Authorize to fully close a portion of Hillgrade Avenue between September 20, 2022 and September 21, 2022, Alamo area.

---

**RECOMMENDATION(S):**

ADOPT Resolution No. 2022/265 approving and authorizing the Public Works Director, or designee, to fully close a portion of Hillgrade Avenue between Lunada Lane and Crest Avenue, from 8:00 a.m. to 3:00 p.m. on both September 20, 2022 and September 21, 2022, for the purpose of replacing a pole and installing a switch, Alamo area. (No fiscal impact) (District II)

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

Pacific Gas & Electric Company has requested to close the road during construction for public safety due to the narrow road and blind corner at the construction site. Pacific Gas & Electric Company shall follow guidelines set forth by the Public Works Department.

**CONSEQUENCE OF NEGATIVE ACTION:**

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

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

By: Stacey M. Boyd, Deputy

Contact: Bob Hendry (925)674-7744

cc: Larry Gossett- Engineering Services, Bob Hendry -Engineering Services, CHP, Sheriff - Patrol Division Commander



AGENDA ATTACHMENTS

Resolution No. 2022/265

MINUTES ATTACHMENTS

Signed: Resolution No.  
2022/265

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

Adopted this Resolution on 08/09/2022 by the following vote:

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

**NO:**            ☐

**ABSENT:**    ☐

**ABSTAIN:**   ☐

**RECUSE:**    ☐



**Resolution No. 2022/265**

IN THE MATTER OF: Approving and Authorizing the Public Works Director, or designee, to fully close a portion of Hillgrade Avenue between Lunada Lane and Crest Avenue, between September 20, 2022 and September 21, 2022 from 8:00 a.m. through 3:00 p.m., for the purpose of replacing a pole and installing a switch, Alamo area. (District II)

RC22-18

NOW, THEREFORE, IT BE RESOLVED that permission is granted to Pacific Gas & Electric Company (PG&E) to fully close Hillgrade Avenue between Lunada Lane and Crest Avenue, except for emergency traffic, local residents, US. Postal Service and garbage trucks, between September 20, 2022 and September 21, 2022 for the period of 8:00 a.m. through 3:00 p.m., subject to the following conditions:

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

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

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

**ATTESTED: August 9, 2022**

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

By: Stacey M. Boyd, Deputy

**cc:** Larry Gossett- Engineering Services, Bob Hendry -Engineering Services, CHP, Sheriff - Patrol Division Commander

# THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA

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

Adopted this Resolution on 08/09/2022 by the following vote:

		<b>John Gioia</b>
		<b>Candace Andersen</b>
<b>AYE:</b>	<input type="text" value="5"/>	<b>Diane Burgis</b>
		<b>Karen Mitchoff</b>
		<b>Federal D. Glover</b>
<b>NO:</b>	<input type="text" value="0"/>	
<b>ABSENT:</b>	<input type="text" value="0"/>	
<b>ABSTAIN:</b>	<input type="text" value="0"/>	
<b>RECUSE:</b>	<input type="text" value="0"/>	



## Resolution No. 2022/265

IN THE MATTER OF: Approving and Authorizing the Public Works Director, or designee, to fully close a portion of Hillgrade Avenue between Lunada Lane and Crest Avenue, between September 20, 2022 and September 21, 2022 from 8:00 a.m. through 3:00 p.m., for the purpose of replacing a pole and installing a switch, Alamo area. (District II)

RC22-18

NOW, THEREFORE, IT BE RESOLVED that permission is granted to Pacific Gas & Electric Company (PG&E) to fully close Hillgrade Avenue between Lunada Lane and Crest Avenue, except for emergency traffic, local residents, US. Postal Service and garbage trucks, between September 20, 2022 and September 21, 2022 for the period of 8:00 a.m. through 3:00 p.m., subject to the following conditions:

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

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

Contact: Bob Hendry (925)674-7744

ATTESTED: August 9, 2022

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

*Stacey M. Boyd*

By: Stacey M. Boyd, Deputy

cc: Larry Gossett- Engineering Services, Bob Hendry -Engineering Services, CHP, Sheriff - Patrol Division Commander

To: Board of Supervisors  
 From: Brian M. Balbas, Public Works Director/Chief Engineer  
 Date: August 9, 2022



Contra  
Costa  
County

**Subject:** ACCEPT the 2022 Semi-Annual Report of Real Estate Acquisition Acceptances dated January 1, 2022, through June 30, 2022.

---

**RECOMMENDATION(S):**

ACCEPT the 2022 Semi-Annual Report of Real Estate Acquisition Acceptances dated January 1, 2022, through June 30, 2022, approved by the Public Works Director for the acquisitions of any interest in real property where the purchase price for the real property interest did not exceed \$100,000 in the San Pablo, Danville, North Richmond, and Pittsburg areas.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

Pursuant to the Contra Costa County Ordinance Code, Title 11, Division 1108, Chapter 1108-8.002, "The Board of Supervisors authorizes the Public Works Director, or his or her designated deputy, to perform all acts necessary to approve and accept for the County the acquisition of any interest in real property where the purchase price for the real property interest does not exceed one hundred thousand dollars (\$100,000)." The Public Works Director shall submit a semi-annual report to the Board of Supervisors on each acquisition done pursuant to this section, including the interest acquired, its price, and the necessity for the purchase, which is described in the attached Semi-Annual Acceptance Report.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

Contact: Jessica L. Dillingham, (925)  
 957-2453

By: Stacey M. Boyd, Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

The Board of Supervisors would not be informed of the acquisitions accepted by the Public Works Director pursuant to Contra Costa County Ordinance Code.

ATTACHMENTS

2022 Semi Annual Acceptance Report

**Acceptance Report  
of Real Estate Acquisition  
January 1, 2022-June 30, 2022**

<b>CERT. NO.</b>	<b>AREA</b>	<b>PROJECT/PURPOSE</b>	<b>INTEREST</b>	<b>PRICE</b>
22-01	San Pablo	Accept Offer of Dedication SD3861	Drainage Easement	N/A
22-02	San Pablo	Accept Offer of Dedication SD3861	Drainage Easement	N/A
22-03	San Pablo	Accept Offer of Dedication SD3861	Drainage Easement	N/A
22-04	San Pablo	Tara Hill Full Trash Capture Project	Temporary Construction Easement	\$1,150.00
22-05	San Pablo	Tara Hill Full Trash Capture Project	Temporary Construction Easement	\$650.00
22-06	Danville	Accept Offer of Dedication at 105 Joaquin	Drainage Easement (access only)	N/A
22-07	Danville	Accept Offer of Dedication at 111 Joaquin (SD 3806)	Drainage Easement (access only)	N/A
22-08	Danville	Accept Offer of Dedication at 115 Joaquin (SD 3806)	Drainage Easement (access only)	N/A
22-09	Danville	Accept Offer of Dedication at 119 Joaquin (SD 3806)	Drainage Easement (access only)	N/A
22-10	Danville	Accept Offer of Dedication at 123 Joaquin (SD 3806)	Drainage Easement (access only)	N/A

**Acceptance Report  
of Real Estate Acquisition  
January 1, 2022-June 30, 2022**

<b>CERT. NO.</b>	<b>AREA</b>	<b>PROJECT/PURPOSE</b>	<b>INTEREST</b>	<b>PRICE</b>
22-11	Danville	Accept Offer of Dedication at 107 Larkwood (SD 4047)	Drainage Easement (access only)	N/A
22-12	Danville	Acceptance of Offer of Dedication at 113 Larkwood (SD 4047)	Drainage Easement (access only)	N/A
22-13	Danville	Acceptance of Offer of Dedication at 119 Larkwood (SD 4047)	Drainage Easement (access only)	N/A
22-14	North Richmond	Fred Jackson Way First/Last Mile Connection Project	Temporary Construction Easement	\$3,500.00
22-15	Pittsburg	Dissolution of Los Medanos Community Healthcare District	Fee	N/A



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: August 9, 2022

**Subject:** ADVERTISE the 2023 Street Sweeping Services Contract, Countywide.

---

**RECOMMENDATION(S):**

AUTHORIZE the Public Works Director, or designee, to advertise for the 2023 Street Sweeping Services Contract, Project No. 0672-6U2319, to provide routine street sweeping services for curbed streets within unincorporated Contra Costa County, Countywide.

**FISCAL IMPACT:**

This contract will be funded by 100% Local Road Funds.

**BACKGROUND:**

The County Watershed Program is responsible for ensuring the County's compliance with the current and reissued National Pollutant Discharge Elimination System (NPDES) Municipal Regional Stormwater Permit (MRP) issued by the San Francisco Bay Region of the California Regional Quality Control Board (RWQCB). Permit provisions are met through various pollution prevention programs, including municipal maintenance and reduction of pollutants of concern, to reduce water-quality impacts from urban runoff.

Routine

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

By: Stacey M. Boyd, Deputy

Contact: Caroline Tom, 925 313-7007

cc:



BACKGROUND: (CONT'D)

street sweeping helps satisfy the mandated reduction of pollutants to the County's storm drain system. Street sweeping removes sediment, debris, and other contaminants that might normally enter the storm drain system and flow, untreated, to creeks and other natural waterways.

The Public Works Department will use the 2023 Street Sweeping Services Contract to provide routine street sweeping services of curbed streets within unincorporated Contra Costa County.

The Public Works Department intends to award one \$1,000,000 contract to the lowest responsible bidder. The contract will have a term of one year with the option of two (2) one-year extensions, and will be used without a minimum amount that has to be spent.

CONSEQUENCE OF NEGATIVE ACTION:

Without approval from the Board of Supervisors to advertise for this contract, the Public Works Department may be unable to complete routine street sweeping in a timely manner, which may prevent the County from complying with the NPDES MRP provisions. This could result in enforcement action and fines. Neighborhoods may experience accumulation of trash collecting within gutters. They may also experience localized flooding from excess leaves collecting within drainage inlets during the rainy season and may encounter safety issues from the buildup of road-associated debris, such as rocks and aggregates.

CLERK'S ADDENDUM

**Speaker: No name given.**



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: August 9, 2022

**Subject:** Consulting Services Agreement with Dokken Engineering, Countywide.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a Consulting Services Agreement (contract) with Dokken Engineering, in an amount not to exceed \$800,000, for the period August 9, 2022 through August 9, 2025, to provide on-call civil engineering services, Countywide. (Project Nos. Various) (All Districts)

**FISCAL IMPACT:**

Work performed under this on-call contract will be funded by local, state and federal funds for road and flood control projects.

**BACKGROUND:**

The Public Works Department is involved in various projects in the County that require civil engineering services for road and flood control projects. After a solicitation process, Dokken Engineering was selected as one of eight firms to provide civil engineering services on an "on-call" basis. The consultant will augment Public Works staff on an as-needed basis. They will be used as an extension to Public Works staff during busy times when extra help is needed or when in-house expertise is not available. This on-call contract will be in effect for thirty-six months.

Government Code Section 31000 and 4525 authorizes the County to contract for services, including the type of civil engineering services that Dokken Engineering provides.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

By: Stacey M. Boyd, Deputy

Contact: Adelina Huerta, 925.313.2305

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Without approval from the Board of Supervisors, there is possible delay in completing projects requiring civil engineering services. Executing this contract will facilitate the process of design and construction for various Public Works projects requiring civil engineering expertise.

CLERK'S ADDENDUM

**Speaker: No name given.**



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: August 9, 2022

Subject: Consulting Services Agreement with Wood Rodgers, Inc., Countywide.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a Consulting Services Agreement (contract) with Wood Rodgers, Inc., in an amount not to exceed \$800,000, for the period August 9, 2022 through August 9, 2025, to provide on-call civil engineering services, Countywide. (Project Nos. Various) (All Districts)

**FISCAL IMPACT:**

Work performed under this on-call contract will be funded by local, state and federal funds for road and flood control projects.

**BACKGROUND:**

The Public Works Department is involved in various projects in the County that require civil engineering services for road and flood control projects. After a solicitation process, Wood Rodgers, Inc., was selected as one of eight firms to provide civil engineering services on an "on-call" basis. The consultant will augment Public Works staff on an as-needed basis. They will be used as an extension to Public Works staff during busy times when extra help is needed or when in-house expertise is not available. This on-call contract will be in effect for thirty-six months.

Government Code Section 31000 and 4525 authorizes the County to contract for services, including the type of civil engineering services that Wood Rodgers, Inc., provides.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

By: Stacey M. Boyd, Deputy

Contact: Adelina Huerta, 925-313.2305

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Without approval from the Board of Supervisors, there is possible delay in completing projects requiring civil engineering services. Executing this contract will facilitate the process of design and construction for various Public Works projects requiring civil engineering expertise.

CLERK'S ADDENDUM

**Speaker: No name given.**



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: August 9, 2022

**Subject:** Consulting Services Agreement with Quincy Engineering, Incorporated, Countywide.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a Consulting Services Agreement (contract) with Quincy Engineering, Incorporated, in an amount not to exceed \$800,000, for the period August 9, 2022 through August 9, 2025, to provide on-call civil engineering services, Countywide. (Project Nos. Various) (All Districts)

**FISCAL IMPACT:**

Work performed under this on-call contract will be funded by local, state and federal funds for road and flood control projects.

**BACKGROUND:**

The Public Works Department is involved in various projects in the County that require civil engineering services for road and flood control projects. After a solicitation process, Quincy Engineering, Incorporated was selected as one of eight firms to provide civil engineering services on an "on-call" basis. The consultant will augment Public Works staff on an as-needed basis. They will be used as an extension to Public Works staff during busy times when extra help is needed or when in-house expertise is not available. This on-call contract will be in effect for thirty-six months.

Government Code Section 31000 and 4525 authorizes the County to contract for services, including the type of civil engineering services that Quincy Engineering, Incorporated provides.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

By: Stacey M. Boyd, Deputy

Contact: Adelina Huerta, 925.313.2305

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Without approval from the Board of Supervisors, there is possible delay in completing projects requiring civil engineering services. Executing this contract will facilitate the process of design and construction for various Public Works projects requiring civil engineering expertise.

CLERK'S ADDENDUM

**Speaker: No name given.**



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: August 9, 2022

**Subject:** Consulting Services Agreement with HDR Engineering, Inc., Countywide.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a Consulting Services Agreement (contract) with HDR Engineering, Inc., in an amount not to exceed \$800,000, for the period August 9, 2022 through August 9, 2025, to provide on-call civil engineering services, Countywide. (Project Nos. Various) (All Districts)

**FISCAL IMPACT:**

Work performed under this on-call contract will be funded by local, state and federal funds for road and flood control projects.

**BACKGROUND:**

The Public Works Department is involved in various projects in the County that require civil engineering services for road and flood control projects. After a solicitation process, HDR Engineering, Inc., was selected as one of eight firms to provide civil engineering services on an "on-call" basis. The consultant will augment Public Works staff on an as-needed basis. They will be used as an extension to Public Works staff during busy times when extra help is needed or when in-house expertise is not available. This on-call contract will be in effect for thirty-six months.

Government Code Section 31000 and 4525 authorizes the County to contract for services, including the type of civil engineering services that HDR Engineering, Inc., provides.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

By: Stacey M. Boyd, Deputy

Contact: Adelina Huerta, 925.313-2305

cc:



CONSEQUENCE OF NEGATIVE ACTION:

Without approval from the Board of Supervisors, there is possible delay in completing projects requiring civil engineering services. Executing this contract will facilitate the process of design and construction for various Public Works projects requiring civil engineering expertise.

CLERK'S ADDENDUM

**Speaker: No name given.**



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: August 9, 2022

**Subject:** Consulting Services Agreement with Dewberry Engineers Inc., Countywide.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a Consulting Services Agreement (contract) with Dewberry Engineers Inc., in an amount not to exceed \$800,000, for the period August 9, 2022 through August 9, 2025, to provide on-call civil engineering services, Countywide. (Project Nos. Various) (All Districts)

**FISCAL IMPACT:**

Work performed under this on-call contract will be funded by local, state and federal funds for road and flood control projects.

**BACKGROUND:**

The Public Works Department is involved in various projects in the County that require civil engineering services for road and flood control projects. After a solicitation process, Dewberry Engineers Inc., was selected as one of eight firms to provide civil engineering services on an "on-call" basis. The consultant will augment Public Works staff on an as-needed basis. They will be used as an extension to Public Works staff during busy times when extra help is needed or when in-house expertise is not available. This on-call contract will be in effect for thirty-six months.

Government Code Section 31000 and 4525 authorizes the County to contract for services, including the type of civil engineering services that Dewberry Engineers Inc. provides.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

By: Stacey M. Boyd, Deputy

Contact: Adelina Huerta, 925-313.2305

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Without approval from the Board of Supervisors, there is possible delay in completing projects requiring civil engineering services. Executing this contract will facilitate the process of design and construction for various Public Works projects requiring civil engineering expertise.

CLERK'S ADDENDUM

**Speaker: No name given.**



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: August 9, 2022

**Subject:** Consulting Services Agreement with Nichols Consulting Engineers, CHTD. d/b/a NCE, Countywide.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a Consulting Services Agreement (contract) with Nichols Consulting Engineers, CHTD. d/b/a NCE, in an amount not to exceed \$800,000, for the period August 9, 2022 through August 9, 2025, to provide on-call civil engineering services, Countywide. (Project Nos. Various) (All Districts)

**FISCAL IMPACT:**

Work performed under this on-call contract will be funded by local, state and federal funds for road and flood control projects.

**BACKGROUND:**

The Public Works Department is involved in various projects in the County that require civil engineering services for road and flood control projects. After a solicitation process, Nichols Consulting Engineers, CHTD. d/b/a NCE was selected as one of eight firms to provide civil engineering services on an "on-call" basis. The consultant will augment Public Works staff on an as-needed basis. They will be used as an extension to Public Works staff during busy times when extra help is needed or when in-house expertise is not available. This on-call contract will be in effect for thirty-six months.

Government Code Section 31000 and 4525 authorizes the County to contract for services, including the type of civil engineering services that Nichols Consulting Engineers, CHTD. d/b/a NCE provides.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

By: Stacey M. Boyd, Deputy

Contact: Adelina Huerta, 925-313.2305

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Without approval from the Board of Supervisors, there is possible delay in completing projects requiring civil engineering services. Executing this contract will facilitate the process of design and construction for various Public Works projects requiring civil engineering expertise.

CLERK'S ADDENDUM

**Speaker: No name given.**



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: August 9, 2022

**Subject:** Consulting Services Agreement with Mark Thomas & Company, Inc., Countywide.

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a Consulting Services Agreement (contract) with Mark Thomas & Company, Inc., in an amount not to exceed \$800,000, for the period August 9, 2022 through August 9, 2025, to provide on-call civil engineering services, Countywide. (Project Nos. Various) (All Districts)

**FISCAL IMPACT:**

Work performed under this on-call contract will be funded by local, state and federal funds for road and flood control projects.

**BACKGROUND:**

The Public Works Department is involved in various projects in the County that require civil engineering services for road and flood control projects. After a solicitation process, Mark Thomas & Company, Inc., was selected as one of eight firms to provide civil engineering services on an "on-call" basis. The consultant will augment Public Works staff on an as-needed basis. They will be used as an extension to Public Works staff during busy times when extra help is needed or when in-house expertise is not available. This on-call contract will be in effect for thirty-six months.

Government Code Section 31000 and 4525 authorizes the County to contract for services, including the type of civil engineering services that Mark Thomas & Company, Inc., provides.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

By: Stacey M. Boyd, Deputy

Contact: Adelina Huerta, 925.313-2305

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Without approval from the Board of Supervisors, there is possible delay in completing projects requiring civil engineering services. Executing this contract will facilitate the process of design and construction for various Public Works projects requiring civil engineering expertise.

CLERK'S ADDENDUM

**Speaker: No name given.**



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: August 9, 2022

**Subject:** Consulting Services Agreement with Biggs Cardosa Associates, Inc., Countywide.

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a Consulting Services Agreement (contract) with Biggs Cardosa Associates, Inc., in an amount not to exceed \$800,000, for the period August 9, 2022 through August 16, 2025, to provide on-call structural engineering services, Countywide. (Project Nos. Various) (All Districts)

**FISCAL IMPACT:**

Work performed under this on-call contract will be funded by local, state and federal funds for road and flood control projects.

**BACKGROUND:**

The Public Works Department is involved in various projects in the County that require structural engineering services for road and flood control projects. After a solicitation process, Biggs Cardosa Associates, Inc. was selected as one of eight firms to provide structural engineering services on an "on-call" basis. Biggs Cardosa Associates, Inc., will be used to provide structural engineering service as in-house expertise is not available. This on-call contract will be in effect for thirty-six months.

Government Code Section 31000 and 4525 authorizes the County to contract for services, including the type of structural engineering services that Biggs Cardosa Associates, Inc., provides.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

By: Stacey M. Boyd, Deputy

Contact: Adelina Huerta, 925.313.2305

cc:



CONSEQUENCE OF NEGATIVE ACTION:

Without approval from the Board of Supervisors, there is possible delay in completing projects requiring structural engineering services. Executing this contract will facilitate the process of design and construction for various Public Works projects requiring structural engineering expertise.

CLERK'S ADDENDUM

**Speaker: No name given.**



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: August 9, 2022

**Subject:** Consulting Services Agreement with AECOM Technical Services, Inc., Countywide.

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a Consulting Services Agreement (contract) with AECOM Technical Services, Inc., in an amount not to exceed \$800,000, for the period August 9, 2022 through August 9, 2025, to provide on-call civil engineering services, Countywide. (Project Nos. Various) (All Districts)

**FISCAL IMPACT:**

Work performed under this on-call contract will be funded by local, state and federal funds for road and flood control projects.

**BACKGROUND:**

The Public Works Department is involved in various projects in the County that require civil engineering services for road and flood control projects. After a solicitation process, AECOM Technical Services, Inc., was selected as one of eight firms to provide civil engineering services on an "on-call" basis. The consultant will augment Public Works staff on an as-needed basis. They will be used as an extension to Public Works staff during busy times when extra help is needed or when in-house expertise is not available. This on-call contract will be in effect for thirty-six months.

Government Code Section 31000 and 4525 authorizes the County to contract for services, including the type of civil engineering services that AECOM Technical Services, Inc., provides.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

By: Stacey M. Boyd, Deputy

Contact: Adelina Huerta, 925-313.2305

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Without approval from the Board of Supervisors, there is possible delay in completing projects requiring civil engineering services. Executing this contract will facilitate the process of design and construction for various Public Works projects requiring civil engineering expertise.

CLERK'S ADDENDUM

**Speaker: No name given.**



Contra  
Costa  
County

To: Contra Costa County Flood Control District Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: August 9, 2022

**Subject:** Cooperative Agreement to Provide Funding for Shared Deployment of Precipitation Forecasting System, Countywide. Project No. 7505-6F8106

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**RECOMMENDATION(S):**

Acting as the governing body of the Contra Costa County Flood Control and Water Conservation District (FC District), APPROVE and AUTHORIZE the Chief Engineer, or designee, to execute a Cooperative Agreement to provide funding for the Shared Deployment of Precipitation Forecasting System with Sonoma County Water Agency, East Bay Municipal Utility District, Alameda County Flood Control & Water Conservation District, Alameda County Water District, East Bay Dischargers Authority, and Alameda County Flood Control and Water Conservation District – Zone 7 for the term August 9, 2022, to December 31, 2023.

**FISCAL IMPACT:**

The total cost share, besides that expended directly by Sonoma Water, is \$190,000. The FC District contribution to the Cooperative Agreement will be \$20,000 and will cover two years of shared costs. 100% Flood Control District Funds.

**BACKGROUND:**

Previous Agreement and History: On March 10, 2020, the Board APPROVED and AUTHORIZED the Chief Engineer, or designee, to execute an agreement (2020 Agreement) for the same project described below. In the 2020 Agreement, the FC District's financial contribution to the project was \$20,000. The Cooperative Agreement now before the Board is nearly identical to the 2020 Agreement.

Due to COVID-19 restrictions and wildfires, Sonoma Water, the lead agency on the project, was unable to move the project forward as anticipated. In 2021, to address unanticipated permitting requirements and avoid delays, the FC District utilized on-call engineering contracts to have structural inspections, calculations,

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

By: Stacey M. Boyd, Deputy

Contact: Mark Boucher, (925) 313-2274

cc: Allison Knapp, Deputy Chief Engineer, Tim Jensen, Flood Control, Mark Boucher, Flood Control, Catherine Windham, Flood Control

## BACKGROUND: (CONTD)

and plans completed to fulfill building permit requirements. The final cost of the engineering work amounted to \$21,832.32. At that time, the FC District communicated, and Sonoma Water acknowledged, this amount would be considered as an in-kind contribution to the project.

An amendment to the 2020 Agreement was anticipated shortly after it was executed, due to the delays and other issues. The project was further stalled, however, and the 2020 Agreement expired. The project has continued and is anticipated to be installed this year. The agreement before the Board will acknowledge the FC District's in-kind work with language to allow credit and reimbursement for in-kind amounts over and above our contribution.

**Project Description:** The San Francisco Bay Area Advanced Quantitative Precipitation Information System Project (AQPI) is a regional effort that will install four (4) improved weather radars and other observing systems and develop a suite of numerical forecast modeling systems covering the multijurisdictional San Francisco Bay Area (Bay Area). This agreement is to provide funding for costs to deploy a radar in Contra Costa County on Rocky Ridge, a ridge west of the Town of Danville.

The AQPI project is being completed through collaboration of federal, state, and local government agencies. It will provide accurate and timely information that will be of significant value to a variety of decision makers. Expected benefits include mitigating flood risks, enhanced reservoirs management to improve water supplies, reduced water quality impacts to San Francisco Bay from wastewater overflows, improved weather-related logistics management for transportation sectors, and improved lead-time on coastal and Bay Area inundation from severe storms, especially high-moisture laden atmospheric rivers.

This Cooperative Agreement will allow the FC District to participate in funding deployment of a Doppler radar on Rocky Ridge, where existing communication towers already exist, for a two-year period while long-term funding for the operation and maintenance of the AQPI system is established.

**Project Funding:** In 2002, Senate Bill 1672 created the Integrated Regional Water Management (IRWM) Act to encourage local agencies to work cooperatively to manage local and imported water supplies to improve the quality, quantity, and reliability.

In November 2002 and November 2006, California voters passed propositions for water bonds, namely Proposition 50 (Prop 50) and Proposition 84 (Prop 84), respectively. These combined provided \$1,500,000,000 for IRWM project planning and implementation.

The Bay Area IRWM Planning Group consists of a consensus-based decision-making group of representatives from water resource agencies who plan, prioritize, and implement projects that are each, all or partially, funded through IRWM grants from the State of California, Department of Water Resources (DWR). The Bay Area IRWM Planning Group, represented by Sonoma Water, received a grant from DWR for the AQPI project amounting to \$19.84 million in grant funds from Prop 84.

Besides the grant award, a local cost share of approximately \$330,000 is needed to pay for several siting and operational tasks. Sonoma Water, acting as grantee and lead administrative agency, will manage administration for the AQPI, including contracting with the DWR and project partners. Sonoma Water and the other participants are interested in precipitation forecasting issues and the relationship between those issues and their effect on water resource and other public agency operations.

The FC District contribution to the Cooperative Agreement will be its in-kind contribution of \$21,832.32 and will cover two years of shared costs. The in-kind contribution will be credited to the FC District's cost share. This cost share could be reduced to \$20,000.00 if there are remaining funds at the close of the project to reimburse the FC District the \$1,832.32 over its cost share.

**Collaboration:** Sonoma Water and the Cooperative Agreement participants — FC District, East Bay Municipal Utility District, Alameda County Flood Control & Water Conservation District, Alameda County Water District, East Bay Dischargers Authority, and Alameda County Flood Control and Water Conservation District – Zone 7 (Participants) wish for Sonoma Water to hire a consultant or consultants to install a radar on Rocky Ridge. Sonoma Water will contract with the Consultant for the design of the precipitation forecasting system. Sonoma Water also will contract with a contractor to install and construct the precipitation forecasting system.

Sonoma Water and the Participants have identified what appears to be a suitable site and intend for Sonoma Water to enter into a sublease agreement on their mutual behalf to allow for the deployment and operations of a radar on the Rocky Ridge site.

**Benefits to the FC District:** The data produced by the AQPI system will provide forecasts on flooding in our smaller local creeks as is currently done for the Russian River and other major tributaries. Past forecasts were updated at a lower rate than the hourly updated model that now exists. The AQPI radar data will feed into relatively new high-resolution, rapid refresh National Weather Service (NWS) weather forecast model. In cooperation with the NWS forecasters and computer upgrading and training, the Flood Control office will be able to better predict flooding in critical areas. An AQPI users' group has been formed to foster the learning and use of the AQPI data. The FC District is already receiving data from the AQPI system and integrating it into its protocols for flood warning.

**Benefits to Public Works — Roads:** Besides benefits to the FC District, the AQPI system and associated forecast models can help in predicting high water at road crossings where the County and/or other agencies would need to stage resources for road and bridge closures. The AQPI system data could also be used to forecast problems in areas where road flooding regularly occurs due to storm drain system deficiencies.

**Benefits to the County at Large:** Though Contra Costa County as an agency does not specifically provide every service the AQPI system will benefit (sewer, water supply, etc.), our Board serves the general public that receives these other services Countywide. The people of Contra Costa, and the agencies that provide various services to them, will all benefit from the better forecasting the AQPI system provides. These include better management of reservoirs to secure and preserve water supplies; minimize water quality impacts to San Francisco Bay from wastewater overflows; anticipate air, sea, and land transportation challenges; and have improved lead-time on coastal and Bay Area

inundation from severe storms, especially high-moisture laden atmospheric rivers. We anticipate others, such as sewer districts, water districts, cities, Office of Emergency Services, and private entities, will find uses for the AQPI system data in ways we have not yet envisioned.

CONSEQUENCE OF NEGATIVE ACTION:

If the Cooperative Agreement is not approved, the FC District will not be able to contribute \$20,000 to this important regional AQPI project and may not have as much influence on how the system is ultimately operated.

ATTACHMENTS

Cooperative Agreement

## **Cooperative Agreement to Provide Funding for Shared Deployment of Precipitation Forecasting System**

This Cooperative Agreement (“Agreement”) is by and among **Sonoma County Water Agency**, a body corporate and politic of the State of California (“Sonoma Water”), **East Bay Municipal Utility District, Alameda County Flood Control & Water Conservation District, Alameda County Water District, East Bay Dischargers Authority, Contra Costa County Flood Control and Water Conservation District, and Alameda County Flood Control and Water Conservation District – Zone 7** (each a “Participant” and collectively “Participants”). The effective date of this Agreement is the date the Agreement is last signed by a party to this Agreement (“Effective Date”).

### **RECITALS**

- A. The San Francisco Bay Area Advanced Quantitative Precipitation Information System Project (“AQPI”) is a regional effort that will install improved weather radar and other observing systems and develop a suite of numerical forecast modeling systems covering the multijurisdictional San Francisco Bay Area.
- B. The AQPI will provide accurate and timely information that will be of significant value to a variety of decision makers, allowing them to mitigate flood risks; better manage reservoirs to secure and preserve water supplies; minimize water quality impacts to San Francisco Bay from wastewater overflows; anticipate air, sea and land transportation challenges; and have improved lead-time on coastal and Bay Area inundation from severe storms, especially high-moisture laden atmospheric rivers.
- C. The AQPI is a collaboration of federal, State, and local government agencies. Project partners include the National Ocean and Atmospheric Administration, Colorado State University’s Cooperative Institute for Research in the Atmosphere, United States Geological Survey - Pacific Coast and Marine Science Center, Center for Western Weather and Water Extremes at Scripps Institute of Oceanography, as well as, local water, wastewater, and flood control entities in the San Francisco Bay Area, including the San Francisco Public Utilities Commission and Santa Clara Valley Water District.
- D. The AQPI is financed under State of California, Department of Water Resources Grant Agreement No. 4600011485 (“Grant”) that awarded \$19.84 million in grant funds from the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006, administered by the State of California, Department of Water Resources.
- E. The Grant covers the majority of costs associated with the AQPI, but local cost share is required for several siting and operational tasks.
- F. Sonoma Water, acting as grantee and lead administrative agency, will manage administration for the AQPI including contracting with the Department of Water Resources and project partners.
- G. Sonoma Water and the Participants are interested in precipitation forecasting issues and the relationship between those issues and their effect on government operations.
- H. The Participants wish for Sonoma Water and Contra Costa County Flood Control and Water Conservation District to retain the services of a consultant or consultants (each, a

“Consultant”) with expertise in deploying a precipitation forecasting system such as an X-Band Radar system at a site in the East Bay. Contra Costa County Flood Control and Water Conservation District has contracted with a Consultant for the structural analysis and design of the radar station platform connections. Sonoma Water also will contract with a contractor (“Contractor”) to install and construct the precipitation forecasting system.

- I. Sonoma Water and the Participants have identified what appears to be a suitable site with existing infrastructure, which is currently owned by East Bay Municipal Utility District and leased and operated by American Tower, L.P. at a site known as Rocky Ridge in the Las Trampas Regional Wilderness Park (“Las Trampas Site”).
- J. Sonoma Water entered into a sublease agreement with American Tower, L.P. (“AMT”), on mutual behalf of Participants to allow for the deployment and operations of the precipitation forecasting system at the Las Trampas Site. Participants are willing to share in the costs associated with deploying the precipitation forecasting system at the Las Trampas Site. Sonoma Water is willing to enter into the desired agreements, administer the agreements, and provide overall project management and coordination under the terms described below.
- K. The precipitation forecasting system referenced in this Agreement is the property of Sonoma Water pursuant to its agreement with the State Department of Water Resources, and is being loaned to Participants for the purpose of determining whether the Las Trampas Site is suitable for the permanent installation of a precipitation forecasting system, i.e., that the precipitation forecasting system does not cause interference with other equipment already located at the Las Trampas Site and that the site provides the coverage desired by Participants.
- L. Should the Las Trampas Site ultimately be deemed suitable for a permanent precipitation forecasting system, a new, long-term agreement will be entered into among the Participants to cover the installation of a new, permanent X-Band Radar System at the site, and to cover long-term maintenance and operational costs.
- M. On April 20, 2021, Participants entered into a Cooperative Agreement to Provide Funding for Shared Temporary Deployment of Precipitation Forecasting System in substantially the same form as this instant Agreement (“2021 Agreement”). Participants have identified the need to amend the 2021 Agreement to accommodate an anticipated timeline for implementation of the 2021 Agreement and to add the Zone 7 Water Agency as a Participant.
- N. This Agreement, containing amendments to the 2021 Agreement, shall replace the 2021 Agreement upon final execution by all Participants.

In consideration of the foregoing recitals and the mutual covenants contained herein, the parties hereto agree as follows:

## **AGREEMENT**

### **1. RECITALS**

- 1.1. The above recitals are true and correct and are incorporated herein.



## 2. **COMMUNICATION/DESIGNATED REPRESENTATIVES**

- 2.1. The designated representatives below shall, upon execution of this Agreement, have authority to grant discretionary approvals identified in this Agreement. Except as otherwise specifically provided in this Agreement, any notice, submittal, or communication required or permitted to be served on a Participant, may be delivered personally, or be sent by United States first class mail, postage prepaid addressed as indicated below:

<b>Sonoma Water</b>	<b>East Bay Municipal Utility District</b>
Project Manager: Dale Roberts 404 Aviation Boulevard Santa Rosa, CA 95403-9019 Phone: 707-547-1979 Email: dale.roberts@scwa.ca.gov Designated Representative: Dale Roberts	Contact: David Briggs 375 11th Street Oakland, CA 94607 Phone: 510-287-5046 Email: david.briggs@ebmud.com Designated Representative: David Briggs
<b>Alameda County Flood Control District</b>	<b>Alameda County Water District</b>
Contact: Hank Ackerman 399 Elmhurst Street Hayward, CA 94544-1395 Phone: 510-670-5553 Email: hank@acpwa.org Designated Representative: Daniel Woldesenbet, PhD, PE	Contact: Leonard Ash 43885 S. Grimmer Boulevard Fremont, CA 94538 Phone: 510-668-6539 Email: Leonard.Ash@acwd.com Designated Representative: Ed Stevenson
<b>East Bay Dischargers Authority</b>	<b>Contra Costa County Public Works</b>
Contact: Jackie Zipkin 2651 Grant Avenue San Lorenzo, CA 94580 Phone: 510-278-5910 Email: JZipkin@ebda.org  Designated Representative: Jackie Zipkin	Contact: Mark Boucher 255 Glacier Drive Martinez, CA 94553 Phone: 925-313-2274 Email: mark.boucher@pw.CCCounty.us Designated Representative: Brian Balbas
<b>Alameda County Flood Control and Water Conservation District – Zone 7</b>	
Contact: Carol Mahoney 100 N Canyons Parkway Livermore, CA 94551 Phone: 925-454-5064 Email: carol@zone7water.com Designated Representative: Valerie Pryor	

### **3. SONOMA WATER RESPONSIBILITIES**

- 3.1. Sonoma Water shall: (i) coordinate the installation of precipitation forecasting equipment; (ii) coordinate and procure data analysis consulting services; (iii) prepare and negotiate a lease agreement with AMT for the purpose of siting and accessing the precipitation forecasting equipment; (iv) provide contract administration, all for an amount not to exceed a total of \$190,000, and (v) ensure that all data from the precipitation forecasting equipment and all analysis of that data is provided to the Participants in a format the Participants are able to use.
- 3.2. Sonoma Water shall act as liaison with AMT and other AQPI project partners, and provide any necessary project management, direction, and coordination. This responsibility includes coordinating necessary meetings, providing status updates, and facilitating the dissemination of information to Participants and their Designated Representatives specified in Section 2.1.
- 3.3. Sonoma Water shall provide Participants with a written accounting of all expenditures made during this Agreement. Should Sonoma Water complete its responsibilities under this Agreement for less than the not-to-exceed amount listed in Section 3.1 above, Sonoma Water shall divide proportionally any remaining funds and disburse them among the Participants based on the percentage each Participant provided to the AQPI project pursuant to this Agreement, unless otherwise agreed by all Participants in writing. Expenses incurred by Participants after June 1, 2019, are eligible for cost reimbursement for the purposes of this Agreement. Expenses incurred by Participants may be credited to and offset a Participant's deposit amounts set forth in Section 4.1 below. If a Participant's expenditures exceed its deposit amount set forth in Section 4.1, that excess amount may be reimbursed to the Participant from Sonoma Water at Sonoma Water's discretion upon a final accounting of deposits and expenses.
- 3.4. Sonoma Water shall maintain for no less than three years following the termination of this Agreement, complete and accurate records of all associated transactions in compliance with generally accepted accounting principles as promulgated by the American Institute of Certified Public Accountants and the Governmental Accounting Standards Board. Such records shall be available to each Participant upon reasonable notice for inspection and analysis during business hours.
- 3.5. Insurance and Indemnification Requirements:
  - a. Sonoma Water shall include the following indemnity language in all the contracts it manages or enters into related to the deployment of the precipitation forecasting system referenced in this Agreement:
    - i. Consultant/Contractor expressly agrees to defend, indemnify, and hold harmless Sonoma Water, East Bay Municipal Utility District, Alameda County Flood Control & Water Conservation District, Alameda County

Water District, East Bay Dischargers Authority, Contra Costa County Flood Control and Water Conservation District, Alameda County Flood Control and Water Conservation District - Zone 7, and their respective Directors, Board and/or Committee Members, officers, agents and employees from and against any and all loss, liability, expense, claims, suits, and damages, including attorneys' fees, arising out of or resulting from Consultant/Contractor's, its Directors', Officers', Board and/or Committee Members', agents', employees', and/or sub-contractors' performance under this agreement.

- b. Sonoma Water shall, at a minimum, require that all the contracts it manages or enters into related to the deployment of the precipitation forecasting system referenced in this Agreement contain the following insurance provisions, to the extent they apply to the applicable scope of work:
  - i. Insurance Limits: The insurance shall be the greater of (1) the minimum coverage and limits specified; or (2) the broader coverage and maximum limits of coverage of any insurance policies or proceeds available to the named insured. The insurance requirements shall not in any way act to reduce coverage that is broader or that includes higher limits than the minimums required herein. It shall be explicitly stated that no representations are made that the minimum insurance requirements of the contract are sufficient to cover the obligations of the Named Insured.
  - ii. Workers Compensation Insurance: Workers Compensation Insurance shall be maintained during the life of any contract for all of its employees on the project, and the named insured shall require any subconsultant to provide it with evidence of Workers Compensation Insurance. Workers' Compensation insurance including Employer's Liability insurance with minimum limits as follows:
    - a) Coverage A. Statutory Benefit,
    - b) Coverage B. Employer's Liability of not less than:
      - Bodily Injury by accident: \$1,000,000 each accident
      - Bodily Injury by disease: \$1,000,000 each employee
      - Bodily Injury per employee: \$1,000,000 policy limit
  - iii. Waiver of Subrogation: Workers' Compensation, Commercial General and Automobile Liability policies, including any applicable excess and umbrella insurance, must contain a waivers of subrogation endorsement providing that each sub-consultant/sub-contractor and each insurer waive any and all rights of recovery by subrogation, or otherwise, against Sonoma Water, East Bay Municipal Utility District, Alameda County Flood Control & Water Conservation District, Alameda County Water District, East Bay Dischargers, and Alameda County Flood Control and Water Conservation District - Zone 7.
  - iv. Primary and Non-Contributory: All insurance shall be primary and non-contributory and Sonoma Water, East Bay Municipal Utility District, Alameda County Flood Control & Water Conservation District, Alameda

County Water District, East Bay Dischargers Authority, Contra Costa County Flood Control and Water Conservation District, and Alameda County Flood Control and Water Conservation District - Zone 7 shall not be required to contribute to it.

- v. Additional Insured Endorsement: There must be endorsements naming Sonoma Water, East Bay Municipal Utility District, Alameda County Flood Control & Water Conservation District, Alameda County Water District, East Bay Dischargers Authority, Contra Costa County Flood Control and Water Conservation District, and Alameda County Flood Control and Water Conservation District - Zone 7 as Additional Insureds under all applicable Commercial General and Automobile Liability policies.
- vi. Non-Exclusion: All insurance policies and Additional Insured Endorsement(s) shall not exclude liability and damages to work arising out of, pertaining to, or in any way relating to services performed by sub-consultants/sub-contractors.
- vii. Premises or Operations: Insurance policies and Additional Insured Endorsement(s) Coverage shall be included for all premises and operations in any way related to the contract.
- viii. Work of Subcontractors: Insurance policies and Additional Insured Endorsements shall not exclude liability and damages to work arising out of, pertaining to, or in any way relating to services performed by sub-consultants/sub-contractors.
- ix. Commercial General Liability Insurance: Commercial General Liability Insurance for bodily injury, personal and advertising injury, and property damage shall cover all premises, contractual liability, products and completed operations, ongoing operations and personal injury and shall not contain any "prior work" coverage limitation or exclusion applicable to any services performed by or on behalf of any Consultant/Contractor performing services on behalf of Sonoma Water, East Bay Municipal Utility District, Alameda County Flood Control & Water Conservation District and Alameda County Flood Control and Water Conservation District - Zone 7, Alameda County Water District, East Bay Dischargers Authority, Contra Costa County Flood Control and Water Conservation District without any exclusion for work subcontracted to others in an amount no less than \$2 million per occurrence and \$2 million aggregate.
- x. Automobile Liability Insurance: Business Automobile Liability Insurance covering "All Autos" or "Owned, Non-Owned, and hired autos."
- xi. Professional Liability Insurance: Professional liability insurance with minimum limits of \$2 million per claim.

- 3.6. Sonoma Water shall comply with all relevant laws, grant requirements, and permit requirements, if any, pertinent to any procurements, expenditures of funds, operations, construction, improvement, labor compliance, or other implementation of this Agreement. Sonoma Water shall consult with Participants

on the scope of work or specifications for any contract entered hereunder and shall ensure that any contract hereunder provides sufficient rights, access, or licenses to enable the shared deployment and use of the site.

#### **4. PARTICIPANT RESPONSIBILITIES**

- 4.1. Subject to Section 3.3 above, each Participant shall deposit the amounts listed below with Sonoma Water by July 31, 2022, or 30 days after receiving an invoice from Sonoma Water, whichever is later, to cover its anticipated pro-rata share of contract costs and expenses as follows:
- a. Participant Type 1: East Bay Municipal Utility District \$45,000
  - b. Participant Type 2: Alameda County Flood Control & Water Conservation District \$40,000
  - c. Participant Type 3: Alameda County Water District \$31,000
  - d. Participant Type 4: East Bay Dischargers Authority \$29,000
  - e. Participant Type 5: Contra Costa County Flood Control and Water Conservation District \$20,000
  - f. Participant Type 6: Alameda County Flood Control and Water Conservation District – Zone 7 \$25,000

#### **5. TERMINATION**

- 5.1. Any Participant may terminate its participation in this Agreement by giving 60 calendar days advance written notice to each Participant of its intent to terminate its participation in this Agreement. Termination shall not relieve the Participant of its obligation to pay costs and expenses related to any consultant contract or lease entered into by Sonoma Water or otherwise allocated prior to the Effective Date of the termination. Sonoma Water's right to terminate may be exercised by Sonoma Water's General Manager. If Sonoma Water terminates this Agreement, it shall prevent additional expenditures from being made under this Agreement to the degree reasonably practicable and disburse any unexpended funds as provided in Section 3.3.

#### **6. INDEMNIFICATION**

- 6.1. Each Participant expressly agrees to defend, indemnify, and hold harmless Sonoma Water and its Directors, Board and/or Committee Members, officers, agents and employees from and against any and all loss, liability, expense, claims, suits, and damages, including attorneys' fees, arising out of or resulting from that Participant's, its respective Directors', Board and/or Committee Members', officers', agents', employees', and/or subcontractors' negligence or willful misconduct in performing this Agreement.
- 6.2. Sonoma Water expressly agrees to defend, indemnify, and hold harmless the Participants, their respective, Directors, Board and/or Committee Members, officers, agents and employees from and against any and all loss, liability, expense,

claims, suits, and damages, including attorneys' fees, arising out of or resulting from Sonoma Water's, its Directors', Officers', Board and/or Committee Members', agents', employees', and/or sub-contractors' negligence or willful misconduct in performing this Agreement.

## **7. TERMINATION OF 2021 AGREEMENT**

- 7.1. Upon full execution of this Agreement by all Participants, the 2021 Agreement shall be considered terminated and shall be superseded by this Agreement, which shall be the operative agreement.

## **8. ADDITIONAL REQUIREMENTS**

- 8.1. Term of Agreement: The term of this Agreement begins on the Effective Date and shall expire on December 31, 2023, unless terminated earlier in accordance with the provisions of Article 5 (Termination).
- 8.2. Amendments: Changes to this Agreement may only be made by written amendment, signed by all parties.
- 8.3. Construction: To the fullest extent allowed by law, the provisions of this Agreement shall be construed and given effect in a manner that avoids any violation of statute, ordinance, regulation, or law. The parties covenant and agree that in the event that any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated, provided that the remainder of this Agreement can be interpreted to give effect to the intentions of the parties.
- 8.4. Making of Agreement: Participants and Sonoma Water acknowledge that they have each contributed to the making of this Agreement and that, in the event of a dispute over the Agreement's interpretation; the language of the Agreement will not be construed against one Participant in favor of another. Participants and Sonoma Water acknowledge that they have each had an adequate opportunity to consult with counsel in the negotiation and preparation of this Agreement.
- 8.5. No Third-Party Beneficiaries: Nothing contained in this Agreement shall be construed to create, and the parties do not intend to create, any rights in third parties.
- 8.6. Applicable Law and Forum: This Agreement shall be construed and interpreted according to the substantive law of the State of California. Any action to enforce the terms of this Agreement or for the breach thereof shall be brought and tried in the County of Sonoma.
- 8.7. Captions: The captions in this Agreement are solely for convenience of reference. They are not a part of this Agreement and shall have no effect on its construction or interpretation.

- 8.8. Merger: This writing is intended both as the final expression of the Agreement between the Parties with respect to the subject matter hereof and as a complete and exclusive statement of the terms of the Agreement, pursuant to Code of Civil Procedure section 1856. Each Participant acknowledges that, in entering into this Agreement, it has not relied on any representation or undertaking, whether oral or in writing, other than those which are expressly set forth in this Agreement. No modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.
- 8.9. Entire Agreement: This Agreement is the entire Agreement between the parties.
- 8.10. Counterparts: This Agreement may be executed in multiple counterparts and all counterparts so executed shall constitute a single binding agreement. Original counterpart signature pages may be affixed to an original of this Agreement to create a single, complete agreement. Any counterpart executed by a Participant and/or Sonoma Water and transmitted by electronic transmission shall be treated as an original signature page at the time of receipt. The actual original signature page shall also be mailed to Sonoma Water within ten days of the date of the electronic transmission.
- 8.11. Survival of Terms: All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.
- 8.12. Time of Essence: Time is and shall be of the essence of this Agreement and every provision.
- 8.13. Signature(s): Participants shall use either manual or digital signature(s) to execute this Agreement, and to execute documents required to be executed by this Agreement. Digital signature(s) must comply with Government Code section 16.5. By using digital signature(s), Participants warrant and represent that they intend the digital signature to have the same force and effect as the use of a manual signature. Electronic signature(s) are not allowed.

Signatures appear on the following pages.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date last signed by the parties to the Agreement.

Reviewed as to funds:

TW 21/22-090

By: \_\_\_\_\_  
Sonoma County Water Agency  
Division Manager - Administrative  
Services

Approved as to form:

By: \_\_\_\_\_  
Adam Brand, Deputy County Counsel

**Sonoma County Water Agency**

By: \_\_\_\_\_  
Grant Davis  
General Manager  
Authorized per Sonoma County Water  
Agency's Board of Directors Action on  
December 14, 2021

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

**Alameda County Water District**

By: \_\_\_\_\_  
Ed Stevenson  
General Manager

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

**Alameda County Flood Control & Water  
Conservation District**

By: \_\_\_\_\_  
Daniel Woldesenbet, PhD, PE  
Director

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

Approved as to form:  
Donna R. Ziegler, County Counsel

By: \_\_\_\_\_  
Kathy Lee, Deputy County Counsel

**East Bay Municipal Utility District**

By: \_\_\_\_\_  
David Briggs, PhD, PE  
Manager of Water Operations

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

**East Bay Dischargers Authority**

By: \_\_\_\_\_  
Jacqueline T. Zipkin  
General Manager

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

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

By: \_\_\_\_\_  
Brian M. Balbas  
Chief Engineer

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

**Alameda County Flood Control and Water  
Conservation District – Zone 7**

By: \_\_\_\_\_  
Valerie L. Pryor  
General Manager

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





Contra  
Costa  
County

To: Board of Supervisors  
From: Karen Caoile, Director of Risk Management  
Date: August 9, 2022

Subject: Settlement of Claim, Oscar Aranda, Jr. vs. Contra Costa County

---

**RECOMMENDATION(S):**

RECEIVE this report concerning the final settlement of Oscar Aranda, Jr. and AUTHORIZE payment from the Workers' Compensation Internal Service Fund in an amount not to exceed \$100,000, less permanent disability advances.

**FISCAL IMPACT:**

Workers' Compensation Internal Service Fund payment of \$100,000, less permanent disability advances.

**BACKGROUND:**

Attorney Mark A. Cartier, defense counsel for the County, has advised the County Administrator that within authorization an agreement has been reached settling the workers' compensation claim of Oscar Aranda, Jr. v. Contra Costa County. The Board's July 26, 2022 closed session vote was: Supervisors Gioia, Andersen, Burgis, Mitchoff and Glover - Yes. This action is taken so that the terms of this final settlement and the earlier July 26, 2022 closed session vote of this Board authorizing its negotiated settlement are known publicly.

**CONSEQUENCE OF NEGATIVE ACTION:**

Case will not be settled.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

By: Stacey M. Boyd, Deputy

Contact: Karen Caoile 335-1400

cc:



Contra  
Costa  
County

To: Board of Supervisors  
From: Monica Nino, County Administrator  
Date: August 9, 2022

Subject: Claims

---

**RECOMMENDATION(S):**

DENY claims filed by Sandy G. Heintz, Brittanie Leaea (2), and State Farm Mutual, a subrogee of Emily Lopez.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

Sandy G. Heintz: Personal injury claim for complications from shingles vaccine in the amount of \$5,000.

Brittanie Leaea: Property claim for damage to vehicle in the amount of \$9,143.88.

Brittanie Leaea: Property claim for damage to vehicle in the amount of \$6,250.04.

State Farm Mutual a subrogee of Emily Lopez: Property claim for damage in the amount of \$2,529.43.

**CONSEQUENCE OF NEGATIVE ACTION:**

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

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

RECUSE: Candace Andersen, District II Supervisor

By: Stacey M. Boyd, Deputy

Contact: Risk Management

cc:



Contra  
Costa  
County

To: Board of Supervisors  
From: Monica Nino, County Administrator  
Date: August 9, 2022

Subject: ACCEPT Board members meeting reports for July 2022

---

**RECOMMENDATION(S):**

ACCEPT Board members meeting reports for July 2022.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

Government Code section 53232.3(d) requires that members of legislative bodies report on meetings attended for which there has been expense reimbursement (mileage, meals, lodging ex cetera). The attached reports were submitted by the Board of Supervisors members in satisfaction of this requirement. District I and V have nothing to report.

**CONSEQUENCE OF NEGATIVE ACTION:**

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

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022  
, County Administrator and Clerk of the Board of Supervisors

By: Stacey M. Boyd, Deputy

Contact: Joellen Bergamini 925.655.2000

cc:

## ATTACHMENTS

District II July 2022 Report

District III July Report

District IV July 2022  
Report

**Supervisor Candace Andersen – Monthly Meeting Report *July 2022***

Date	Meeting	Location
1	O & S County Connection	Zoom meeting
1	EBRCSA	Zoom Meeting
4	Orinda Flag Raising/Danville Parade	Orinda/Danville
6	TVTC	Zoom meeting
6	MHC	Zoom meeting
8	ABAG	Zoom meeting
11	Internal Operations	Zoom meeting
11	SWAT	Zoom meeting
12	Board of Supervisors	Martinez
13	CCCERA	Zoom meeting
13	NACO Familiar Faces	Zoom meeting
14	EBEDA	Zoom meeting
14	Staff meeting	Zoom meeting
18	ED Recruit Adhoc Comm	Zoom meeting
21	Co Connection BOD	Zoom meeting
21	ABAG	Zoom meeting
22	EBRCSA	Zoom meeting
25	Family & Human	Zoom meeting
25	ORESJ Community Cafe	Zoom meeting
26	Board of Supervisors	Zoom meeting
27	CCCERA	Zoom meeting
27	SR State of City	San Ramon
28	Public Works	Zoom meeting
28	CCCSWA BOD	Zoom meeting
29	Lafayette Community Meeting	Zoom meeting

**Supervisor Diane Burgis - July 2022 AB1234 Re**  
 (Government Code Section 53232.3(d) requires that members legislative  
 attended for which there has been expense reimbursement (mileage,

Date	Meeting Name	Location
1-Jul	East Contra Costa Fire Protection District Transfer of Command Ceremony	Brentwood
6-Jul	Meeting with Byron Municipal Advisory Councilmember, Dennis Lopez	Brentwood
11-Jul	Internal Operations Committee Meeting	Web Meeting
11-Jul	Legislation Committee Meeting	Web Meeting
11-Jul	First 5 Commission Meeting	Web Meeting
12-Jul	Board of Supervisors Meeting	Martinez
12-Jul	Housing Authority Board of Commissioners Meeting	Martinez
12-Jul	Contra Costa County Fire Protection District Board of Directors Meeting	Martinez
12-Jul	Meeting with Sheriff, David Livingston	Via Phone
13-Jul	Meeting with Supervisor Karen Mitchoff, Campbell Ingram and Ironhouse Sanitary District	Web Meeting
14-Jul	Meeting with Fire Chief, Lewis Broschard, East Bay Regional Park District Fire Chief, Aileen Theile and Chief of Police, Anthony Ciaburro	Web Meeting
14-Jul	Meeting with County Administrator, Monica Nino	Web Meeting
14-Jul	East Contra Costa Regional Fee and Financing Authority Board Meeting	Web Meeting
14-Jul	State Route 4 Bypass Authority Board Meeting	Web Meeting
14-Jul	Transplan Committee Meeting	Web Meeting
20-Jul	National Association of Counties Annual Conference Meeting	Aurora, Colorado
21-Jul	National Association of Counties Annual Conference Meeting	Aurora, Colorado
21-Jul	Delta Protection Commission Meeting	Web Meeting
22-Jul	Delta Counties Coalition Meeting	Web Meeting
23-Jul	National Association of Counties Annual Conference Meeting	Aurora, Colorado
24-Jul	National Association of Counties Annual Conference Meeting	Aurora, Colorado
25-Jul	Family and Human Services Committee Meeting	Web Meeting
26-Jul	Board of Supervisors Meeting	Martinez
27-Jul	Meeting with Antioch Chamber of Commerce President, Daniel Sohn	Web Meeting
27-Jul	Tri Delta Transit Board of Directors Meeting	Web Meeting
28-Jul	Delta Stewardship Council Meeting	Web Meeting

	Meeting with Byron-Brentwood-Knightsen Union	
28-Jul	Cemetery District Chair, Patricia Bristow	Web Meeting
28-Jul	Meeting with County Administrator, Monica Nino	Web Meeting
30-Jul	Pleasant Hill Library Grand Opening	Pleasant Hill

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

**port**  
bodies report on meetings  
meals, lodging, etc).

**port**  
bodies report on meetings  
meals, lodging, etc).

## Purpose

Community Outreach

Meeting

Meeting

Meeting

Meeting

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Meeting  
Meeting  
Community Outreach

**Supervisor Karen Mitchoff**  
**July 2022**

DATE	MEETING NAME	LOCATION	PURPOSE
07/18/22	DCC Video Recording	Oakley	Water Advocacy
07/18/22	Mtg at Public Works Department	Martinez	Signing Documents
07/21/22	San Francisco Airport	San Francisco	Flights to Annual NACo Conference

**Supervisor Karen Mitchoff**  
**July 2022**

2



Contra  
Costa  
County

To: Board of Supervisors  
From: John Kopchik, Director, Conservation & Development Department  
Date: August 9, 2022

Subject: Appointments to the Historical Landmarks Advisory Committee (HLAC)

---

**RECOMMENDATION(S):**

REAPPOINT Melissa Jacobson (Martinez, 94553) to Seat 1, David Yuers (Walnut Creek, 94596) to Seat 2, Anthony Geisler (Diablo, 94528) to Seat 3, and Carol Jensen (Brentwood, 94513) to Seat 4, of the Historical Landmarks Advisory Committee (HLAC) for a 4-year term with an expiration date of August 12, 2026, as recommended by Director of the Conservation and Development and Contra Costa County Historical Society.

**FISCAL IMPACT:**

None.

**BACKGROUND:**

The Historical Landmarks Advisory Committee (HLAC) has five members, comprised of four nominees from the Contra Costa County Historical Society. T

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

Contact: Dominique Vogelpohl, HLAC staff (925)  
655-2880

By: Stacey M. Boyd, Deputy

cc:

**BACKGROUND: (CONT'D)**

he Department of Conservation and Development Director or designee serves as the fifth member.

In an email dated July 19, 2022, Mr. Michael McCarron, the Executive Director of the Contra Costa County Historical Society, stated that the Contra Costa County Historical Society has no objection to the reappointment of all current HLAC members: Chair Carol Jensen, Co-Chair Melissa Jacobson, David Yuers and Anthony Geisler. This email is attached to this Board Order.

**CONSEQUENCE OF NEGATIVE ACTION:**

If the Board does not act, then the HLAC will have five vacant seats beginning on August 13, 2022, and would be unable to meet to conduct business.

**CHILDREN'S IMPACT STATEMENT:**

None.

**ATTACHMENTS**

CCC Historical Society Email

**From:** [Michael McCarron](#)  
**To:** [Dominique Vogelpohl](#)  
**Subject:** RE: reappointment of current HLAC members  
**Date:** Tuesday, July 19, 2022 3:29:48 PM  
**Attachments:** [image001.png](#)

---

Dominique,

The Contra Costa County Historical Society recommends the reappointment of Carol Jensen, Melissa Jacobson, Davide Yuers, and Tony Geisler to the County's Historical Landmarks Advisory Committee (HLAC).

Respectfully,

Michael C. McCarron  
Executive Director  
Contra Costa County Historical Society  
724 Escobar Street  
Martinez, CA 94553  
925-229-1042

---

**From:** Dominique Vogelpohl <Dominique.Vogelpohl@dcd.cccounty.us>  
**Sent:** Tuesday, July 19, 2022 3:24 PM  
**To:** Michael McCarron <director@cocohistory.org>  
**Subject:** reappointment of current HLAC members

Hello Michael,

I hope you are well.

I am preparing the consent item to the Board to have all active HLAC members reappointed (Carol Jensen, Melissa Jacobson, Davide Yuers, and Tony Geisler) and wanted to verify with the CCCHS that their memberships are still valid and that the CCCHS has no objection to anyone being reinstated for another 4-year term.

It does not have to be anything formal as they are all members who have received previous CCCHS endorsement. An email response is sufficient.

Please let me know if you have any questions.

Sincerely,

Dominique Vogelpohl, HLAC staff  
Department of Conservation and Development  
Community Development Division  
30 Muir Road Martinez, CA 94553  
(925) 655-2880





**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services  
Date: August 9, 2022

**Subject:** Add three (3) Substance Abuse Counselor positions in the Health Services department.

---

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 26009 to add three (3) Substance Abuse Counselor (VHVC) positions at salary plan and grade TC5-1436 (\$5,616 - \$6,826) in the Health Services department. (Represented)

**FISCAL IMPACT:**

Upon approval, this request has an annual cost of approximately \$427,385 with \$95,301 in pension costs already included. These positions will be funded by the Probation Department via interdepartmental agreement (50% General Fund, 50% Youth Offenders Block Grant).

**BACKGROUND:**

The Behavioral Health division is requesting to add three Substance Abuse Counselor positions to address the substance use-related needs of the youth who are placed at the County's Juvenile Hall. Behavioral Health is developing an integrated program that provides primary, mental health, and substance use services for juvenile hall residents and their families. The substance abuse counselor positions are necessary for assisting juvenile hall residents with developing decision-making and problem-solving skills to reduce criminal behavior connected to substance use. The counselors will also provide support to the families of juvenile hall residents as they transition back into the community. The addition of these positions will provide appropriate substance use disorder screening, support, and treatment by trained professionals.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this action is not approved, the Behavioral Health division will not have the appropriate staffing levels to provide necessary substance-use related services to the juvenile hall residents and their families.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

By: June McHuen, Deputy

Contact: 925-957-5267

cc: Jenny Nguyen, Jo-Anne Linares, Stacey Tupper, Fatima Mata Sol, Cheri Shipley, Danelyn Razon, Kathi Caudel

AGENDA

ATTACHMENTS

P300 No. 26009 HSD

MINUTES

ATTACHMENTS

Signed P300 26009



# POSITION ADJUSTMENT REQUEST

NO. 26009  
DATE 7/27/2022

Department Health Services

Department No./

Budget Unit No. 0466 Org No. 5930 Agency No. A18

Action Requested: Add three (3) Substance Abuse Counselor (VHVC) positions in the Health Services Department.  
(Represented)

Proposed Effective Date: 8/10/2022

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☐ No ☒

Total One-Time Costs (non-salary) associated with request: \_\_\_\_\_

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$427,385.87

Net County Cost \$213,692.93

Total this FY \$391,770.38

N.C.C. this FY \$195,885.19

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 50% Probation Dept. GF, 50% Youth Offenders Block Grant

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Jenny Nguyen

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Sarah Kennard for

7/29/2022

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Exempt from Human Resources review under delegated authority.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.

☐ \_\_\_\_\_(Date)

\_\_\_\_\_  
(for) Director of Human Resources

\_\_\_\_\_  
Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 8/3/2022

☐ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☒ Other: Approve as recommended by the department.

Enid Mendoza

\_\_\_\_\_  
(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

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

DATE \_\_\_\_\_

BY \_\_\_\_\_

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

## REQUEST FOR PROJECT POSITIONS

Department \_\_\_\_\_

Date \_\_\_\_\_

No. \_\_\_\_\_

1. Project Positions Requested:
2. Explain Specific Duties of Position(s)
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
4. Duration of the Project: Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
5. Project Annual Cost
  - a. Salary & Benefits Costs: \_\_\_\_\_
  - b. Support Costs: \_\_\_\_\_  
(services, supplies, equipment, etc.)
  - c. Less revenue or expenditure: \_\_\_\_\_
  - d. Net cost to General or other fund: \_\_\_\_\_
6. Briefly explain the consequences of not filling the project position(s) in terms of:
  - a. potential future costs
  - b. legal implications
  - c. financial implications
  - d. political implications
  - e. organizational implications
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
9. How will the project position(s) be filled?
  - ☐ a. Competitive examination(s)
  - ☐ b. Existing employment list(s) Which one(s)? \_\_\_\_\_
  - ☐ c. Direct appointment of:
    - ☐ 1. Merit System employee who will be placed on leave from current job
    - ☐ 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY

# POSITION ADJUSTMENT REQUEST

C.18

NO. 26009  
DATE 7/27/2022Department Health Services

Department No./

Budget Unit No. 0466 Org No. 5930 Agency No. A18Action Requested: Add three (3) Substance Abuse Counselor (VHVC) positions in the Health Services Department.  
(Represented)Proposed Effective Date: 8/10/2022Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☐ No ☒

Total One-Time Costs (non-salary) associated with request: \_\_\_\_\_

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$427,385.87Net County Cost \$213,692.93Total this FY \$391,770.38N.C.C. this FY \$195,885.19SOURCE OF FUNDING TO OFFSET ADJUSTMENT 50% Probation Dept. GF, 50% Youth Offenders Block GrantDepartment must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Jenny Nguyen

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Sarah Kennard for

7/29/2022

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Exempt from Human Resources review under delegated authority.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.☐ \_\_\_\_\_ (Date)

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

8/3/2022☐ Approve Recommendation of Director of Human Resources☐ Disapprove Recommendation of Director of Human Resources☒ Other: Approve as recommended by the department.

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ ~~DISAPPROVED ☐~~Monica Nino, Clerk of the Board of Supervisors  
and County AdministratorDATE 0809-2022BY 

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:



Contra  
Costa  
County

To: Board of Supervisors  
From: John Kopchik, Director, Conservation & Development Department  
Date: August 9, 2022

**Subject:** Add one Network Administrator II position in the Conservation and Development Department

---

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 26004 to add one (1) Network Administrator II (LNSB) (represented) position at a salary plan and grade ZA5 1787 (\$7,950.01-\$9,663.29) in the Department of Conservation and Development.

**FISCAL IMPACT:**

This action will cost \$198,146 annually, of which \$32,411 is retirement costs. Funding for this position will come 100% from Land Development funds.

**BACKGROUND:**

The Information Technology Section of the Department of Conservation and Development (DCD) provides support to the Department's internal and external customers and infrastructure. In order to continue serving the public while helping keep its employees safe in the face of COVID-19, DCD has, and is continuing to, significantly change its operations. The Department has switched to all electronic permitting, holding all public meetings virtually, and relying on technology to help facilitate maximum public participation as well as attending to network and security issues associated with supporting the implementation of the Remote Work Policy. These operational changes rely heavily on information technology resources. DCD does not currently have the resources

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

By: June McHuen, Deputy

Contact: Deidra Dingman 925 655-2910

cc:

BACKGROUND: (CONT'D)

needed to complete network IT projects in a timely and efficient manner. An additional staff person with the necessary knowledge and experience will help to ensure that the Department's current and growing network projects will be carried out effectively.

DCD requests to add a Network Administrator II position to help implement projects including upgrading DCD's permitting system (Accela Automation) and document imaging system (Laserfiche) to the latest versions. These upgrades will necessitate rebuilding the current Accela environment into DCD's virtual environment and allocating network storage resources. It is expected that the new position will function with significant independence and autonomy in the implementation of these network projects.

CONSEQUENCE OF NEGATIVE ACTION:

A Network Administrator II position is essential to the efficient operation of this Department. If this position is not approved, DCD will not be able to adequately cover all its information technology needs which will negatively impact the operation of existing and future network functions.

AGENDA ATTACHMENTS

AIR 50377\_P300 26004\_DCD Add Network Admin II -BOS 8.9.22

MINUTES ATTACHMENTS

Signed P300 26004

# POSITION ADJUSTMENT REQUEST

NO. 26004  
DATE 7/14/2022

Department Conservation and Development

Department No./

Budget Unit No. 0280 Org No. 2653 Agency No. 38

Action Requested: Add one (1) Network Administrator II position

Proposed Effective Date: 8/1/2022

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$198,146.00

Net County Cost \_\_\_\_\_

Total this FY \$198,146.00

N.C.C. this FY \_\_\_\_\_

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Land Development Fund

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

/s/ John Kopchik

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

/s/ Julie Enea

7/22/2022

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 7/26/2022

Add one (1) Network Administrator II (LNSB) (represented) position at a salary plan and grade ZA5 1787 (\$7,950.01-\$9,663.29) in the Department of Conservation and Development.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.

☐ \_\_\_\_\_(Date)

Amanda Monson

7/26/2022

\_\_\_\_\_  
(for) Director of Human Resources

\_\_\_\_\_  
Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE \_\_\_\_\_

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: \_\_\_\_\_

/s/ Julie Enea

\_\_\_\_\_  
(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

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

DATE \_\_\_\_\_

BY \_\_\_\_\_

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

## REQUEST FOR PROJECT POSITIONS

Department \_\_\_\_\_

Date \_\_\_\_\_

No. \_\_\_\_\_

1. Project Positions Requested:
2. Explain Specific Duties of Position(s)
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
4. Duration of the Project: Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
5. Project Annual Cost
  - a. Salary & Benefits Costs: \_\_\_\_\_
  - b. Support Costs: \_\_\_\_\_  
(services, supplies, equipment, etc.)
  - c. Less revenue or expenditure: \_\_\_\_\_
  - d. Net cost to General or other fund: \_\_\_\_\_
6. Briefly explain the consequences of not filling the project position(s) in terms of:
  - a. potential future costs
  - b. legal implications
  - c. financial implications
  - d. political implications
  - e. organizational implications
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
9. How will the project position(s) be filled?
  - ☐ a. Competitive examination(s)
  - ☐ b. Existing employment list(s) Which one(s)? \_\_\_\_\_
  - ☐ c. Direct appointment of:
    - ☐ 1. Merit System employee who will be placed on leave from current job
    - ☐ 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY

# POSITION ADJUSTMENT REQUEST

NO. 26004DATE 7/14/2022Department Conservation and Development

Department No./

Budget Unit No. 0280 Org No. 2653 Agency No. 38

Action Requested: Add one (1) Network Administrator II position

Proposed Effective Date: 8/1/2022Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$198,146.00

Net County Cost \_\_\_\_\_

Total this FY \$198,146.00

N.C.C. this FY \_\_\_\_\_

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Land Development Fund

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

/s/ John Kopchik

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

/s/ Julie Enea

7/22/2022

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 7/26/2022

Add one (1) Network Administrator II (LNSB) (represented) position at a salary plan and grade ZA5 1787 (\$7,950.01-\$9,663.29) in the Department of Conservation and Development.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.☐ \_\_\_\_\_ (Date)

Amanda Monson

7/26/2022

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE \_\_\_\_\_

☒ Approve Recommendation of Director of Human Resources☐ Disapprove Recommendation of Director of Human Resources☐ Other: \_\_\_\_\_

/s/ Julie Enea

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ ~~DISAPPROVED~~ ☐Monica Nino, Clerk of the Board of Supervisors  
and County AdministratorDATE 08-09-2022BY 

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:





Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services  
Date: August 9, 2022

**Subject:** Increase the hours of one (1) Mental Health Community Support Worker II position in the Health Services department.

---

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 26008 to increase the hours of one (1) Mental Health Community Support Worker II (VQVB) position #13680 at salary plan and grade TC5-0968 (\$3,533 - \$4,294) from 36/40 to 40/40, in the Health Services Department. (Represented)

**FISCAL IMPACT:**

Upon approval, this action will result in an annual cost increase of approximately \$7,837 with pension costs already included. This increase will be fully funded by Mental Health Services Act revenues.

**BACKGROUND:**

Incumbents in this classification have the ability to request that their position hours be increased, as outlined in the Memorandum of Understanding between the County and Teamsters, Local 856. The incumbent has requested to increase their hours from 36/40 to 40/40. The Behavioral Health division has determined that the increase of hours as requested by the incumbent will better accommodate their clients in need of peer support services in the juvenile justice system.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this action is not approved, the department will not be able to fulfill the request of the incumbent and operational need for additional support.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

By: June McHuen, Deputy

Contact: 925-957-5267

cc: Jenny Nguyen, Stacey Tupper, Jo-Anne Linares, Cheri Shipley, Faye Ny, Kathi Caudel

AGENDA

ATTACHMENTS

P300 No. 26008 HSD

MINUTES

ATTACHMENTS

Signed P300 26008

# POSITION ADJUSTMENT REQUEST

NO. 26008  
DATE 7/27/2022

Department Health Services

Department No./  
Budget Unit No. 0467 Org No. 5722 Agency No. A18

Action Requested: Increase the hours of one (1) Mental Health Community Support Worker II position #13680 from 36/40 to 40/40 in the Health Services Department.

Proposed Effective Date: 8/10/2022

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$7,837.91

Net County Cost \$0.00

Total this FY \$7,184.75

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Mental Health Services Act

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Jenny Nguyen

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Sarah Kennard for

7/29/2022

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Exempt from Human Resources review under delegated authority.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☐ Day following Board Action.

☐ \_\_\_\_\_(Date)

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 8/3/2022

☐ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☒ Other: Approve as recommended by the Department.

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

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

DATE \_\_\_\_\_

BY \_\_\_\_\_

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

## REQUEST FOR PROJECT POSITIONS

Department \_\_\_\_\_

Date \_\_\_\_\_

No. \_\_\_\_\_

1. Project Positions Requested:
2. Explain Specific Duties of Position(s)
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
4. Duration of the Project: Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
5. Project Annual Cost
  - a. Salary & Benefits Costs: \_\_\_\_\_
  - b. Support Costs: \_\_\_\_\_  
(services, supplies, equipment, etc.)
  - c. Less revenue or expenditure: \_\_\_\_\_
  - d. Net cost to General or other fund: \_\_\_\_\_
6. Briefly explain the consequences of not filling the project position(s) in terms of:
  - a. potential future costs
  - b. legal implications
  - c. financial implications
  - d. political implications
  - e. organizational implications
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
9. How will the project position(s) be filled?
  - ☐ a. Competitive examination(s)
  - ☐ b. Existing employment list(s) Which one(s)? \_\_\_\_\_
  - ☐ c. Direct appointment of:
    - ☐ 1. Merit System employee who will be placed on leave from current job
    - ☐ 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY

# POSITION ADJUSTMENT REQUEST

C.20

NO. 26008  
DATE 7/27/2022

Department Health Services

Department No./  
Budget Unit No. 0467 Org No. 5722 Agency No. A18

Action Requested: Increase the hours of one (1) Mental Health Community Support Worker II position #13680 from 36/40 to 40/40 in the Health Services Department.

Proposed Effective Date: 8/10/2022

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$7,837.91 Net County Cost \$0.00

Total this FY \$7,184.75 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Mental Health Services Act

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Jenny Nguyen

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Sarah Kennard for

7/29/2022

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Exempt from Human Resources review under delegated authority.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.

☐ (Date) 08-10-2022

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

8/3/2022

- ☐ Approve Recommendation of Director of Human Resources  
☐ Disapprove Recommendation of Director of Human Resources  
☒ Other: Approve as recommended by the Department.

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ ~~DISAPPROVED~~ ☐

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

DATE 08-09-2022

BY 

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: August 9, 2022

**Subject:** Lease for 2731 Systron Drive, Suite 250, Concord

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a lease with Systron Business Center, LLC, for approximately 23,258 square feet in the building located at 2731 Systron Drive, Suite 250, Concord, for a ten-year term for the Health Services Department – Public Health group, at an initial annual rent of \$652,490.40 for the first year with annual increases thereafter, plus a share of landlord's operating expenses beginning in 2024. (100% Org# 5754)

**FISCAL IMPACT:**

100% Health Services Health Plan

**BACKGROUND:**

The Health Services Department needs to relocate Public Health (PH) staff from 595/597 Center Avenue, Martinez, to free up space for Contra Costa Health Plan (CCHP) staff. The CCHP staff growth and space needs are directly related to the recently approved Medi-Cal waiver.

Staff from the Health Services Department – Women, Infant, and Children (WIC) group will occupy the only other suite in this building and will share a breakroom and restroom with PH.

Beginning in 2024, in addition to base rent, PH will pay any increase in operating expense, utility expense, property taxes, and insurance over the base year of 2023. PH's

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

By: June McHuen, Deputy

Contact: Margaret Eychner, 925-957-2463

cc:

BACKGROUND: (CONT'D)

responsibility to pay an increase in operating expenses is capped at no more than a 4% increase per year.

CONSEQUENCE OF NEGATIVE ACTION:

PH groups would need to remain in at their existing location and the County would need identify alternative space for the expanding CCHP staff.

ATTACHMENTS

Lease Agreement

Exhibit A

Work Letter

Work Letter - Schedule 2

Work Letter - Schedule 2A

## **LEASE**

Heath Services Department –  
Public Health  
2731 Systron Drive, Suite 250  
Concord, California

This lease is dated August 9, 2022 (“**Effective Date**”), and is between SYSTRON BUSINESS CENTER, LLC, a California limited liability company (“**Lessor**”) and the COUNTY OF CONTRA COSTA, a political subdivision of the State of California (“**County**”).

### **Recitals**

- A. Lessor is the owner of real property located in Concord, California that has been improved with three adjoining buildings located at 2727 Systron Drive, 2729 Systron Drive, and 2731 Systron Drive (together, the buildings are the “**Complex**”). The Complex is comprised of approximately 94,322 square feet of space.
- B. This lease is one of two leases Lessor and the County are entering into simultaneously. Under each of the two leases, Lessor is leasing to the County a portion of the building located at 2731 Systron (the “**Building**”). The Building consists of approximately 31,999 square feet of space, which is 33.93% of the total square footage of the Complex.
- C. Under this lease, the County is leasing a portion of the Building that is comprised of approximately 23,258 square feet of space (“**Suite 250**,” or the “**Premises**”). Suite 250 comprises 24.66% of the total square footage of the Complex. Under a separate lease, the County is leasing a portion of the Building that is comprised of approximately 8,741 square feet of space (“**Suite 200**”). Suite 200 comprises 9.27% of the total square footage of the Complex. Attached as Exhibit A is a floorplan of the Building that shows Suite 200, Suite 250, and the common area shared by Suite 200 and Suite 250. As shown in Exhibit A, this lease and the lease of Suite 200 comprise all the square footage of the Building.
- D. In addition to obtaining the exclusive use of the Premises, this lease grants the County non-exclusive use of 104 parking spaces in the parking lot adjacent to the Complex.
- E. Simultaneous with the execution of this lease, Lessor and the County are entering into a work letter that sets forth how tenant improvements in the Premises are to be constructed, who will undertake construction of the improvements, who will pay for the construction of the improvements, and the time schedule for completing construction of the improvements (the “**Work Letter**”). The Work Letter is part of this lease.

The parties therefore agree as follows:



## **Agreement**

1. Lease of Premises. In consideration of the rents and subject to (i) the terms of this lease, and (ii) Lessor and County simultaneously entering into a lease for Suite 200, Lessor hereby leases to County and County hereby leases from Lessor, the Premises.
2. Term. The “**Term**” of this lease is comprised of an Initial Term and, at County’s election, a Renewal Term, each as defined below.
  - a. Initial Term. The “**Initial Term**” is ten (10) years, commencing on the Commencement Date, as defined in the Work Letter.
  - b. Renewal Term. County has one option to renew this lease for a term of five (5) years (the “**Renewal Term**”) upon all the terms and conditions set forth in this lease.
    - i. County will provide Lessor with written notice of its election to renew the lease at least twelve months prior to the commencement of the Renewal Term. However, if County fails to provide such notice, its right to renew the lease will not expire until fifteen working days after the County’s receipt of Lessor’s written demand that the County exercise or forfeit the option to renew.
    - ii. Upon the commencement of the Renewal Term, all references to the Term of this lease will be deemed to mean the Term as extended pursuant to this Section.
3. Rent. County shall pay rent to Lessor monthly in advance beginning on the Commencement Date. Rent is payable on the first day of each month during the Initial Term and, if applicable, the Renewal Term in the amounts set forth below:

a. Initial Term.

	Monthly Rent	Monthly Rent	Total Monthly
<u>Months</u>	<u>Office</u>	<u>Warehouse</u>	<u>Rent</u>
1-12	\$51,739.20	\$2,635.00	\$54,374.20
13-24	\$53,291.38	\$2,714.05	\$56,005.43
25-36	\$54,890.12	\$2,795.47	\$57,685.59
37-48	\$56,536.82	\$2,879.34	\$59,416.16
49-60	\$58,232.93	\$2,965.72	\$61,198.64
61-72	\$59,979.91	\$3,054.69	\$63,034.60
73-84	\$61,779.31	\$3,146.33	\$64,925.64
85-96	\$63,632.69	\$3,240.72	\$66,873.41
97-108	\$65,541.67	\$3,337.94	\$68,879.61
109-120	\$67,507.92	\$3,438.08	\$70,946.00

- b. Renewal Term. Rent during the Renewal Term will be at the then-fair market rental value of the Premises. The fair market rental value of the Premises will be established by the mutual agreement of the parties. The parties shall use good faith efforts to establish the fair market value of the rent for the Renewal Term not less than twenty months prior to the commencement of the Renewal Period. If the parties fail to agree on the fair market rental value of the Premises by the date that is eighteen months prior to the commencement of the Renewal Period, the parties will engage a real estate appraiser with knowledge of the commercial real estate market in the area to determine the fair market value of the Premises. The parties shall each bear one-half the cost of the appraiser.
- c. Rent for any fractional month will be prorated and computed on a daily basis with each day's rent equal to one-thirtieth (1/30) of the monthly Rent.
- 4. Modified Full-Service Lease. With the exception of the costs borne by the County pursuant to Section 5 below (Additional Rent), this is a full-service lease. Lessor shall pay all of the Building's operating costs, including without limitation, the cost of Utilities, Operating Expenses, Real Property Taxes, and Insurance, all as defined below.
- 5. Additional Rent. In addition to the Rent set forth above, in each year following the Base Year (defined below), County shall pay Lessor the amounts set forth below (collectively, "**Additional Rent**"). Lessor shall invoice County for any Additional Rent due within ninety days after the end of each calendar year during the Term, beginning in the year that immediately follows the Base Year. County shall pay the amount so invoiced within thirty days of receipt of the invoice. County has the right, exercisable upon reasonable prior written notice to Lessor, to inspect Lessor's books and records relating to the amounts charged to County as Additional Rent. County shall cause any such inspection to occur within ninety days of receipt of the annual invoice. In the absence of a manifest error in the invoice, County may not withhold payment of the invoice until after the completion of such inspection.
  - a. Proportionate Share. For purposes of this lease, "**Proportionate Share**" means the ratio, expressed as a percentage of the square footage of the Premises to the total square footage of the Complex. The parties estimate County's Proportionate Share of the Complex to be 24.66%.
  - b. Operating Expenses. County's Proportionate Share of the Excess Amount of Operating Expenses, as defined below.

"**Excess Amount of Operating Expenses**" means the amount by which Operating Expenses actually paid by Lessor in any calendar year (or portion thereof) exceeds the amount Lessor actually paid for Operating Expenses in calendar year 2023 (the "**Base Year**"); provided, however, in no event will the Excess Amount of Operating Expenses exceed 4% in any year.

**“Operating Expenses”** means the cost of (i) janitorial services and cleaning supplies provided to the Building, (ii) the operation and upkeep of all building systems serving the Building, including lighting, plumbing, HVAC, fire/life safety, electrical systems, ceiling, flooring and other surfaces, and (iii) pest and rodent control.

Notwithstanding any provision of this lease to the contrary, Lessor and County acknowledge and agree that the following items are excluded from Operating Expenses to be reimbursed or paid by County:

- i. Payments on any loans or ground leases affecting the Complex.
  - ii. Depreciation of any building in the Complex or any major system of any service equipment of any building in the Complex.
  - iii. All costs and expenses associated with leasing to other tenants, including tenant improvements allowances, attorneys’ fees, brokerage commissions, and architectural fees, if any.
  - iv. Any cost incurred in complying with hazardous materials laws.
  - v. Capital taxes, income taxes, corporate taxes, corporation capital taxes, excise taxes, profits taxes or other taxes personal to the Lessor.
- c. Utility Expenses. County’s Proportionate Share of the Excess Amount of Utility Expense.

**“Excess Amount of Utility Expenses”** means the amount by which Utility Expense, as defined below, actually paid by Lessor in any calendar year (or portion thereof) exceeds the amount Lessor actually paid for Utility Expenses in the Base Year.

**“Utility Expenses”** means the cost of gas and electric service, water, sewer and refuse collection services provided to the Building.

- d. Real Property Taxes. County’s Proportionate Share of the Excess Amount of Real Property Tax Expense, as defined below.

**“Excess Amount of Real Property Tax Expense”** means the amount by which Real Property Taxes, as defined below, actually paid by Lessor in any calendar year (or portion thereof) exceeds the amount Lessor actually paid for Real Property Taxes in the Base Year.

**“Real Property Taxes”** means and includes all taxes, assessments (amortized over the longest period available to Lessor) levied or assessed upon the Building and the real property upon which it is situated, any state or local business taxes or

fees measured by or assessed upon gross rentals or receipts, and other government charges, general and special, including, without limitation, assessments for public improvements or benefits, that are, during the Term of this lease, assessed, levied, and imposed by any governmental authority upon the Building. Real Property Taxes do not include any late fees or penalties, any municipal, county, State, or Federal net income, estate, succession, inheritance, sales, use, or franchise taxes of Lessor or documentary or transfer taxes.

- e. Insurance. County's Proportionate Share of the Excess Amount of Insurance Expense, as defined below.

**"Excess Amount of Insurance Expense"** means the amount by which Insurance, as defined below, actually paid by Lessor in any calendar year (or portion thereof) exceeds the amount Lessor actually paid for the Insurance in the Base Year.

**"Insurance"** means the All-Risk Property Insurance maintained by Lessor covering the Building, and all improvements thereto for perils including fire and earthquake, if applicable, for an amount equal to full replacement cost; liability and other insurance that Lessor reasonably deems necessary on the Premises or that may be required by Lessor's mortgagee, including, but not limited to, earthquake, and flood insurance.

6. Use. County may use the Premises for the purpose of conducting various functions of County and any other purpose permitted by law. County is responsible for obtaining any use permits needed to operate County's business within the Premises.
7. Lessor's Furniture. Concurrently with the execution of this lease, by executing and delivering a bill of sale substantially in the form of Exhibit B (the **"Bill of Sale"**), Lessor shall grant, sell and convey to the County 157 workstation cubicles that are currently located at the Premises (the **"Lessor's Furniture"**). Lessor's Furniture will be conveyed pursuant to the Bill of Sale **"AS-IS /WHERE IS"** and **"WITH ALL FAULTS"** and without representations or warranties of any kind or nature as to merchantability or fitness for a particular purpose. From and after Lessor's delivery of the Bill of Sale to the County, Lessor's Furniture will be the County's property.
8. Maintenance and Repairs.
- a. Roof and Exterior of Premises. Lessor shall keep the roof and exterior of the Premises in good order, condition, and repair, and shall maintain the structural integrity of the Building, including the exterior doors and their fixtures, closers and hinges, exterior windows, glass and glazing in the Premises.
- b. Fire Extinguishers; Smoke Detectors; Strobe Alarms. Lessor shall provide fire extinguishers, smoke detectors, and strobe alarms in the Premises as required by current laws, regulations, and the Fire Marshall. Lessor shall maintain, repair, and replace the fire extinguishers, smoke detectors, and strobe alarms as needed.

- c. Interior of Premises. County, at County's sole cost, shall keep and maintain the interior of the Premises in good order, condition, and repair, but Lessor shall repair damage to the interior caused by its failure to maintain the exterior in good repair, including damage to the interior caused by roof leaks and/or interior and exterior wall leaks. County shall maintain all locks and key systems used in the Premises. The County may install and maintain an alarm system, if deemed necessary by County.
  - d. Utility Systems. Lessor shall repair and maintain the electrical, lighting, water and plumbing systems in good order, condition, and repair.
  - e. HVAC. Lessor shall maintain and repair the heating, ventilating, and air-conditioning (HVAC) systems. Normal operating hours are Monday through Friday between the hours of 7:00 a.m. and 6:00 p.m., excluding generally recognized holidays. If County requires the use of the HVAC systems outside the normal operating hours, County is responsible for the actual utility costs of the HVAC incurred by such use plus a 10% administrative fee. County is responsible for the repair and/or replacement of the existing supplemental HVAC system in the Technology/Server Room.
  - f. Parking; Exterior Lighting; Landscaping. Lessor shall maintain the parking lot, exterior lighting system, and landscaping in good order, condition, and repair.
  - g. Services by Lessor. If County determines that the Premises are in need of maintenance, construction, remodeling, or similar work that is beyond Lessor's responsibilities under this lease, at County's request, either Lessor shall perform the work at County's expense or shall allow for County to have the work done at County's expense. In performing the work, Lessor shall consult with County and use either licensed insured contractors or employees of Lessor. Lessor shall obtain County's prior written approval of the scope, terms, and cost of any contracts. County may, by giving Lessor thirty (30) days prior written notice, change the scope of work, terminate any or all work, or require that work be performed by a different contractor, subject to Lessor's reasonable approval. All work is subject to Lessor's approval and must comply with existing code requirements.
9. Quiet Enjoyment. Provided County is in compliance with the material terms of this lease, Lessor shall warrant and defend County in the quiet enjoyment and possession of the Premises during the Term.
10. Subordination, Non-Disturbance and Attornment. If at any time Lessor has a loan that is secured by a lien of a mortgage or deed of trust encumbering the Building, Lessor shall cause the lender(s) holding the lien to execute and deliver to County a Subordination, Non-Disturbance and Attornment Agreement that is in substantial conformity with Exhibit C.

11. Assignment and Sublease. County may assign this lease or sublease the Premises or any part thereof with the written approval from Lessor, which will not be unreasonably withheld or delayed.
12. Alterations; Fixtures and Signs. County may (i) make any lawful and proper minor alterations to the Building, (ii) attach fixtures and signs (“**County Fixtures**”) in or upon the Building which do not affect the Building systems, and (iii) install electric vehicle charging stations (“**Charging Stations**”). Any County Fixtures, exterior signs or fixtures, and the location of the Charging Stations, are subject to Lessor’s prior approval, which approval may not be unreasonably withheld. Any County Fixtures will remain the property of County and may be removed from the Building by County at any time during the Term. County is responsible for the cost of all alterations, County Fixtures and for the cost of Charging Stations that are not required to be installed as part of the Tenant Improvements. All alterations and County Fixtures must comply with then-current code requirements and are to be removed by County at the expiration of the Term and any damage repaired.
13. Prior Possession. Commencing on the Effective Date, County has the right to install fixtures, telephones, alarm systems, and other items required to prepare the Premises for County’s occupancy and to store furniture, supplies and equipment, provided such work and storage can be effected without unduly interfering with Lessor’s completion of any tenant improvements.
14. Insurance.
  - a. Liability Insurance. Throughout the Term, County shall maintain in full force and effect, at its sole expense, a general self-insurance program covering bodily injury (including death), personal injury, and property damage, including loss of use. County shall provide Lessor with a letter of self-insurance affirming the existence of the self-insurance program, and naming Systron Business Center, LLC as additional insured.
  - b. Self-Insurance Exclusion. County’s self-insurance does not provide coverage for (i) areas to be maintained by Lessor under this lease, or (ii) negligence, willful misconduct, or other intentional act, error or omission of Lessor, its officers, agents, or employees.
15. Surrender of Premises. On the last day of the Term, or sooner termination of this lease, County shall peaceably and quietly leave and surrender to Lessor the Premises in broom clean condition, along with appurtenances and fixtures at the Premises (except County Fixtures), all in good condition, ordinary wear and tear, damage by casualty, condemnation, acts of God and Lessor’s failure to make repairs required of Lessor excepted. County is not responsible for painting or for repairing or replacing any floor coverings in the Premises upon the expiration or earlier termination of this lease. Lessor may require County to remove data cabling from the Premises.

16. Waste, Nuisance. County may not commit, or suffer to be committed, any waste upon the Premises, or any nuisance or other act or thing that may disturb the quiet enjoyment of any other occupant of the Building.
17. Inspection. Lessor, or its proper representative or contractor, may enter the Premises by prior appointment between the hours of 9:00 a.m. and 4:30 p.m., Monday through Friday, holidays excepted, to determine that (i) the Premises is being reasonably cared for, (ii) no waste is being made and that all actions affecting the Premises are done in the manner best calculated to preserve the Premises, and (iii) County is in compliance with the terms and conditions of this lease.
18. Perilous Conditions. If the County's Director of Public Works becomes aware of a perilous condition on the Premises that, in his or her opinion, substantially and significantly threatens the health and safety of County employees and/or invitees (a "**Perilous Condition**"), the Director of Public Works, or his or her designee, will immediately notify Lessor of such Perilous Condition and Lessor shall use best efforts to immediately eliminate the Perilous Condition.

Lessor shall immediately address any condition reasonably constituting an emergency, whether Lessor learns of the condition through County or otherwise.

If Lessor fails to address a Perilous Condition within twenty-four (24) hours after County's notice or to immediately address an emergency, County may attempt to resolve the Perilous Condition or emergency. Lessor shall reimburse County for any costs incurred by County in addressing the Perilous Condition or emergency promptly upon receipt of County's invoice.

19. Destruction. If damage occurs that causes a partial destruction of the Premises during the Term from any cause and repairs can be made within sixty days from the date of the damage under the applicable laws and regulations of government authorities, Lessor shall repair the damage promptly. Such partial destruction will not void this lease, except that County will be entitled to a proportionate reduction in Rent while the repairs are being made. The proportionate reduction in Rent will be calculated by multiplying Rent by a fraction, the numerator of which is the number of square feet that are unusable by County and the denominator of which is the total number of square feet in the Premises.

If repairs cannot be made in sixty days, County will have the option to terminate the lease or request that Lessor make the repairs within a reasonable time, in which case, Lessor will make the repairs and Rent will be proportionately reduced as provided in the previous paragraph.

This lease will terminate in the event of the total destruction of the Premises.

20. Hazardous Material. Lessor warrants to County that Lessor does not have any knowledge of the presence of Hazardous Material (as defined below) or contamination of the

Building or Premises in violation of environmental laws. Lessor shall defend, save, protect and hold County harmless from any loss arising out of the presence of any Hazardous Material on the Premises that was not brought to the Premises by or at the request of County, its agents, contractors, invitees or employees. Lessor acknowledges and agrees that County has no obligation to clean up or remediate or contribute to the cost of cleanup or remediation, of any Hazardous Material unless such Hazardous Material is released, discharged or spilled on or about the Premises by County or any of its agents, employees, contractors, invitees or other representatives. The obligations of this Section shall survive the expiration or earlier termination of this lease.

**“Hazardous Material”** means any substance, material or waste, including lead-based paint, asbestos and petroleum (including crude oil or any fraction thereof), that is or becomes designated as a hazardous substance, hazardous waste, hazardous material, toxic substance, or toxic material under any federal, state or local law, regulation, or ordinance.

21. Indemnification.

- a. County. County shall defend, indemnify and hold Lessor harmless from County’s share of any and all claims, costs and liability for any damage, injury or death of or to any person or the property of any person, including attorneys’ fees, caused by the willful misconduct or the negligent acts, errors, or omissions of County, its officers, agents or employees in using the Premises pursuant to this lease, or the County’s performance under this lease, except to the extent caused or contributed to by (i) the structural, mechanical, or other failure of buildings owned or maintained by Lessor, and/or (ii) the negligent acts, errors, or omissions of Lessor, its officers, agents, or employees.
- b. Lessor. Lessor shall defend, indemnify and hold County harmless from Lessor’s share of any and all claims, costs and liability for any damage, injury or death of or to any person or the property of any person, including attorneys’ fees, caused by the willful misconduct or the negligent acts, errors or omissions of Lessor, its officers, agents, employees, with respect to the Premises, or Lessor’s performance under this lease, or the Lessor’s performance, delivery or supervision of services at the Premises, or by the structural, mechanical or other failure of buildings owned or maintained by Lessor, except to the extent caused or contributed to by the negligent acts, errors, or omissions of County, its officers, agents, or employees.

22. Default.

The occurrence of any of the following events is a default under this lease:

- a. County.
  - i. County’s failure to pay Rent within ten business days after receipt of a written notice of failure (a “**Notice**”) from Lessor to County; provided,



however, that County will have additional time if its failure to pay Rent is due to circumstances beyond its reasonable control, including, without limitation, failure of the County's Board of Supervisors to adopt a budget. In no event may such additional time exceed seventy-five days from receipt of a Notice.

- ii. County's failure to comply with any other material term or provision of this lease if the failure is not remedied within thirty days after receipt of a Notice from Lessor to County specifying the nature of the breach in reasonably sufficient detail; provided, however, if the default cannot reasonably be remedied within the thirty day period, then a default will not be deemed to occur until the occurrence of County's failure to comply within the period of time that may be reasonably required to remedy the default, up to an aggregate of ninety days, provided County commences curing the default within thirty days and thereafter diligently proceeds to cure the default.

b. Lessor.

- i. Lessor's failure to complete the Tenant Improvements in accordance with the Improvement Agreement.
- ii. Lessor's failure to perform any other obligation under this lease if the failure is not remedied within thirty days after receipt of a Notice from County to Lessor specifying the nature of the breach in reasonably sufficient detail; provided, however, if the breach cannot reasonably be remedied within the thirty day period, then a default will not be deemed to occur until the occurrence of Lessor's failure to perform within the period of time that may be reasonably required to remedy the breach, up to an aggregate of ninety days, provided Lessor commences curing the breach within thirty days and thereafter diligently proceeds to cure the breach.

23. Remedies.

- a. Lessor. Upon the occurrence of a default by County, Lessor may, after giving County written notice of the default, and in accordance with due process of law, reenter and repossess the Premises and remove all persons and property from the Premises.
- b. County. If Lessor fails to complete the Tenant Improvements in accordance with the Improvement Agreement, County may terminate this lease by giving written notice to Lessor with no cost or obligation to County. Such termination is effective on the effective date of the written notice. Upon the occurrence of any other default by Lessor, County may (i) terminate this lease by giving written notice to Lessor and quit the Premises without further cost or obligation to County or (ii) proceed to repair or correct the failure and, at County's option, either

deduct the cost thereof from Rent due to Lessor, or invoice Lessor for the cost of repair, which invoice Lessor shall pay in full promptly upon receipt.

24. Notices. Any notice required or permitted under this lease must be in writing and sent by overnight delivery service or registered or certified mail, postage prepaid and directed as follows:

To Lessor: SYSTRON BUSINESS CENTER, LLC  
c/o Hanford Freund & Company  
47 Kearny Street, Suite 300  
San Francisco, CA 94108

To County: Contra Costa County  
Public Works Department  
Attn: Principal Real Property Agent  
255 Glacier Drive  
Martinez, CA 94553

Either party may at any time designate in writing a substitute address for the address set forth above and thereafter notices are to be directed to such substituted address. If sent in accordance with this Section, all notices will be deemed effective (i) the next business day, if sent by overnight courier, or (ii) three days after being deposited in the United States Postal system.

25. Successors and Assigns. This lease binds and inures to the benefit of the heirs, successors, and assigns of the parties hereto.
26. Holding Over. Any holding over after the Term of this lease is a tenancy from month to month, terminable upon thirty (30) days' notice given at any time and is subject to the terms of this lease. During such holding over, County shall pay monthly rent equal to one hundred twenty-five percent (125%) of the rent that had been in effect at the time the lease expired. Holding over does not constitute an extension of the lease.
27. Time is of the Essence. In fulfilling all terms and conditions of this lease, time is of the essence.
28. Governing Law. The laws of the State of California govern all matters arising out of this lease.
29. Severability. In the event that any provision of this lease is held to be invalid or unenforceable in any respect, the validity and enforceability of the remaining provisions of this lease will not in any way be affected or impaired.
30. Real Estate Commission. In negotiating this lease, Lessor is represented by Newmark Knight Frank, and the County represents itself. Lessor shall pay a real estate commission to Newmark Knight Frank pursuant to a separate written agreement. Lessor recognizes

and acknowledges that the County is entitled to a real estate commission when it represents itself. The County warrants to Lessor that County's contact with Lessor in connection with this lease has been directly with Newmark Knight Frank.

Lessor shall pay to the County a real estate commission of 2.5% of the amount of the first five (5) years of the Initial Term (\$86,604.00), and 1.25% of the amount of the second five (5) years of the Initial Term (\$50,198.89), for a total commission amount of \$136,802.89 (the "**County Commission**"). Lessor shall pay one-half of the County Commission upon the execution of this lease and the remainder on the Commencement Date.

Lessor warrants that no other broker or finder, other than Newmark Knight Frank and the County, can properly claim a right to a leasing commission or a finder's fee based upon contacts with the County with respect to the Building. Lessor and County shall indemnify, defend, protect, and hold each other harmless from and against any loss, cost, or expense, including, but not limited to, attorneys' fees and costs, or the payment of a real estate commission to any party, other than Newmark Knight Frank and County, resulting from any claim for a fee or commission by any broker or finder, in connection with the Building and this lease.

[Remainder of Page Intentionally Left Blank]

31. Entire Agreement; Construction; Modification. Neither party has relied on any promise or representation not contained in this lease or the Work Letter. All previous conversations, negotiations, and understandings are of no further force or effect. This lease is not to be construed as if it had been prepared by one of the parties, but rather as if both parties have prepared it. This lease may be modified only by a writing signed by both parties.

The parties are executing this lease on the date set forth in the introductory paragraph.

COUNTY OF CONTRA COSTA, a  
political subdivision of the State of  
California

SYSTRON BUSINESS CENTER, LLC, a  
California limited liability company

By: \_\_\_\_\_  
Brian M. Balbas  
Director of Public Works

By: \_\_\_\_\_  
Jeff Wilcox  
Managing Director

RECOMMENDED FOR APPROVAL:

By: \_\_\_\_\_  
Jessica L. Dillingham  
Principal Real Property Agent

By: \_\_\_\_\_  
Margaret J. Eychner  
Senior Real Property Agent

APPROVED AS TO FORM

Mary Ann McNett Mason, County Counsel

By: \_\_\_\_\_  
Kathleen M. Andrus  
Deputy County Counsel

ME:  
G:\realprop\LEASE MANAGEMENT\CONCORD\2731 SYSTRON - T00\_\_\_\_\LEASES\LEASE DRAFTS\PH Lease\2731 Systron Public  
Health Lease - Final.docx

**Exhibit A**

[Floorplan]

**Exhibit B**

**BILL OF SALE**

FOR GOOD AND VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, Systron Business Center, LLC, a California limited liability company (“Transferor”) hereby transfers and conveys to the County of Contra Costa (“Transferee”), all of Transferor’s right, title, and interest in and to the following located at 2731 Systron Drive, Concord, CA: one hundred and fifty-seven (157) work station cubicles (collectively, the “Transferred Property”).

As of the effective date hereof, the Transferred Property shall be transferred to Transferee (a) “AS-IS/WHERE IS,” (b) “WITH ALL FAULTS,” and (c) without representations of any kind or nature as to the merchantability or fitness for a particular purpose of such Transferred Property.

IN WITNESS WHEREOF, this Bill of Sale is executed as of August 9, 2022

TRANSFEROR:

SYSTRON BUSINESS CENTER, LLC, a California limited liability company

By: \_\_\_\_\_  
Jeff Wilcox, Managing Director

## Exhibit C

Recorded at the request of:  
Contra Costa County

Return to:  
Contra Costa County  
Public Works Department  
255 Glacier Drive  
Martinez, CA 94553

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Assessor's Parcel No. 126-192-014-2

### Subordination, Non-Disturbance, and Attornment Agreement

This agreement is dated \_\_\_\_\_, 20\_\_\_\_, and is between the County of Contra Costa, a political subdivision of the State of California (the “**Tenant**”), \_\_\_\_\_, a \_\_\_\_\_, its successors and assigns (the “**Lender**”), having its principal place of business at \_\_\_\_\_.

### Recitals

- A. Pursuant to a lease dated \_\_\_\_\_, 2022 (the “**Lease**”) between the Tenant and SYSTRON BUSINESS CENTER, LLC, a California limited liability company (the “**Landlord**”), Landlord is leasing to the Tenant certain space in the building located at 2731 Systron Drive, Concord, more fully described in Exhibit A attached hereto and made a part hereof (the “**Property**”).
- B. Lender has previously made a loan (the “**Loan**”) to Landlord that is secured, in part, by the lien of a mortgage or deed of trust executed and delivered by Landlord to Lender encumbering the Property (the “**Mortgage**”) and an assignment of all leases of and rents from the Property
- C. This agreement is being executed by the parties in accordance with the requirements of Section 9 of the Lease.

NOW, THEREFORE, in consideration of the covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

- 1. Tenant hereby represents, acknowledges, and agrees as follows:
  - a. The term of the Lease commences on \_\_\_\_\_ and will terminate on \_\_\_\_\_.

- b. The current monthly rent payment under the Lease is set forth in Section 3 of the Lease. No advance rents have been prepaid.
- c. The improvements described in the Lease have not been completed or accepted by Tenant.
- d. Tenant has not sublet any portion of the leased premises or assigned any of its rights under the Lease.
- e. Upon its execution, the Lease will be in full force and effect.
- f. All rent payments will be paid as provided under the Lease until Tenant has been otherwise notified by Lender or its successors and assigns.
- g. If Lender provides Tenant with Lender's address for notification purposes, Tenant will deliver to Lender a copy of all notices Tenant delivers to or receives from Landlord.
- h. Tenant will not look to Lender or its successors or assigns for the return of the security deposit, if any, under the Lease, except to the extent that such funds are delivered to Lender.

2. If Lender elects to foreclose the Mortgage, Lender will not join Tenant in summary or foreclosure proceedings unless required by applicable law (and then only to the extent so required) as long as Tenant has not amended the Lease without Lender's prior written consent and is not in default under the Lease.

3. In the event that Lender succeeds to the interest of Landlord under the Lease and there exists no default by Tenant under the Lease and Tenant has not amended the Lease without Lender's prior written consent, Lender agrees not to disturb or otherwise interfere with Tenant's possession of the leased premises for the unexpired term of the Lease, provided that Lender is not:

- a. Liable for any act or omission of Landlord or any prior landlord under the Lease;
- b. Subject to any offsets or defenses that Tenant might have against Landlord or any prior landlord;
- c. Bound by any rent or additional rent that Tenant might have paid for more than the current month to Landlord;
- d. Bound by any amendment or modification of the Lease made without Lender's prior written consent; or
- e. Liable for any security deposit Tenant might have paid to Landlord, except to the extent Lender has actually received said security deposit.



4. Upon Lender's succeeding to Landlord's interest under the Lease, Tenant covenants and agrees to attorn to Lender or a purchaser at a foreclosure or trustee's sale, to recognize such successor landlord as Tenant's landlord under the Lease, and to be bound by and perform all the obligations and conditions imposed on Tenant by the Lease. If requested by Lender or any subsequent owner, Tenant shall execute a new lease with Lender, for a term equal to the remaining term of the Lease and otherwise containing the same provisions and covenants of the Lease.

5. Prior to terminating the Lease due to a default by Landlord thereunder, Tenant agrees to notify Lender of such default and give Lender the opportunity to cure such default within thirty (30) days of Lender's receipt of such notice (or, if such default cannot reasonably be cured within such thirty (30) day period, Lender will have such longer time as may be necessary to cure the default provided that Lender commences the cure within such period and diligently pursues the cure thereafter).

6. Notices. Any notice required or permitted under this agreement must be in writing and sent by overnight delivery service or registered or certified mail, postage prepaid and directed as follows:

To Lender:

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To County:

Contra Costa County  
Public Works Department  
Attn: Principal Real Property Agent  
255 Glacier Drive  
Martinez, CA 94553

7. This agreement binds and inures to the benefit of the respective heirs, personal representatives, successors and assigns of the parties hereto.

[Remainder of Page Intentionally Left Blank]

8. This agreement may be modified only in a writing duly executed by both parties.

The parties are signing this agreement as of the date set forth in the introductory clause.

**COUNTY:**

COUNTY OF CONTRA COSTA, a  
political subdivision of the State of  
California

By \_\_\_\_\_  
Brian M. Balbas  
Director of Public Works

**LENDER:**

Name of Lender., a  
\_\_\_\_\_

By \_\_\_\_\_  
Name  
Title

By \_\_\_\_\_  
Name  
Title

**[Attach Notary Forms]**

Exhibit A to  
Subordination, Non-Disturbance, and Attornment Agreement  
[Legal Description of Property]

**LEGAL DESCRIPTION EXHIBIT**

**CITY OF CONCORD**

PORTION OF LOT 20, AS SHOWN ON THE MAP OF SUBDIVISION OF LANDS IN THE ESTATE OF FRANCISCO GALINDO, FILED DECEMBER 24, 1901 IN BOOK B OF MAPS, PAGE 35, CONTRA COSTA COUNTY RECORDS, DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE EASTERLY LINE OF GALINDO STREET (SAN MIGUEL ROAD), AT THE MOST WESTERLY CORNER OF THE PARCEL OF LAND DESCRIBED IN THE DEED FROM ANDREW PRICCO TO W.K. ROSENBERRY, DATED NOVEMBER 6, 1956 AND RECORDED NOVEMBER 15, 1956 IN BOOK 2881 OF OFFICIAL RECORDS AT PAGE 591, SAID POINT BEING ON THE WESTERLY LINE OF SAID LOT 20; THENCE FROM SAID POINT OF BEGINNING NORTH 13° 30' WEST, ALONG SAID WESTERLY LINE OF SAID LOT 20, 412.24 FEET TO THE SOUTHERN LINE OF THE PARCEL OF LAND SHOWN ON THE MAP ENTITLED "GALINDO GLEN TRACT 2614, CITY OF CONCORD, CONTRA COSTA COUNTY, CALIFORNIA", FILED JULY 2, 1958 IN BOOK 70 OF MAPS, PAGE 6, CONTRA COSTA COUNTY RECORDS; THENCE ALONG THE SOUTHERN AND EASTERN LINES OF SAID "GALINDO GLEN", NORTH 76° 30' EAST, 92.79 FEET, NORTHEASTERLY ALONG THE ARC OF A CURVE TO THE LEFT WITH A RADIUS OF 175 FEET, TANGENT TO THE LAST NAMED COURSE, 145.75 FEET, AND NORTH 28° 46' 45" EAST, 287.27 FEET TO THE NORTHERLY LINE OF SAID LOT 20; THENCE ALONG SAID NORTHERLY LINE OF LOT 20, NORTH 76° 15' EAST, 342.85 FEET; THENCE SOUTH 14° 18' 28" EAST, 394.14 FEET; THENCE SOUTH 16° 59' 46" WEST, 133.15 FEET; THENCE SOUTH 25° 35' 24" EAST, 25.00 FEET TO THE NORTHWESTERN LINE OF SAID ROSENBERRY PARCEL (2881 OR 591); THENCE SOUTH 64° 24' 36" WEST, ALONG SAID NORTHWESTERN LINE OF SAID ROSENBERRY PARCEL (2881 OR 591), 717.51 FEET TO THE POINT OF BEGINNING.

APN 126-192-014



ROBERTS  
BOCHÉ  
ASSOCIATES

555 FIRST STREET, SUITE 300  
BENICIA, CA 94510  
PH: 707.747.4330  
FX: 707.747.4333

PROJECT:

Exhibit A

# CONTRA COSTA COUNTY

2731 SYSTRON DRIVE  
CONCORD, CA

CONCEPT PLAN

**CP.5**

JOB NUMBER: 22014  
DATE: 05.05.22  
SCALE: SEE BAR SCALE  
SHEET NO.: 1 OF 1



## WORK LETTER

Health Services Department – Public Health  
2731 Systron Drive, Suite 250  
Concord, California

August 9, 2022

This work letter (“**Work Letter**”) is part of the lease being executed concurrently between SYSTRON BUSINESS CENTER, LLC, a California limited liability company, as landlord (Lessor), and the COUNTY OF CONTRA COSTA, as tenant (County), under which the County is leasing approximately 23,258 square feet of space in the Building located at 2727-2731 Systron Drive, Concord, California, as more particularly described in the lease.

Lessor and County mutually agree as follows:

1. Terms. All capitalized terms not defined herein have the meanings ascribed to them in the lease. The provisions of this Work Letter supplement the lease and are specifically subject to the provisions of the lease. If there is a conflict between the provisions of the lease and the provisions of this Work Letter, the provisions of the lease control. Whenever the approval of County is required hereunder, approval is required of the County’s Director of Public Works or her designee (the “**County Representative**”).
2. Lessor's Representation and Warranties. Lessor represents and warrants to County that Lessor is the owner of the Building, and the Building is presently zoned to permit its use for the purposes contemplated by this Work Letter and the lease and is free of any covenants, restrictions, and other encumbrances. In addition, Lessor represents and warrants that the individuals signing this Work Letter on behalf of Lessor are authorized to do so.

Lessor covenants and agrees that it will cause the Substantial Completion Date, as defined below, to occur no later than March 1, 2023, so long as the lease is fully executed by August 15, 2022. (Lessor shall strive to complete the construction as soon as possible prior to March 1, 2023.)

3. Base Building Work. Lessor, at Lessor’s cost and expense, has constructed the Building shell and core (collectively, the “**Base Building Work**”). The Base Building Work includes, but is not limited to, the following elements of the Building: (a) concrete floors (without floor coverings), (b) finished perimeter walls (including windows, window frames, window blinds, and doors), (c) finished ceilings, including lights and light fixtures, (d) finished restrooms, (e) closets for telephone and electrical systems (but not the telephone systems themselves), (f) Building mechanical, electrical, and plumbing systems within the Building core only, (g) interior core walls, (h) fire alarms and fire suppression

systems, (i) all items necessary for the Building to satisfy the provisions of the Americans with Disabilities Act, including, without limitation, washrooms, drinking fountains, and the parking area, (j) all code-required items relating to the other elements of the Base Building Work, such as exit signs, speakers, fire doors, and any other life-safety support system for each floor, and (k) dry wall and tape of interior columns.

4. Tenant Improvements. Subject to the conditions set forth below, Lessor, at its sole cost and expense, shall demolish existing interior improvements as required and construct and install the improvements to the Premises that are described on Schedule 1 attached hereto and incorporated herein (the “**Tenant Improvements**”) in accordance with (i) the Space Plans, as defined below, (ii) the Construction Schedule, attached hereto as Schedule 3 – Construction Schedule, and (iii) the Final Plans, as defined below. Any other work on the Premises is to be performed at County’s expense by County, or, if requested by County, Lessor (“**Tenant’s Work**”). The Lessor may not charge an administrative fee in connection with Tenant’s Work.

For purposes of this Work Letter, “**Construction Schedule**” means the schedule that (i) identifies the work to be accomplished to complete the Tenant Improvements and the sequence of that work, and (ii) sets forth the dates by which certain components of the work must be completed. Lessor to provide County notice when County’s work (cabling, IT, etc) can be done during the construction of the Tenant Improvements.

5. Plans.
  - a. Prior to the execution of the lease, Lessor and County approved in writing space plans for the build-out of the Tenant Improvements for the Premises that were prepared by Lessor or Lessor’s designated architect (the “**Space Plans**”). A copy of the Space Plans is attached hereto as Schedule 2.
  - b. Lessor shall pay for all fees and costs incurred in connection with the Tenant Improvements depicted on the Final Plans as defined below, including architectural plans required to depict accessibility routes for the Building in general. Any and all architectural and engineering fees and costs incurred as a result of changes in the Final Plans requested by County will be County’s sole responsibility and paid for by County as additional rent within ten (10) days after receipt of invoices from Lessor showing that the additional fees or costs have been incurred.
6. Modifications to the Plans.
  - a. Lessor and County acknowledge that the Space Plans may not depict certain structural elements of the Building and/or various elements of the Building systems that may necessitate modifications to the Space Plans and specifications for the Tenant Improvements (collectively “**Structural Modifications**”). Furthermore, any final plans and specifications for the construction of the Tenant Improvements may require modification to account for Applicable Laws and Restrictions. “**Applicable Laws and**

**Restrictions**” means all laws (including, without limitation, the Americans with Disabilities Act), building codes, ordinances, regulations, title covenants, conditions, and restrictions, and casualty underwriters’ requirements applicable to the Premises and the Tenant Improvements. Within sixty days after the date of the lease, Lessor shall cause final plans and specifications to be prepared in substantial conformity with the Space Plans, taking into account (i) Structural Modifications, (ii) the requirements of the Applicable Laws and Restrictions, (iii) other modifications resulting from physical constraints of the Premises, and (iv) modifications requested by County and consented to by Lessor, which consent may not be unreasonably withheld (the “**Final Plans**”). Once completed, the Final Plans will be attached to this Work Letter as Schedule 4.

- b. Any and all modifications of, or amendments to, the Space Plans and the Final Plans (including all working drawings and other supplements thereto, but excluding immaterial field changes and Structural Modifications), are subject to the prior written approval of County. Material "or equal" items or substitute items provided for in the specifications forming part of the Final Plans are subject to the prior written approval of County, which approval may not be unreasonably withheld or delayed. Samples of such “or equal” or substitute materials, together with any additional supplemental information that may be necessary for County's review, are to be submitted to County in a timely manner.
7. Inspections. The County and its representatives may enter the Premises at all reasonable times for the purpose of inspecting the progress of construction of the Tenant Improvements.
8. Compliance with Laws; Standards of Performance. Lessor, at its expense, shall (i) obtain all approvals, permits and other consents required to commence, perform and complete the Tenant Improvements, and, if applicable, shall deliver a certificate of occupancy to County, and (ii) cause the Tenant Improvements to be constructed in accordance with the following performance standards: the Tenant Improvements are to be constructed by well-trained, adequately supervised workers, in good and workmanlike manner, free from design, material and workmanship defects in accordance with the Final Plans and all Applicable Laws and Restrictions (the “**Performance Standards**”). Lessor warrants that all Tenant Improvements shall be constructed in accordance with the Performance Standards. Notwithstanding anything to the contrary in the lease or this Work Letter, County’s acceptance of possession of the Premises does not waive this warranty and Lessor shall promptly remedy all violations of the warranty at its sole cost and expense.
9. Completion Notice; Inspection; Substantial Completion Date.
  - a. When Lessor deems construction of the Tenant Improvements to be Substantially Complete, as defined below, Lessor shall tender delivery to County by delivering a “**Completion Notice**” in substantial conformity with Schedule 5. For purposes of this Work Letter, the phrase “**Substantially Complete**” means (i) construction of the Tenant Improvements has been substantially completed in accordance with the

Performance Standards, (ii) there is no incomplete or defective work that unreasonably interferes with County's use of the Premises, (iii) all necessary government approvals for legal occupancy of the Tenant Improvements have been obtained (including, if applicable, a Certificate of Occupancy), and (iv) all utilities are hooked up and available for use by County in the Premises.

- b. Upon receipt of the Completion Notice, a representative of the County and a representative of Lessor will immediately inspect the Tenant Improvements for the purpose of establishing that the Tenant Improvements are Substantially Complete. Once County is satisfied that the Tenant Improvements appear to be Substantially Complete, County shall so indicate by countersigning the Completion Notice. The Premises will be deemed delivered to County on the day that County countersigns the Completion Notice (the "**Commencement Date**" and the "**Substantial Completion Date**").
10. Punchlist. County has forty-five (45) days from the Substantial Completion Date to provide Lessor with a written list of any items that are defective, incomplete, or do not conform to the Final Plans or to Applicable Laws and Restrictions (a "**Punchlist**"). County's failure to specify any item on the Punchlist, however, does not waive Lessor's obligation to construct the Tenant Improvements in accordance with this Work Letter. Lessor shall remedy all items on the Punchlist as soon as practicable and in any event within thirty days of Lessor receiving the Punchlist. If Lessor fails to remedy all items on the Punchlist within the thirty-day period (exempt as to items, if any, that require more than thirty days to complete), then County may, upon twenty days prior notice to Lessor, complete any Punchlist items and deduct the cost of such work from the Rent next coming due under the lease in an amount not to exceed twenty-five percent (25%) of the Rent per month for a period not to exceed six months.
11. Tenant's Work.
  - a. Any item of work not shown in the Final Plans, including, for example, telephone and data service or furnishings ("**Tenant's Work**"), may be performed by County through contractors selected by County and approved by Lessor, which approval may not be unreasonably withheld or delayed. Upon a timely request by County, Lessor shall perform the Tenant's Work through contractors selected by Lessor and approved by County. If Lessor performs the Tenant's Work, County shall reimburse Lessor for the full cost of the work upon receipt by County of receipted invoices for work performed or materials supplied. If County performs all or any portion of the Tenant's Work, Lessor shall allow County prompt and reasonable access to the Premises, provided, in Lessor's reasonable opinion, the Tenant's Work can be performed by County without undue interference with the completion of the Tenant Improvements.
  - b. Lessor shall furnish water, electricity, and HVAC to the Premises during the performance of any of Tenant's Work during normal working hours of the Tenant Improvement project, without charge to County.



12. County's Right to Terminate. County may terminate the lease and this Work Letter by delivering a written termination notice to Lessor upon the occurrence of any of the following events:

- a. Lessor fails to cause construction of the Tenant Improvements to commence on or before October 1, 2022.
- b. The Substantial Completion Date does not occur on or before the Scheduled Completion Date and Lessor fails to Substantially Complete the Tenant Improvements on or before the fifth day after written notice by County to Lessor of its intent to terminate pursuant to this section;

provided, however, County may not terminate the Lease if the failure to commence or complete construction by the deadlines set forth above is solely the result of delays that are caused by force majeure, supply chain issues, or any other delay outside of Lessor's control.

13. Construction Period Insurance.

- a. Throughout the performance of the Tenant Improvements and the Tenant's Work, if the Tenant's Work is performed by Lessor, Lessor shall carry and shall cause all contractors and their subcontractors to carry the insurance set forth below covering all occurrences in or about the Building, and County shall be named as a party assured, together with the Lessor, contractor, or subcontractor, as the case may be:
  - i. Workers' compensation insurance in statutory limits;
  - ii. Lessor: Commercial general liability insurance, including contractual liability, owners' and contractors' protective liability for a period of one year after substantial completion, with limits of not less than \$2,000,000 per occurrence;
  - iii. Contractors and Subcontractors: Commercial general liability insurance, including contractual liability, owners' and contractors' protective liability for a period of one year after substantial completion, with limits of not less than \$1,000,000 per person and \$1,000,000 per occurrence;
  - iv. Comprehensive automobile liability in minimum limits of \$500,000 for bodily injury or death to one person and \$1,000,000 for bodily injury or death in any one occurrence and \$500,000 per occurrence for property damage;
  - v. Employer's liability insurance in minimum limits of \$1,000,000 per occurrence for bodily injury or disease; and
  - vi. Excess liability insurance over the insurance required by subsections (ii), (iii), (iv), and (v) of this section with combined, minimum coverage of \$2,000,000.
- b. All insurance required by this Section 13 may be carried in whole or in part under a blanket policy (or policies). Lessor agrees to require each contractor and subcontractor

to furnish Lessor with evidence reasonably satisfactory to Lessor of the maintenance of the required insurance coverage, with assurances that it will not be cancelled without fifteen days advance written notice to Lessor, and, in the case of blanket insurance, setting forth that the Building and the work on the Building are covered by the blanket policy and specifying the amount of coverage relating thereto. Upon the request of the County Representative, Lessor shall provide to the County Representative evidence of the required insurance coverage that is reasonably satisfactory to the County Representative.

14. Risk of Loss.

- a. If the Premises or any portion of the Tenant Improvements or Tenant's Work is damaged or destroyed prior to the Substantial Completion Date, County may terminate the lease if, in the reasonable opinion of Architect, the Building cannot be restored and the Tenant Improvements Substantially Completed prior to 60 days after the Scheduled Completion Date. If the lease is terminated pursuant to this section, Lessor shall cause its insurance to pay County an amount that is equal to the cost of constructing the Tenant's Work paid by County prior to the casualty.
- b. If the Premises or the Tenant Improvements are damaged or destroyed prior to the Substantial Completion Date and the lease is not terminated pursuant to this section, Lessor shall promptly and diligently cause its contractor to restore the Premises and complete construction of the Tenant Improvements.

15. Pre-Move-In Cleaning. Lessor shall clean and ventilate the Premises immediately prior to County moving into the Premises.

16. Move-In. Lessor shall make available to County on any weekday between the hours of 8:00 a.m. and 6:00 p.m. and, in addition, at County's request either on any three weekends between the hours of 6:00 p.m. on Friday and 8:00 a.m. on Monday or, in lieu of any one weekend, any four nights between the hours of 7:00 p.m. and 8:00 a.m., and the electricity and HVAC that County may reasonably require in connection with County's moving into the Premises. Lessor shall provide a qualified property management employee during County's move-in. County shall provide reasonable security at the Building in the event County moves into the Leased Premises at any time other than normal business hours.

[Remainder of Page Intentionally Left Blank]

17. Time of the Essence. Time is of the essence in fulfilling all terms and conditions of this Work Letter.

The parties are executing this Work Letter as of the date hereinabove set forth.

COUNTY OF CONTRA COSTA, a  
political subdivision of the State of  
California

SYSTRON BUSINESS CENTER, LLC, a  
California limited liability company

By: \_\_\_\_\_  
Brian M. Balbas  
Public Works Director

By: \_\_\_\_\_  
Jeff Wilcox  
Managing Director

RECOMMENDED FOR APPROVAL:

By: \_\_\_\_\_  
Jessica L. Dillingham  
Principal Real Property Agent

By: \_\_\_\_\_  
Margaret Eychner  
Senior Real Property Agent

APPROVED AS TO FORM  
Mary Ann McNett Mason, COUNTY COUNSEL

By: \_\_\_\_\_  
Kathleen M. Andrus  
Deputy County Counsel

ME:  
G:\realprop\LEASE MANAGEMENT\CONCORD\2731 SYSTRON - T00\_\_\_\_\LEASES\LEASE DRAFTS\PH Lease\2731 Systron - Public  
Health Work Letter - Final.docx

## **SCHEDULE 1**

### **TENANT IMPROVEMENTS**

Note: Room numbers referenced below correspond to Room numbers on Schedule 2 – Space Plans and Schedule 2-A – Floors.

#### **Public Health Space – Suite 250**

1. **Entire Suite:** Create new Offices 125, 126, 127, 128, 130, 131, 134, 135, 136, 137, and 138, 141, and 143, and Storage Rm 124 (shown in yellow) as depicted in Schedule 2 – Space Plans.
2. **Flooring:** Install new Luxury Vinyl Tile (“LVT”), Carpet Tiles (“CT”), Sheet Vinyl (“SV”), and rubber wall base in colors and patterns to be chosen by the County in locations described below and depicted in Schedule 2-A – Floors. If available, County requests use of Tandus Centiva flooring products (or equivalent based on current availability).
  - a. Install new LVT and rubber wall base in Copy/File Room 118.
  - b. Install new CT and rubber wall base in the following rooms:
    - i. Classroom 148; and
    - ii. Offices 141 and 143.
  - c. Install new SV and rubber wall base in Storage Rm 124.
  - d. Protect carpet during construction of the new offices and deep-clean existing carpet throughout the remaining suite when construction is complete. Keep existing rubber wall base.
3. **Paint:** Patch and repair walls and touch up paint throughout Suite 250 as needed. Paint one accent wall in each private office and as identified by County in colors to be chosen by County.
4. **Window Blinds:** Repair or replace existing building standard window blinds.
5. **Tenant Work in WIC and Common Area Spaces:**

The following Tenant Work in the WIC and Common Area Spaces will be included in estimates for the Tenant Improvements. Once County is informed as to the cost of the work, County can decide whether or not to proceed with the improvements, which will be

completed by the Lessor, but at the sole cost of the County, per Section 4 of this Work Letter.

- a. **Water Fountain:** Install at least one water fountain with a bottle-filler. Location to be determined.

NOTE: Building Standard Finishes and Supply Chain Remedy: Lessor to use good faith efforts to supply County's requested building standard finishes as described above. In the event Lessor encounters lack of materials or supply chain issues, Lessor and County shall mutually agree on like-kind replacement materials in order to facilitate completion of construction.

**SCHEDULE 2**

**SPACE PLANS**

**SCHEDULE 2-A**

**FLOORS**

**SCHEDULE 3**

**CONSTRUCTION SCHEDULE**



**SCHEDULE 4**

**FINAL PLANS**

**SCHEDULE 5**

**FORM OF COMPLETION NOTICE**

To: Contra Costa County

From: Systron Business Center. LLC

Date:

Re: Completion Notice

This notice is provided in compliance with Section 9 of that certain Work Letter dated \_\_\_\_\_, 2022 between Systron Business Center. LLC and Contra Costa County (the "Work Letter").

All terms not otherwise defined herein have the meaning ascribed to them in the Work Letter.

Tender by Lessor

Lessor hereby represents that it has completed construction of the Tenant Improvements in substantial conformity with the Final Plans.

Landlord hereby tenders the Premises for delivery to Tenant.

Systron Business Center. LLC

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

Its: \_\_\_\_\_

Certification by Contra Costa County

The undersigned, a duly authorized representative of Contra Costa County, hereby represents that the County has caused the Tenant Improvements to be inspected and has determined them to be in substantial conformity with the Final Plans.

Contra Costa County

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

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

Its: \_\_\_\_\_



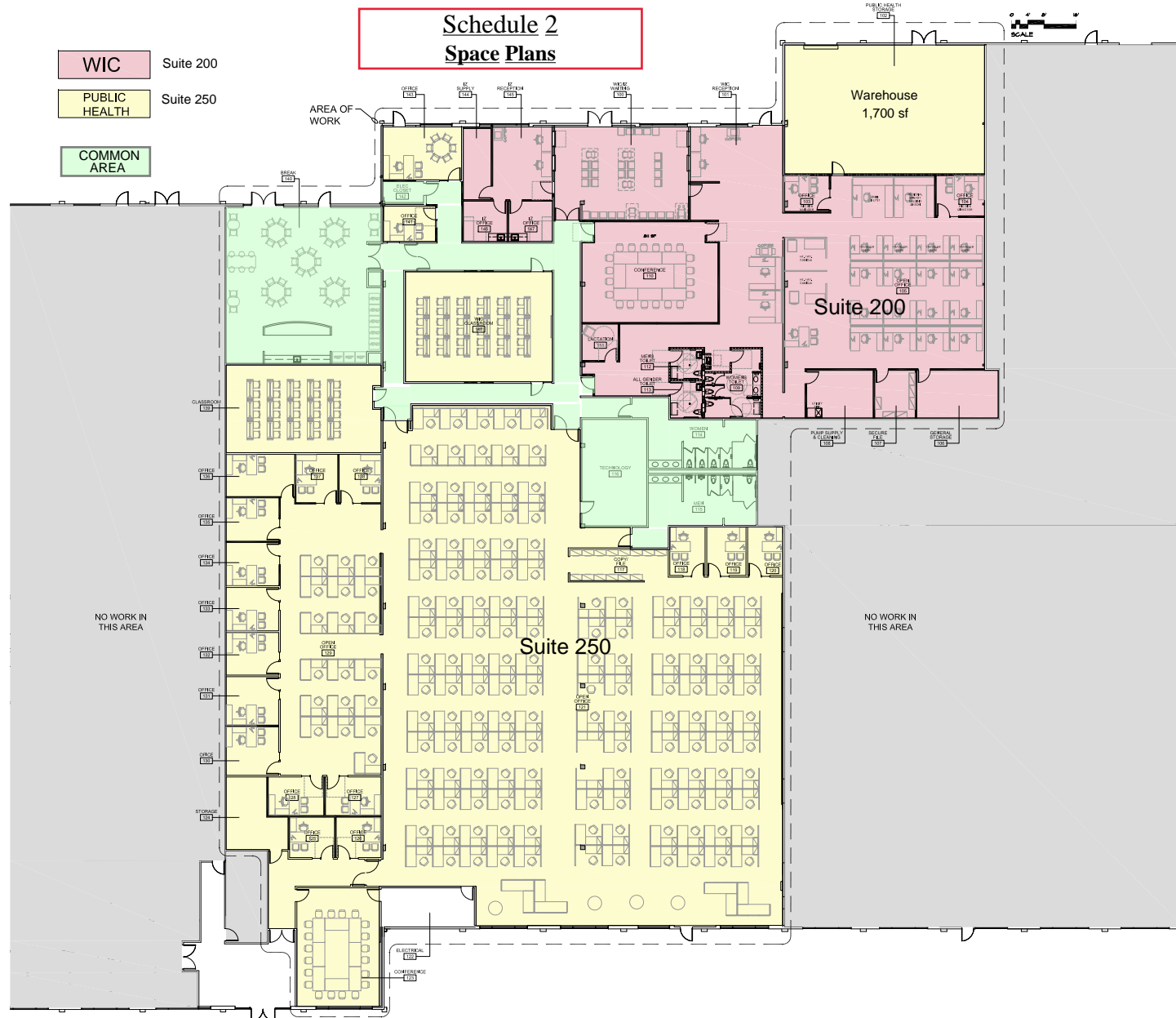
PROJECT:

CONTRA COSTA COUNTY

## CONCEPT PLAN

# CP.5

JOB NUMBER: 22014  
DATE: 05.05.22  
SCALE: SEE BAR SCALE  
SHEET NO.: 1 OF 1





ROBERTS  
BOCHÉ  
ASSOCIATES

555 FIRST STREET, SUITE 300  
BENICIA, CA 94510  
PH: 707.747.4330  
FX: 707.747.4333

PROJECT:

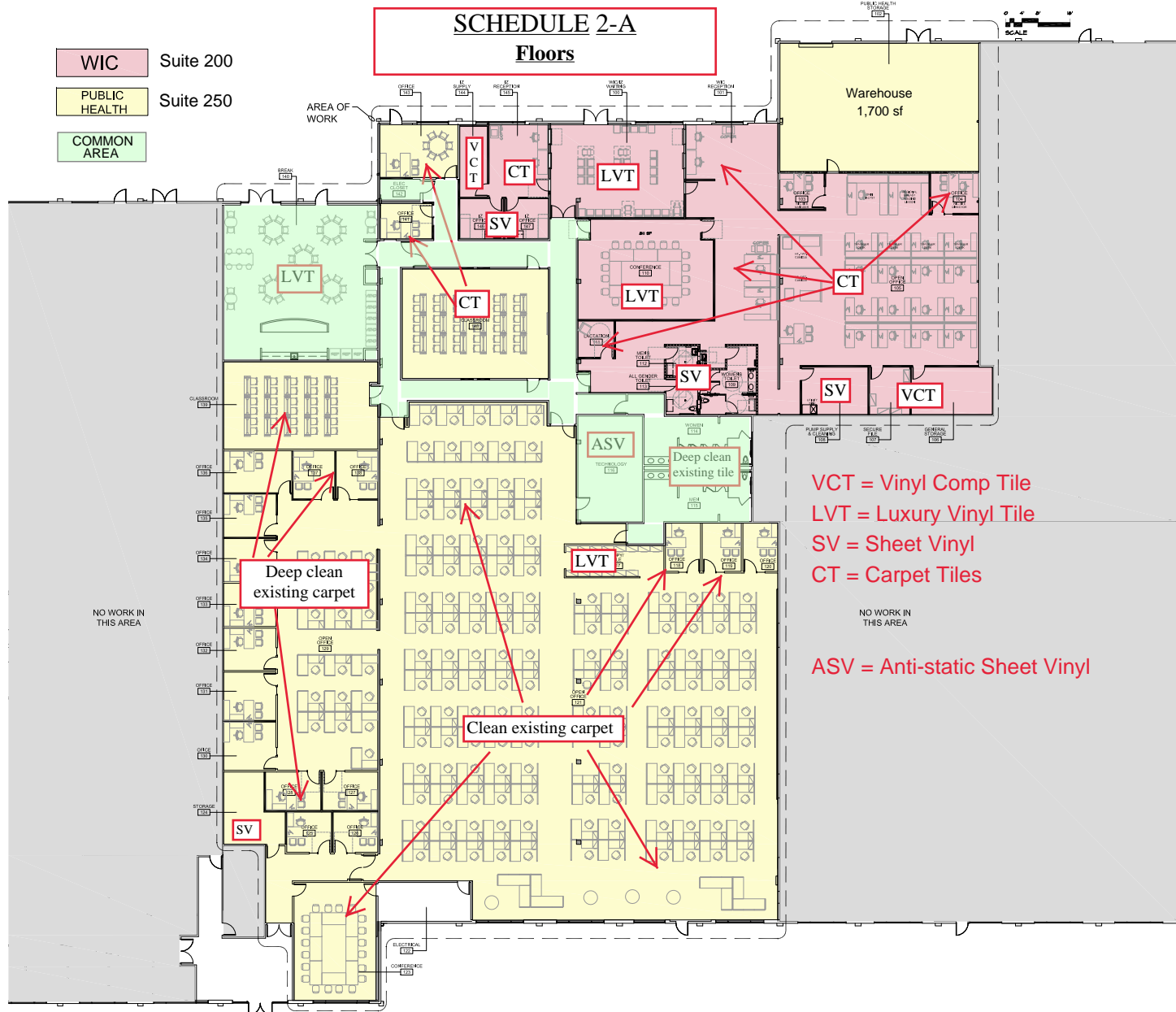
# CONTRA COSTA COUNTY

2731 SYSTRON DRIVE  
CONCORD, CA

CONCEPT PLAN

## CP.5

JOB NUMBER: 22014  
DATE: 05.05.22  
SCALE: SEE BAR SCALE  
SHEET NO.: 1 OF 1





Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: August 9, 2022

Subject: Approval of Library Lease and Service Agreement with the City of Clayton

---

**RECOMMENDATION(S):**

AUTHORIZE the County Librarian, or designee, to execute a Library Lease and Service Agreement between the County and the City of Clayton for the operation of the Clayton Library located at 6125 Clayton Road in Clayton.

**FISCAL IMPACT:**

No fiscal impact. The proposed changes to the operations plan reflect existing practices.

**BACKGROUND:**

The County and the City of Hercules entered into a Facilities Use and Operating Agreement effective June 6, 1995, for the County to provide library services from the building. The County and the City are replacing the existing agreement with the new standard form Library Lease and Service Agreement. The County's standard form Library Lease and Service Agreement was approved by the Board of Supervisors in 2010 and amended in 2020.

Under the terms of the new Library Lease and Service Agreement with the City of Clayton, the County will perform library services and related activities at the Library and the City will pay for and provide all maintenance, utilities, and janitorial services to the Library. This agreement automatically renews July 1st. No rent is due or payable by the County.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

By: June McHuen, Deputy

Contact: Stacey Sinclair; (925) 957-2464

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Failure to approve the Library Lease and Service Agreement with the City of Clayton may reduce library services in the City of Clayton.

ATTACHMENTS

Library Lease and Service Agreement

**LIBRARY LEASE**

**and**

**SERVICE AGREEMENT**

**Between**

**COUNTY OF CONTRA COSTA**

**and**

**THE CITY OF CLAYTON**

**July 1, 2022**

# **LIBRARY LEASE AND SERVICE AGREEMENT**

## **BETWEEN**

### **COUNTY OF CONTRA COSTA AND THE CITY OF CLAYTON**

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## EXHIBITS

- Exhibit A      Library Floor Plan  
Exhibit B      Form of Lease Supplement

**LIBRARY LEASE  
And  
SERVICE AGREEMENT**

This lease and service agreement (“**Lease**”) is dated July 1, 2022 (the “**Effective Date**”), and is between the City of Clayton California, a municipal corporation (the “**City**”), and the County of Contra Costa, a political subdivision of the State of California (the “**County**”).

**Recitals**

- A. The City owns that certain property located at 6125 Clayton Road in Clayton, California (the “**Property**”).
- B. The Property has been improved with a 15,500 square foot building (the “**Building**”), a parking lot, and landscaping.
- C. The Building is used to provide Library Services, as defined below, and is shown on the floor plan to the Building that is attached as Exhibit A – Library Floor Plan (the “**Library**” or the “**Premises**”).
- D. The City and the County agree that the presence of a public library in a community enhances the quality of life in that community. The City and the County therefore desire to work cooperatively to permit the County to operate the Library as a public library. Toward this end, the City desires to lease the Library to the County and the County desires to lease the Library from the City on the terms set forth herein.

The parties therefore agree as follows:

**AGREEMENT**

1. **DEFINITIONS.** The following terms have the following meanings:

“**Actual Hours**” means the number of hours of Library Services that the County will provide each week in a Fiscal year at the Library and is the sum of Base Hours and Extra Hours.

“**Base Hours**” means the number of hours of Library Services that the County will provide each week in a Fiscal Year to all County-operated libraries. The County is responsible for the cost of providing Library Services during Base Hours.

“**Community Library Manager**” means the person designated as the on-site manager by the Librarian.

“**Components**” means computers, charging stations (e.g., laptop kiosks), mobile devices, printers, scanners, monitors, keyboards, and related equipment and software used in the Library by the public and staff.

“**Data Communication Equipment**” means routers, switches, servers, uninterrupted power supply (UPS) and wireless access points.

“**Data Communication Services**” means broadband and wireless access.

“**Extra Hours**” means the number of hours of Library Services that the City elects to obtain from the County each week at the Library that are in excess of Base Hours. The City is responsible for the cost of Extra Hours.

“**Fiscal Year**” means a twelve-month period beginning July 1.

“**Lease Supplement**” means a supplement to this Lease in substantially the form of Exhibit B – Form of Lease Supplement.

“**Librarian**” means the person designated by the County as the County Librarian.

“**Library Services**” includes lending books and other media to the public, offering programs to the public, and providing collection management and technical services in the course of operating a library. Except as otherwise provided herein, Library Services does not include maintenance of the Building.

“**Meeting Rooms**” are rooms in the Library that are used for meetings and/or events. Meeting Rooms may be used for library and other City business; and may be reserved by community groups in accordance with City guidelines.

“**Specialized Equipment**” means equipment that supports library operations that is not otherwise defined in this Lease, including, but not limited to, book security gates, self-check machines, remote lockers, self-service library access system (e.g., Open+) and any automated material handling equipment used at the Library.

2. **EFFECTIVENESS**. This Lease supersedes and replaces the Facilities Use and Operating Agreement.

3. **LEASE OF LIBRARY**. The City hereby leases to the County and the County hereby leases from the City, the Library.

4. **CONSIDERATION**. In exchange for the use of the Library, the County shall perform Library Services and related activities at the Library during the Term of this Lease. No rent is due or payable from the County to the City during the Term of this Lease.

5. **TERM**. The “**Initial Term**” of this lease begins July 1, 2022 and ends June 30, 2023.

A. **Automatic Renewal**. The Lease will automatically renew on a yearly basis unless written notice is given by either party of their intent to terminate the Lease at least one year in advance in accordance with Section 5.B., Termination, below. Each annual renewal period is a

**“Renewal Term.”** Each Renewal Term will automatically commence on the day following the last day of the prior Term. Upon commencement of a Renewal Term, the “Term” of this Lease will be deemed to mean the Initial Term and each Renewal Term.

B. Termination. Either party may terminate this Lease at any time by giving the other party written notice at least one year prior to the proposed termination date. In the event of termination, the County shall leave the Premises and all City Materials, as defined in Section 13.B below, in good working order, and shall remove only County Materials, as defined in Section 13.A below.

6. **USE.**

A. County’s Use of Library. The County may use the Library for the purpose of providing Library Services for the public and related activities.

B. City’s Use of Library. The City may use the Library (including Meeting Rooms) during and outside the Library’s normal operating hours, so long as such use does not interfere directly with normal community library functions. The City is entirely responsible for any use of the Library that it schedules and shall hold harmless and indemnify the County, its officers, agents and employees for such use as provided for in Section 15, Indemnification. The City shall establish use guidelines for the use of Meeting Rooms, schedule use of the Meeting Rooms, and collect and retain any fees.

Any use of the Library scheduled by the City is subject to the City’s guidelines and the City’s rules and regulations. The City may not close the Library during its normal operating hours without the prior written consent of the Librarian.

C. County’s Use of Meeting Rooms. City and County Library staff will work cooperatively to schedule use of the Meeting Rooms. Library sponsored programs are to be given priority use of Meeting Rooms during library hours of operation, provided that a Library program may not displace a previously scheduled use of a Meeting Room. The County will have an opportunity to place Meeting Room reservations before the City takes general reservations. At no time will the County be charged for use of Meeting Rooms for Library programs.

D. County’s Use of Parking Lot. City may designate Library staff parking areas. Alternately, Library staff may park within designated library parking areas subject to the same provisions or restrictions that apply to the general public.

7. **MAINTENANCE AND REPAIRS.** The City shall provide the maintenance and repairs described below in order to keep and maintain the Building in good order, condition, and repair. Such maintenance and repair is to be carried out in a manner that is at least consistent with the caliber of maintenance and repairs applied by the City to other City facilities, or as mutually agreed by the City and the County. City responsibilities for maintenance and repair include:

A. Exterior. All exterior building maintenance including but not limited to the roof, landscaping, hardscape, grounds, pest control, lighting and parking.

B. Interior. All interior building maintenance including but not limited to mechanical and electrical systems, including gas, electrical, water, plumbing, elevators, voice and data communication systems infrastructure, heating, ventilating, air-conditioning (HVAC) systems, pest control, and all interior lighting systems, including the replacement of all fixtures and bulbs.

C. Fixtures and Furnishings. Maintenance and replacement of Building fixtures and furnishings including shelving, lighting, furniture, carpeting, window treatments, and appliances.

D. Custodial Services. City shall notify the Community Library Manager prior to selecting a contractor to provide custodial services. Alternately, City may provide such service using City staff.

8. **CAPITAL IMPROVEMENTS**. If the City and County agree that capital improvements to the Building or the Property are necessary (such improvements, “**Capital Improvements**”), then (i) the City shall provide the Capital Improvements at its sole cost and expense, and (ii) the City shall coordinate the schedule associated with the construction of all Capital Improvements with the Librarian.

9. **ALTERATIONS; FIXTURES; SIGNS**. The County may make any lawful and proper minor alterations to the Library and may attach fixtures and signs in or upon the Property with the City’s prior written approval. The County is responsible for the cost of such alterations and attachments. All alterations and attachments must comply with existing code requirements.

10. **OPERATIONS: HOURS; COSTS**.

A. Initial Period. For the Initial Term (i) the number of Base Hours the County will provide, (ii) the number of Extra Hours the City elects to obtain from the County, (iii) the resulting number of Actual Hours, and (iii) the cost to the City of the Extra Hours (such cost, the “**City’s Obligation**”) are set forth in Lease Supplement No. 1, which supplement is substantially in the form of Exhibit B.

B. Annual Modifications. For each Renewal Term, the Librarian will provide a Lease Supplement to the City in substantially the form of Exhibit B by March 31 of each year. The Lease Supplement will set forth (i) the number of Base Hours the County will provide in the upcoming Fiscal Year, (ii) the number of Extra Hours of Library Services the County anticipates that the City will elect to obtain from the County at the Library in the upcoming Fiscal Year (in the absence of more current information from the City, the County will assume the number of Extra Hours in the upcoming Fiscal Year will be equal to the number of Extra Hours then in effect), (iii) the resulting number of Actual Hours during which Library Services will be conducted at the Library in the upcoming Fiscal Year, and (iv) the cost of the City’s Obligation.

C. City Election: Extra Hours. Within 60 days of receiving the Lease Supplement, the City shall notify the Librarian in writing if it intends to modify the number of Extra Hours at the Library in the upcoming Fiscal Year. Such modification may be based on fiscal or other considerations identified by the City.

1. Change in Extra Hours from Prior Fiscal Year. If the County receives a notice modifying the number of Extra Hours desired in the upcoming Fiscal Year within the time allotted, the parties shall use good faith efforts to finalize a revised Lease Supplement for the upcoming Fiscal Year before the July 1 start of that Fiscal Year. If the City fails to make a final determination regarding the number of Extra Hours before the start of the upcoming Fiscal Year, the Lease Supplement issued by the Librarian for the upcoming Fiscal Year will be effective until the City makes its final determination and a revised Lease Supplement for that Fiscal Year is executed. The final, revised, Lease Supplement will be effective upon its execution by the County and the City.

2. No Change in Extra Hours from Prior Fiscal Year. If the County does not receive a notice modifying the number of Extra Hours desired in the upcoming Fiscal Year within the time allotted, the County and the City shall each execute the original Lease Supplement issued by the Librarian for the upcoming Fiscal Year, which Lease Supplement will become effective on July 1 of the Fiscal Year to which it applies.

D. Invoices; Payment. The County will invoice the City quarterly for the cost of Extra Hours incurred in the prior quarter. The City shall pay the County the amount due to the County within thirty (30) days of receipt of the invoice. In no event is the City obligated to pay an amount greater than the amount identified as the City's Obligation in the Lease Supplement in effect for that Fiscal Year.

11. **OPERATIONS: COST OF UTILITIES.** The City shall pay for all utilities provided to the Premises, including gas, electricity, voice communication services, water, sewer, fire alarm, intrusion alarm, garbage, and recycling.

12. **OPERATIONS: TECHNOLOGY AND EQUIPMENT; COSTS.** The County and City shall share responsibility for providing and maintaining technological equipment and services as follows:

A. Components. The County shall provide technology support at the Library, including determining the quantity, type, configuration, and location of all Components used in the Library. The County shall acquire Components for use in the Library and maintain them in good working order. The County is responsible for the cost of obtaining and maintaining Components in the Library.

B. Voice Communication System. The City, at its expense, shall acquire and provide communication equipment and on-going voice services to the Library.

C. Data Communication System. The County shall acquire and configure the Data Communication Equipment and select Data Communication Services for the Library to create the Library's data communication system. The City is responsible for the actual cost of obtaining and maintaining the Data Communication Equipment. To ensure the City is able to properly budget for the cost of the Data Communication Equipment, prior to placing an order for Data Communication Equipment, (i) the County will provide a written estimate of the cost of the Data Communication Equipment to the City, and (ii) must receive the City's written consent to the

acquisition. At the parties' discretion, such writing may be in the form of emails. The City acknowledges that it is responsible for the actual cost of the Data Communication Equipment, even if it varies from the estimate through no fault of the County's.

1. Connection. The County will connect the Library's data communication system to the County Library wireless network. It is expressly understood and agreed that such wireless network is for the exclusive use of the County in providing Library Services. The City shall provide CAT5 or better Ethernet cabling throughout the Library and replace or upgrade as needed.

2. Monthly Cost. The County is responsible for the cost of the monthly usage fee for Data Communication Services.

D. Miscellaneous Equipment.

1. Specialized Equipment. The County shall acquire any Specialized Equipment used in the Library. The City is responsible for the actual cost of obtaining and maintaining any Specialized Equipment. To ensure the City is able to properly budget for the cost of any Specialized Equipment, prior to placing an order for Specialized Equipment, (i) the County will provide a written estimate of the cost of the Specialized Equipment to the City, and (ii) must receive the City's written consent to the acquisition. At the parties' discretion, such writings may be in the form of emails. The City acknowledges that it is responsible for the actual cost of the Specialized Equipment, even if it varies from the estimate through no fault of the County's.

2. Copiers. The County shall provide, at its sole cost and expense, one or more copy machines for use by library staff at the Library. The County may provide, at its sole cost and expense, one or more copy machines for use by the public at the Library. The County shall also obtain, at its sole cost and expense, a maintenance contract for each such copy machine. Any revenue collected for the use of copy machines will be retained by the County.

3. Audio Visual Equipment. Should the City elect to procure any audio-visual equipment for use, either by the City or County, at the Library, the City shall provide such equipment, at its sole cost and expense. The City shall also maintain, at its sole cost and expense, any audio-visual equipment it procures. All such audio-visual equipment will be City Materials, as defined in Section 13(B) of this Lease.

E. Obsolescence Avoidance. The City and County are both responsible and shall work together in good faith to ensure that all equipment and technology services at the Library, including the voice communication systems, the data communication System, Data Communication Services, and Specialized Equipment, and excluding copiers and Components, are adequate for the Library's needs and that costs that are the responsibility of the City are within the City's fiscal parameters and approved by the City in advance. Are in

13. **OWNERSHIP OF CONTENTS.**

A. County. All books, furnishings, fixtures, equipment, and materials purchased by the County, or foundations or private or public fundraising efforts on behalf of the County, are owned

by the County. Together, these books, materials, furnishings, fixtures, and equipment are the “**County Materials.**”

B. City. All books, furnishings, fixtures, equipment and materials purchased by the City, or foundations or private or public fundraising efforts on behalf of the City, are owned by the City. Together, these books, materials, furnishings, fixtures, and equipment are the “**City Materials.**” City Materials will be identified in the County’s Integrated Library System.

C. Replacement of FF&E. From time to time, City and County will jointly determine if City-owned furnishings, fixtures and equipment are in need of repair or replacement, or, if applicable, a schedule for replacing City-owned furnishings, fixtures and equipment. The City shall carry out, and bear the cost of, such repair or replacement as soon as is practically and fiscally possible.

D. Public Art. The City is responsible for the selection, cost, maintenance, installation, and removal of, and any liability for, all interior and exterior public art displayed at the Library.

#### 14. **INSURANCE**

##### A. Liability Insurance

1. County. Throughout the Term, the County shall maintain in full force and effect, at its sole expense, either (i) comprehensive general liability insurance in commercially reasonable amounts, but in no event in an amount less than \$3,000,000 per occurrence, protecting and insuring against claims for bodily injury, death, property damage, and personal injury occurring within or resulting from use of the Property, or (ii) a general self-insurance program covering bodily injury, death, property damage, and personal injury occurring within or resulting from use of the Property. Any policy of insurance obtained by the County must (i) name the City, its officers, agents, and employees, as additional insureds, (ii) be endorsed to provide that the insurance is primary to and non-contributory to insurance carried by the City with respect to liability imposed on the County under this agreement, and (iii) contain a severability of interest clause.

2. City. Throughout the Term, the City shall maintain in full force and effect, at its sole expense, either (i) comprehensive general liability insurance in commercially reasonable amounts, but in no event in an amount less than \$3,000,000 per occurrence, protecting and insuring against claims for bodily injury, death, property damage, and personal injury occurring within or resulting from use of the Property, or (ii) a general self-insurance program covering bodily injury, death, property damage, and personal injury occurring within or resulting from use of the Property. Any policy of insurance obtained by the City must (i) name the County, its officers, agents, and employees, as additional insureds thereunder, (ii) be endorsed to provide that the insurance is primary to and non-contributory to insurance carried by the County with respect to liability imposed on the City under this agreement, and (iii) contain a severability of interest clause.

##### B. Property Insurance.



1. County. Throughout the Term, the County shall maintain in full force and effect, at its sole expense, fire insurance and a standard “all risk” policy covering the County-owned property within the Library, and any other personal property owned by the County located at the Property. Such coverage must (i) contain a waiver of subrogation endorsement in favor of the City, and (ii) cover loss or damage to the County-owned property in the amount of the full replacement value. Covered perils are to include fire, all risk, vandalism, malicious mischief, and sprinkler leakage.

2. City. Throughout the Term, the City shall maintain in full force and effect, at its sole expense, fire insurance and a standard “all risk” policy covering all structures and improvements at the Property and any personal property owned by the City located at the Property. Such coverage must contain a waiver of subrogation endorsement in favor of the County. Covered perils are to include fire, all risk, vandalism, malicious mischief and sprinkler leakage.

C. Workers Compensation and Employers Liability. Both parties shall maintain in full force and effect Workers Compensation Insurance or self-insurance, and Employers Liability Insurance or self-insurance with limits that conform to legal requirements.

#### 15. **INDEMNIFICATION**

A. By County. County shall indemnify, defend and hold the City harmless from the County’s share of any and all claims, costs and liability for any damage, injury or death of or to any person or the property of any person, including attorneys’ fees, caused by the willful misconduct or the negligent acts, errors, or omissions of the County, its officers, agents or employees in using the Property pursuant to this Lease, except to the extent caused or contributed to by (i) the structural, mechanical, or other failure of buildings owned or maintained by the City, , and/or (ii) the negligent acts, errors, or omissions of the City, its officers, agents or employees.

B. By City. The City shall indemnify, defend and hold the County harmless from City’s share of any and all claims, costs and liability for any damage, injury or death of or to any person or the property of any person, including attorneys’ fees, caused by the willful misconduct or the negligent acts, errors or omissions of the City, its officers, agents or employees with respect to the Property, or the City’s performance under this Lease, the City’s use of the Property, the structural, mechanical or other failure of buildings owned or maintained by the City, the design of the Library, or City-owned fixtures in the Library, except to the extent caused or contributed to by the negligent acts, errors, or omissions of the County, its officers, agents, or employees.

16. **HAZARDOUS MATERIAL**. The City warrants to the County that the City does not have any knowledge of the presence of Hazardous Material (as defined below) or contamination of the Building or Property in violation of environmental laws. The City shall defend, save, protect and hold the County harmless from any loss arising out of the presence of any Hazardous Material on the Property that was not brought to the Property by or at the request of the County, its agents, contractors, invitees or employees. The City acknowledges and agrees that the County has no obligation to clean up or remediate, or contribute to the cost of clean-up or remediation, of any Hazardous Material unless such Hazardous Material is released, discharged or spilled on or about

the Property by the County or by any of County's agents, employees, contractors, invitees or other representatives. The obligations of this Section shall survive the expiration or earlier termination of this Lease.

**"Hazardous Material"** means any substance, material or waste, including lead based paint, asbestos and petroleum (including crude oil or any fraction thereof), that is or becomes designated as a hazardous substance, hazardous waste, hazardous material, toxic substance, or toxic material under any federal, state or local law, regulation, or ordinance.

17. **DEFAULT.** The occurrence of any of the following events is a default ("**Default**") under this Lease:

A. By County. If the County fails to operate the Library as a public library and such failure continues for thirty (30) days after receipt of a written notice of failure from the City to the Librarian with a copy to the County Administrator; provided, however, that the County will have additional time, up to an additional one hundred twenty (120) days, if its failure is due to circumstances beyond its reasonable control, including, without limitation, failure of the County's Board of Supervisors to adopt a budget, work stoppages, and acts of God.

B. By City. The City's failure to perform any of its obligations under this Lease if such failure is not remedied within thirty (30) days after receipt of a written notice of failure from the County to the City specifying the nature of the breach in reasonably sufficient detail; provided, however, if such breach cannot reasonably be remedied within such thirty (30) day period, then a Default will not be deemed to occur until the occurrence of the City's failure to perform within the period of time that may be reasonably required to remedy the breach, up to an aggregate of one hundred twenty (120) days, provided the City commences curing such breach within thirty (30) days after receipt of the notice of the breach and thereafter diligently proceeds to cure such breach.

18. **REMEDIES.**

A. By County. Upon the occurrence of a Default by the City, the County may (i) terminate this Lease and quit the Premises, or (ii) suspend operation of Library Services until the default is cured.

B. By City. Upon the occurrence of a Default by the County, the City may, after giving the County written notice of the Default, and in accordance with due process of law, reenter and repossess the Premises and remove all persons and property from the Premises.

19. **MISCELLANEOUS.**

A. Use of Volunteers. Volunteers are vital and welcome in enhancing the level of service offered in providing Library Services. The City's Volunteer Coordinator shall work with the County's library volunteer coordinator to recruit and schedule volunteers to assist with community library operation. Volunteers will be utilized to perform services as mutually agreed upon by the County and the City.

B. Assignment and Sublease. The County does not have the right to assign this Lease or sublease the Premises or any part thereof at any time during the Term.

C. Quiet Enjoyment. Provided the County is in compliance with the material terms of this Lease, the City shall warrant and defend the County in its quiet enjoyment and possession of the Premises during the Term.

D. Waste. The County shall not commit, or suffer to be committed, any waste upon the Premises.

E. Surrender of Premises. On the last day of the Term, or earlier termination of this Lease, the County shall peaceably and quietly leave and surrender the Library to the City, in good condition, ordinary wear and tear, and damage by casualty, condemnation, acts of God, and the City's failure to make repairs required of the City excepted. Upon termination of this Lease, the County shall remove the County Materials from the Premises within one hundred eighty (180) days, unless otherwise agreed to in writing by the City.

F. Holding Over. Any holding over after the Term of this Lease is a tenancy from month to month and is subject to the terms of this Lease.

G. Notices. Any notice required or permitted under this Lease must be in writing and sent by overnight delivery service or registered or certified mail, postage prepaid and directed as follows:

To the City:                      City Manager  
    City of Clayton  
    22 Clayton Way  
    Clayton, CA 94563  
    925-253-4220

To the County:                  County Librarian  
    Contra Costa County  
    777 Arnold Drive, Suite 210,  
    Martinez, CA 94553  
    Phone: (925) 608-7700

With a copy to:                Real Estate Manager  
    Contra Costa County  
    Public Works Department  
    255 Glacier Drive  
    Martinez, CA 94553  
    Phone: (925) 313-2000

Either party may at any time designate in writing a substitute address for that set forth above, and thereafter notices are to be directed to such substituted address. If sent in accordance

with this Section, all written notices will be deemed effective (i) the next business day, if sent by overnight courier, and (ii) three days after being deposited in the United States Postal system, if sent by registered or certified mail.

H. Time is of the Essence. Time is of the essence in fulfilling all terms and conditions of this Lease.

I. Governing Law. The laws of the State of California govern all matters arising out of this Lease.

J. Severability. In the event that any provision herein contained is held to be invalid or unenforceable in any respect, the validity and enforceability of the remaining provisions of this Lease will not in any way be affected or impaired.

[Remainder of Page Intentionally Left Blank]

K. Entire Agreement; Construction; Modification. Neither party has relied on any promise or representation not contained in this Lease. All previous conversations, negotiations, and understandings are of no further force or effect.

This Lease is not to be construed as if it has been prepared by one of the parties, but rather as if both parties have prepared it. This Lease may be modified only by a writing signed by both parties.

The parties are executing this Lease as of the date set forth in the introductory paragraph.

**COUNTY**

COUNTY OF CONTRA COSTA, a  
political subdivision of the State of  
California

By: \_\_\_\_\_  
Alison McKee  
County Librarian

**RECOMMENDED FOR APPROVAL:**

By \_\_\_\_\_  
Brian M. Balbas  
Public Works Director

By \_\_\_\_\_  
Jessica L. Dillingham  
Principal Real Property Agent

**APPROVED AS TO FORM:**

SHARON L. ANDERSON, COUNTY COUNSEL

By: \_\_\_\_\_  
Kathleen M. Andrus  
Deputy County Counsel

**CITY**

CITY OF CLAYTON, a  
municipal corporation of the State of  
California

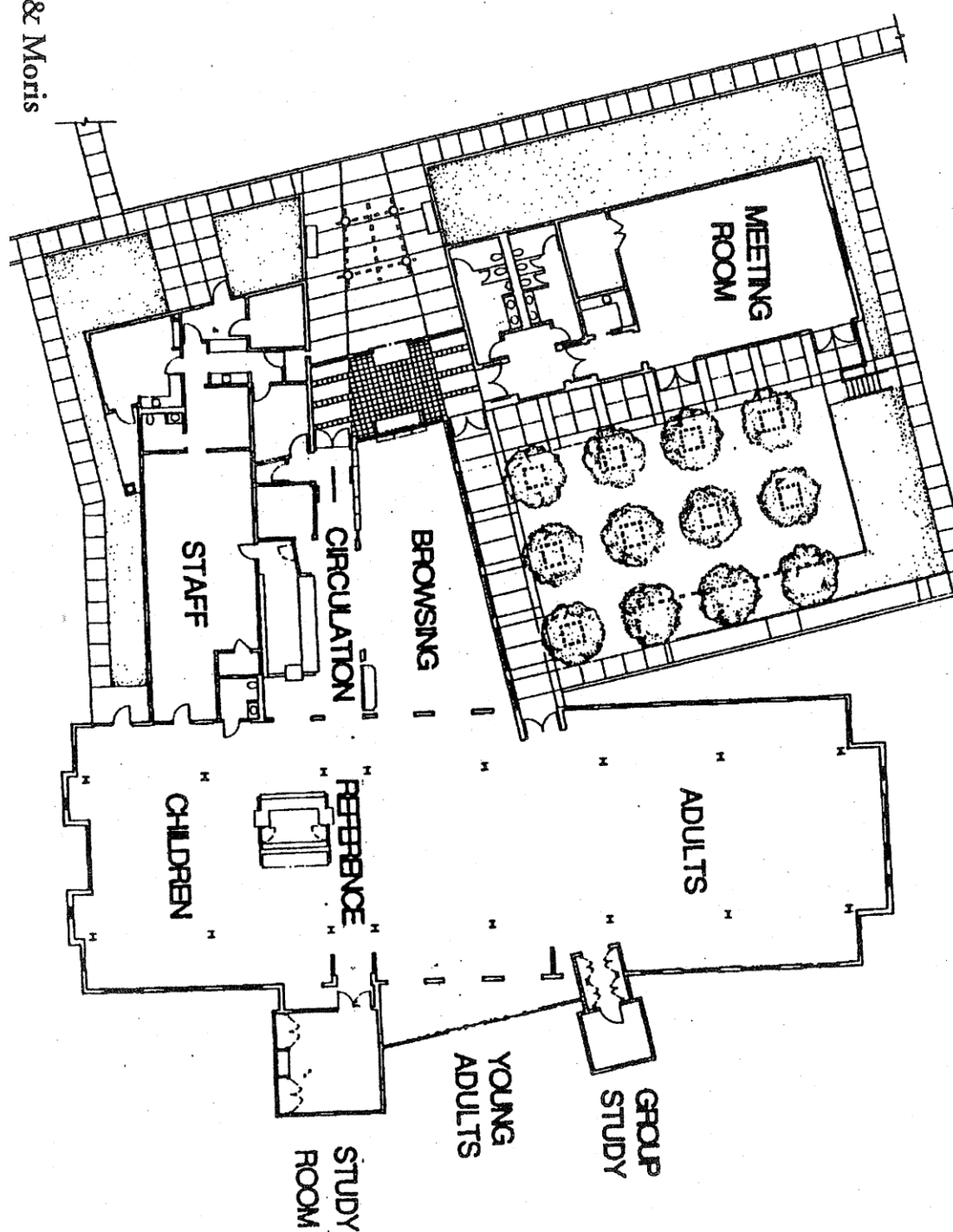
By: \_\_\_\_\_  
Reina Schwartz  
City Manager

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
Malathy Subramanian  
City Attorney

# EXHIBIT A

## Library Floorplan



## EXHIBIT B

### Form of Lease Supplement

LEASE SUPPLEMENT No. [ ]

This Lease Supplement No. [ ] is dated \_\_\_\_\_ and supplements the Lease dated \_\_\_\_\_ (the “**Lease**”) between the City of Clayton, a municipal corporation of the State of California (the “**City**”), and the County of Contra Costa, a political subdivision of the State of California (the “**County**”).

Unless otherwise defined herein, capitalized terms have the meanings given to such terms in the Lease.

1. The number of Base Hours to be provided by the County in the Fiscal Year beginning July 1, 20\_\_, is \_\_\_\_.
2. The number of Extra Hours to be provided in the Fiscal Year beginning July 1, 20\_\_ is \_\_\_\_.
3. The number of Actual Hours to be provided in the Fiscal Year beginning July 1, 20\_\_ is \_\_\_\_.
4. The City’s Obligation for the Fiscal Year beginning July 1, 20\_\_ is \$\_\_\_\_\_.
5. This Lease Supplement No. [ ] is effective in accordance with the terms of the Lease.

#### **COUNTY**

COUNTY OF CONTRA COSTA, a  
political subdivision of the State of  
California

By: \_\_\_\_\_  
Name  
County Librarian

#### **CITY**

CITY OF CLAYTON, a  
municipal corporation of the State of  
California

By: \_\_\_\_\_  
Name  
City Manager

To: Board of Supervisors  
 From: Brian M. Balbas, Public Works Director/Chief Engineer  
 Date: August 9, 2022



Contra  
Costa  
County

**Subject:** Accept the 2022 Semi Annual Report of Real Estate Delegation of Leases and Licenses dated January 1, 2022, through June 30, 2022.

**RECOMMENDATION(S):**

ACCEPT the 2022 Semi Annual Report of Real Estate Delegation of Leases and Licenses dated January 1, 2022, through June 30, 2022, as recommended by the Public Works Director, to lease real property for use by the County or to obtain the use of real property for the County by license and to amend real property leases or licenses to permit improvements or alterations, or both, under certain circumstances, Countywide.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

Pursuant to the Contra Costa County, Ordinance Code, Title 11, Division 1108, Chapter 1108-10.002, the Board of Supervisors authorizes the Public Works Director, or designee, to perform all acts necessary to lease or license real property for use by the County if the term does not exceed five years and the rent does not exceed \$7,500 per month and to amend real property leases or licenses to permit improvements or alterations, or both, under the following conditions: (1) the total cost under an amendment may not exceed \$7,500; (2) an amendment may not extend the term of the lease or license; and (3) no more than two amendments, not to exceed \$7,500 each, may be

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

Contact: Jessica Dillingham, (925)  
 957-2486

By: June McHuen, Deputy

cc:



BACKGROUND: (CONT'D)

made within a 12-month period.

The Public Works Director shall submit a semi-annual report to the Board of Supervisors on each lease or license done pursuant to this section, including the interest acquired, its price, and the necessity for the lease or license, which is describe in the attached Semi-Annual Delegation of Leases and Licenses Report.

CONSEQUENCE OF NEGATIVE ACTION:

The Board of Supervisors would not be informed of the leases and licenses accepted by the Public Works Director pursuant to Contra Costa County Ordinance Code.

ATTACHMENTS

2022 Semi Annual Delegation Report

**2022 Semi- Annual Delegation of Leases and Licenses Report**  
**January 1, 2022-June 30, 2022**

<b>LICENSES</b>					
<b>Project Name/ Property Address/ APN</b>	<b>City</b>	<b>Purpose</b>	<b>Fee</b>	<b>Term</b>	<b>Licensor</b>
100 Glacier Dr., Ste B	Martinez	7,851 sqft of rentable space	<b>\$0.00</b>	1/1/2022-12/31/2027	Juvenile Hall Auxiliary of Contra Costa County
100 Glacier Dr., Ste C	Martinez	2,459 sqft of rentable space	<b>\$0.00</b>	<b>1/1/2022-12/31/2027</b>	Contra Costa County Office of Education

<b>LEASES</b>					
<b>Property Address</b>	<b>City</b>	<b>Purpose</b>	<b>Lease Amount</b>	<b>Term</b>	<b>Owner</b>
1350 Arnold Drive, Ste 102 & 103	Martinez	Lease for Health Services Department - Health Services - Expansion	\$ 23,700.00	1/1/2022-9/30/2023	RPE Muir, LLC
1320 Arnold Drive, Ste 266	Martinez	Lease for Health Services Department - Personnel	\$ 151,188.00	10/1/2022-9/30/2027	RPE Muir, LLC
1330 Arnold Drive, Ste 140	Martinez	Lease for Health Services Department- Health Services - Behavioral Health Division	\$ 194,844.00	5/1/2022-4/30/2027	RPE Muir, LLC
1330 Arnold Drive, Ste 143	Martinez	Lease for Health Services Department - Behavioral Case Management	\$ 210,552.00	5/1/2022-4/30/2027	RPE Muir, LLC



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: August 9, 2022

Subject: Lease for 2731 Systron Drive, Suite 200, Concord

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a lease with Systron Business Center, LLC, for approximately 8,741 square feet in the building located at 2731 Systron Drive, Suite 200, Concord, for a ten-year term for the Health Services Department - Women, Infant, and Children (WIC) group, at an initial annual rent of \$251,740.80 for the first year with annual increases thereafter, plus a share of landlord's operating expenses beginning in 2024. (100% Org# 5828 – WIC Program)

**FISCAL IMPACT:**

100% CDPH state funds for Health Services WIC Program

**BACKGROUND:**

The Special Supplemental Nutrition Program for Women, Infants, and Children - better known as the WIC Program - serves to safeguard the health of low-income pregnant, postpartum, and breastfeeding women, infants, and children up to age 5 who are at nutritional risk by providing nutritious foods to supplement diets, information on healthy eating including breastfeeding promotion and support, and referrals to health care.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

By: June McHuen, Deputy

Contact: Margaret Eychner, 925-957-2463

cc:

BACKGROUND: (CONT'D)

WIC has occupied its current space at 2355 Stanwell Drive, Concord, for more than twenty years. The building is in disrepair, requiring cost-prohibitive deferred maintenance to make it an appropriate location for the operation of the services provided to County residents by WIC. This proposed new lease will enable the County to provide services in a more appropriate environment in a space that is more centrally-located and, therefore, more easily accessible by more County residents.

Staff from Health Services Department – Public Health will occupy the only other suite in this building and will share a breakroom and restroom with WIC.

Beginning in 2024, in addition to base rent, WIC will pay any increase in operating expense, utility expense, property taxes, and insurance over the base year of 2023. WIC's responsibility to pay an increase in operating expenses is capped at no more than a 4% increase per year.

CONSEQUENCE OF NEGATIVE ACTION:

WIC would remain in holdover at their existing location, and the County would need to either invest significant funds to cure the building deferred maintenance, or continue to search for a property to relocate the program.

CLERK'S ADDENDUM

**RELISTED to September 13, 2022.**

ATTACHMENTS

Lease Agreement

Exhibit A

Work Letter

Work Letter - Schedule 2

Work Letter - Schedule 2A

## **LEASE**

Heath Services Department –  
Women, Infants, & Children Program  
2731 Systron Drive, Suite 200  
Concord, California

This lease is dated August 9, 2022 (“**Effective Date**”), and is between SYSTRON BUSINESS CENTER, LLC, a California limited liability company (“**Lessor**”) and the COUNTY OF CONTRA COSTA, a political subdivision of the State of California (“**County**”).

### **Recitals**

- A. Lessor is the owner of real property located in Concord, California that has been improved with three adjoining buildings located at 2727 Systron Drive, 2729 Systron Drive, and 2731 Systron Drive (together, the buildings are the “**Complex**”). The Complex is comprised of approximately 94,322 square feet of space.
- B. This lease is one of two leases Lessor and the County are entering into simultaneously. Under each of the two leases, Lessor is leasing to the County a portion of the building located at 2731 Systron (the “**Building**”). The Building consists of approximately 31,999 square feet of space, which is 33.93% of the total square footage of the Complex.
- C. Under this lease, the County is leasing a portion of the Building that is comprised of approximately 8,741 square feet of space (“**Suite 200**,” or the “**Premises**”). Suite 200 comprises 9.27% of the total square footage of the Complex. Under a separate lease, the County is leasing a portion of the Building that is comprised of approximately 23,258 square feet of space (“**Suite 250**”). Suite 250 comprises 24.66% of the total square footage of the Complex. Attached as Exhibit A is a floorplan of the Building that shows Suite 200, Suite 250 and the common area shared by Suite 200 and Suite 250. As shown in Exhibit A, this lease and the lease of Suite 250 comprise all the square footage of the Building.
- D. In addition to obtaining the exclusive use of the Premises, this lease grants the County non-exclusive use of 39 parking spaces in the parking lot adjacent to the Complex.
- E. Simultaneous with the execution of this lease, Lessor and the County are entering into a work letter that sets forth how tenant improvements in the Premises and the common area shared with Suite 250 are to be constructed, who will undertake construction of the improvements, who will pay for the construction of the improvements, and the time schedule for completing construction of the improvements (the “**Work Letter**”). The Work Letter is part of this lease.

The parties therefore agree as follows:

## **Agreement**

1. Lease of Premises. In consideration of the rents and subject to (i) the terms of this lease, and (ii) Lessor and County simultaneously entering into a lease for Suite 250, Lessor hereby leases to County and County hereby leases from Lessor, the Premises.
2. Term. The “**Term**” of this lease is comprised of an Initial Term and, at County’s election, a Renewal Term, each as defined below.
  - a. Initial Term. The “**Initial Term**” is ten (10) years, commencing on the Commencement Date, as defined in the Work Letter.
  - b. Renewal Term. County has one option to renew this lease for a term of five (5) years (the “**Renewal Term**”) upon all the terms and conditions set forth in this lease.
    - i. County will provide Lessor with written notice of its election to renew the lease at least twelve months prior to the commencement of the Renewal Term. However, if County fails to provide such notice, its right to renew the lease will not expire until fifteen working days after the County’s receipt of Lessor’s written demand that the County exercise or forfeit the option to renew.
    - ii. Upon the commencement of the Renewal Term, all references to the Term of this lease will be deemed to mean the Term as extended pursuant to this Section.
3. Rent. County shall pay rent to Lessor monthly in advance beginning on the Commencement Date. Rent is payable on the first day of each month during the Initial Term and, if applicable, the Renewal Term in the amounts set forth below:
  - a. Initial Term.

<u>Months</u>	<u>Monthly Rent</u>
1-12	\$20,978.40
13-24	\$21,607.75
25-36	\$22,255.98
37-48	\$22,923.66
49-60	\$23,611.37
61-72	\$24,319.72
73-84	\$25,049.31
85-96	\$25,800.79
97-108	\$26,574.81
109-120	\$27,372.05

- b. Renewal Term. Rent during the Renewal Term will be at the then-fair market rental value of the Premises. The fair market rental value of the Premises will be established by the mutual agreement of the parties. The parties shall use good faith efforts to establish the fair market value of the rent for the Renewal Term not less than twenty months prior to the commencement of the Renewal Period. If the parties fail to agree on the fair market rental value of the Premises by the date that is eighteen months prior to the commencement of the Renewal Period, the parties will engage a real estate appraiser with knowledge of the commercial real estate market in the area to determine the fair market value of the Premises. The parties shall each bear one-half the cost of the appraiser.
- c. Rent for any fractional month will be prorated and computed on a daily basis with each day's rent equal to one-thirtieth (1/30) of the monthly Rent.
- 4. Modified Full-Service Lease. With the exception of the costs borne by the County pursuant to Section 5 below (Additional Rent), this is a full-service lease. Lessor shall pay all of the Building's operating costs, including without limitation, the cost of Utilities, Operating Expenses, Real Property Taxes, and Insurance, all as defined below.
- 5. Additional Rent. In addition to the Rent set forth above, in each year following the Base Year (defined below), County shall pay Lessor the amounts set forth below (collectively, "**Additional Rent**"). Lessor shall invoice County for any Additional Rent due within ninety days after the end of each calendar year during the Term, beginning in the year that immediately follows the Base Year. County shall pay the amount so invoiced within thirty days of receipt of the invoice. County has the right, exercisable upon reasonable prior written notice to Lessor, to inspect Lessor's books and records relating to the amounts charged to County as Additional Rent. County shall cause any such inspection to occur within ninety days of receipt of the annual invoice. In the absence of a manifest error in the invoice, County may not withhold payment of the invoice until after the completion of such inspection.
  - a. Proportionate Share. For purposes of this lease, "**Proportionate Share**" means the ratio, expressed as a percentage of the square footage of the Premises to the total square footage of the Complex. The parties estimate County's Proportionate Share of the Complex to be 9.27%.
  - b. Operating Expenses. County's Proportionate Share of the Excess Amount of Operating Expenses, as defined below.

"**Excess Amount of Operating Expenses**" means the amount by which Operating Expenses actually paid by Lessor in any calendar year (or portion thereof) exceeds the amount Lessor actually paid for Operating Expenses in calendar year 2023 (the "**Base Year**"); provided, however, in no event will the Excess Amount of Operating Expenses exceed 4% in any year.

**“Operating Expenses”** means the cost of (i) janitorial services and cleaning supplies provided to the Building, (ii) the operation and upkeep of all building systems serving the Building, including lighting, plumbing, HVAC, fire/life safety, electrical systems, ceiling, flooring and other surfaces, and (iii) pest and rodent control.

Notwithstanding any provision of this lease to the contrary, Lessor and County acknowledge and agree that the following items are excluded from Operating Expenses to be reimbursed or paid by County:

- i. Payments on any loans or ground leases affecting the Complex.
  - ii. Depreciation of any building in the Complex or any major system of any service equipment of any building in the Complex.
  - iii. All costs and expenses associated with leasing to other tenants, including tenant improvements allowances, attorneys’ fees, brokerage commissions, and architectural fees, if any.
  - iv. Any cost incurred in complying with hazardous materials laws.
  - v. Capital taxes, income taxes, corporate taxes, corporation capital taxes, excise taxes, profits taxes or other taxes personal to the Lessor.
- c. Utility Expenses. County’s Proportionate Share of the Excess Amount of Utility Expense.

**“Excess Amount of Utility Expenses”** means the amount by which Utility Expense, as defined below, actually paid by Lessor in any calendar year (or portion thereof) exceeds the amount Lessor actually paid for Utility Expenses in the Base Year.

**“Utility Expenses”** means the cost of gas and electric service, water, sewer and refuse collection services provided to the Building.

- d. Real Property Taxes. County’s Proportionate Share of the Excess Amount of Real Property Tax Expense, as defined below.

**“Excess Amount of Real Property Tax Expense”** means the amount by which Real Property Taxes, as defined below, actually paid by Lessor in any calendar year (or portion thereof) exceeds the amount Lessor actually paid for Real Property Taxes in the Base Year.

**“Real Property Taxes”** means and includes all taxes, assessments (amortized over the longest period available to Lessor) levied or assessed upon the Building and the real property upon which it is situated, any state or local business taxes or



fees measured by or assessed upon gross rentals or receipts, and other government charges, general and special, including, without limitation, assessments for public improvements or benefits, that are, during the Term of this lease, assessed, levied, and imposed by any governmental authority upon the Building. Real Property Taxes do not include any late fees or penalties, any municipal, county, State, or Federal net income, estate, succession, inheritance, sales, use, or franchise taxes of Lessor or documentary or transfer taxes.

- e. Insurance. County's Proportionate Share of the Excess Amount of Insurance Expense, as defined below.

**"Excess Amount of Insurance Expense"** means the amount by which Insurance, as defined below, actually paid by Lessor in any calendar year (or portion thereof) exceeds the amount Lessor actually paid for the Insurance in the Base Year.

**"Insurance"** means the All-Risk Property Insurance maintained by Lessor covering the Building, and all improvements thereto for perils including fire and earthquake, if applicable, for an amount equal to full replacement cost; liability and other insurance that Lessor reasonably deems necessary on the Premises or that may be required by Lessor's mortgagee, including, but not limited to, earthquake, and flood insurance.

6. Use. County may use the Premises for the purpose of conducting various functions of County and any other purpose permitted by law. County is responsible for obtaining any use permits needed to operate County's business within the Premises.

7. Maintenance and Repairs.

- a. Roof and Exterior of Premises. Lessor shall keep the roof and exterior of the Premises in good order, condition, and repair, and shall maintain the structural integrity of the Building, including the exterior doors and their fixtures, closers and hinges, exterior windows, glass and glazing in the Premises.
- b. Fire Extinguishers; Smoke Detectors; Strobe Alarms. Lessor shall provide fire extinguishers, smoke detectors, and strobe alarms in the Premises as required by current laws, regulations, and the Fire Marshall. Lessor shall maintain, repair, and replace the fire extinguishers, smoke detectors, and strobe alarms as needed.
- c. Interior of Premises. County, at County's sole cost, shall keep and maintain the interior of the Premises in good order, condition, and repair, but Lessor shall repair damage to the interior caused by its failure to maintain the exterior in good repair, including damage to the interior caused by roof leaks and/or interior and exterior wall leaks. County shall maintain all locks and key systems used in the Premises. The County may install and maintain an alarm system, if deemed necessary by County.

- d. Utility Systems. Lessor shall repair and maintain the electrical, lighting, water and plumbing systems in good order, condition, and repair.
  - e. HVAC. Lessor shall maintain and repair the heating, ventilating, and air-conditioning (HVAC) systems. Normal operating hours are Monday through Friday between the hours of 7:00 a.m. and 6:00 p.m., excluding generally recognized holidays. If County requires the use of the HVAC systems outside the normal operating hours, County is responsible for the actual utility costs of the HVAC incurred by such use plus a 10% administrative fee. County is responsible for the repair and/or replacement of the existing supplemental HVAC system in the Technology/Server Room.
  - f. Parking; Exterior Lighting; Landscaping. Lessor shall maintain the parking lot, exterior lighting system, and landscaping in good order, condition, and repair.
  - g. Services by Lessor. If County determines that the Premises are in need of maintenance, construction, remodeling, or similar work that is beyond Lessor's responsibilities under this lease, at County's request, either Lessor shall perform the work at County's expense or shall allow for County to have the work done at County's expense. In performing the work, Lessor shall consult with County and use either licensed insured contractors or employees of Lessor. Lessor shall obtain County's prior written approval of the scope, terms, and cost of any contracts. County may, by giving Lessor thirty (30) days prior written notice, change the scope of work, terminate any or all work, or require that work be performed by a different contractor, subject to Lessor's reasonable approval. All work is subject to Lessor's approval and must comply with existing code requirements.
8. Quiet Enjoyment. Provided County is in compliance with the material terms of this lease, Lessor shall warrant and defend County in the quiet enjoyment and possession of the Premises during the Term.
9. Subordination, Non-Disturbance and Attornment. If at any time Lessor has a loan that is secured by a lien of a mortgage or deed of trust encumbering the Building, Lessor shall cause the lender(s) holding the lien to execute and deliver to County a Subordination, Non-Disturbance and Attornment Agreement that is in substantial conformity with Exhibit B.
10. Assignment and Sublease. County may assign this lease or sublease the Premises or any part thereof with the written approval from Lessor, which will not be unreasonably withheld or delayed.
11. Alterations; Fixtures and Signs. County may (i) make any lawful and proper minor alterations to the Building, (ii) attach fixtures and signs ("**County Fixtures**") in or upon the Building which do not affect the Building systems, and (iii) install electric vehicle charging stations ("**Charging Stations**"). Any County Fixtures, exterior signs or fixtures,

and the location of the Charging Stations, are subject to Lessor's prior approval, which approval may not be unreasonably withheld. Any County Fixtures will remain the property of County and may be removed from the Building by County at any time during the Term. County is responsible for the cost of all alterations, County Fixtures and for the cost of Charging Stations that are not required to be installed as part of the Tenant Improvements. All alterations and County Fixtures must comply with then-current code requirements and are to be removed by County at the expiration of the Term and any damage repaired.

12. Prior Possession. Commencing on the Effective Date, County has the right to install fixtures, telephones, alarm systems, and other items required to prepare the Premises for County's occupancy and to store furniture, supplies and equipment, provided such work and storage can be effected without unduly interfering with Lessor's completion of any tenant improvements.
13. Insurance.
  - a. Liability Insurance. Throughout the Term, County shall maintain in full force and effect, at its sole expense, a general self-insurance program covering bodily injury (including death), personal injury, and property damage, including loss of use. County shall provide Lessor with a letter of self-insurance affirming the existence of the self-insurance program, and naming Systron Business Center, LLC as additional insured.
  - b. Self-Insurance Exclusion. County's self-insurance does not provide coverage for (i) areas to be maintained by Lessor under this lease, or (ii) negligence, willful misconduct, or other intentional act, error or omission of Lessor, its officers, agents, or employees.
14. Surrender of Premises. On the last day of the Term, or sooner termination of this lease, County shall peaceably and quietly leave and surrender to Lessor the Premises in broom clean condition, along with appurtenances and fixtures at the Premises (except County Fixtures), all in good condition, ordinary wear and tear, damage by casualty, condemnation, acts of God and Lessor's failure to make repairs required of Lessor excepted. County is not responsible for painting or for repairing or replacing any floor coverings in the Premises upon the expiration or earlier termination of this lease. Lessor may require County to remove data cabling from the Premises.
15. Waste, Nuisance. County may not commit, or suffer to be committed, any waste upon the Premises, or any nuisance or other act or thing that may disturb the quiet enjoyment of any other occupant of the Building.
16. Inspection. Lessor, or its proper representative or contractor, may enter the Premises by prior appointment between the hours of 9:00 a.m. and 4:30 p.m., Monday through Friday, holidays excepted, to determine that (i) the Premises is being reasonably cared for, (ii) no waste is being made and that all actions affecting the Premises are done in the manner

best calculated to preserve the Premises, and (iii) County is in compliance with the terms and conditions of this lease.

17. Perilous Conditions. If the County's Director of Public Works becomes aware of a perilous condition on the Premises that, in his or her opinion, substantially and significantly threatens the health and safety of County employees and/or invitees (a "**Perilous Condition**"), the Director of Public Works, or his or her designee, will immediately notify Lessor of such Perilous Condition and Lessor shall use best efforts to immediately eliminate the Perilous Condition.

Lessor shall immediately address any condition reasonably constituting an emergency, whether Lessor learns of the condition through County or otherwise.

If Lessor fails to address a Perilous Condition within twenty-four (24) hours after County's notice or to immediately address an emergency, County may attempt to resolve the Perilous Condition or emergency. Lessor shall reimburse County for any costs incurred by County in addressing the Perilous Condition or emergency promptly upon receipt of County's invoice.

18. Destruction. If damage occurs that causes a partial destruction of the Premises during the Term from any cause and repairs can be made within sixty days from the date of the damage under the applicable laws and regulations of government authorities, Lessor shall repair the damage promptly. Such partial destruction will not void this lease, except that County will be entitled to a proportionate reduction in Rent while the repairs are being made. The proportionate reduction in Rent will be calculated by multiplying Rent by a fraction, the numerator of which is the number of square feet that are unusable by County and the denominator of which is the total number of square feet in the Premises.

If repairs cannot be made in sixty days, County will have the option to terminate the lease or request that Lessor make the repairs within a reasonable time, in which case, Lessor will make the repairs and Rent will be proportionately reduced as provided in the previous paragraph.

This lease will terminate in the event of the total destruction of the Premises.

19. Hazardous Material. Lessor warrants to County that Lessor does not have any knowledge of the presence of Hazardous Material (as defined below) or contamination of the Building or Premises in violation of environmental laws. Lessor shall defend, save, protect and hold County harmless from any loss arising out of the presence of any Hazardous Material on the Premises that was not brought to the Premises by or at the request of County, its agents, contractors, invitees or employees. Lessor acknowledges and agrees that County has no obligation to clean up or remediate or contribute to the cost of cleanup or remediation, of any Hazardous Material unless such Hazardous Material is released, discharged or spilled on or about the Premises by County or any of its agents, employees, contractors, invitees or other representatives. The obligations of this Section shall survive the expiration or earlier termination of this lease.

**“Hazardous Material”** means any substance, material or waste, including lead-based paint, asbestos and petroleum (including crude oil or any fraction thereof), that is or becomes designated as a hazardous substance, hazardous waste, hazardous material, toxic substance, or toxic material under any federal, state or local law, regulation, or ordinance.

20. Indemnification.

- a. County. County shall defend, indemnify and hold Lessor harmless from County’s share of any and all claims, costs and liability for any damage, injury or death of or to any person or the property of any person, including attorneys’ fees, caused by the willful misconduct or the negligent acts, errors, or omissions of County, its officers, agents or employees in using the Premises pursuant to this lease, or the County’s performance under this lease, except to the extent caused or contributed to by (i) the structural, mechanical, or other failure of buildings owned or maintained by Lessor, and/or (ii) the negligent acts, errors, or omissions of Lessor, its officers, agents, or employees.
- b. Lessor. Lessor shall defend, indemnify and hold County harmless from Lessor’s share of any and all claims, costs and liability for any damage, injury or death of or to any person or the property of any person, including attorneys’ fees, caused by the willful misconduct or the negligent acts, errors or omissions of Lessor, its officers, agents, employees, with respect to the Premises, or Lessor’s performance under this lease, or the Lessor’s performance, delivery or supervision of services at the Premises, or by the structural, mechanical or other failure of buildings owned or maintained by Lessor, except to the extent caused or contributed to by the negligent acts, errors, or omissions of County, its officers, agents, or employees.

21. Default.

The occurrence of any of the following events is a default under this lease:

- a. County.
  - i. County’s failure to pay Rent within ten business days after receipt of a written notice of failure (a “**Notice**”) from Lessor to County; provided, however, that County will have additional time if its failure to pay Rent is due to circumstances beyond its reasonable control, including, without limitation, failure of the County’s Board of Supervisors to adopt a budget. In no event may such additional time exceed seventy-five days from receipt of a Notice.
  - ii. County’s failure to comply with any other material term or provision of this lease if the failure is not remedied within thirty days after receipt of a Notice from Lessor to County specifying the nature of the breach in

reasonably sufficient detail; provided, however, if the default cannot reasonably be remedied within the thirty day period, then a default will not be deemed to occur until the occurrence of County's failure to comply within the period of time that may be reasonably required to remedy the default, up to an aggregate of ninety days, provided County commences curing the default within thirty days and thereafter diligently proceeds to cure the default.

b. Lessor.

- i. Lessor's failure to complete the Tenant Improvements in accordance with the Improvement Agreement.
- ii. Lessor's failure to perform any other obligation under this lease if the failure is not remedied within thirty days after receipt of a Notice from County to Lessor specifying the nature of the breach in reasonably sufficient detail; provided, however, if the breach cannot reasonably be remedied within the thirty day period, then a default will not be deemed to occur until the occurrence of Lessor's failure to perform within the period of time that may be reasonably required to remedy the breach, up to an aggregate of ninety days, provided Lessor commences curing the breach within thirty days and thereafter diligently proceeds to cure the breach.

22. Remedies.

- a. Lessor. Upon the occurrence of a default by County, Lessor may, after giving County written notice of the default, and in accordance with due process of law, reenter and repossess the Premises and remove all persons and property from the Premises.
- b. County. If Lessor fails to complete the Tenant Improvements in accordance with the Improvement Agreement, County may terminate this lease by giving written notice to Lessor with no cost or obligation to County. Such termination is effective on the effective date of the written notice. Upon the occurrence of any other default by Lessor, County may (i) terminate this lease by giving written notice to Lessor and quit the Premises without further cost or obligation to County or (ii) proceed to repair or correct the failure and, at County's option, either deduct the cost thereof from Rent due to Lessor, or invoice Lessor for the cost of repair, which invoice Lessor shall pay in full promptly upon receipt.

23. Notices. Any notice required or permitted under this lease must be in writing and sent by overnight delivery service or registered or certified mail, postage prepaid and directed as follows:

To Lessor: SYSTRON BUSINESS CENTER, LLC  
c/o Hanford Freund & Company  
47 Kearny Street, Suite 300  
San Francisco, CA 94108

To County: Contra Costa County  
Public Works Department  
Attn: Principal Real Property Agent  
255 Glacier Drive  
Martinez, CA 94553

Either party may at any time designate in writing a substitute address for the address set forth above and thereafter notices are to be directed to such substituted address. If sent in accordance with this Section, all notices will be deemed effective (i) the next business day, if sent by overnight courier, or (ii) three days after being deposited in the United States Postal system.

24. Successors and Assigns. This lease binds and inures to the benefit of the heirs, successors, and assigns of the parties hereto.
25. Holding Over. Any holding over after the Term of this lease is a tenancy from month to month, terminable upon thirty (30) days' notice given at any time and is subject to the terms of this lease. During such holding over, County shall pay monthly rent equal to one hundred twenty-five percent (125%) of the rent that had been in effect at the time the lease expired. Holding over does not constitute an extension of the lease.
26. Time is of the Essence. In fulfilling all terms and conditions of this lease, time is of the essence.
27. Governing Law. The laws of the State of California govern all matters arising out of this lease.
28. Severability. In the event that any provision of this lease is held to be invalid or unenforceable in any respect, the validity and enforceability of the remaining provisions of this lease will not in any way be affected or impaired.
29. Real Estate Commission. In negotiating this lease, Lessor is represented by Newmark Knight Frank, and the County represents itself. Lessor shall pay a real estate commission to Newmark Knight Frank pursuant to a separate written agreement. Lessor recognizes and acknowledges that the County is entitled to a real estate commission when it represents itself. The County warrants to Lessor that County's contact with Lessor in connection with this lease has been directly with Newmark Knight Frank.

Lessor shall pay to the County a real estate commission of 2.5% of the amount of the first five (5) years of the Initial Term (\$33,413.15), and 1.25% of the amount of the second

five (5) years of the Initial Term (\$19,367.50), for a total commission amount of \$52,780.65 (the “**County Commission**”). Lessor shall pay one-half of the County Commission upon the execution of this lease and the remainder on the Commencement Date.

Lessor warrants that no other broker or finder, other than Newmark Knight Frank and the County, can properly claim a right to a leasing commission or a finder's fee based upon contacts with the County with respect to the Building. Lessor and County shall indemnify, defend, protect, and hold each other harmless from and against any loss, cost, or expense, including, but not limited to, attorneys' fees and costs, or the payment of a real estate commission to any party, other than Newmark Knight Frank and County, resulting from any claim for a fee or commission by any broker or finder, in connection with the Building and this lease.

[Remainder of Page Intentionally Left Blank]



30. Entire Agreement; Construction; Modification. Neither party has relied on any promise or representation not contained in this lease or the Work Letter. All previous conversations, negotiations, and understandings are of no further force or effect. This lease is not to be construed as if it had been prepared by one of the parties, but rather as if both parties have prepared it. This lease may be modified only by a writing signed by both parties.

The parties are executing this lease on the date set forth in the introductory paragraph.

COUNTY OF CONTRA COSTA, a  
political subdivision of the State of  
California

SYSTRON BUSINESS CENTER, LLC, a  
California limited liability company

By: \_\_\_\_\_  
Brian M. Balbas  
Director of Public Works

By: \_\_\_\_\_  
Jeff Wilcox  
Managing Director

RECOMMENDED FOR APPROVAL:

By: \_\_\_\_\_  
Jessica L. Dillingham  
Principal Real Property Agent

By: \_\_\_\_\_  
Margaret J. Eychner  
Senior Real Property Agent

APPROVED AS TO FORM

Mary Ann McNett Mason, County Counsel

By: \_\_\_\_\_  
Kathleen M. Andrus  
Deputy County Counsel

ME:sl  
G:\realprop\LEASE MANAGEMENT\CONCORD\2731 SYSTRON - T00\_\_\_\_\LEASES\LEASE DRAFTS\WIC Lease\2731 Systron WIC Lease  
- Final.docx

**Exhibit A**

[Floorplan]

## Exhibit B

Recorded at the request of:  
Contra Costa County

Return to:  
Contra Costa County  
Public Works Department  
255 Glacier Drive  
Martinez, CA 94553

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Assessor's Parcel No. 126-192-014-2

### Subordination, Non-Disturbance, and Attornment Agreement

This agreement is dated \_\_\_\_\_, 20\_\_\_\_, and is between the County of Contra Costa, a political subdivision of the State of California (the “**Tenant**”), \_\_\_\_\_, a \_\_\_\_\_, its successors and assigns (the “**Lender**”), having its principal place of business at \_\_\_\_\_.

#### Recitals

- A. Pursuant to a lease dated \_\_\_\_\_, 2022 (the “**Lease**”) between the Tenant and SYSTRON BUSINESS CENTER, LLC, a California limited liability company (the “**Landlord**”), Landlord is leasing to the Tenant certain space in the building located at 2731 Systron Drive, Concord, more fully described in Exhibit A attached hereto and made a part hereof (the “**Property**”).
- B. Lender has previously made a loan (the “**Loan**”) to Landlord that is secured, in part, by the lien of a mortgage or deed of trust executed and delivered by Landlord to Lender encumbering the Property (the “**Mortgage**”) and an assignment of all leases of and rents from the Property
- C. This agreement is being executed by the parties in accordance with the requirements of Section 9 of the Lease.

NOW, THEREFORE, in consideration of the covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

- 1. Tenant hereby represents, acknowledges, and agrees as follows:
  - a. The term of the Lease commences on \_\_\_\_\_ and will terminate on \_\_\_\_\_.

- b. The current monthly rent payment under the Lease is set forth in Section 3 of the Lease. No advance rents have been prepaid.
- c. The improvements described in the Lease have not been completed or accepted by Tenant.
- d. Tenant has not sublet any portion of the leased premises or assigned any of its rights under the Lease.
- e. Upon its execution, the Lease will be in full force and effect.
- f. All rent payments will be paid as provided under the Lease until Tenant has been otherwise notified by Lender or its successors and assigns.
- g. If Lender provides Tenant with Lender's address for notification purposes, Tenant will deliver to Lender a copy of all notices Tenant delivers to or receives from Landlord.
- h. Tenant will not look to Lender or its successors or assigns for the return of the security deposit, if any, under the Lease, except to the extent that such funds are delivered to Lender.

2. If Lender elects to foreclose the Mortgage, Lender will not join Tenant in summary or foreclosure proceedings unless required by applicable law (and then only to the extent so required) as long as Tenant has not amended the Lease without Lender's prior written consent and is not in default under the Lease.

3. In the event that Lender succeeds to the interest of Landlord under the Lease and there exists no default by Tenant under the Lease and Tenant has not amended the Lease without Lender's prior written consent, Lender agrees not to disturb or otherwise interfere with Tenant's possession of the leased premises for the unexpired term of the Lease, provided that Lender is not:

- a. Liable for any act or omission of Landlord or any prior landlord under the Lease;
- b. Subject to any offsets or defenses that Tenant might have against Landlord or any prior landlord;
- c. Bound by any rent or additional rent that Tenant might have paid for more than the current month to Landlord;
- d. Bound by any amendment or modification of the Lease made without Lender's prior written consent; or
- e. Liable for any security deposit Tenant might have paid to Landlord, except to the extent Lender has actually received said security deposit.

4. Upon Lender's succeeding to Landlord's interest under the Lease, Tenant covenants and agrees to attorn to Lender or a purchaser at a foreclosure or trustee's sale, to recognize such successor landlord as Tenant's landlord under the Lease, and to be bound by and perform all the obligations and conditions imposed on Tenant by the Lease. If requested by Lender or any subsequent owner, Tenant shall execute a new lease with Lender, for a term equal to the remaining term of the Lease and otherwise containing the same provisions and covenants of the Lease.

5. Prior to terminating the Lease due to a default by Landlord thereunder, Tenant agrees to notify Lender of such default and give Lender the opportunity to cure such default within thirty (30) days of Lender's receipt of such notice (or, if such default cannot reasonably be cured within such thirty (30) day period, Lender will have such longer time as may be necessary to cure the default provided that Lender commences the cure within such period and diligently pursues the cure thereafter).

6. Notices. Any notice required or permitted under this agreement must be in writing and sent by overnight delivery service or registered or certified mail, postage prepaid and directed as follows:

To Lender:

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To County:

Contra Costa County  
Public Works Department  
Attn: Principal Real Property Agent  
255 Glacier Drive  
Martinez, CA 94553

7. This agreement binds and inures to the benefit of the respective heirs, personal representatives, successors and assigns of the parties hereto.

[Remainder of Page Intentionally Left Blank]

8. This agreement may be modified only in a writing duly executed by both parties.

The parties are signing this agreement as of the date set forth in the introductory clause.

**COUNTY:**

COUNTY OF CONTRA COSTA, a  
political subdivision of the State of  
California

By \_\_\_\_\_  
Brian M. Balbas  
Director of Public Works

**LENDER:**

Name of Lender., a  
\_\_\_\_\_

By \_\_\_\_\_  
Name  
Title

By \_\_\_\_\_  
Name  
Title

**[Attach Notary Forms]**

Exhibit A to  
Subordination, Non-Disturbance, and Attornment Agreement  
[Legal Description of Property]

**LEGAL DESCRIPTION EXHIBIT**

**CITY OF CONCORD**

PORTION OF LOT 20, AS SHOWN ON THE MAP OF SUBDIVISION OF LANDS IN THE ESTATE OF FRANCISCO GALINDO, FILED DECEMBER 24, 1901 IN BOOK B OF MAPS, PAGE 35, CONTRA COSTA COUNTY RECORDS, DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE EASTERLY LINE OF GALINDO STREET (SAN MIGUEL ROAD), AT THE MOST WESTERLY CORNER OF THE PARCEL OF LAND DESCRIBED IN THE DEED FROM ANDREW PRICCO TO W.K. ROSENBERRY, DATED NOVEMBER 6, 1956 AND RECORDED NOVEMBER 15, 1956 IN BOOK 2881 OF OFFICIAL RECORDS AT PAGE 591, SAID POINT BEING ON THE WESTERLY LINE OF SAID LOT 20; THENCE FROM SAID POINT OF BEGINNING NORTH 13° 30' WEST, ALONG SAID WESTERLY LINE OF SAID LOT 20, 412.24 FEET TO THE SOUTHERN LINE OF THE PARCEL OF LAND SHOWN ON THE MAP ENTITLED "GALINDO GLEN TRACT 2614, CITY OF CONCORD, CONTRA COSTA COUNTY, CALIFORNIA", FILED JULY 2, 1958 IN BOOK 70 OF MAPS, PAGE 6, CONTRA COSTA COUNTY RECORDS; THENCE ALONG THE SOUTHERN AND EASTERN LINES OF SAID "GALINDO GLEN", NORTH 76° 30' EAST, 92.79 FEET, NORTHEASTERLY ALONG THE ARC OF A CURVE TO THE LEFT WITH A RADIUS OF 175 FEET, TANGENT TO THE LAST NAMED COURSE, 145.75 FEET, AND NORTH 28° 46' 45" EAST, 287.27 FEET TO THE NORTHERLY LINE OF SAID LOT 20; THENCE ALONG SAID NORTHERLY LINE OF LOT 20, NORTH 76° 15' EAST, 342.85 FEET; THENCE SOUTH 14° 18' 28" EAST, 394.14 FEET; THENCE SOUTH 16° 59' 46" WEST, 133.15 FEET; THENCE SOUTH 25° 35' 24" EAST, 25.00 FEET TO THE NORTHWESTERN LINE OF SAID ROSENBERRY PARCEL (2881 OR 591); THENCE SOUTH 64° 24' 36" WEST, ALONG SAID NORTHWESTERN LINE OF SAID ROSENBERRY PARCEL (2881 OR 591), 717.51 FEET TO THE POINT OF BEGINNING.

APN 126-192-014



ROBERTS  
BOCHÉ  
ASSOCIATES

555 FIRST STREET, SUITE 300  
BENICIA, CA 94510  
PH: 707.747.4330  
FX: 707.747.4333

PROJECT:

Exhibit A

# CONTRA COSTA COUNTY

2731 SYSTRON DRIVE  
CONCORD, CA

CONCEPT PLAN

**CP.5**

JOB NUMBER: 22014  
DATE: 05.05.22  
SCALE: SEE BAR SCALE  
SHEET NO.: 1 OF 1



D:\Syston Business Center LLC\2021\14 Contra Costa County\CP.5\BASE.dwg

NOT FOR CONSTRUCTION

© 2022 ROBERTS BOCHÉ ASSOCIATES, INC.



## WORK LETTER

Health Services Department –  
Women, Infants, & Children Program  
2731 Systron Drive  
Concord, California

August 9, 2022

This work letter (“**Work Letter**”) is part of the lease being executed concurrently between SYSTRON BUSINESS CENTER, LLC, a California limited liability company, as landlord (Lessor), and the COUNTY OF CONTRA COSTA, as tenant (County), under which the County is leasing approximately 8,741 square feet of space in the Building located at 2727-2731 Systron Drive, Concord, California, as more particularly described in the lease.

Lessor and County mutually agree as follows:

1. Terms. All capitalized terms not defined herein have the meanings ascribed to them in the lease. The provisions of this Work Letter supplement the lease and are specifically subject to the provisions of the lease. If there is a conflict between the provisions of the lease and the provisions of this Work Letter, the provisions of the lease control. Whenever the approval of County is required hereunder, approval is required of the County’s Director of Public Works or her designee (the “**County Representative**”).
2. Lessor's Representation and Warranties. Lessor represents and warrants to County that Lessor is the owner of the Building, and the Building is presently zoned to permit its use for the purposes contemplated by this Work Letter and the lease and is free of any covenants, restrictions, and other encumbrances. In addition, Lessor represents and warrants that the individuals signing this Work Letter on behalf of Lessor are authorized to do so.

Lessor covenants and agrees that it will cause the Substantial Completion Date, as defined below, to occur no later than March 1, 2023, so long as the lease is fully executed by August 15, 2022. (Lessor shall strive to complete the construction as soon as possible prior to March 1, 2023.)

3. Base Building Work. Lessor, at Lessor’s cost and expense, has constructed the Building shell and core (collectively, the “**Base Building Work**”). The Base Building Work includes, but is not limited to, the following elements of the Building: (a) concrete floors (without floor coverings), (b) finished perimeter walls (including windows, window frames, window blinds, and doors), (c) finished ceilings, including lights and light fixtures, (d) finished restrooms, (e) closets for telephone and electrical systems (but not the telephone systems themselves), (f) Building mechanical, electrical, and plumbing systems

within the Building core only, (g) interior core walls, (h) fire alarms and fire suppression systems, (i) all items necessary for the Building to satisfy the provisions of the Americans with Disabilities Act, including, without limitation, washrooms, drinking fountains, and the parking area, (j) all code-required items relating to the other elements of the Base Building Work, such as exit signs, speakers, fire doors, and any other life-safety support system for each floor, and (k) dry wall and tape of interior columns.

4. Tenant Improvements. Subject to the conditions set forth below, Lessor, at its sole cost and expense, shall demolish existing interior improvements as required and construct and install the improvements to the Premises that are described on Schedule 1 attached hereto and incorporated herein (the “**Tenant Improvements**”) in accordance with (i) the Space Plans, as defined below, (ii) the Construction Schedule, attached hereto as Schedule 3 – Construction Schedule, and (iii) the Final Plans, as defined below. Any other work on the Premises is to be performed at County’s expense by County, or, if requested by County, Lessor (“**Tenant’s Work**”). The Lessor may not charge an administrative fee in connection with Tenant’s Work.

For purposes of this Work Letter, “**Construction Schedule**” means the schedule that (i) identifies the work to be accomplished to complete the Tenant Improvements and the sequence of that work, and (ii) sets forth the dates by which certain components of the work must be completed. Lessor to provide County notice when County’s work (cabling, IT, etc) can be done during the construction of the Tenant Improvements.

5. Plans.

- a. Prior to the execution of the lease, Lessor and County approved in writing space plans for the build-out of the Tenant Improvements for the Premises that were prepared by Lessor or Lessor’s designated architect (the “**Space Plans**”). A copy of the Space Plans is attached hereto as Schedule 2.
- b. Lessor shall pay for all fees and costs incurred in connection with the Tenant Improvements depicted on the Final Plans as defined below, including architectural plans required to depict accessibility routes for the Building in general. Any and all architectural and engineering fees and costs incurred as a result of changes in the Final Plans requested by County will be County’s sole responsibility and paid for by County as additional rent within ten (10) days after receipt of invoices from Lessor showing that the additional fees or costs have been incurred.

6. Modifications to the Plans.

- a. Lessor and County acknowledge that the Space Plans may not depict certain structural elements of the Building and/or various elements of the Building systems that may necessitate modifications to the Space Plans and specifications for the Tenant Improvements (collectively “**Structural Modifications**”). Furthermore, any final plans and specifications for the construction of the Tenant Improvements may require

modification to account for Applicable Laws and Restrictions. “**Applicable Laws and Restrictions**” means all laws (including, without limitation, the Americans with Disabilities Act), building codes, ordinances, regulations, title covenants, conditions, and restrictions, and casualty underwriters’ requirements applicable to the Premises and the Tenant Improvements. Within sixty days after the date of the lease, Lessor shall cause final plans and specifications to be prepared in substantial conformity with the Space Plans, taking into account (i) Structural Modifications, (ii) the requirements of the Applicable Laws and Restrictions, (iii) other modifications resulting from physical constraints of the Premises, and (iv) modifications requested by County and consented to by Lessor, which consent may not be unreasonably withheld (the “**Final Plans**”). Once completed, the Final Plans will be attached to this Work Letter as Schedule 4.

- b. Any and all modifications of, or amendments to, the Space Plans and the Final Plans (including all working drawings and other supplements thereto, but excluding immaterial field changes and Structural Modifications), are subject to the prior written approval of County. Material "or equal" items or substitute items provided for in the specifications forming part of the Final Plans are subject to the prior written approval of County, which approval may not be unreasonably withheld or delayed. Samples of such “or equal” or substitute materials, together with any additional supplemental information that may be necessary for County's review, are to be submitted to County in a timely manner.
- 7. Inspections. The County and its representatives may enter the Premises at all reasonable times for the purpose of inspecting the progress of construction of the Tenant Improvements.
  - 8. Compliance with Laws; Standards of Performance. Lessor, at its expense, shall (i) obtain all approvals, permits and other consents required to commence, perform and complete the Tenant Improvements, and, if applicable, shall deliver a certificate of occupancy to County, and (ii) cause the Tenant Improvements to be constructed in accordance with the following performance standards: the Tenant Improvements are to be constructed by well-trained, adequately supervised workers, in good and workmanlike manner, free from design, material and workmanship defects in accordance with the Final Plans and all Applicable Laws and Restrictions (the “**Performance Standards**”). Lessor warrants that all Tenant Improvements shall be constructed in accordance with the Performance Standards. Notwithstanding anything to the contrary in the lease or this Work Letter, County’s acceptance of possession of the Premises does not waive this warranty and Lessor shall promptly remedy all violations of the warranty at its sole cost and expense.
  - 9. Completion Notice; Inspection; Substantial Completion Date.
    - a. When Lessor deems construction of the Tenant Improvements to be Substantially Complete, as defined below, Lessor shall tender delivery to County by delivering a “**Completion Notice**” in substantial conformity with Schedule 5. For purposes of this Work Letter, the phrase “**Substantially Complete**” means (i) construction of the

Tenant Improvements has been substantially completed in accordance with the Performance Standards, (ii) there is no incomplete or defective work that unreasonably interferes with County's use of the Premises, (iii) all necessary government approvals for legal occupancy of the Tenant Improvements have been obtained (including, if applicable, a Certificate of Occupancy), and (iv) all utilities are hooked up and available for use by County in the Premises.

- b. Upon receipt of the Completion Notice, a representative of the County and a representative of Lessor will immediately inspect the Tenant Improvements for the purpose of establishing that the Tenant Improvements are Substantially Complete. Once County is satisfied that the Tenant Improvements appear to be Substantially Complete, County shall so indicate by countersigning the Completion Notice. The Premises will be deemed delivered to County on the day that County countersigns the Completion Notice (the "**Commencement Date**" and the "**Substantial Completion Date**").
10. Punchlist. County has forty-five (45) days from the Substantial Completion Date to provide Lessor with a written list of any items that are defective, incomplete, or do not conform to the Final Plans or to Applicable Laws and Restrictions (a "**Punchlist**"). County's failure to specify any item on the Punchlist, however, does not waive Lessor's obligation to construct the Tenant Improvements in accordance with this Work Letter. Lessor shall remedy all items on the Punchlist as soon as practicable and in any event within thirty days of Lessor receiving the Punchlist. If Lessor fails to remedy all items on the Punchlist within the thirty-day period (exempt as to items, if any, that require more than thirty days to complete), then County may, upon twenty days prior notice to Lessor, complete any Punchlist items and deduct the cost of such work from the Rent next coming due under the lease in an amount not to exceed twenty-five percent (25%) of the Rent per month for a period not to exceed six months.
11. Tenant's Work.
  - a. Any item of work not shown in the Final Plans, including, for example, telephone and data service or furnishings ("**Tenant's Work**"), may be performed by County through contractors selected by County and approved by Lessor, which approval may not be unreasonably withheld or delayed. Upon a timely request by County, Lessor shall perform the Tenant's Work through contractors selected by Lessor and approved by County. If Lessor performs the Tenant's Work, County shall reimburse Lessor for the full cost of the work upon receipt by County of receipted invoices for work performed or materials supplied. If County performs all or any portion of the Tenant's Work, Lessor shall allow County prompt and reasonable access to the Premises, provided, in Lessor's reasonable opinion, the Tenant's Work can be performed by County without undue interference with the completion of the Tenant Improvements.

- b. Lessor shall furnish water, electricity, and HVAC to the Premises during the performance of any of Tenant's Work during normal working hours of the Tenant Improvement project, without charge to County.

12. County's Right to Terminate. County may terminate the lease and this Work Letter by delivering a written termination notice to Lessor upon the occurrence of any of the following events:

- a. Lessor fails to cause construction of the Tenant Improvements to commence on or before October 1, 2022.
- b. The Substantial Completion Date does not occur on or before the Scheduled Completion Date and Lessor fails to Substantially Complete the Tenant Improvements on or before the fifth day after written notice by County to Lessor of its intent to terminate pursuant to this section;

provided, however, County may not terminate the Lease if the failure to commence or complete construction by the deadlines set forth above is solely the result of delays that are caused by force majeure, supply chain issues, or any other delay outside of Lessor's control.

13. Construction Period Insurance.

- a. Throughout the performance of the Tenant Improvements and the Tenant's Work, if the Tenant's Work is performed by Lessor, Lessor shall carry and shall cause all contractors and their subcontractors to carry the insurance set forth below covering all occurrences in or about the Building, and County shall be named as a party assured, together with the Lessor, contractor, or subcontractor, as the case may be:
  - i. Workers' compensation insurance in statutory limits;
  - ii. Lessor: Commercial general liability insurance, including contractual liability, owners' and contractors' protective liability for a period of one year after substantial completion, with limits of not less than \$2,000,000 per occurrence;
  - iii. Contractors and Subcontractors: Commercial general liability insurance, including contractual liability, owners' and contractors' protective liability for a period of one year after substantial completion, with limits of not less than \$1,000,000 per person and \$1,000,000 per occurrence;
  - iv. Comprehensive automobile liability in minimum limits of \$500,000 for bodily injury or death to one person and \$1,000,000 for bodily injury or death in any one occurrence and \$500,000 per occurrence for property damage;

- v. Employer's liability insurance in minimum limits of \$1,000,000 per occurrence for bodily injury or disease; and
    - vi. Excess liability insurance over the insurance required by subsections (ii), (iii), (iv), and (v) of this section with combined, minimum coverage of \$2,000,000.
  - b. All insurance required by this Section 13 may be carried in whole or in part under a blanket policy (or policies). Lessor agrees to require each contractor and subcontractor to furnish Lessor with evidence reasonably satisfactory to Lessor of the maintenance of the required insurance coverage, with assurances that it will not be cancelled without fifteen days advance written notice to Lessor, and, in the case of blanket insurance, setting forth that the Building and the work on the Building are covered by the blanket policy and specifying the amount of coverage relating thereto. Upon the request of the County Representative, Lessor shall provide to the County Representative evidence of the required insurance coverage that is reasonably satisfactory to the County Representative.
14. Risk of Loss.
- a. If the Premises or any portion of the Tenant Improvements or Tenant's Work is damaged or destroyed prior to the Substantial Completion Date, County may terminate the lease if, in the reasonable opinion of Architect, the Building cannot be restored and the Tenant Improvements Substantially Completed prior to 60 days after the Scheduled Completion Date. If the lease is terminated pursuant to this section, Lessor shall cause its insurance to pay County an amount that is equal to the cost of constructing the Tenant's Work paid by County prior to the casualty.
  - b. If the Premises or the Tenant Improvements are damaged or destroyed prior to the Substantial Completion Date and the lease is not terminated pursuant to this section, Lessor shall promptly and diligently cause its contractor to restore the Premises and complete construction of the Tenant Improvements.
15. Pre-Move-In Cleaning. Lessor shall clean and ventilate the Premises immediately prior to County moving into the Premises.
16. Move-In. Lessor shall make available to County on any weekday between the hours of 8:00 a.m. and 6:00 p.m. and, in addition, at County's request either on any three weekends between the hours of 6:00 p.m. on Friday and 8:00 a.m. on Monday or, in lieu of any one weekend, any four nights between the hours of 7:00 p.m. and 8:00 a.m., and the electricity and HVAC that County may reasonably require in connection with County's moving into the Premises. Lessor shall provide a qualified property management employee during County's move-in. County shall provide reasonable security at the Building in the event County moves into the Leased Premises at any time other than normal business hours.

[Remainder of Page Intentionally Left Blank]

17. Time of the Essence. Time is of the essence in fulfilling all terms and conditions of this Work Letter.

The parties are executing this Work Letter as of the date hereinabove set forth.

COUNTY OF CONTRA COSTA, a  
political subdivision of the State of  
California

SYSTRON BUSINESS CENTER, LLC, a  
California limited liability company

By: \_\_\_\_\_  
Brian M. Balbas  
Public Works Director

By: \_\_\_\_\_  
Jeff Wilcox  
Managing Director

RECOMMENDED FOR APPROVAL:

By: \_\_\_\_\_  
Jessica L. Dillingham  
Principal Real Property Agent

By: \_\_\_\_\_  
Margaret J. Eychner  
Senior Real Property Agent

APPROVED AS TO FORM  
Mary Ann McNett Mason, COUNTY COUNSEL

By: \_\_\_\_\_  
Kathleen M. Andrus  
Deputy County Counsel

## **SCHEDULE 1**

### **TENANT IMPROVEMENTS**

Note: Room numbers referenced below correspond to Room numbers on Schedule 2 – Space Plans and Schedule 2-A -Floors.

#### **WIC Suite/Common Areas**

1. **Entire Suite:** Create WIC Suite 200 and all of its offices and spaces (shown in pink) as depicted in Schedule 2 – Space Plans.
2. **Flooring:** Install new Luxury Vinyl Tile (“LVT”), Vinyl Composition Tile (“VCT”), Carpet Tiles (“CT”), Sheet Vinyl (“SV”), and rubber wall base throughout, in colors and patterns to be chosen by the County in locations described below and depicted in Schedule 2-A – Floors. If available, County requests use of Tandus Centiva products for flooring (or equivalent based on current availability).
  - a. Install new LVT and rubber wall base in the following rooms:
    - i. Waiting Room 100
    - ii. Conference Room 110
    - iii. Break Room 140 in Common Area (shown in green on Schedule 2-A)
  - b. Install new VCT and rubber wall base at the following rooms:
    - i. IZ Supply – Room 144;
    - ii. Secure File – Room 107;
    - iii. General Storage – Room 106.
  - c. Install new SV and rubber wall base in the following rooms:
    - i. IZ Offices – Rooms 146 & 147;
    - ii. Pump and Supply Cleaning – Room 109;
    - iii. Toilet Rooms 109, 112, and 113.
  - d. Install new carpet tiles and rubber wall base in all other areas of the suite and common areas.



3. **Paint:** Patch and repair walls as and apply fresh paint throughout suite and Common Areas in colors to be chosen by the County.
4. **Millwork:**
  - a. In IZ Offices – Rooms 146 & 147, install upper and lower cabinets with hard-surface counter-tops and undermounted sinks in colors and styles to be chosen by the County.
  - b. In Pump and Supply Cleaning – Room 108, install lower 8’ cabinets with hard-surface counter-tops and a deep, undermounted, utility-type sink in colors and styles to be chosen by the County.
  - c. Replace all existing upper and lower cabinets and countertops in Break Room 140 with new cabinets and hard-surface countertops with two separate undermounted sinks in colors and styles to be selected by County.
5. **Existing Restrooms 114 and 115:** Existing restrooms to be delivered in like-new condition with the following:
  - a. Replace counter-tops with hard-surface countertops and undermounted sinks.
  - b. Refurbish wall and base tile in color to be chosen by County.
  - c. Replace/repair sheetrock as needed. Repaint walls in color to be selected by County.
  - d. Deep clean existing floor tile.
  - e. Remove tampon dispenser and sharps containers.
6. **Technology/Server Room 116:**
  - a. County to utilize existing supplemental HVAC system. (Landlord does not warrant this system and County to maintain at County’s cost.) Any replacement of the supplemental system to be at County’s cost.
  - b. Install fire-rated plywood on the two walls to the right of the door. Leave existing plywood where it exists.
  - c. Provide dedicated NEMA 5-20 circuits for each of the four racks County will be using (the four racks to the right side when entering the room).
  - d. Remove all white cabling on back wall.
  - e. Remove telephone system from room.
  - f. County will remove all other existing cabling as necessary.

g. Clean existing flooring.

7. **Existing Break Room:** Remove existing refrigerators. Install new millwork as described in Section 4.c. above.

8. **Tenant Work in WIC and Common Area Spaces:**

The following Tenant Work in the WIC and Common Area Spaces will be included in estimates for the Tenant Improvements. Once County is informed as to the cost of the work, County can decide whether or not to proceed with the improvements, which will be completed by the Lessor, but at the sole cost of the County, per Section 4 of this Work Letter.

- a. **Millwork:** Install upper and lower cabinets in Conference Room 110 that run the full length of the wall opposite from the pillar.
- b. **Water Fountain:** Install at least one water fountain with a bottle-filler. Location to be determined.

NOTE: Building Standard Finishes and Supply Chain Remedy: Lessor to use good faith efforts to supply County's requested building standard finishes as described above. In the event Lessor encounters lack of materials or supply chain issues, Lessor and County shall mutually agree on like-kind replacement materials in order to facilitate completion of construction.

**SCHEDULE 2**

**SPACE PLANS**

**SCHEDULE 2-A**

**FLOORS**

**SCHEDULE 3**

**CONSTRUCTION SCHEDULE**

**SCHEDULE 4**

**FINAL PLANS**

**SCHEDULE 5**

**FORM OF COMPLETION NOTICE**

To: Contra Costa County

From: Systron Business Center. LLC

Date:

Re: Completion Notice

This notice is provided in compliance with Section 9 of that certain Work Letter dated \_\_\_\_\_, 2022 between Systron Business Center. LLC and Contra Costa County (the "Work Letter").

All terms not otherwise defined herein have the meaning ascribed to them in the Work Letter.

Tender by Lessor

Lessor hereby represents that it has completed construction of the Tenant Improvements in substantial conformity with the Final Plans.

Landlord hereby tenders the Premises for delivery to Tenant.

Systron Business Center. LLC

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

Its: \_\_\_\_\_

Certification by Contra Costa County

The undersigned, a duly authorized representative of Contra Costa County, hereby represents that the County has caused the Tenant Improvements to be inspected and has determined them to be in substantial conformity with the Final Plans.

Contra Costa County

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

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

Its: \_\_\_\_\_



ROBERTS  
BOCHÉ  
ASSOCIATES

555 FIRST STREET, SUITE 300  
BENICIA, CA 94510  
PH: 707.747.4330  
FX: 707.747.4333

PROJECT:

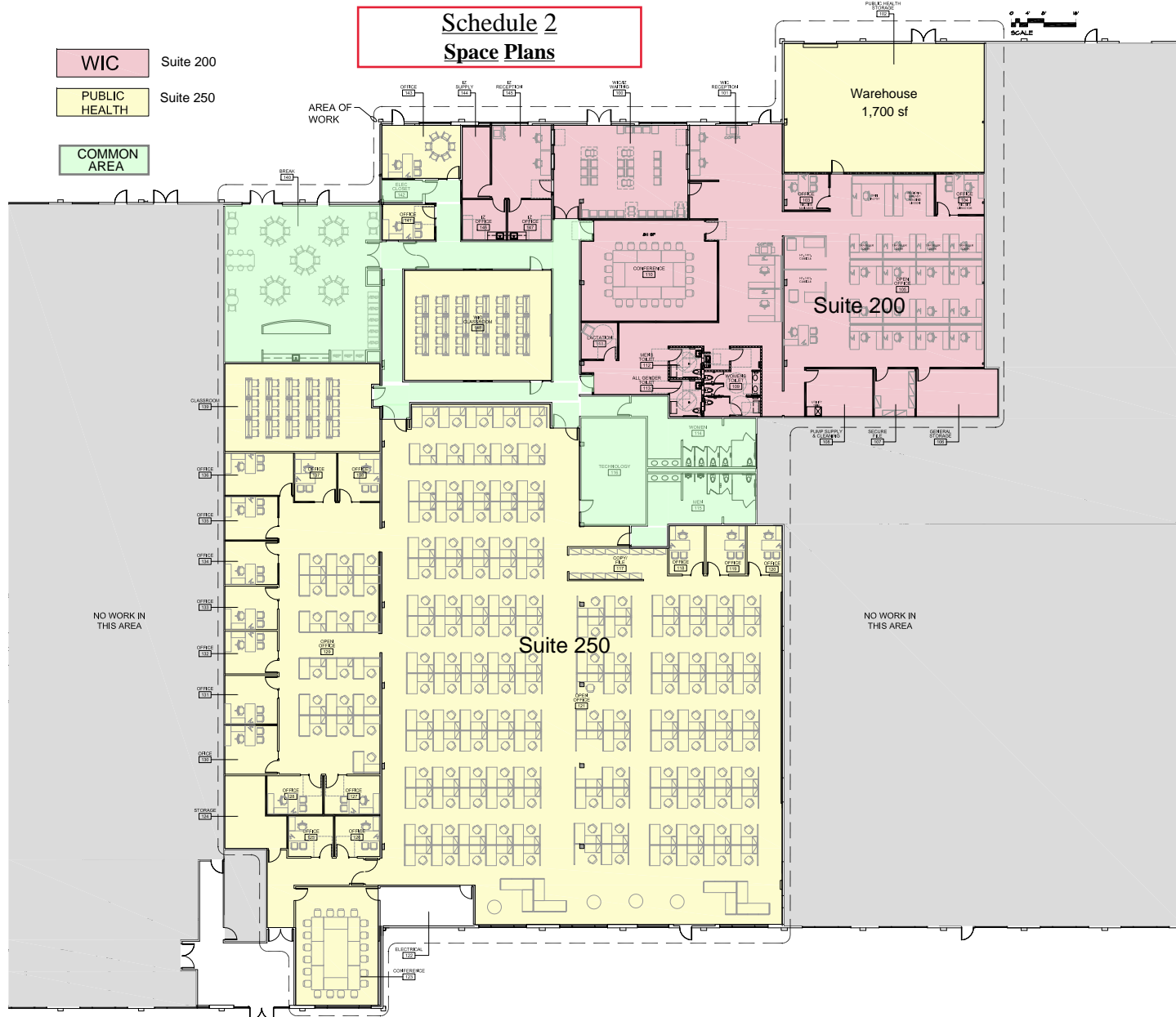
# CONTRA COSTA COUNTY

2731 SYSTRON DRIVE  
CONCORD, CA

CONCEPT PLAN

## CP.5

JOB NUMBER: 22014  
DATE: 05.05.22  
SCALE: SEE BAR SCALE  
SHEET NO.: 1 OF 1







ROBERTS  
BOCHÉ  
ASSOCIATES

555 FIRST STREET, SUITE 300  
BENICIA, CA 94510  
PH: 707.747.4330  
FX: 707.747.4333

PROJECT:

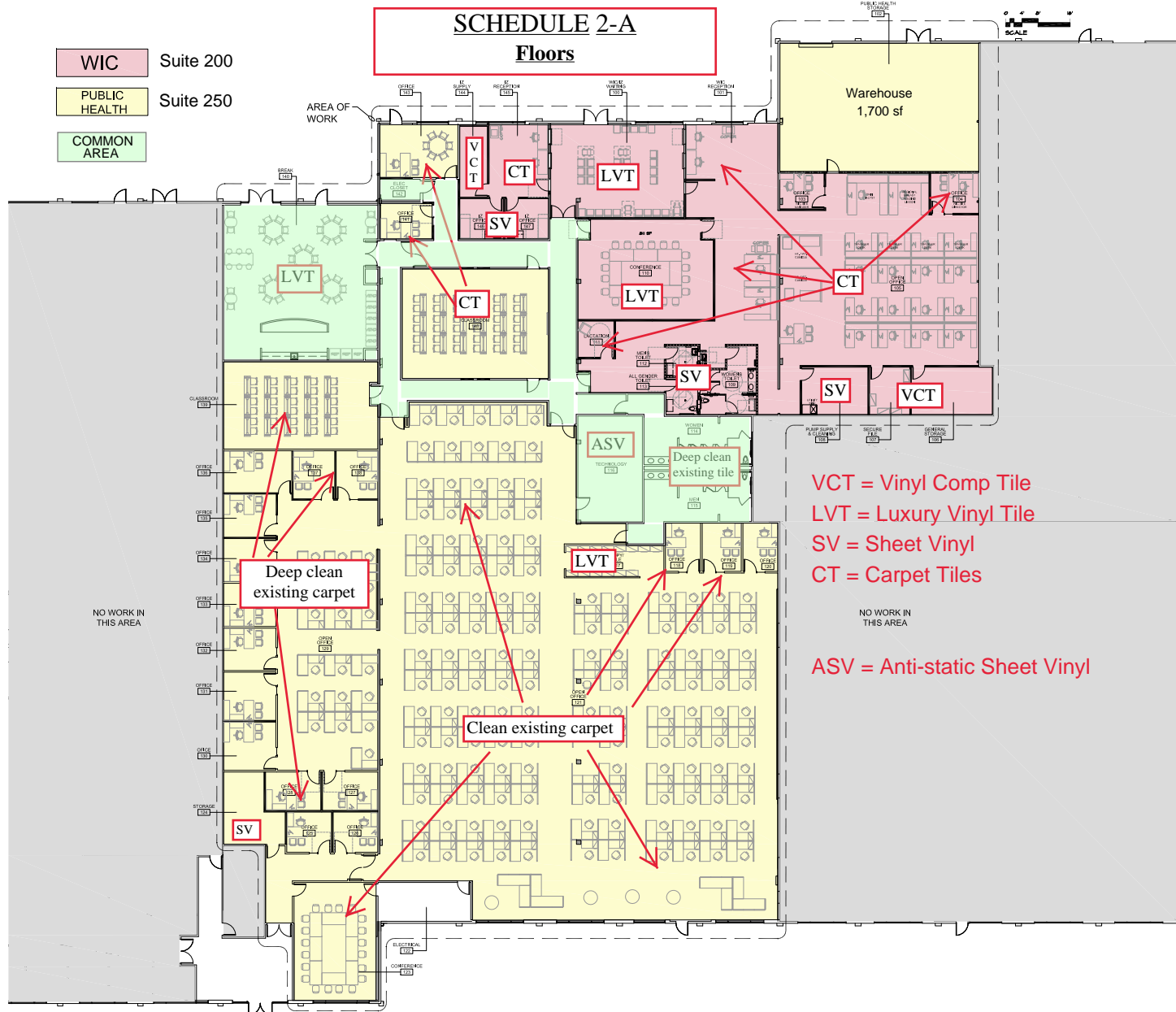
# CONTRA COSTA COUNTY

2731 SYSTRON DRIVE  
CONCORD, CA

CONCEPT PLAN

## CP.5

JOB NUMBER: 22014  
DATE: 05.05.22  
SCALE: SEE BAR SCALE  
SHEET NO.: 1 OF 1





**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: August 9, 2022

**Subject:** Non-Competitive Allocation for the Community Care Expansion Preservation Fund Program

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to accept a non-competitive allocation, made available by the California Department of Social Services (CDSS) through the Community Care Expansion (CCE) Preservation Funds program. These funds are for the immediate preservation of licensed residential adult and senior care facilities serving applicants or recipients of Supplemental Security Income/State Supplementary Payment (SSI/SSP) or Cash Assistance Program for Immigrants (CAPI) including those who are experiencing or at risk of homelessness. The CCE Preservation Funds include operating subsidies and funds for capital projects.

**FISCAL IMPACT:**

Upon acceptance, County will receive allocated funds from CDSS through their administrator, Advocates for Human Potential, to help preserve licensed housing options for recipients SSI/SSP and/or CAPI. County will receive an allocation of \$1,189,741 for the Operating Subsidy Payment (OSP) program and \$3,238,276 for the Capital Projects (CP) program. A match requirement of 10% is required for distributed CP funds which may be passed to program recipients.

**BACKGROUND:**

The State of California has \$805 million in funding for a competitive grant program through CDSS to develop adult and senior care facilities for individuals receiving SSI/SSP or CAPI. Of these funds \$195 million has been allocated statewide to the OSP and CP programs. OSP funds must be obligated by June 30, 2027 and liquidated by June 30, 2029. CP funds must be obligated by June 30, 2024 and liquidated by December 31, 2026.

Counties accepting funds shall be responsible for: submission of a Certification of funds acceptance; identification of a County department to manage funds, submission of an Implementation Plan outlining how program will be administered, ensure program administration is consistent with the Notice of Funding Availability and executed contract, ensure recipient facilities are in good standing with Community Care Licensing, limit administrative costs to 10% or less, provide relevant reports, and ensure match is provided by either County or program recipients.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

By: Laura Cassell, Deputy

Contact: Suzanne Tavano, 925-957-5201

cc:

**BACKGROUND: (CONT'D)**

Upon approval and notice of award Behavioral Health (CCBHS), as lead agency, will convene a workgroup of interested County departments and other stakeholders to create an initial implementation plan by October 15, 2022. CCBHS will return to the Board for approval of the final implementation plan, final award acceptance and contract approval upon receipt of the of the Contract from Advocates for Human Potential.

**CONSEQUENCE OF NEGATIVE ACTION:**

County would not receive funds for the preservation of licensed residential adult and senior care facilities serving applicants or recipients of SSI/SSP or CAPI.



Contra  
Costa  
County

To: Board of Supervisors  
From: Marla Stuart, Employment and Human Services Director  
Date: August 9, 2022

Subject: 2022-2023 California Department of Education State Preschool Program Revenue Agreement

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a revenue agreement with the California Department of Education to accept funding in an amount not to exceed \$16,424,131 for State Preschool services for the period July 1, 2022 through June 30, 2023.

**FISCAL IMPACT:**

\$16,424,131: County to receive total funding in the amount of \$16,424,131, all of which has been budgeted in FY 2022-2023. Revenue is 100% State funds through the California Department of Education (CDE), State Agreement Number CSPP-2051-00. No County match is required.

**BACKGROUND:**

The County receives funds from the California Department of Education (CDE) to provide preschool services to program-eligible families for children ages 3-5 years old. In order to be program-eligible, families must meet at least one (1) of these eligibility criteria: receiving cash-aid, income eligible, experiencing homelessness, or recipients of protective services or at risk of being abused, neglected or exploited. For Full-Day services, families must have an established

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

By: Laura Cassell, Deputy

Contact: V. Kaplan, (925) 608-5052

cc:

**BACKGROUND: (CONT'D)**

need for child care in addition to meeting eligibility criteria. The program is operated by the Employment and Human Services Department (EHSD), Community Services Bureau (CSB). During Fiscal Year 2021-2022, approximately 1,098 families and 1,163 children received preschool services throughout the County.

This Board Order is to accept funds for Fiscal Year 2022-2023 for EHSD to continue providing preschool services. During the term of the revenue agreement, the contract rate, the Minimum Days of Operations (MDO) and the Maximum Reimbursable Amount (MRA) may be adjusted by CDE State Agency through an Allocation Letter issued to Contra Costa County Employment and Human Services Department.

**CONSEQUENCE OF NEGATIVE ACTION:**

If not approved, Contra Costa residents eligible to receive preschool services will not receive these services.

**CHILDREN'S IMPACT STATEMENT:**

The Employment and Human Services Department Community Services Bureau supports three (3) of Contra Costa County's community outcomes - Outcome 1: "Children Ready for and Succeeding in School," Outcome 3: "Families that are Economically Self-sufficient," and, Outcome 4: "Families that are Safe, Stable, and Nurturing." These outcomes are achieved by offering comprehensive services, including high quality early childhood education, nutrition, and health services to low-income children throughout Contra Costa County.



Contra  
Costa  
County

To: Board of Supervisors  
From: Marla Stuart, Employment and Human Services Director  
Date: August 9, 2022

**Subject:** 2022-2023 California Department of Education Prekindergarten and Family Literacy Support Revenue Agreement

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a revenue agreement with the California Department of Education to accept funding in an amount not to exceed \$27,500 for prekindergarten and family literacy program support services for the period July 1, 2022 through June 30, 2023.

**FISCAL IMPACT:**

County is to receive an amount not to exceed \$27,500 from the California Department of Education (CDE) for the period July 1, 2022 through June 30, 2023, all of which has been budgeted in FY 2022-2023. (100% State) No County match is required.

State Contract Number: CPKS-2007-00

**BACKGROUND:**

The County receives funds from the California Department of Education (CDE) to provide prekindergarten and family literacy support services to promote and support interactive literacy activities for children and families enrolled in the program. The prekindergarten and family literacy support agreement is an expenditure-only agreement that supplements the California State

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
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Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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ATTESTED: August 9, 2022

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

By: Laura Cassell, Deputy

Contact: V. Kaplan, (925) 608-5052

cc:

**BACKGROUND: (CONT'D)**

Preschool Program. Funds are used for education for parents and legal guardians of children in participating classrooms to support the development of their child's literacy skills. Staff development for teachers in participating classrooms that include: development of a pedagogical knowledge, knowledge and application of developmentally appropriate assessments of the pre-reading skills of children, information on working with families, including the use of on-site coaching, for guided practice, in interactive activities and referrals, as necessary, to providers of instructions in adult education and English as a second language in order to improve the academic skills of parents and legal guardians of children in participating classrooms. The program is operated by the Employment and Human Services Department (EHSD), Community Services Bureau (CSB). During Fiscal Year 2021-2022, ten classrooms serving 178 families and 185 children received prekindergarten and family literacy support services throughout the County.

This Board Order is to accept funds for Fiscal Year 2022-2023 for EHSD to continue providing prekindergarten and family support services. During the term of the revenue agreement, the Maximum Reimbursable Amount (MRA) may be adjusted by CDE State Agency through an Allocation Letter issued to Contra Costa County Employment and Human Services.

**CONSEQUENCE OF NEGATIVE ACTION:**

If not approved, Contra Costa residents eligible to receive these services will not receive prekindergarten and family literacy support services.

**CHILDREN'S IMPACT STATEMENT:**

The Employment and Human Services Department Community Services Bureau supports three (3) of Contra Costa County's community outcomes - Outcome 1: "Children Ready for and Succeeding in School," Outcome 3: "Families that are Economically Self-sufficient," and, Outcome 4: "Families that are Safe, Stable, and Nurturing." These outcomes are achieved by offering comprehensive services, including high quality early childhood education, nutrition, and health services to low-income children throughout Contra Costa County.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: August 9, 2022

**Subject:** Grant Amendment #28-983-1 with Public Health Foundation Enterprises, Inc. (dba Heluna Health)

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Amendment #28-983-1 with Public Health Foundation Enterprises, Inc. (dba Heluna Health), a nonprofit corporation, to amend Grant Agreement #28-983 to extend the termination date from September 22, 2022 to September 22, 2023 with no change in the amount payable to the county not to exceed \$135,249 for the provision of Public Health Laboratory Director training and participation in the Continuity of Operations Plan (COOP) for state-wide COVID emergency testing.

**FISCAL IMPACT:**

Approval of this amendment will not impact the payment limit of the grant agreement.

**BACKGROUND:**

This agreement allows the County to provide Public Health Laboratory Director training fellowships to prepare fellows for national board certification exams. Fellowships will include in-person trainings in managing, supervising and administering a public health laboratory, tuition to complete academic requirements for board exams eligibility as applicable, registration, travel and lodging for national board exams, and training materials. County will also participate in the COOP for state-wide COVID emergency testing. This includes planning meetings, capacity data, mapping to state collection sites and MOA/MOU for COVID emergency testing, verifying state collection site COVID transport media, such as Molecular Transport Medium (MTM) and/or dry swabs, testing and verifying Color Application Programming Interface (API), Laboratory Information Management System (LIMS) software integration, and completing one or more COOP exercises to test capacity to receive, test, and report state COVID specimens.

On March 8, 2022, the Board of Supervisors approved Agreement #28-983 to allow the County to receive funding to provide Public Health Laboratory Director training and participate in COOP for state-wide COVID emergency testing. This agreement included the County agreeing to indemnify and hold harmless the contractor for claims arising out of county's performance under this contract.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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ATTESTED: August 9, 2022

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

By: Laura Cassell, Deputy

Contact: Ori Tzvieli, M.D., 925-608-5267

cc: L Walker, M Wilhelm



BACKGROUND: (CONT'D)

Approval of Amendment #28-983-1 will allow the County to continue to provide Public Health Laboratory Director training and participation in the COOP for state-wide COVID emergency testing through September 22, 2023.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved the County will not be able to provide Public Health Laboratory Director Training and participate in COOP for state-wide COVID emergency testing.



Contra  
Costa  
County

To: Board of Supervisors  
From: Marla Stuart, Employment and Human Services Director  
Date: August 9, 2022

**Subject:** Access to Technology to Provide Digital Connectivity for Older Adults and Adults with Disabilities Grant

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to apply for and accept grant funding in an amount up to \$1,449,700 from the California Department of Aging for the Access to Technology Program to provide digital connectivity for older adults and adults with disabilities for the period October 1, 2022 through December 31, 2024.

**FISCAL IMPACT:**

County to receive an amount up to \$1,449,700 from the California Department of Aging to fund the Access to Technology for Older Adults and Adults with Disabilities Program. (100% State) (No county match is required). Appropriations and Revenue Adjustment for this grant will be made during FY 22-23.

**BACKGROUND:**

In 2021, the Governor signed Assembly Bill (AB) 135 into law to add Welfare and Institutions Code 9104 which required the California Department of Aging to create the Access to Technology Program (ATT). The ATT Program is a 27-month program (October 1, 2022 through December 31, 2024) to meet the needs of diverse older adults and adults with disabilities to gain access

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

By: Laura Cassell, Deputy

Contact: Elaine Burres 925-608-4960

cc:

**BACKGROUND: (CONT'D)**

to digital connectivity and technology to help reduce isolation, increase social connections, and enhance self-confidence in navigating digital and online resources.

The grant funding will be used to increase access to technology for older adults and adults with disabilities; provide education and training of older adults and adults with disabilities on the use of technology; reduce isolation of vulnerable adults through the use of technology; and conduct outreach about the program.

Employment and Human Services will partner with community organizations to deliver access to technology programs. Additional partners and vendors will be identified to continue and increase service delivery.

**CONSEQUENCE OF NEGATIVE ACTION:**

Without funding, many older adults and adults with disabilities will remain socially isolated and will lack access to technology.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: August 9, 2022

**Subject:** Grant Amendment #28-967-2 with Public Health Foundation Enterprises, Inc., dba Heluna Health

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Grant Amendment #28-967-2 with Public Health Foundation Enterprises, Inc., dba Heluna Health, to extend the term end date of July 31, 2022 to October 31, 2022, with no change in the amount payable to the County of \$250,000 to continue to provide COVID-19 and respiratory viral panel testing for the Community Sentinel Surveillance Project.

**FISCAL IMPACT:**

Approval of this agreement does not change the original amount payable to the County of \$250,000 for COVID-19 related activities. No County match is required.

**BACKGROUND:**

Since the emergence of COVID-19 in California in January 2020, the California Department of Public Health (CDPH) and local public health partners have been tracking and monitoring COVID-19 cases in California and have implemented containment and mitigation efforts. COVID-19 surveillance is essential to estimate disease prevalence over time, throughout the state, and amount key groups at high risk for infection in order to improve containment, mitigation and prevention measures, which may vary depending on regional COVID-19 epidemiology.

Therefore, CDPH and several California local health jurisdictions, including Contra Costa County, are working with the United States Centers for Disease Control and Prevention to initiate sentinel community surveillance for COVID-19. Public Health Foundation Enterprises, Inc. has been designated by the CHDP to administer this funding and to provide consulting and technical assistance that will be needed to perform the required activities. The County has been contracting with them for these services since June 2021.

On October 5, 2021, the Board of Supervisors approval of this Grant Agreement #28-967-1 with Public Health Foundation Enterprises, Inc. dba Heluna Health, to pay the County in the amount of \$250,000, for Contra Costa County to participate in the State Community Sentinel Surveillance Project which allows Contra Costa County Health Services Department patients who are experiencing COVID-19 like symptoms

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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ATTESTED: August 9, 2022

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

By: Laura Cassell, Deputy

Contact: Ori Tzvieli, M.D., 925-608-5267

cc: Marcy Wilhelm

BACKGROUND: (CONT'D)

to be tested for both COVID-19 and other respiratory viruses, through July 31, 2022. The Contract is agreeing to indemnify and hold harmless the Grantor for claims arising out of County's performance under this Contract.

Approval of Grant Amendment #28-967-2 will allow the County to continue to participate in the State Community Sentinel Surveillance Project, through October 31, 2022.



Contra  
Costa  
County

To: Board of Supervisors  
From: Marla Stuart, Employment and Human Services Director  
Date: August 9, 2022

Subject: High Roads Training Partnership Grant

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, on behalf of the Workforce Development Board (WDB) to apply for and accept the High-Roads Training Partnership (H RTP) grant from the California Workforce Development Board (CWDB) in an amount not to exceed \$1,000,000 to develop and implement an EMT/Paramedic Apprenticeship Program for under-served communities of color, for the period April 1, 2023 through March 31, 2025.

**FISCAL IMPACT:**

County to receive up to \$1,000,000 from Federal Workforce Innovation and Opportunity Act (WIOA) Funds. Funding is 100% Federal (No County Match)

**BACKGROUND:**

The High Road Training Partnerships (H RTP) Initiative started as a \$10M demonstration project designed to model partnership strategies for the state. Ranging from transportation to healthcare to hospitality, the H RTP model embodies sector approach and industry partnerships that deliver equity, sustainability and job quality. Awards were based on applicant's ability to demonstrate innovation and investment in human capital, and generate family supporting jobs where workers have agency and voice.

WDB will develop the EMT/Paramedic Apprenticeship program and ensure under-served communities of color are prioritized for inclusion. Partners in the program include Contra Costa Community College, the Bay Area Health Workforce Partnership (BAHWP), American Medical Response (AMR) and Contra Costa Economic Partnership (CCEP).

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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ATTESTED: August 9, 2022

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

By: Laura Cassell, Deputy

Contact: Elaine Burres 925-608-4960

cc:

BACKGROUND: (CONT'D)

**ADHERENCE TO WDB LOCAL PLAN:**

A. Support Economic Growth & Economic Self-Sufficiency: Connect job seekers to employment opportunities with sustainable wages

- Prioritize investments in Earn & Learn opportunities

B. Equity-focused Industry-Sector Partnerships: Promote equity and connect training with communities of color

- Ensure healthcare workers are more reflective of the population as a whole
- Targeted Training for Participants

C. Support investment in preparation programs for long-term career development in high-demand industries, focusing on narrowing the gap between high and low-skilled labor.

CONSEQUENCE OF NEGATIVE ACTION:

Without approval, participants in WIOA and/or special extraneous grant programs will not have access to classroom instruction and job trainings that lead to self-sufficiency, which would adversely impact these participants. Local businesses will have fewer qualified candidates for positions, and the local Workforce Development Board will be out of compliance with WIOA Section 134, by not meeting expenditure requirements.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: August 9, 2022

Subject: Contract #27-319-6 with Diablo Valley Pediatric Medical Group, Inc.

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute, on behalf of the County Contract #27-319-6, with Diablo Valley Pediatric Medical Group, Inc., a corporation, in an amount not to exceed \$6,000,000, to provide pediatric primary care services to Contra Costa Health Plan (CCHP) members and County recipients for the period September 1, 2022 through August 31, 2025.

**FISCAL IMPACT:**

This contract will result in contractual service expenditures of up to \$6,000,000 over a 3-year period and will be funded 100% by CCHP Enterprise Fund II revenues. (No rate increase)

**BACKGROUND:**

CCHP has an obligation to provide certain specialized health care services for its members under the terms of their Individual and Group Health Plan membership contracts with the County. This contractor has been a part of the CCHP Provider Network providing pediatric primary care services since February of 1997.

On July 14, 2020, the Board of Supervisors approved Contract #27-319-5 with Diablo Valley Pediatric Medical Group, Inc., in an amount not to exceed \$2,500,000 for the provision of pediatric primary care services to CCHP members and county recipients, for the period September 1, 2020 through August 31, 2022.

Approval of Contract #27-319-6 will allow the contractor to continue providing pediatric primary care services through August 31, 2025.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this contract is not approved, certain specialized primary care health services for CCHP members under the terms of their Individual and Group Health Plan membership contract with the County will not be provided.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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ATTESTED: August 9, 2022

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

Contact: Sharron A. Mackey,  
925-313-6104

By: Laura Cassell, Deputy

cc: Noel Garcia, Marcy Wilhelm



To: Board of Supervisors  
 From: Brian M. Balbas, Public Works Director/Chief Engineer  
 Date: August 9, 2022



Contra  
 Costa  
 County

**Subject:** APPROVE and AUTHORIZE an Assignment and Assumption of Contract and Consent with Zeiger Engineers, Inc. and Natron Resources, Inc.

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute an Assignment and Assumption of Contract and Consent with Zeiger Engineers, Inc. and Natron Resources, Inc. d/b/a Zeiger Engineers, Inc., assigning the agreement from Zeiger Engineers, Inc. to Natron Resources, Inc. d/b/a Zeiger Engineers, Inc. effective August 9, 2022, with no change to the pay limit and term, to continue to provide on-call electrical engineering services for various County projects.

**FISCAL IMPACT:**

The contract and amendment #1 are funded by various projects as awarded. This action has no fiscal impact.

**BACKGROUND:**

On October 9, 2018, the Public Works Director, or designee, executed a Consulting Services Agreement (contract) with Zeiger Engineers, Inc., in the amount of \$95,000.

On October 13, 2020, the Board of Supervisors approved Amendment No. 1 to the contract with Zeiger Engineers, Inc., to increase the payment limit by \$205,000 to a new payment limit of \$300,000 and extend the term through October 9, 2023.

On September 21, 2021, Zeiger Engineers, Inc., was sold to Natron Resources, Inc.

Zeiger Engineers, Inc., is familiar with County-wide projects for design and construction of healthcare and other facilities. The Assignment and Assumption of Contract and Consent between Zeiger Engineers, Inc., Natron Resources, Inc., and the County provides for the assignment of the County agreement from Zeiger Engineers, Inc., to Natron Resources, Inc., and the County's consent thereto, which is necessary for the continuation of services.

Therefore, it is recommended that the Assignment and Assumption of Contract and Consent be executed at this time.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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ATTESTED: August 9, 2022

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

By: Laura Cassell, Deputy

Contact: Jeffrey Acuff 925-957-2487

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Without Board approval, the consultant will not be able to provide as-needed electrical engineering services to continue necessary capital projects.



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: August 9, 2022

**Subject:** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with Skanska USA Building Inc. (100% Measure X Funding)

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with Skanska USA Building Inc. (Skanska), in an amount not to exceed \$3,000,000 to provide master planning and construction management services for various Measure X-funded healthcare projects at the Contra Costa Regional Medical Center (CCRMC) located at 2500 Alhambra Avenue and 20 Allen Street in Martinez, CA, for the period August 9, 2022 through August 9, 2027.

**FISCAL IMPACT:**

100% Measure X funding budgeted in Hospital Enterprise Fund.

**BACKGROUND:**

The County intends to engage a firm to provide construction management services for various health care projects at the Contra Costa Regional Medical Center (CCRMC). The first phase will be updating the previous master plan. The second phase will start planning, establishing scope, budget and schedule for various projects and will be followed by design and construction of new facilities. The projects subject to available budget may consist of design and construction

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
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Federal D. Glover, District V Supervisor

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ATTESTED: August 9, 2022

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

By: Laura Cassell, Deputy

Contact: Jeffrey Acuff, 925-957-2487

cc:

**BACKGROUND: (CONT'D)**

of a Public Health Laboratory, a Parking Structure, Medical Office Building, an Interventional Radiology Suite and a Psychiatric Emergency Services addition and remodel. Construction management services will include project management for pre-construction, construction and project close-out phases.

The County Public Works Department requested a Statement of Qualifications (“SOQ”) for construction management services. The Public Works Department received six SOQs from interested firms and three firms were short-listed. A selection committee comprised of County staff conducted interviews and ranked Skanska as the top ranking firm. It is recommended that Skanska be awarded the agreement to provide construction management services for this project.

**CONSEQUENCE OF NEGATIVE ACTION:**

The Public Works Department does not have the staff expertise to provide construction management services for a project of this scale. If the contract is not approved, the project will be delayed and most likely incur increases in the cost of construction.

To: Board of Supervisors  
 From: Brian M. Balbas, Public Works Director/Chief Engineer  
 Date: August 9, 2022



Contra  
 Costa  
 County

**Subject:** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with LSA Associates, Inc.

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with LSA Associates, Inc., effective August 12, 2022, to increase the payment limit by \$200,000 to a new payment limit of \$550,000 for On-Call Environmental Services, with no change to the term September 15, 2018 through September 14, 2023, Countywide.

**FISCAL IMPACT:**

Work performed under this On-Call is funded by (45%) Flood Control Funds, (45%) Local Road and Transportation Funds, (6%) Capital Project Funds, and (4%) Airport Enterprise Funds.

**BACKGROUND:**

Contra Costa County Public Works Department (Department) builds, improves, and maintains public infrastructure facilities throughout unincorporated Contra Costa County including roads, flood control facilities, capital projects, and airports. As a public agency, projects must comply with applicable federal, state, and local environmental regulations. The Department Environmental Services Division assesses projects to determine potential environmental impacts and identifies measures to avoid and minimize potential impacts with the assistance of technical specialists provided by the On-Call Environmental Services contract. It has been determined that additional funds are needed to cover the remaining contract term for upcoming projects.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

Contact: Shravan Sundaram, (925)  
 313-2366

By: Laura Cassell, Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Environmental compliance clearances may not be completed and obtained in a timely manner, which may jeopardize funding and delay design and construction of Public Works infrastructure projects, and necessary maintenance actions.



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: August 9, 2022

**Subject:** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with ICF Jones & Stokes, Inc.

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with ICF Jones & Stokes, Inc., effective August 16, 2022, to increase the payment limit by \$200,000 to a new payment limit of \$550,000 for On-Call Environmental Services, with no change to the term September 15, 2018 through September 14, 2023, Countywide.

**FISCAL IMPACT:**

Work performed under this On-Call is funded by (45%) Flood Control Funds, (45%) Local Road and Transportation Funds, (6%) Capital Project Funds, and (4%) Airport Enterprise Funds.

**BACKGROUND:**

Contra Costa County Public Works Department (Department) builds, improves, and maintains public infrastructure facilities throughout unincorporated Contra Costa County including roads, flood control facilities, capital projects, and airports. As a public agency, projects must comply with applicable federal, state, and local environmental regulations. The Department Environmental Services Division assesses projects to determine potential environmental impacts and identifies measures to avoid and minimize potential impacts with the assistance of technical specialists provided by the On-Call Environmental Services contract. It has been determined that additional funds are needed to cover the remaining contract term for upcoming projects.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

By: Laura Cassell, Deputy

Contact: Alex Nattkemper, (925) 313-2364

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Environmental compliance clearances may not be completed and obtained in a timely manner, which may jeopardize funding and delay design and construction of Public Works infrastructure projects, and necessary maintenance actions.



To: Board of Supervisors  
 From: Brian M. Balbas, Public Works Director/Chief Engineer  
 Date: August 9, 2022



Contra  
 Costa  
 County

**Subject:** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with HELIX Environmental Planning, Inc.

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with HELIX Environmental Planning, Inc., effective August 12, 2022, to increase the payment limit by \$200,000 to a new payment limit of \$550,000 for On-Call Environmental Services, with no change to the term September 15, 2018 through September 14, 2023, Countywide.

**FISCAL IMPACT:**

Work performed under this On-Call is funded by (45%) Flood Control Funds, (45%) Local Road and Transportation Funds, (6%) Capital Project Funds, and (4%) Airport Enterprise Funds.

**BACKGROUND:**

Contra Costa County Public Works Department (Department) builds, improves, and maintains public infrastructure facilities throughout unincorporated Contra Costa County including roads, flood control facilities, capital projects, and airports. As a public agency, projects must comply with applicable federal, state, and local environmental regulations. The Department Environmental Services Division assesses projects to determine potential environmental impacts and identifies measures to avoid and minimize potential impacts with the assistance of technical specialists provided by the On-Call Environmental Services contract. It has been determined that additional funds are needed to cover the remaining contract term for upcoming projects.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

By: Laura Cassell, Deputy

Contact: Sandeep Singh, (925) 313-2022

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Environmental compliance clearances may not be completed and obtained in a timely manner, which may jeopardize funding and delay design and construction of Public Works infrastructure projects, and necessary maintenance actions.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: August 9, 2022

**Subject:** Novation Contract #24-705-73 with We Care Services for Children

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Novation Contract #24-705-73 with We Care Services for Children, a non-profit corporation, in an amount not to exceed \$2,594,050, to provide mental health services for high risk, delayed or Seriously Emotionally Disturbed children (SED) in Central Contra Costa County, for the period July 1, 2022 through June 30, 2023, which includes a six-month automatic extension through December 31, 2023, in an amount not to exceed \$1,297,025.

**FISCAL IMPACT:**

Approval of this contract will result in budgeted expenditures of up to \$2,594,050 and will be funded by 50% Federal Medi-Cal (\$1,297,025) and 50% Mental Health Realignment (\$1,297,025) revenues. (Rate increase)

**BACKGROUND:**

The County has been contracting with We Care Services for Children, since July 1974 for their expertise in providing community based mental health services for SED children and youth. This contract meets the social needs of the County's population by providing mental health services to adolescents with emotional and behavioral problems to improve school performance, reduce unsafe behavioral practices, and reduce the need for out-of-home placements.

On December 14, 2021, the Board of Supervisors approved Contract #24-705-71 with We Care Services for Children, in an amount not to exceed \$2,208,226 for the provision of wrap-around mental health services for high risk, delayed or SED children in Central Contra Costa County for the period from July 1, 2021 through June 30, 2022, which included a six-month automatic extension through December 31, 2022, in an amount not to exceed \$1,104,113.

On February 1, 2022, the Board of Supervisors approved Contract Amendment #24-705-72, effective January 1, 2022, to increase the per minute billing rates due to COVID-19, with no change in the original payment limit or term.

Approval of Novation Contract #24-705-73 will replace the automatic extension under the prior contract and allow the contractor to continue providing services through June 30, 2023.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

Contact: Suzanne Tavano, Ph.D.,  
925-957-5201

By: Laura Cassell, Deputy

cc: L Walker, M Wilhelm

**CONSEQUENCE OF NEGATIVE ACTION:**

If this contract is not approved, high risk, delayed or SED children in Central Contra Costa County will have reduced access to mental health services.

**CHILDREN'S IMPACT STATEMENT:**

This program supports the following Board of Supervisors' community outcomes: "Children Ready for and Succeeding in School"; "Families that are Safe, Stable, and Nurturing"; and "Communities that are Safe and Provide a High Quality of Life for Children and Families". Expected program outcomes include an increase in positive social and emotional development as measured by the Child and Adolescent Functional Assessment Scale (CAFAS).



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: August 9, 2022

Subject: Novation Contract #24-133-79 with La Cheim School, Inc.

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Novation Contract #24-133-79 with La Cheim School, Inc., a non-profit corporation, in an amount not to exceed \$2,826,846, to provide school-based and Short-Term Residential Therapeutic Program (STRTP) services which includes mental health and Therapeutic Behavioral Services (TBS) for Seriously Emotionally Disturbed (SED) youth and their families from Contra Costa County at their facilities in West County for the period from July 1, 2022 through June 30, 2023, which includes a six-month automatic extension through December 31, 2023, in an amount not to exceed \$1,413,423.

**FISCAL IMPACT:**

Approval of this contract will result in budgeted expenditures of up to \$2,826,846 for FY 2022-23 and will be funded by 50% Federal Medi-Cal (\$1,413,423) and 50% Mental Health Realignment (\$1,413,423) revenues.

**BACKGROUND:**

This contract meets the social needs of the County's population by providing school-based and STRTP services including mental health and TBS services focusing on SED youth and their families. Eligible individuals are determined by the Federal Individuals with Disabilities Education Act (IDEA), wards or dependents of the Contra Costa County Juvenile Court and or are County-referred. Expected program outcomes will result in positive social and emotional development at home, in the community and greater school success. The contractor has been providing these services since 1979.

On December 14, 2021, the Board of Supervisors approved Novation Contract #24-133-77 with La Cheim School, Inc., in an amount not to exceed \$2,769,860 for the provision of school-based and STRTP services, and mental health and TBS services for SED youth and their families in West Contra Costa County, for the period from July 1, 2021 through June 30, 2022, which included a six-month automatic extension through December 31, 2022 in an amount not to exceed \$1,384,930.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

Contact: Suzanne Tavano, Ph.D.,  
925-957-5201

By: Laura Cassell, Deputy

cc: L Walker, M Wilhelm

#### BACKGROUND: (CONT'D)

On February 1, 2022, the Board of Supervisors approved Contract Amendment Agreement #24-133-78, effective January 1, 2022, to increase the per minute billing rates due to COVID-19, with no change to the original payment limit or term.

Approval of Novation Contract #24-133-79 replaces the automatic extension under the prior contract and allows the contractor to continue providing mental health services for SED youth and families through June 30, 2023.

#### CONSEQUENCE OF NEGATIVE ACTION:

If this novation contract is not approved, there will be fewer treatment options for wards of Contra Costa County Juvenile Court and fewer mental health services available for SED youth in West Contra Costa County as the county solicits and engages an alternative contractor.

#### CHILDREN'S IMPACT STATEMENT:

This Early and Periodic Screening, Diagnostic, and Treatment (EPSDT) program supports the following Board of Supervisors' community outcomes: "Children Ready for and Succeeding in School"; "Children and Youth Healthy and Preparing for Productive Adulthood"; "Families that are Safe, Stable, and Nurturing"; and "Communities that are Safe and Provide a High Quality of Life for Children and Families". Expected program outcomes include an increase in positive social and emotional development as measured by the Child and Adolescent Functional Assessment Scale (CAFAS).



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: August 9, 2022

**Subject:** Novation Contract #74-586-9 with A Better Way, Inc.

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Novation Contract #74-586-9 with A Better Way, Inc., a non-profit corporation, in an amount not to exceed \$700,000, to provide mental health, case management, crisis intervention, intensive coordinated care and in-home behavioral services for children ages birth to 21 and their families who are residents of Contra Costa County, for the period from July 1, 2022 through June 30, 2023, which includes a six-month automatic extension through December 31, 2023, in an amount not to exceed \$350,000.

**FISCAL IMPACT:**

Approval of this contract will result in budgeted expenditures of up to \$700,000 and will be funded by 50% Federal Medi-Cal (\$350,000) and 50% Employment and Human Services Department revenues (\$350,000). (Rate increase)

**BACKGROUND:**

This contract meets the social needs of the County's population by providing mental health services to adolescents with emotional and behavioral problems to improve school performance, reduce unsafe behavioral practices, and reduce the need for out-of-home placements. The County has been contracting with A Better Way, Inc. since July 2018.

On January 18, 2022, the Board of Supervisors approved Novation Contract #74-586-7 with A Better Way, Inc., in an amount not to exceed \$700,000 for the provision of mental health services to children and adolescents, and their families, who are residents of Contra Costa County, referred by Child Family Services and placed for the period from July 1, 2021 through June 30, 2022, which included a six-month automatic extension through December 31, 2022, in an amount not to exceed \$350,000.

On February 1, 2022, the Board of Supervisors approved Contract Amendment Agreement #74-586-8, effective January 1, 2022, to increase the per minute billing rates due to COVID-19 with no change to the payment limit or term.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

Contact: Suzanne Tavano, Ph.D.,  
925-957-5212

By: Laura Cassell, Deputy

cc: L Walker, M Wilhelm

BACKGROUND: (CONT'D)

Approval of Novation Contract #74-586-9 replaces the automatic extension under the prior contract and allows the contractor to continue to provide mental health services through June 30, 2023.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, Contra Costa County children and their families will not have access to this contractor's outpatient intensive therapeutic mental health services.

CHILDREN'S IMPACT STATEMENT:

This program supports the following Board of Supervisors' community outcomes: "Families that are Safe, Stable, and Nurturing"; and "Communities that are Safe and Provide a High Quality of Life for Children and Families". Expected program outcomes include an increase in positive social and emotional development as measured by the Child and Adolescent Functional Assessment Scale (CAFAS).

CLERK'S ADDENDUM

**CORRECTED TO READ: APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a novation contract with A Better Way, Inc., in an amount not to exceed \$700,000 to provide mental health services for the period July 1, 2022 through June 30, 2023, including a six-month automatic extension through December 31, 2023 in an amount not to exceed \$350,000. ~~(50% Federal Medi-Cal, 50% Employment and Human Services Department)~~ (50% Federal Medi-Cal, 40% Mental Health Realignment, 10% Measure X)**





**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: August 9, 2022

**Subject:** Novation Contract #74-517-12 with Child Therapy Institute of Marin

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Novation Contract #74-517-12 with Child Therapy Institute of Marin, a non-profit corporation, in an amount not to exceed \$1,200,100, to provide mental health services for Seriously Emotionally Disturbed (SED) children and their families in East and West Contra Costa County for the period from July 1, 2022 through June 30, 2023, which includes a six-month automatic extension through December 31, 2023, in an amount not to exceed \$600,050.

**FISCAL IMPACT:**

Approval of this contract will result in budgeted expenditures of up to \$1,200,000 for FY 2022-2023 and will be funded by 50% Federal Medi-Cal (\$600,050) and 50% Mental Health Realignment (\$600,050) revenues.

**BACKGROUND:**

This contract meets the social needs of the County's population by providing community-based mental health services focusing on SED children, adolescents and their families which will result in positive social and emotional development at home, in the community and greater school success. This contractor has been providing these services since July 2016.

On December 14, 2021, the Board of Supervisors approved Contract #74-517-10 with Child Therapy Institute of Marin, in an amount not to exceed \$950,000 for the provision of mental health services for SED children and their families in East and West Contra Costa County, for the period from July 1, 2021 through June 30, 2022, which included a six-month automatic extension through December 31, 2022 in an amount not to exceed \$475,000.

On February 1, 2022, the Board of Supervisors approved Contract Amendment Agreement #74-517-11, effective January 1, 2022, to increase the per minute billing rates due to COVID-19 with no change to the original payment limit of \$950,000 or term of July 1, 2021 through June 30, 2022, and no change in the automatic extension through December 31, 2022 in an amount not to exceed \$475,000.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

Contact: Suzanne Tavano, Ph.D.,  
925-957-5212

By: Laura Cassell, Deputy

cc: L Walker, M Wilhelm

**BACKGROUND: (CONT'D)**

Approval of County Novation Contract #74-517-12 replaces the automatic extension under the prior contract and will allow the contractor to continue providing mental health services for SED children and families through June 30, 2023.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this contract is not approved, there will be fewer mental health services available for SED children in East and West Contra Costa County, while the County solicits and engages an alternative contractor.

**CHILDREN'S IMPACT STATEMENT:**

This Early and Periodic Screening, Diagnostic, and Treatment (EPSDT) program supports the following Board of Supervisors' community outcomes: "Children Ready For and Succeeding in School"; "Families that are Safe, Stable, and Nurturing"; and "Communities that are Safe and Provide a High Quality of Life for Children and Families". Expected program outcomes include an increase in positive social and emotional development as measured by the Child and Adolescent Functional Assessment Scale (CAFAS).



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: August 9, 2022

**Subject:** Novation Contract #74-622-5 with Paradise Adolescent Homes, Inc.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Novation Contract #74-622-5 with Paradise Adolescent Homes, Inc., a non-profit corporation, in an amount not to exceed \$242,000, to provide Short Term Residential Therapeutic Program (STRTP) services for Seriously Emotionally Disturbed (SED) youth in Contra Costa County, for the period July 1, 2022 through June 30, 2023, which includes a six-month automatic extension through December 31, 2023, in an amount not to exceed \$121,000.

**FISCAL IMPACT:**

Approval of this contract will result in budgeted expenditures of up to \$242,000 and will be funded by 50% Federal Medi-Cal (\$121,000) and 50% Mental Health Realignment (\$121,000) revenues. (Rate increase)

**BACKGROUND:**

This contract meets the social needs of the County's population by providing mental health services to youth with emotional and behavioral problems to improve school performance, reduce unsafe behavioral practices, and reduce the need for out-of-home placements. This contractor has been providing these services to the county since January 2021.

On December 7, 2021, the Board of Supervisors approved Novation Contract #74-622-2 with Paradise Adolescent Homes, Inc., in an amount not to exceed \$220,000, for the provision of STRTP services for SED youth for the period from July 1, 2021 through June 30, 2022, which included a six-month automatic extension through December 31, 2022, in an amount not to exceed \$110,000.

On February 1, 2022, the Board of Supervisors approved Contract Amendment Agreement #74-622-3 with Paradise Adolescent Homes, Inc., effective January 1, 2022, to increase the per minute billing rates with no change to the original payment limit of \$220,000 or original term of July 1, 2021 through June 30, 2022 and no change to the automatic extension through December 31, 2022, in an amount not to exceed \$110,000.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

Contact: Suzanne Tavano, Ph.D.,  
925-957-5169

By: Laura Cassell, Deputy

cc: Noel Garcia, Marcy Wilhelm

**BACKGROUND: (CONT'D)**

In June 2022, the County Administrator approved Administrative Amendment Agreement #74-622-4 with Paradise Adolescent Homes, Inc., effective July 1, 2021, to correct a typo in the original contract term on the L-1 which should of read July 1, 2021 instead of January 1, 2021, to reflect the intent of both parties. There is no change in the contract payment limit of \$220,000.

Approval of Novation Contract #74-622-5 replaces the automatic extension under the prior contract and allows the contractor to continue providing mental health services through June 30, 2023.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this contract is not approved, SED youth may experience reduced or discontinued behavioral health services.

**CHILDREN'S IMPACT STATEMENT:**

The recommendation supports the following children's outcome(s):” and then include whichever of the following apply (1) Children Ready for and Succeeding in School; (2) Children and Youth Healthy and Preparing for Productive Adulthood; (3) Families that are Safe, Stable and Nurturing; and (4) Communities that are Safe and Provide a High Quality of Life for Children and Families.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: August 9, 2022

**Subject:** Contract #26-755-15 with Brown Miller Communications, Inc.

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #26-755-15 with Brown Miller Communications, Inc., a corporation, in an amount not to exceed \$275,000, to provide consultation, technical assistance and strategic planning with regard to communications, for the period from September 1, 2022 through August 31, 2023.

**FISCAL IMPACT:**

Approval of this contract will result in annual expenditures of up to \$275,000 and will be funded as budgeted by the Department by 60% Federal Emergency funds (\$165,000) and 40% by Hospital Enterprise Fund I (\$110,000). (No rate increase)

**BACKGROUND:**

On March 10, 2020, the Board of Supervisors requested that the Governor proclaim a State of Emergency in Contra Costa County (Gov. Code Section 8625) due to COVID-19. The Health Department must use all available preventative measures to combat the spread of COVID-19 which includes testing and vaccine administration. The Department must enter into contracts for these services and competitive bidding requirements are suspended to the extent necessary to address the effects of COVID-19. This Contract provides consultation and technical assistance regarding communication strategies for COVID-19 and other health related topics. The Contractor has been contracting with the Health Services Department since September 2013.

On August 10, 2021, the Board of Supervisors approved Contract #26-755-13 with Brown Miller Communications, Inc., in amount of \$250,000, to provide consultation and technical assistance with strategic planning to implement the Affordable Care Act, for the period from September 1, 2021 through August 31, 2022.

On March 22, 2022, the Board of Supervisors approved Amendment #26-755-14 to increase the payment limit by \$325,000 to a new payment limit \$575,000 with no change in the original term of September 1, 2021 through August 31, 2022 assistance with additional communication support services with regard to COVID-19.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

By: Laura Cassell, Deputy

Contact: Anna Roth, 925-957-2670

cc: Marcy Wilhelm

BACKGROUND: (CONT'D)

Approval of Contract #26-755-15 will allow the contractor to continue to provide consultation, technical assistance and strategic planning with regard to communications through August 31, 2023.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: August 9, 2022

**Subject:** Contract #74-399-19 with Contra Costa Interfaith Transitional Housing, Inc. (DBA Hope Solutions)

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Novation Contract #74-399-19 with Contra Costa Interfaith Transitional Housing, Inc., (dba Hope Solutions), a non-profit corporation, in an amount not to exceed \$466,840, to provide community-based mental health services for Seriously Emotionally Disturbed (SED) children and youth ages 0-21, for the period July 1, 2022 through June 30, 2023, which includes a six-month automatic extension through December 31, 2023, in an amount not to exceed \$233,420.

**FISCAL IMPACT:**

Approval of this contract will result in budgeted expenditures of up to \$466,840 and will be funded by 50% Federal Medi-Cal (\$233,420) and 50% Mental Health Realignment (\$233,420) revenues. (Rate increase)

**BACKGROUND:**

The County has been contracting with Contra Costa Interfaith Transitional Housing, Inc. (DBA Hope Solutions), since September 2010 for their expertise in providing community based mental health services for SED children and youth. This contract meets the social needs of the County's population by providing mental health services to adolescents with emotional and behavioral problems to improve school performance, reduce unsafe behavioral practices, and reduce the need for out-of-home placements.

On December 14, 2021, the Board of Supervisors approved Contract #74-399-17 with Contra Costa Interfaith Transitional Housing, Inc., (DBA Hope Solutions), in an amount not to exceed \$424,000, for the provision of community based mental health services for SED children and youth ages 0-21, for the period from July 1, 2021 through June 30, 2022, which included a six-month automatic extension through December 31, 2022, in an amount not to exceed \$212,200.

On February 1 2022, the Board of Supervisors approved Amendment Agreement #74-399-18, effective January 1, 2022, to increase the per minute billing rates due to COVID-19, with no change in the original payment limit and term.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

Contact: Suzanne Tavano, Ph.D.,  
925-957-5201

By: Laura Cassell, Deputy

cc: L Walker, M Wilhelm

**BACKGROUND: (CONT'D)**

Approval of Novation Contract #74-399-19 will replace the automatic extension under the prior contract and allow the contractor to continue providing services through June 30, 2023.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this contract is not approved, emotionally disturbed youth will have reduced access to the mental health services provided by this contractor, including individual, group and family therapy; case management; and crisis intervention services.

**CHILDREN'S IMPACT STATEMENT:**

This program supports the following Board of Supervisors' community outcomes: "Children Ready For and Succeeding in School"; "Families that are Safe, Stable, and Nurturing"; and "Communities that are Safe and Provide a High Quality of Life for Children and Families". Expected program outcomes include an increase in positive social and emotional development as measured by the Child and Adolescent Functional Assessment Scale (CAFAS).





Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: August 9, 2022

Subject: APPROVE a Purchase Order amendment with Walnut Creek Ford Inc.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent, or designee, on behalf of the Public Works Director, to issue a purchase order amendment with Walnut Creek Ford Inc., effective August 1, 2022, to increase the payment limit by \$161,000 to a new payment limit of \$400,000, and extend the term from December 31, 2022 through December 31, 2023, for Ford vehicle parts and accessories, Countywide.

**FISCAL IMPACT:**

This cost is to be 100% funded through Fleet Services ISF budget. (100% Internal Service Fund)

**BACKGROUND:**

Public Works Fleet Services is responsible for maintaining County vehicles. To do so, Fleet Services purchases parts, accessories and warranty services from local auto dealers. As the fleet is mostly Ford vehicles, we buy a substantial amount from Ford dealers. Fleet is currently maintaining purchase orders with all five Ford dealers in the County. Walnut Creek Ford primarily sells parts. They have performed very little service or repair. The parts costs and the number of parts needed have risen sharply. Fleet Services finds its purchase order has exhausted the funds

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

, County Administrator and Clerk of the Board of Supervisors

By: Laura Cassell, Deputy

Contact: Ted Lavelle (925) 313-7052

cc:

**BACKGROUND: (CONT'D)**

allotted to it and the purchase order will be expiring on December 31, 2022. Fleet is requesting an increase of \$161,000 to the purchase order limit and a one-year extension to ensure the County has access to Ford-specific parts, accessories and warranty services.

Government Code Section 23004 authorizes the County to make contracts and purchase and hold personal property necessary to the exercise of its powers.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this purchase order is not approved, the purchase of Ford parts, accessories and warranty services will discontinue.



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: August 9, 2022

Subject: APPROVE a Purchase Order Amendment with Southern Counties Fuels

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent or designee, to execute, on behalf of the Public Works Director, an amendment to purchase order #018296 with Southern Counties Fuels, effective August 1, 2022, to increase the payment limit by \$650,000 to a new payment limit of \$3,250,000, for fuel, with no change in the term February 1, 2020 through December 31, 2022. Countywide.

**FISCAL IMPACT:**

This cost is to be 100% funded through Fleet Services Internal Service Fund.

**BACKGROUND:**

Public Works operates the fueling station on Waterbird Way in Martinez. Fuel for the station is purchased when needed based on daily bids from fuel distributors. To ensure the availability of fuel when needed, we currently have purchase orders with four vendors. Southern Counties Fuels has been our primary fuel vendor based on their daily bids being the lowest.

The amendment will add \$650,000 to the current payment limit of \$2,600,000. This amendment is needed to ensure the County has access to the vendor's services through the term of the purchase order. The increase in purchase order limit will be used as needed, with no minimum amount that must be used.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

, County Administrator and Clerk of the Board of Supervisors

By: Laura Cassell, Deputy

Contact: Ted Lavelle (925) 313-7077

cc:

CONSEQUENCE OF NEGATIVE ACTION:

If this purchase order is not approved, the purchase of fuel from Southern Counties Fuels will discontinue.



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: August 9, 2022

**Subject:** Contract with Performance Marine Specialties, Inc., a California Corporation, Countywide.

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with Performance Marine Specialties, Inc., in an amount not to exceed \$450,000 to provide maintenance and repair services of patrol and service boats, for the period August 1, 2022 through July 31, 2025, Countywide.

**FISCAL IMPACT:**

This cost is to be funded through the Sheriff Marine Patrol budget via Fleet Services. (100% General Fund)

**BACKGROUND:**

Fleet Services is responsible for maintaining the Sheriff's Department fleet of patrol and service boats. This requires purchasing parts, accessories and associated materials as well as conducting scheduled maintenance and repairs for these vessels. The existing contract for boat maintenance and repair services is set to expire on July 31, 2022.

Government Code Section 23004 authorizes the County to make contracts and purchase and hold personal property necessary to the exercise of its powers. The Public Works Department recently conducted

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

By: Laura Cassell, Deputy

Contact: Ricky Williams, (925) 313-7072

cc:

**BACKGROUND: (CONT'D)**

a formal solicitation for boat repair services. Originally bid on Bidsync #2204-562, Performance Marine Specialties, Inc., was the sole respondent to this solicitation. They hold the existing contract which is set to expire on July 31, 2022.

The Public Works Department is requesting authorization to execute a contract with Performance Marine Specialties, Inc. The contract will have a limit of \$450,000 and a term of three (3) years with the option of two (2) one-year extensions and will pay for services according to the rates set forth in the contract. Performance Marine Specialties, Inc., will be able to request rate increases equal to the rate of increase in the Consumer Price Index for the San Francisco - Oakland area as published by the Bureau of Labor Statistics, plus two percent, on each anniversary of the effective date of this contract. The contract will be used on an as-needed basis, with no minimum amount that must be spent. Fleet Services is requesting a contract with Performance Marine Specialties, Inc., to be approved for a period covering three years.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this contract is not approved, the Marine Patrol Unit and Fleet Services will not have access to a contractor who can provide boat maintenance and repair services.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: August 9, 2022

**Subject:** Contract #76-746-1 with Nicolle Napier-Ionascu PsyD, A Psychological Corporation (dba Diablo Valley Neuropsychology)

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #76-746-1 with Nicolle Napier-Ionascu PsyD, A Psychological Corporation (dba Diablo Valley Neuropsychology) a professional corporation, in an amount not to exceed \$300,000, for the provision of neuropsychology testing services at Contra Costa Regional Medical Center (CCRMC) and Health Centers for the period August 1, 2022 through July 31, 2025.

**FISCAL IMPACT:**

This contract will result in contractual service expenditures of up to \$300,000 over a three-year period and will be funded 100% by Hospital Enterprise Fund I revenues. (No rate Increase)

**BACKGROUND:**

CCRMC and Health Centers have an obligation to provide mental health services to patients, including, but not limited to neuropsychological testing and evaluation services. This contractor has been providing these specialized services at CCRMC and Health Centers since August 1, 2021.

In September 2021, the County Administrator approved and the Purchasing Services Manager executed Contract #76-746, with Nicolle Napier-Ionascu PsyD, A Psychological Corporation (dba Diablo Valley Neuropsychology), in the amount of \$100,000 for the provision of neuropsychological testing and evaluation services at CCRMC and Health Centers, for the period August 1, 2021 through July 31, 2022.

Approval of contract #76-746-1 will allow this contractor to continue providing neuropsychological testing and evaluation services at CCRMC and Health Centers through July 31, 2025.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this contract is not approved, CCRMC and Health Centers will not have access to this contractor's neuropsychological testing and evaluation services.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

By: Laura Cassell, Deputy

Contact: Samir Shah, M.D., 925-370-5525

cc: M Wilhelm, K Cyr



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: August 9, 2022

**Subject:** Amendment to Purchase Order with AGFA Healthcare Corporation (PO #25496)

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent, or designee to execute, on behalf of the Health Services Department, an amendment to Purchase Order (#25496) with AGFA Healthcare Corporation, to increase the payment limit by \$130,252.46 to a new payment limit of up to \$260,505 to provide software support services, with no change to the original term of April 1, 2022 through March 31, 2023.

**FISCAL IMPACT:**

Approval of this amendment will result in additional expenditures of \$130,252.46 over a one-year period and will be funded 100% by Hospital Enterprise Fund I revenues.

**BACKGROUND:**

The Health Services Department uses the AGFA Gold Service for necessary support and maintenance of the cardiology and diagnostic imaging departments' electronic imaging systems at Contra Costa Regional Medical Center (CCRMC) and Health Centers. Currently, CCRMC and the Health Centers utilize the AGFA IMPAX system for all diagnostic and cardiology images. The system provides high quality imaging for patients and continuous image availability to the caregivers. Without this support services renewal, CCRMC Health Centers will no longer receive critical software updates or vendor support in the event of a system failure. The maintenance service being purchased are governed by AGFA's Service Maintenance Agreement Terms and Conditions between AGFA and the County signed on July 11, 2018.

Due to an administrative error, the department mistakenly requested funding for 6 months instead of the 12 month period. This amendment will allow for payment over the full 12 month term.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this amendment is not approved, image availability will be limited, or not available and patient care would be jeopardized in the event of a system failure.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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ATTESTED: August 9, 2022

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

By: Laura Cassell, Deputy

Contact: Patrick Wilson, 925-335-8700

cc:



ATTACHMENTS



Contra  
Costa  
County

To: Board of Supervisors  
From: Marc Shorr, Chief Information Officer  
Date: August 9, 2022

Subject: Purchase Order with General Datatech, L.P.

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Chief Information Officer, Department of Information Technology, a purchase order with General Datatech, L.P. in an amount not to exceed \$800,000 for the purchase of equipment to upgrade the primary and back-up Palo Alto Networks Firewall units at the County's primary data center.

**FISCAL IMPACT:**

The cost of this purchase is funded through FY 2022/23 Venture Capital. (100% General Fund)

**BACKGROUND:**

The Department of Information Technology (DoIT) handles Countywide Internet traffic and is responsible for the security and safety of all County users. DoIT has selected Palo Alto Networks to provide services at the primary data center in Martinez as well as the secondary data center in Concord. Palo Alto Networks has pioneered the next generation of network security with an innovative platform that allows DoIT to secure the County network and safely enable an increasingly complex and rapidly growing number of applications. At the core of this platform is the next-generation

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

By: Laura Cassell, Deputy

Contact: Marc Shorr, 608-4071

cc: Nancy Zandonella, Michelle Colefield

**BACKGROUND: (CONT'D)**

firewall, which delivers visibility and control over applications, users, and content within the firewall using a highly optimized hardware and software architecture.

In 2021 DoIT deployed upgraded Palo Alto Networks equipment to the secondary data center as this site was growing in traffic use. DoIT is now seeking to deploy matching equipment at the primary data center to allow for deployment of advanced features between the two data centers. Upgrading the primary data center will provide for true redundancy between the two sites, coterminous maintenance contracts and a single site to report all Internet security issues and concerns. Countywide security and network safety are key to this deployment.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this action is not approved, the County's internet security and safety will be at greater risk for cyber threat and attacks.

**CHILDREN'S IMPACT STATEMENT:**

None.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: August 9, 2022

**Subject:** Contract #76-572-3 with KAN-DI-KI, LLC (dba TridentCare)

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #76-572-3 containing mutual indemnification with KAN-DI-KI, LLC (dba TridentCare), a limited liability company, in an amount not to exceed \$100,000 for the provision of on-site diagnostic imaging services at the Martinez Adult Detention Facility and the West County Detention Facility in Richmond, for the period from September 1, 2022 through August 31, 2025.

**FISCAL IMPACT:**

Approval of this contract will result in expenditures in an amount not to exceed \$100,000 over a 3-year period and is funded 100% by County General Funds for Detention Services. (Rate increase)

**BACKGROUND:**

This contractor provides laboratory, radiology, electrocardiogram (EKG), x-ray, and ultrasound services for detainees at the Martinez Adult Detention Facility and the West County Detention Facility in Richmond. The contractor has been providing diagnostic imaging services for the County since February 2017.

On May 26, 2020, the Board of Supervisors approved Contract #76-572-2 with KAN-DI-KI, LLC (dba TridentCare), in an amount not to exceed \$150,000 for the provision of on-site diagnostic imaging services at the Martinez Adult Detention Facility and the West County Detention Facility for the period September 1, 2019 through August 31, 2022.

Approval of Contract #76-572-3 will allow this contractor to continue to provide on-site diagnostic imaging services through August 31, 2025. This contract includes mutual indemnification to hold harmless both parties for any claims arising out of the performance of this contract.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this contract is not approved, patients requiring on-site diagnostic imaging services at the Martinez Adult Detention Facility and the West County Detention Facility in Richmond will not have access to this contractor's services.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

Contact: Lavonna Martin, 925-957-2671

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

ATTESTED: August 9, 2022

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

By: Laura Cassell, Deputy

cc: Leslie A Walker, M Wilhelm



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: August 9, 2022

**Subject:** Novation Contract #74-218-25 with Desarrollo Familiar, Inc. (dba Familias Unidas)

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Novation Contract #74-218-25 with Desarrollo Familiar, Inc. (dba Familias Unidas), a non-profit corporation, in an amount not to exceed \$743,116, to provide community-based mental health services for primarily children and their families in West Contra Costa County, for the period from July 1, 2022 through June 30, 2023, which includes a six-month automatic extension through December 31, 2023, in an amount not to exceed \$371,558.

**FISCAL IMPACT:**

Approval of this contract will result in budgeted expenditures of up to \$743,116 for FY 2022-2023 and will be funded by 50% Federal Medi-Cal (\$371,558) and 50% Mental Health Realignment (\$371,558) revenues.

**BACKGROUND:**

This contract meets the social needs of the County's population by providing community-based mental health services, including assessments; individual, group, and family counseling; case management; and outreach to an underserved Latino population in West Contra Costa County, which will result in greater home, community, and school success. Desarrollo Familiar, Inc. (dba Familias Unidas) has provided community based mental health services to the county since October 1, 2003.

On January 18, 2022, the Board of Supervisors approved Contract #74-218-23 with Desarrollo Familiar, Inc. (dba Familias Unidas), in an amount not to exceed \$431,158 for the provision of community-based mental health services, including assessments; individual, group, and family counseling; case management; and outreach to an underserved Latino population in West Contra Costa County, for the period from July 1, 2021 through June 30, 2022, which included a six-month automatic extension through December 31, 2022 in an amount not to exceed \$215,579.

On February 1, 2022, the Board of Supervisors approved Amendment Agreement #74-218-24 with Desarrollo Familiar, Inc. (dba Familias Unidas), to modify

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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ATTESTED: August 9, 2022

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

Contact: Suzanne Tavano, Ph.D.,  
925-957-5212

By: Laura Cassell, Deputy

cc: L Walker, M Wilhelm

**BACKGROUND: (CONT'D)**

the billing rates due to service delivery disruptions caused by COVID-19 with no change in the payment limit or term, and no change to the six-month automatic extension through December 31, 2022.

Approval of Contract #74-218-25 will replace the automatic extension under the prior contract and allow the contractor to continue providing services through June 30, 2023.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this contract is not approved, children in West Contra Costa County will have reduced access to community-based mental health services and may require higher levels of service.

**CHILDREN'S IMPACT STATEMENT:**

This program supports the following Board of Supervisors' community outcomes: "Children Ready For and Succeeding in School"; "Families that are Safe, Stable, and Nurturing"; and "Communities that are Safe and Provide a High Quality of Life for Children and Families". Expected program outcomes include an increase in positive social and emotional development as measured by the Child and Adolescent Function-al Assessment Scale (CAFAS).



Contra  
Costa  
County

To: Board of Supervisors  
From: David O. Livingston, Sheriff-Coroner  
Date: August 9, 2022

Subject: Managed Health Network

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Sheriff-Coroner, or designee, to execute a contract, containing modified indemnification language, with Managed Health Network, in an amount not to exceed \$54,480 to provide counseling services to Sheriff-Coroner employees for the period October 1, 2022 through September 30, 2023.

**FISCAL IMPACT:**

\$54,480, 100% Sheriff Budgeted.

**BACKGROUND:**

Stress counseling can potentially reduce workers compensation and disability retirement claims. For the Sheriff and others in the law enforcement field, the program offered by Managed Health Network has become an essential part of the overall employee assistance package. Many employees have received significant help in their personal and professional lives by utilizing the available services.

This agreement includes modified indemnification language to provide mutual indemnification.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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ATTESTED: August 9, 2022

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

By: Laura Cassell, Deputy

Contact: Chrystine Robbins, 925-655-0008

cc:

CONSEQUENCE OF NEGATIVE ACTION:

There is the potential for the increase in stress related workers compensation claims and disability claims if counseling services are not provided as part of a comprehensive employee assistance program.

CHILDREN'S IMPACT STATEMENT:

None.





**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: August 9, 2022

**Subject:** Novation Contract #74-402-19 with Aspiranet

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Novation Contract #74-402-19 with Aspiranet, a non-profit corporation, in an amount not to exceed \$545,950, to provide Therapeutic Behavioral Services (TBS) for children and youth up to 21 years of age with high-risk behavior and placed in homes in Stanislaus County and Clients residing in facilities in Contra Costa County, for the period July 1, 2022 through June 30, 2023, which includes a six-month automatic extension through December 31, 2023, in an amount not to exceed \$272,975.

**FISCAL IMPACT:**

Approval of this contract will result in budgeted expenditures of up to \$545,950 and will be funded by 50% Federal Medi-Cal (\$272,975) and 50% Mental Health Realignment (\$272,975) revenues. (Rate increase)

**BACKGROUND:**

This contract meets the social needs of the County's population by providing mental health services to adolescents with emotional and behavioral problems to improve school performance, reduce unsafe behavioral practices, and reduce the need for out-of-home placements. The County has been contracting with Aspiranet, since July 2010 to provide TBS services to children and youth.

On December 14, 2021, the Board of Supervisors approved Novation Contract #74-402-16 with Aspiranet, in an amount not to exceed \$295,038, for the provision of TBS services for children and youth up to 21 years of age with high-risk behavior who have been placed in group homes in Stanislaus County and Contra Costa County, for the period July 1, 2021 through June 30, 2022, which included a six-month automatic extension through December 31, 2022, in an amount not to exceed \$147,519.

On February 1, 2022, the Board of Supervisors approved Contract Amendment Agreement #74-402-17 with Aspiranet, effective January 1, 2022, to increase the per minute billing rates due to COVID-19, with no change to the original payment limit of \$295,038 or original term of July 1, 2021 through June 30, 2022 and no change to the automatic extension through December 31, 2022, in an amount not to exceed \$147,519.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

Contact: Suzanne Tavano, Ph.D.,  
925-957-5169

By: Laura Cassell, Deputy

cc: Noel Garcia, Marcy Wilhelm

**BACKGROUND: (CONT'D)**

On May 17 2022, the County Administrator approved Administrative Amendment Agreement #74-402-18 with Aspiranet, effective July 1, 2021, to remove crisis intervention services, to reflect the intent of both parties, with no change in the contract payment limit of \$295,038 or original term of July 1, 2021 through June 30, 2022 and no change to the automatic extension through December 31, 2022, in an amount not to exceed \$147,519.

Approval of Novation Contract #74-402-19 replaces the automatic extension under the prior contract and allows the contractor to continue providing mental health services through June 30, 2023.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this contract is not approved, clients requiring TBS services will not have access to contractor's services, which may result in a reduction in the levels of service to the community.

**CHILDREN'S IMPACT STATEMENT:**

This program supports the following Board of Supervisors' community outcomes: "Families that are Safe, Stable, and Nurturing"; and "Communities that are Safe and Provide a High Quality of Life for Children and Families". Expected program outcomes include an increase in positive social and emotional development as measured by the Child and Adolescent Functional Assessment Scale (CAFAS).



Contra  
Costa  
County

To: Board of Supervisors  
From: David O. Livingston, Sheriff-Coroner  
Date: August 9, 2022

Subject: Cellebrite Inc.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Sheriff-Coroner, or designee, to execute a purchase order with Cellebrite Inc. in the amount of \$49,134 for the purchase of mobile forensic hardware, software, training, and support for the period July 1, 2022 through June 30, 2025.

**FISCAL IMPACT:**

\$49,134.15, Sheriff Budgeted.

**BACKGROUND:**

Established in 2007, Cellebrite Mobile Forensics produces software and hardware for mobile forensics purposes used by federal, state, and local law enforcement; intelligence agencies; military branches; corporate security and investigations; law firms; and private digital forensic examiners in more than 60 countries. The Sheriff's Office has utilized the Cellebrite services for over 10 years. As society becomes more and more digitally based, it has become necessary for the Sheriff's Office to search cell phones and other electronic devices for evidence to support prosecution of criminal cases.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

By: Laura Cassell, Deputy

Contact: Chrystine Robbins, 925-655-0008

cc:

**BACKGROUND: (CONT'D)**

The Cellebrite terms and conditions accompanying the hardware and software require County to indemnify and hold Cellebrite harmless from any claim arising from any use of the software in a manner that violates any third party's rights.

A purchase order is being used for this transaction instead of a contract because Cellebrite will only permit the purchase of its software and services if its terms and conditions govern the purchase in connection with the issuance of a purchase order.

**CONSEQUENCE OF NEGATIVE ACTION:**

A negative action by the Board would result in the Sheriff's Office not being able to extract data from electronic devices or provide critical evidence in an efficient manner.

**CHILDREN'S IMPACT STATEMENT:**

None.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: August 9, 2022

**Subject:** Contract #27-611-11 with Norman B. Livermore, III, M.D. (dba Norman B. Livermore, III, M.D., F.A.C.S.)

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #27-611-11 with Norman B. Livermore, III, M.D. (dba Norman B. Livermore, III, M.D., F.A.C.S.), a sole proprietor, in an amount not to exceed \$300,000, to provide orthopedic surgery services for Contra Costa Health Plan (CCHP) members for the period October 1, 2022 through September 30, 2025.

**FISCAL IMPACT:**

This contract will result in contractual service expenditures of up to \$300,000 over a three-year period and will be funded 100% by CCHP Enterprise Fund II revenues. (No rate increase)

**BACKGROUND:**

CCHP has an obligation to provide certain specialized orthopedic surgery services for its members under the terms of their Individual and Group Health Plan membership contracts with the County. This contractor has been in the CCHP Provider Network since October 1, 2006.

In July 2020, the County Administrator's Office approved and the Purchasing Services Manager executed Contract #27-611-10 with Norman B. Livermore, III, M.D. (dba Norman B. Livermore, III, M.D., F.A.C.S.), in the amount of \$200,000 for the provision of orthopedic surgery services for CCHP members for the period October 1, 2020 through September 30, 2022.

Approval of Contract #27-611-11 will allow the contractor to continue providing orthopedic surgery services for CCHP members through September 30, 2025.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this contract is not approved, certain orthopedic surgery services for CCHP members under the terms of their Individual and Group Health Plan membership contracts with the county will not be provided.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

By: Laura Cassell, Deputy

Contact: Sharron Mackey, 925-313-6104

cc: k Cyr, M Wilhelm



Contra  
Costa  
County

To: Board of Supervisors  
From: Alison McKee, County Librarian  
Date: August 9, 2022

Subject: Purchase Order - General Datatech, L.P.

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the County Librarian, a purchase order with General Datatech, L.P. in an amount not to exceed \$550,000, for high-speed broadband networking equipment for the period August 15, 2022 through August 14, 2023.

**FISCAL IMPACT:**

100% Library Fund. Costs are offset by a 22/23 grant awarded to the County by the California State Library.

**BACKGROUND:**

Contra Costa County Library began providing Internet services in the late 1990s. Using scarce dollars and homegrown experience, the library was able to offer Internet access to the public across all locations. Some of the equipment to be replaced in this project dates back to the original network installation. The library will work with DOIT and General Datatech LP to remove obsolete equipment and install state-of-the-art high-speed broadband networking equipment to provide secure connections between Library Administration and the 26 branches. The library and DOIT will be trained on operation and upkeep of all equipment installed.

The purchase of the high-speed broadband networking equipment for this project will increase and enhance library services and meets the library strategic goal, "The library ensures easy, equitable access to library services for all Contra Costa County residents."

**CONSEQUENCE OF NEGATIVE ACTION:**

If the Purchase Order is not approved, the Contra Costa County Library will not upgrade obsolete high-speed broadband networking equipment at branch libraries.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

By: Laura Cassell, Deputy

Contact: Gail McPartland, 925-608-7700

cc:



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: August 9, 2022

**Subject:** Contract #27-812-6 with Taraneh Mostaghassi, M.D., Inc.

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #27-812-6, with Taraneh Mostaghassi, M.D., Inc., a professional corporation, in an amount not to exceed \$3,300,000, to provide pediatric primary care services to Contra Costa Health Plan (CCHP) members and county recipients, for the period September 1, 2022 through August 31, 2025.

**FISCAL IMPACT:**

This contract will result in contractual service expenditures of up to \$3,300,000 over a 3-year period and will be funded 100% by CCHP Enterprise Fund II revenues. (No rate increase)

**BACKGROUND:**

CCHP has an obligation to provide certain specialized health care services for its members under the terms of their Individual and Group Health Plan membership contracts with the county. This contractor has been a part of the CCHP Provider Network providing pediatric primary care services since September of 2010.

On July 14, 2020, the Board of Supervisors approved Contract #27-812-5 with Taraneh Mostaghassi, M.D., Inc., in an amount not to exceed \$1,500,000 for the provision of pediatric primary care services to CCHP members and county recipients, for the period September 1, 2020 through August 31, 2022.

Approval of Contract #27-812-6 will allow the contractor to continue providing pediatric primary care services through August 31, 2025.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this contract is not approved, certain specialized primary care health services for CCHP members under the terms of their Individual and Group Health Plan membership contract with the County will not be provided.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022  
Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Sharron A. Mackey,  
925-313-6104

By: Laura Cassell, Deputy

cc: Noel Garcia, Marcy Wilhelm

To: Board of Supervisors  
 From: Brian M. Balbas, Public Works Director/Chief Engineer  
 Date: August 9, 2022



Contra  
 Costa  
 County

**Subject:** Notice of Completion for the Ygnacio Valley Library Parking Lot Project at 2661 Oak Grove Road, Walnut Creek (WON6636587)

---

**RECOMMENDATION(S):**

ADOPT Resolution No. 2022/268 accepting as complete the contracted work performed by GradeTech Inc., a California Corporation, for the Ygnacio Valley Library Parking Lot and ADA Improvement Project, as recommended by the Public Works Director, Walnut Creek Area. (No fiscal impact)

**FISCAL IMPACT:**

No fiscal impact is associated with accepting completion of contracted work.

**BACKGROUND:**

The Ygnacio Valley Library parking lot was assessed and it was determined that the parking lot required extensive repair and necessary American Disabilities Act (ADA) improvements. The City of Walnut Creek awarded Community Development Block Grant (CDBG) funding for the ADA improvements associated with the Ygnacio Valley Library parking lot repair project. The work consisted of removal of asphalt concrete surface paving, base material compaction, hot mix asphalt overlay, ADA ramp and crosswalk installation, and parking lot restriping. The Public Works Department formally solicited the project and GradeTech Inc., was the lowest responsive and responsible bidder awarded for this project.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

By: Antonia Welty, Deputy

Contact: Omar Flores 925-313-7022

cc:



BACKGROUND: (CONT'D)

A construction contract in the amount of \$111,988 for the Ygnacio Valley Library Parking Lot and ADA Improvement Project was awarded on September 7, 2021, to GradeTech Inc., of Castro Valley. Change Order No. 1 was approved to increase the contract amount to \$169,454.08 for additional costs incurred during the completion of the project.

The project has now been completed and the Public Works Director recommends that the Board adopt Resolution No. 2020/332 accepting the contract work as complete.

CONSEQUENCE OF NEGATIVE ACTION:

Acceptance of a contract as complete is standard procedure and allows for proper closeout of the contract. If the contract is not accepted as complete, the period for filing stop payment notices and bond claims may be extended and then Contra Costa County will incur expenses for additional contract administration.

AGENDA ATTACHMENTS

Resolution No. 2022/268

MINUTES ATTACHMENTS

Signed Resolution No. 2022/268

Recorded at the request of: Scott Bowen 925-315-3667

Return To: Omar Flores 925-313-7022

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

Adopted this Resolution on 08/09/2022 by the following vote:

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

**NO:** ☐

**ABSENT:** ☐

**ABSTAIN:** ☐

**RECUSE:** ☐

Resolution No. 2022/268

In the Matter of Accepting and giving Notice of Completion of Contract for the Ygnacio Valley Library Parking Lot and ADA Improvement Project, Project No. WON6636587 (District IV).

Whereas, on September 7, 2021, the County (Owner) contracted with GradeTech Inc. (General Contractor), with Travelers Casualty and Surety Company of America, as surety, for the work performed on the grounds of the County; and  
Whereas, The Public Works Director reports that said work has been inspected and complies with the approved plans, special provisions and standard specifications and recommends its acceptance as complete as of March 10, 2022.

The Board of Supervisors RESOLVES that:

**Owner (sole):** Contra Costa County, Library Department, 777 Arnold Drive, Ste. 210, Martinez, CA 94553

**Nature of Stated Owner:** Fee and/or Easement

**Project No:** WON6636587

**Project Name:** Ygnacio Valley Library Parking Lot and ADA Improvement Project

**Date of Work Completion:** March 10, 2022

**Description:**

Contra Costa County on September 7, 2021, contracted with GradeTech Inc., for work to repair the parking lot and install necessary Americans with Disabilities Act (ADA) improvements. The work generally consisted of: removal of asphalt concrete surface paving, base material compaction, hot mix asphalt overlay, ADA ramp and crosswalk installation, and parking lot restriping,

**Identification of real property:** 2661 Oak Grove Road, Walnut Creek, CA 94598 Fees: None

**Fees:** None

**Legal References:** None

**Comments:** None

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

**Contact:** Omar Flores 925-313-7022

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

**ATTESTED: August 9, 2022**

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

By: Antonia Welty, Deputy

**cc:**

Recorded at the request of: Scott Bowen 925-315-3667

Return To: Omar Flores 925-313-7022

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

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

Adopted this Resolution on 08/09/2022 by the following vote:

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

**NO:**

**ABSENT:**

**ABSTAIN:**

**RECUSE:**

Resolution No. 2022/268

In the Matter of Accepting and giving Notice of Completion of Contract for the Ygnacio Valley Library Parking Lot and ADA Improvement Project, Project No. WON6636587 (District IV).

Whereas, on September 7, 2021, the County (Owner) contracted with GradeTech Inc. (General Contractor), with Travelers Casualty and Surety Company of America, as surety, for the work performed on the grounds of the County; and Whereas, The Public Works Director reports that said work has been inspected and complies with the approved plans, special provisions and standard specifications and recommends its acceptance as complete as of March 10, 2022.

The Board of Supervisors RESOLVES that:

**Owner (sole):** Contra Costa County, Library Department, 777 Arnold Drive, Ste. 210, Martinez, CA 94553

**Nature of Stated Owner:** Fee and/or Easement

**Project No:** WON6636587

**Project Name:** Ygnacio Valley Library Parking Lot and ADA Improvement Project

**Date of Work Completion:** March 10, 2022

**Description:**

Contra Costa County on September 7, 2021, contracted with GradeTech Inc., for work to repair the parking lot and install necessary Americans with Disabilities Act (ADA) improvements. The work generally consisted of: removal of asphalt concrete surface paving, base material compaction, hot mix asphalt overlay, ADA ramp and crosswalk installation, and parking lot restriping,

**Identification of real property:** 2661 Oak Grove Road, Walnut Creek, CA 94598 Fees: None

**Fees:** None

**Legal References:** None

**Comments:** None

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

**Contact: Omar Flores 925-313-7022**

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

**ATTESTED: August 9, 2022**

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

By: Antonia Welty, Deputy

**cc:**



Contra  
Costa  
County

To: Board of Supervisors  
From: Mary Ann Mason, County Counsel  
Date: August 9, 2022

Subject: Conflict of Interest Code Amendment for the Office of the Sheriff

---

**RECOMMENDATION(S):**

APPROVE amendments to the List of Designated Positions of the Office of the Sheriff's Conflict of Interest Code.

**FISCAL IMPACT:**

None.

**BACKGROUND:**

The Office of the Sheriff has amended the List of Designated Positions of its Conflict of Interest Code and submitted the revised List of Designated Positions, attached as Exhibit A, to the Board of Supervisors for approval pursuant to Government Code sections 87306 and 87305.5.

The List of Designated Positions has been revised to add and delete

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

Contact: Kurtis C. Keller, Deputy County Counsel, (925) 655-2200

By: Antonia Welty, Deputy

cc: Monica Nino, Clerk of the Board of Supervisors, Kurtis C. Keller, Deputy County Counsel, Susan Lyon, Executive Assistant to the Sheriff

**BACKGROUND: (CONT'D)**

positions designated to file conflict of interest statements. These changes will ensure that the Conflict of Interest Code accurately reflects the current positions and organizational structure in use by the Office of the Sheriff. A red-lined version of the List of Designated Positions is included as Exhibit B.

**CONSEQUENCE OF NEGATIVE ACTION:**

None.

**ATTACHMENTS**

Exhibit A - Office of the Sheriff COI Code - List of Designated Positions

Exhibit B - Office of the Sheriff COI Code - List of Designated Positions - REDLINED

## EXHIBIT A

### DESIGNATED POSITIONS

<u>POSITION</u>	<u>FILING CATEGORY</u>
Sheriff - Coroner	1 & 2
Undersheriff	1 & 2
Assistant Sheriff of Administrative Services Bureau	1 & 2
Assistant Sheriff of Custody Services Bureau	1 & 2
Assistant Sheriff of Field Operations Bureau	1 & 2
Assistant Sheriff of Support Services Bureau	1 & 2
Commander - Management Services	1 & 2
Departmental Fiscal Officer	1 & 2
Police Manager, City of Danville	1 & 2
Police Manager, City of Lafayette	1 & 2
Police Manager, City of Orinda	1 & 2



## EXHIBIT B

### DESIGNATED POSITIONS

<u>POSITION</u>	<u>FILING CATEGORY</u>
Sheriff - Coroner	1 & 2
Undersheriff	1 & 2
Assistant Sheriff of Administrative Services Bureau	1 & 2
Assistant Sheriff of Custody Services Bureau	1 & 2
Assistant Sheriff of Field Operations Bureau	1 & 2
Assistant Sheriff of Support Services Bureau	1 & 2
<del>Sheriff's Chief of Management Services</del>	<del>1 &amp; 2</del>
Commander - Management Services	1 & 2
Departmental Fiscal Officer	1 & 2
Police Manager, City of Danville	1 & 2
Police Manager, City of Lafayette	1 & 2
Police Manager, City of Orinda	1 & 2



Contra  
Costa  
County

To: Board of Supervisors  
From: Beth Ward, Animal Services Director  
Date: August 9, 2022

**Subject:** Donation from American Kennel Club Animal Recovery Corporation to Animal Services

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Animal Services Department Director, or designee, to accept the donation of two trailers and supplies from the American Kennel Club Animal Recovery Corporation (AKC Reunite) Canine Support and Relief Fund.

**FISCAL IMPACT:**

Trailer and supplies are donated by American Kennel Club Animal Recovery Corporation.

**BACKGROUND:**

The American Kennel Club Animal Recovery Corporation (AKC Reunite) group, collectively referred to as an AKC Pet Disaster Relief Unit (PDRU), has awarded a donation from the Canine Support and Relief Fund to Contra Costa Animal Services in the form of two disaster preparedness trailers and supplies, for the protection and support of displaced pets and service animals in the event of a natural or man-made emergency or disaster.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this action is not approved, the Contra Costa County Animal Services department would have to decline the award that would greatly enhance our ability to respond to disasters.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

By: Antonia Welty, Deputy

Contact: Delaina Gillaspy, 925-608-8413

cc:

CLERK'S ADDENDUM

**Speakers: Loreen Lober, Animal Rights Coalition, Contra Costa Animal Services cat working group.**

ATTACHMENTS

AKC Disaster Relief Fund Agreement

## CANINE SUPPORT AND RELIEF FUND

### AKC PET DISASTER RELIEF UNIT AGREEMENT

This Agreement (the "Agreement") is entered into as of 07/01/2022, by and between American Kennel Club Companion Animal Recovery Corporation, d/b/a AKC Reunite ("**AKC Reunite**"), and Contra Costa County Animal Services ("**Recipient**"). AKC REUNITE and Recipient are sometimes referred to in this Agreement individually as a "**Party**" and collectively as the "**Parties.**"

AKC REUNITE is pleased to approve a grant in kind (the "**Grant**") from the Canine Support and Relief Fund to Recipient in the form of a trailer and supplies, collectively referred to as an AKC Pet Disaster Relief Unit ("**PDRU**"), for the protection and support of displaced pets and service animals in the event of a natural or man-made emergency or disaster (an "**Emergency**"). The Parties acknowledge that Recipient has not raised any funds, but local American Kennel Club ("AKC") member or licensed club(s) (such club(s), the "Sponsoring Club(s)") have raised funds in an amount equal to a portion of the total cost of the PDRU. The Local Funds have been donated to AKC REUNITE. The Grant is made subject to the terms and conditions set forth in this Agreement.

As a condition of the Grant, the Parties agree as follows:

#### **1. Duties and Responsibilities of Grant Recipient.**

- 1.1. Use of PDRU.** Subject to Section 1.6 below, Recipient agrees to use the PDRU solely for the purposes of providing care and shelter to displaced pets and service animals, particularly in the event of an Emergency.
- 1.2. Maintenance of PDRU.** Recipient agrees to securely store the PDRU, including its contents, when not in use, and to maintain the PDRU in compliance with proper standards of care. Recipient agrees to purchase and replenish as necessary the PDRU supplies (including cages, cleaning supplies, and other materials) after deployment and use, so that the PDRU is available at all times to protect and support approximately 50 pets and service animals in the event of an Emergency. Recipient agrees to obtain and maintain commercially appropriate insurance for the storage and use of the PDRU, and to provide AKC REUNITE with a certificate of insurance evidencing such continuing coverage.
- 1.3. Prohibition Against Sale or Transfer of PDRU.** Recipient agrees that it shall neither sell the PDRU nor otherwise transfer the PDRU to another organization or government unit or instrumentality, without the prior written consent of AKC REUNITE. Recipient further agrees that, in the event Recipient is no longer able to maintain the PDRU and wishes to relinquish ownership, Recipient shall either, in AKC REUNITE's sole discretion, transfer ownership of PDRU to AKC REUNITE or dispose of PDRU in a manner agreed to by AKC REUNITE.
- 1.4. Access to PDRU Transportation.** Recipient confirms that it has access to a vehicle capable of transporting the PDRU, as needed, and shall maintain access to such vehicle,

or a comparable vehicle. The truck or other vehicle should weigh at least  $\frac{3}{4}$  ton and possess electric brakes and a 10,000-pound hitch.

- 1.5. Signage on PDRU.** Recipient agrees to maintain and display the logos existing on the PDRU at the time of delivery. At no time may the logos be defaced or removed. The Parties acknowledge and agree that, at the time of delivery, the PDRU shall include the logos of AKC and AKC REUNITE. The Parties further acknowledge and agree that the logos of (i) the Sponsoring Club(s) and (ii) other sponsoring organizations, in each case that have contributed at least \$1,000 to the purchase of the PDRU, may be included on the PDRU in the sole discretion of AKC REUNITE. With the prior written consent of the Parties, which must be mutually agreed to by both parties, the logo of Recipient may be displayed alongside the other logos. The size and placement of all logos shall be determined by AKC REUNITE in its sole discretion. No other logos or promotional material in any form whatsoever may be displayed on the PDRU at any time without the prior written consent of AKC REUNITE.
- 1.6. Display Requirement.** Recipient agrees to display the PDRU at community events, in cooperation with the Sponsoring Club(s), a minimum of two times per year. A “community event” should be expected to be widely attended by members of the community and may be related to pets and domestic animals. Acceptable community events include a local AKC dog show, an AKC Responsible Pet Ownership Day event, a county or state fair, a local holiday parade, and other similar events.
- 1.7. Reporting Requirements.** Recipient shall be provided annually with a Grant Follow Up Form (the “Form”), and Recipient agrees to complete and return the Form in compliance with the Form’s instructions, on an annual basis. Annual completion and submission of the Form is both a condition to satisfying Recipient’s obligations under this Agreement and a precondition to consideration by AKC REUNITE of any future grant application by Recipient. Additionally, on an annual basis, Recipient must provide a brief report to AKC REUNITE indicating the number of times the PDRU was used in the preceding year; the circumstances under which it was used in the preceding year; how many animals and what types of animals were served by the PDRU during the preceding year; and any additional pertinent information. If any information is already provided in the Form, it does not need to be reported separately.
- 1.8. Transfer of Ownership.** Recipient shall take full title, responsibility and liability for the PDRU.
- 2. Application for Future Grants.** Receipt of the Grant neither guarantees nor precludes future grants by AKC REUNITE to Recipient. However, Recipient acknowledges and agrees that it must be in compliance with its obligations in Section 1.7 above to be considered for any future grant application.
- 3. Representations and Warranties of Both Parties.** Each Party represents and warrants to the other that:

  - 3.1.** it is duly organized and in good standing pursuant to the laws of the jurisdiction in which it was formed;
  - 3.2.** this Agreement has been duly authorized, executed and delivered by it, and the execution and delivery of this Agreement, the consummation of the transactions contemplated

hereby and the performance of the obligations hereunder shall not conflict with or result in any violation of or default under any provision of any other agreement or instrument to which it is a party or any license, permit, franchise, judgment, order, writ or decree, or any statute, rule or regulation, applicable to it;

- 3.3. any and all approvals, permits, licenses or similar authorizations which may be required for it to enter into this Agreement and perform its obligations hereunder have been unconditionally obtained;
- 3.4. no suit, action, claim, investigation or other proceeding is pending or, to the best of its knowledge, is threatened against it which questions the validity of this Agreement or any action taken or to be taken pursuant to this Agreement; and
- 3.5. it has full power and authority to make the representations in this Agreement, and this Agreement is its valid and binding obligation, enforceable against it in accordance with its terms, except as enforcement may be limited by applicable bankruptcy, insolvency, reorganization, arrangement, moratorium or other similar laws affecting creditors' rights, and subject to general equitable principles.

4. **Representations and Warranties of Recipient.** Recipient hereby represents and warrants to AKC Reunite that:

- 4.1. Recipient is an organization exempt from Federal income taxation pursuant to Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or Recipient is a government unit or instrumentality;
- 4.2. Recipient is ready, willing, able, trained and authorized to provide an emergency shelter for pets and service animals displaced due to an Emergency; and
- 4.3. no suit, action, claim, investigation or other proceeding is pending or, to the best of Recipient's knowledge, is threatened against Recipient which would or could reasonably be expected to jeopardize Recipient's status as set forth in Section 4.1 above.

5. **Survival of Representations and Warranties.** All representations and warranties contained herein or made in writing by or on behalf of either Party in connection with this Agreement shall survive the execution of this Agreement. Each Party agrees to notify the other immediately in writing if any representation or warranty set forth herein is, or to the Party's best knowledge is about to become, inaccurate in any respect at any time.

6. **Termination and Survival.**

- 6.1. **Termination.** Subject to Section 1.2 above, this Agreement shall remain in effect until the Receiver and AKC REUNITE mutually agree that the PDRU is no longer useable, as determined by both the Recipient and AKC REUNITE, or, subject to Section 1.3 above, no longer owned by Recipient.
- 6.2. **Early Termination.** In the event of a material breach of any provision of this Agreement by Recipient (which shall be deemed to include any representation or warranty no longer being true), then upon written notice from AKC REUNITE, this Agreement shall terminate thirty days after the date of notice, unless Recipient shall have cured the breach to AKC REUNITE's satisfaction prior to the expiration of the thirty-day period.

- 6.3. Survival.** Notwithstanding the termination of this Agreement, the following Sections shall survive: this Section 6.3 and Sections 7, 8, 9, 12, and 14.
- 6.4. Effect of Termination.** In the event of termination of this Agreement, Recipient shall either, in AKC REUNITE's sole discretion, transfer ownership of PDRU to AKC REUNITE or dispose of PDRU in a manner agreed to by AKC REUNITE.
- 7. Liability and Indemnification.** Recipient shall indemnify, defend and hold harmless AKC, AKC REUNITE, and the Sponsoring Club(s), and their respective officers, directors, trustees, members, employees, or agents from all claims, assessments, losses, damages, liabilities, debts, charges (including settlements, judgments and decrees which give rise to any of the foregoing), fees, costs and expenses, including interest, penalties, court costs, attorney's fees and expenses (collectively, "**Damages**") to the extent such Damages arise in connection with this Agreement.
- 8. Dispute Resolution.** Any controversy or claim arising out of or relating to this Agreement shall be resolved by arbitration before a single arbitrator in accordance with the Commercial Arbitration Rules of the American Arbitration Association (AAA), then pertaining (available at [www.adr.org](http://www.adr.org)), except where those rules conflict with this provision, in which case this provision controls. Any court with jurisdiction shall enforce this clause and enter judgment on any award. The arbitrator shall be selected within ten business days of commencement of the arbitration from the AAA's National Roster of Arbitrators pursuant to agreement or through selection procedures administered by the AAA. Within 45 days of initiation of arbitration, the Parties shall reach agreement upon and thereafter follow procedures assuring that the arbitration shall be concluded and the award rendered within no more than eight months from selection of the arbitrator or, failing agreement, procedures meeting such time limits designated by the AAA. The arbitration shall be held in New York and, as provided in paragraph 12, shall apply the substantive law of New York, except that the interpretation and enforcement of this arbitration provision shall be governed by the Federal Arbitration Act. The arbitrator shall not award either Party punitive damages and the Parties shall be deemed to have waived any right to such damages. Further, the arbitrator shall be bound by the express terms of this Agreement.

Any controversy or claims shall be kept confidential by the Parties and their attorneys and advisors, without publicity, and except as may be required by law, no Party, mediator or arbitrator may disclose the existence, content, or results of any mediation or arbitration under this Agreement without the mutual written consent of the Parties.

- 9. Notices.** Notices shall be written and delivered personally or sent (i) by registered mail, return receipt requested; (ii) by overnight delivery with a nationally recognized overnight courier; or (iii) by facsimile, with concurrent mailing by first class mail. Notices shall be deemed received four days after being sent by method (i), one day after being sent by method (ii), and two days after being sent by method (iii). Notices shall be sent to the Parties at the following addressees and addresses, until such time as any Party notifies the other Party of a change in address or addressee pursuant to this paragraph:

If to Recipient:

Contra Costa County Animal Services  
4800 Imhoff Place  
Martinez CA 94553

If to AKC REUNITE:

AKC Reunite  
8051 Arco Corporate Drive  
Raleigh, NC 27617

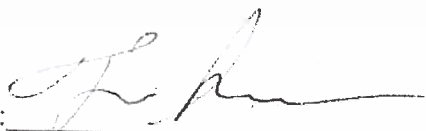
10. **Assignment.** Recipient may not assign this Agreement without the prior written consent of AKC REUNITE. This Agreement shall inure to the benefit of and be binding upon the Parties and their respective successors.
11. **Waiver.** Waiver by any Party of a breach or violation of any provision of this Agreement may be made only in writing and shall not constitute a waiver of any subsequent breach or violation of the same or any other provision hereof.
12. **Governing Law.** This Agreement shall be construed in accordance with and governed by the laws of the State of California.
13. **Severability.** In the event any provision of this Agreement is held to be unenforceable for any reason, the unenforceability thereof shall not affect the remainder of this Agreement, which shall remain in full force and effect and enforceable in accordance with its terms.
14. **Enforcement.** AKC REUNITE reserves the right to enforce the terms of this Agreement. Recipient agrees that it will not contest the standing of AKC REUNITE to bring any such arbitration or suit.
15. **Entire Agreement; Amendment.** This Agreement contains the entire understanding of the Parties with respect to the subject matter hereof and supersedes any and all other prior negotiations, agreements, understandings and undertakings between the Parties with respect to such subject matter, whether oral, written or otherwise. No amendment or modification of this Agreement shall be effective unless signed by both Parties.
16. **Additional Documents and Acts.** Each of the Parties agrees to execute and deliver such additional documents, certificates and instruments, and to perform such additional acts, as may be reasonably requested and as may be necessary or appropriate to carry out the intent and provisions of this Agreement and to consummate the Grant of the PDRU from AKC REUNITE to Recipient.
17. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which shall constitute one and the same agreement.



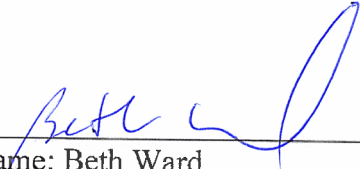
For the purpose of executing this Agreement, the parties hereto agree that .pdf signatures sent via email shall serve as original signatures.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be duly executed and delivered by their respective proper and duly authorized officers as of the day and year first above written.

AMERICAN KENNEL CLUB COMPANION  
ANIMAL RECOVERY CORPORATION

By:   
Name: Tom Sharp  
Title: President & CEO

[CONTRA COSTA COUNTY ANIMAL  
SERVICES ]

By:   
Name: Beth Ward  
Title: Director

FORM APPROVED

Mary Ann McNett Mason, County Counsel

By Deputy 



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: August 9, 2022

**Subject:** Advertisement for Miller Wellness Center – Crisis Stabilization Unit, 25 Allen Street, Martinez (WH332D)

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**RECOMMENDATION(S):**

1. APPROVE the design and bid documents, including the plans and specifications, for the Miller Wellness Center – Crisis Stabilization Unit, 25 Allen Street, Martinez.
2. AUTHORIZE the Public Works Director, or designee, to solicit bids to be received on or about September 15, 2022 and issue bid addenda, as needed, for clarification of the bid documents, provided the changes do not significantly increase the cost estimate.
3. DIRECT the Clerk of the Board to publish, at least 14 days before the bid opening date, the Notice to Contractors in accordance with Public Contract Code Section 22037, inviting bids for this project.
4. DIRECT the Public Works Director, or designee, to send notices by email or fax and by U.S. Mail to the construction trade journals specified in Public Contract Code Section 22036 at least 15 days before the bid opening.

**FISCAL IMPACT:**

100% California Health Facilities Financing Authority (CHHFA)

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

By: Antonia Welty, Deputy

Contact: Jeff Acuff, 925-957-2487

cc:

**BACKGROUND:**

For many years, staff and the community have identified the need for a Crisis Stabilization Unit to serve children and youth in emotional crisis. Currently children and youth are being served alongside adults at Psychiatric Emergency Service (PES) Unit at Contra Costa Regional Medical Center (CCRMC). Consequently, young patients are often in the presence of adults experiencing acute psychiatric symptoms. Several locations were considered for this unit including 1034 Oak Grove in Concord, but ultimately the Miller Wellness Center was chosen as the best fit. This project will provide facilities to separate youth from adults and create a space where children and youth can be served in a more supportive therapeutic environment. The Behavioral Health Division anticipates that the Crisis Stabilization Unit will serve 2,190 clients annually.

**CONSEQUENCE OF NEGATIVE ACTION:**

If the advertisement is not approved, the project will not move forward, and the available grant funding will be lost, resulting in a lost opportunity to provide better services to the youth of the County. The County would continue to provide services to the youth at PES which is an environment not ideally suited to addressing the needs of youth/children experiencing emotional crisis.



Contra  
Costa  
County

To: Board of Supervisors  
From: Alison McKee, County Librarian  
Date: August 9, 2022

Subject: Kensington Library Closure for Roof Repairs

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the County Librarian, or designee, to close the Kensington Library from August 29, 2022 until September 12, 2022 for roof repairs.

**FISCAL IMPACT:**

100% Measure X sales tax allocation for Library building improvements.

**BACKGROUND:**

The Kensington Library roof repairs are scheduled to begin on August 29, 2022 and be completed by September 12, 2022. The Library will reopen on September 13, 2022. Patrons will be directed to the El Cerrito Library and online resources during the closure.

**CONSEQUENCE OF NEGATIVE ACTION:**

Roof repairs to the Kensington Library will not be able to be completed.

---

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

By: Antonia Welty, Deputy

Contact: Walt Beveridge 925-608-7730

cc:



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: August 9, 2022

**Subject:** Rescind Prior Board Action Pertaining to Clarification of Board Action of July 12, 2022, Item (C.120)

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**RECOMMENDATION(S):**

RESCIND Board Action of July 12, 2022 (C.120), which pertained to a contract with Spin Recruitment, Inc., and AUTHORIZE the Auditor-Controller to pay Spin Recruitment, Inc., an amount up to \$61,616 for the provision of advertising services for the Health Services Department's Personnel Unit for the period December 1, 2021 through March 31, 2022.

**FISCAL IMPACT:**

Approval of this action will authorize payment in an amount of \$61,615.39 and will be funded 100% by Hospital Enterprise Fund I revenues.

**BACKGROUND:**

In April 2022, the County Administrator approved and the Purchasing Services Manager executed Contract #23-467-11 with Spin Recruitment, Inc., in an amount of \$100,000, to provide advertising services including, developing recruitment advertisements and insertion of advertisements in newspapers, professional journals and internet web pages, for the period from April 1, 2022 through March 31, 2023.

In June 2022, the County Administrator approved and the Purchasing Services Manager executed Amendment Agreement #23-467-12 with Spin Recruitment, Inc., effective June 1, 2022, to add \$25,000 to a new total payment limit of \$125,000 for additional advertising services including, developing recruitment advertisements and insertion of advertisements in newspapers, professional journals and internet web pages, with no change in the term April 1, 2022 through March 31, 2023.

On July 12, 2022, the Board of Supervisors approved Board Item (C.120) which authorized the Auditor-Controller to pay the Spin Recruitment, Inc. in an amount of \$61,615.39 for advertising services provided in good faith for the period from February 1, 2022 through March 31, 2022.

The Health Services Department now requests that the prior Board action of July 12, 2022 be rescinded due to the dates being incorrect. The dates of outstanding demands go back to December 1, 2021. This correction will allow the Auditor-Controller to issue payment for outstanding demands back to December 1, 2021.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

By: Antonia Welty, Deputy

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

cc: Marcy Wilhelm

BACKGROUND: (CONT'D)

Due to staffing shortages and the transition of assignments in Health Services Department's Personnel Unit, the contract was not being monitored closely. The Unit now has dedicated staff to monitor and track the usage of this contract to ensure timely amendments if necessary.

CONSEQUENCE OF NEGATIVE ACTION:

If this recommendation is not approved, the prior Board action will not be corrected and the payment for services to the contractor will not be paid in full due to the error in dates on board action Item (C.120) approved on July 12, 2022.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Monica Nino, County Administrator  
Date: August 9, 2022

**Subject:** FY 2021/22 4th Quarter (April - June) Report - American Rescue Plan Act Funding

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**RECOMMENDATION(S):**

ACCEPT the fiscal year 2021/22 4th Quarter (April-June) Report on the American Rescue Plan Act revenues and expenditures for Contra Costa County through June 30, 2022.

**FISCAL IMPACT:**

In August 2021, the County had identified known American Rescue Plan Act (ARPA) revenues of \$317,327,304, including \$224,058,903 of Coronavirus State and Local Fiscal Recovery Fund (CSLFRF) allocation, \$71,605,012 of Emergency Rental Assistance Program 2 (ERAP 2) allocation, \$12,000,000 of HOME Investment Partnerships allocation, \$3,355,250 of ARPA Funding for Health Centers allocation, \$2,508,139 of Substance Abuse Prevention and Treatment Block Grant (SABG) allocation, \$2,300,000 of ARPA Head Start allocation and \$1,500,000 of ARPA Public Health workforce grant funds. In addition, several grant programs were identified but allocations have not yet been made.

Through June 30, 2022, known ARPA revenues have increased by \$17,986,266 to \$335,313,570. Of that figure, County departments have received \$314,566,435 and have expended \$158,798,546.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **08/09/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

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

ATTESTED: August 9, 2022

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

By: Antonia Welty, Deputy

Contact: Timothy Ewell, (925) 655-2043

cc:

## FISCAL IMPACT: (CONT'D)

### BACKGROUND:

On August 3, 2021, the Board of Supervisors hosted a public workshop on the American Rescue Plan Act (ARPA). ARPA was signed into law on March 11, 2021 by President Biden. The ARPA is a broad and far-reaching funding package totaling \$1.9 trillion, which provides direct stimulus to taxpayers, advances on child tax credit payments, direct allocations to State and Local governments as well as a myriad of funding augmentations and competitive grant programs administered by federal agencies. A summary of the ARPA, including national funding figures, is included as Attachment A for reference. The Board directed the County Administrator to provide ARPA revenue and expenditure updates on a quarterly basis.

In preparation for the August 3, 2021 public workshop, the County Administrator worked with County departments to identify \$317,327,304 in known ARPA revenue coming to the County. Of that \$317 million, \$127,606,231 had been received by the County, which was composed of two of the largest ARPA funding streams; specifically, the Coronavirus State and Local Fiscal Recovery Fund (CSLFRF) in the amount of \$112,029,451, and a second allocation of \$15,576,780 of Emergency Rental Assistance Program (ERAP) funds. The second tranche of CSLFRF was distributed to the County in May 2022 in the amount of \$112,029,451.

In addition to CSLFRF, County departments identified \$71,605,012 of Emergency Rental Assistance Program 2 (ERAP 2) allocation, \$12,000,000 of HOME Investment Partnerships allocation, \$3,355,250 of ARPA Funding for Health Centers allocation, \$2,508,139 of Substance Abuse Prevention and Treatment Block Grant (SABG) allocation, \$2,300,000 of ARPA Head Start allocation and \$1,500,000 of ARPA Public Health workforce grant funds.

At the conclusion of the August 2021 public workshop, the Board directed the full \$112 million allocation of Year 1 CSLFRF funding to the Health Services Department to defray the cost impacts of COVID-19 response activities. Subsequently, on January 25, 2022, the Board acknowledged that the fiscal year 2022/23 Recommended Budget will include \$53 million of Year 2 CSLFRF funding in the Health Services Department budget. On April 12, 2022, the Board approved the fiscal year 2022/23 Recommended Budget as presented, including the additional \$53 million of Year 2 CSLFRF funding.

Today's agenda item includes the fiscal year 2021/22 4th Quarter Report on ARPA, reflecting information through June 30, 2022, which is included as Attachment B. The next quarterly ARPA report will be provided on the November 8, 2022 discussion calendar.

### CONSEQUENCE OF NEGATIVE ACTION:

The fiscal year 2021/22 4th Quarter Report for ARPA will not be formally accepted by the Board of Supervisors.

### CHILDREN'S IMPACT STATEMENT:

N/A

## ATTACHMENTS

Attachment A - American Rescue Plan Act (ARPA) Summary

Attachment B - FY 2021/22 Q4 ARPA Quarterly Report



AMERICAN RESCUE PLAN - FUNDING SUMMARY			ATTACHMENT A
Program Area	Program Title	Federal Budget Augmentation	Summary Description
Fiscal Recovery Funds	State & Local Fiscal Recovery Funds	\$130.2B	Contra Costa will receive \$224M
Fiscal Recovery Funds		\$2B	This only applies if a jurisdiction gets Payment in Lieu of taxes (PILT): Provides an additional \$1.5 billion, split evenly over FY 2022 and 2023, for eligible revenue share counties (i.e., public land counties)
Assistance to Individuals and Families	Supplemental Nutrition Assistance Program (SNAP) Administration	\$1.1B	Pass through from the state for local SNAP administration and supplemental costs of running the program
Assistance to Individuals and Families	SNAP 15% Benefit Extension	\$3.5B	Extends the benefit increase through 9/30/2021
Assistance to Individuals and Families	Women, Infant, Child (WIC) Program	\$0.9B	Emergency funds which will enhance benefits for four months plus \$390 million of which will support outreach innovation and program modernization funding.
Assistance to Individuals and Families	Pandemic Electronic Benefits Transfer (EBT)	\$5.6B	Provides +15% monthly SNAP benefits to low-income children (including under 6 years old) who have lost access to free/reduced price meals at school or child care due to the pandemic; May not apply in CA
Assistance to Individuals and Families	Commodity Supplemental Food Program	\$37M	Funds supplementing low-income, 60+ individuals with healthy food commodities
Assistance to Individuals and Families	Family Violence Prevention and Services	\$0.5B	Formula grants may be available to counties for Domestic Violence hotlines and survivor support programs
Assistance to Individuals and Families	Community-based Child Abuse Prevention	\$0.3B	Through 9/30/2023; Going to state lead entities but may be available to counties through competitive sub-awards
Assistance to Individuals and Families	Pandemic Emergency Assistance	\$1.0B	Targeted cash assistance supplement
Assistance to Individuals and Families	Older Americans Act (OAA) Programs	\$1.4B	Additional funds for nutrition, community support and ombudsperson services provided directly to local Area Agencies on Aging (Triple A)

AMERICAN RESCUE PLAN - FUNDING SUMMARY			ATTACHMENT A
Program Area	Program Title	Federal Budget Augmentation	Summary Description
Assistance to Individuals and Families	Elder Justice Act Programs	\$276M	Funding through Federal FY 2022 to prevent elder fraud and abuse
Assistance to Individuals and Families	Early Childhood Home Visiting	\$150M	States receive these funds and may subaward to county entities providing services
Assistance to Individuals and Families	Family Planning	\$50M	Federal grant program providing low-income and adolescent patients with essential family planning and preventative health services. County health departments are eligible applicants of these grants.
Assistance to Individuals and Families	Tenant-Based Rental Assistance	\$5B	Provides housing choice vouchers, with funds available through September 30, 2030.
Assistance to Individuals and Families	Homelessness Assistance	\$5B	Provides rental assistance, provides supportive services and development of affordable housing through acquisition or creation of non-congregate shelter units. Funding will be allocated using the HOME Investment Partnerships Program.
Assistance to Individuals and Families	Emergency Rental Assistance	\$21.6B	Provides an additional round of funding for the Emergency Rental Assistance Program. Funding is distributed to counties with 200,000 residents or more, to help keep residents stably housed during the COVID-19 pandemic.
Education and Childcare	Child Care and Development Block Grants (CCDBG)	\$15B	Administered by state in CA, but may be available as a subaward to counties
Education and Childcare	Child Care Entitlements to States	\$633M	Permanent increase in funding to states and State match waiver through end of FFY 2022. These changes should make more money available to counties
Education and Childcare	Low Income Household Drinking Water and Wastewater Assistance Program (LIHWAP)	\$4.5B	County administered program has a flexible structure and can support household heating and cooling expenses, weatherization assistance, crisis assistance, and services such as counseling.
Education and Childcare	Low Income Home Energy Assistance Program (LIHEAP)	\$0.5B	Federal government is directing states to model LIHWAP after LIHEAP, it is possible that county governments functioning as a local LIHEAP agency will be responsible for administering this new program as well and may receive funds.
Education and Childcare	Head Start	\$1.0B	Emergency funding to be distributed across existing Head Start agencies according to their share of total enrolled children.
Health	Certified Community Behavioral Health Clinic Expansion Grant Program	\$420M	Grants aimed to increase access to, and improve the quality of community mental and substance use disorder treatment through the expansion of CCBHCs

AMERICAN RESCUE PLAN - FUNDING SUMMARY			ATTACHMENT A
Program Area	Program Title	Federal Budget Augmentation	Summary Description
Health	Youth Suicide Prevention Programs	\$20M	Counties that are public organizations designated by a state to develop or direct the youth suicide early intervention and prevention strategy are eligible to receive funds.
Health	Community Mental Health Services Block Grant	\$1.5B	Counties may use block grant dollars to provide a range of services for adults and children with serious mental illnesses.
Health	Substance Abuse Prevention and Treatment Block Grant	\$1.5B	Funding for county behavioral health authorities to serve vulnerable, low-income populations, such as those with HIV/AIDS, pregnant and parenting women, youth and others by ensuring access to substance abuse services.
Health	Community-based Funding for Local Substance Use Disorder Services	\$30M	Provides grants to local governments for community-based overdose prevention programs, syringe services programs and other harm reduction services in light of increased pandemic related drug-misuse
Health	Community-based Funding for Local Behavioral Health Needs	\$50M	Provides grants to local governments to address increased community behavioral health needs worsened by the COVID-19 pandemic.
Health	Project Aware	\$30M	Provides grants, contracts and cooperative agreements to entities to advance wellness and resiliency in education.
Health	Community Health Centers	\$7.6B	Provides grants to Federally Qualified Health Centers (FQHCs) to respond to the COVID-19 pandemic
Health	Public Health Workforce	\$7.66B	Provides funding to establish, expand and sustain a public health workforce including grants to local public health departments
Health	National Health Services Corps	\$800M	Provides funding for the scholarship as well as federal and state loan repayment programs for the healthcare workforce
Health	Nurse Corp	\$200M	Provides funding for the federal loan repayment programs for nurses
Health	Mental and Behavioral Health Professionals Training	\$80M	Provides funding for grants or contracts to local governments and other entities, to run training programs in strategies for reducing and addressing suicide, burnout, mental health conditions and substance use disorders among health care professionals.
Health	Grants for Health Care Providers to Promote Mental and Behavioral Health	\$80M	Provides funding to award grants or contracts to entities providing health care, including federal qualified health centers, to establish or expand programs to promote mental health among their providers and others
Health	Pediatric Mental Health Care Access	\$40M	Provides funding to award grants to counties to promote behavioral health integration in pediatric primary care through the development and support pediatric mental health care telehealth access programs
Health	Grants for Testing	\$47.8B	Provides funding for COVID-19 testing, contact tracing and mitigation activities. Note that this funding will be distributed to local jurisdictions through existing cooperative agreements

AMERICAN RESCUE PLAN - FUNDING SUMMARY			ATTACHMENT A
Program Area	Program Title	Federal Budget Augmentation	Summary Description
Health	Grants for Vaccines	\$7.5B	Provides funding for COVID-19 vaccine activities. Note that this funding will be distributed to local jurisdictions through existing cooperative agreements
Other	FEMA Disaster Relief Funds	\$50B	Provides additional funds to meet the immediate needs of local governments
Other	Emergency Food and Shelter Program	\$400M	Local governmental entities that provided food, shelter and supportive services to people with economic emergencies services in their communities are eligible to apply for this supplemental funding
Other	Emergency Food and Shelter Program - Humanitarian Relief	\$110M	Local governmental entities that provided food, shelter and supportive services to people with economic emergencies services in their communities are eligible to apply for this supplemental funding through the National Board for the Emergency Food and Shelter Program
Other	Assistance to Firefighter Grants (AFG)	\$100M	Fire agencies can apply for supplemental funds to purchase PPE for first responders
Other	Staffing for Adequate Fire and Emergency Response (SAFER) Grants	\$200M	Funding for local fire and emergency response teams to help them increase or maintain the number of trained, "front line" firefighters available in their communities
Other	Emergency Management Performance Grants	\$100M	Grant funding for local emergency management agencies for implementation of the National Preparedness System and works toward the National Preparedness Goal of a secure and resilient nation.
Other	Economic Development Assistance (EDA) Programs	\$3.0B	Local government is eligible to apply for the EDA program and can use the funding for economic recovery projects. 25% of the funds are reserved for communities that have suffered economic injury due to job losses in the travel, tourism or outdoor recreation sectors.
Other	Categorical Grants - Air Pollution	\$50M	Local government can apply for grants and activities related to air quality monitoring and the prevention and control of air pollution
Other	Emergency Connectivity Fund for Libraries (and schools)	\$7.2B	This competitive grant funding provides a 100% reimbursement to schools and libraries for internet access and connected devices for students and teachers for remote learning and library services.

AMERICAN RESCUE PLAN  
DEPARTMENT IMPACT WORKSHEET

DEPARTMENT: *Countywide*  
REPORTING PERIOD: *FY 2021/22 - Q4 (period ending June 30, 2022)*

ATTACHMENT B

PROGRAM INFORMATION						FINANCIAL INFORMATION		
CCC Department	CFDA	Federal Grantor Agency	State Passthrough Agency Name (if any)	Program Title	Program Description	Est. Federal Grant Allocation to County	Federal Grant Allocation Received	Federal Grant Allocation Expended
CAO	21.027	U.S. Treasury	N/A	Coronavirus State and Local Fiscal Relief Fund (CSLFRF)	<p>\$350 billion to state, local, territorial, and Tribal governments to bolster their response to the COVID-19 emergency and its economic impacts. Eligible expenses include</p> <ul style="list-style-type: none"><li>• Support public health expenditures, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;</li><li>• Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector;</li><li>• Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;</li><li>• Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,</li><li>• Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.</li></ul>	\$ 224,058,903	\$ 224,058,903	\$ 79,214,397
CAO	21.023	U.S. Treasury	N/A	Emergency Rental Assistance Program (ERAP) 2 - Federal Direct Allocation	<p>ERA2 payments are made directly to states, U.S. territories and local governments with more than 200,000 residents. ERA2 sets aside \$2.5 billion for eligible grantees with a high need for ERA2 assistance, based on the number of very low-income renter households paying more than 50 percent of income on rent or living in substandard or overcrowded conditions, rental market costs, and change in employment since February 2020. At least 90 percent of awarded funds must be used for direct financial assistance, including rent, rental arrears, utilities and home energy costs, utilities and home energy costs arrears, and other expenses related to housing. Remaining funds are available for housing stability services, including case management and other services intended to keep households stably housed. ERA2 funds generally expire on September 30, 2025</p>	\$ 38,941,950	\$ 38,941,950	\$ 38,941,950

CCC Department	CFDA	Federal Grantor Agency	State Passthrough Agency Name (if any)	Program Title	Program Description	Est. Federal Grant Allocation to County	Federal Grant Allocation Received	Federal Grant Allocation Expended
CAO	21.023	U.S. Treasury	California Housing and Community Development Department	Emergency Rental Assistance Program (ERAP) 2 - State Subrecipient Allocation	ERA2 payments are made directly to states, U.S. territories and local governments with more than 200,000 residents. ERA2 sets aside \$2.5 billion for eligible grantees with a high need for ERA2 assistance, based on the number of very low-income renter households paying more than 50 percent of income on rent or living in substandard or overcrowded conditions, rental market costs, and change in employment since February 2020. At least 90 percent of awarded funds must be used for direct financial assistance, including rent, rental arrears, utilities and home energy costs, utilities and home energy costs arrears, and other expenses related to housing. Remaining funds are available for housing stability services, including case management and other services intended to keep households stably housed. ERA2 funds generally expire on September 30, 2026	\$ 32,663,062	\$ 32,663,062	\$ 32,663,062
EHSD	93.600	Administration for Children & Families-Office of Head Start	N/A	Head Start	American Rescue Plan (ARP): Fiscal Year 2021 funding increase for Head Start grantees to support program work toward full re-opening of in-person comprehensive services as local health guidance allows. Federal allocation is \$1 billion.	\$ 2,302,066	\$ 2,302,066	\$ 280,212
EHSD	93.568	Administration for Children & Families-Office of Community Services	California Department of Community Services & Development	Low Income Home Energy Assistance Program (LIHEAP)	Provides \$4.5 billion in emergency LIHEAP funds to remain available until September 30, 2022.	\$ 4,692,311	\$ 4,692,311	\$ 2,968,969
EHSD	95.053	Health and Human Services - Administration for Community Living (ACL)	California Department of Aging	Emergency Older Americans Act (OAA) Program Funding	Provides \$1.43 billion in emergency OAA funding, including \$750 million for senior nutrition programs, \$460 million for home-and-community-based support services, \$45 million for disease prevention, \$10 million for the long-term care ombudsman program and \$145 million in assistance for grandparents caring for grandchildren.	\$ 3,810,565	\$ 3,810,565	\$ -
EHSD	93.747	Health and Human Services - Administration for Community Living (ACL)	California Department of Social Services	Elder Justice Act Programs	Provides at least \$188 million for the Elder Justice Act in both FY 2021 and FY 2022, and \$88 million for grants to public transit systems to improve transportation access for older adults and people with disabilities.	\$ 15,381	\$ 15,381	\$ -
EHSD	93.591	Health and Human Services - Administration for Children & Families-Family and Youth Services Bureau	CalOES	Family Violence Prevention and Services Act (FVPSA) Program Supplemental Grants	\$450 million Federal funds allocated. Will provide 296 supplement grant awards to states, territories, tribes and local domestic violence organizations to respond to domestic violence. While counties are ineligible to receive direct allocations through the FVPSA program, they may receive funding through their state.	TBD	\$ -	\$ -

CCC Department	CFDA	Federal Grantor Agency	State Passthrough Agency Name (if any)	Program Title	Program Description	Est. Federal Grant Allocation to County	Federal Grant Allocation Received	Federal Grant Allocation Expended
EHSD	93.590	Health and Human Services - Administration for Children & Families-Children's Bureau	California Department of Social Services	Community Based Child Abuse Prevention (CBCAP) and Child Abuse Prevention Treatment Act (CAPTA) Supplemental Funding	\$25 Million Federal Funds allocated. Counties and tribes with Title IV-E agreement with state opt-in to the ARPA-CBCAP supplemental funding, a one-time allocation that can be spent through September 30, 2025 without a requirement for non-federal matching fund for child abuse prevention direct services and planing activites.	\$ 522,976	\$ 522,976	\$ -
EHSD	93.575	Administration for Children & Families -Office of Childcare	California Department of Social Services	Child Care Development Block Grant (CCDBG)	ARPA provides a total of nearly \$39 billion in emergency funds for the Child Care Community Block Grant (CCDBG), of which nearly \$15 billion is for child care subsidies through FY 2024. The remaining \$24 billion will be available to states to make stabilization subgrants directly to child care providers to assist in maintaining operations (see Child Care Slots / Child Care Stabilization Funds section directly below).	TBD	\$ -	\$ -
EHSD	93.596	Administration for Children & Families -Office of Childcare	California Department of Social Services	Child Care Slots / Child Care Stabilization Funds	Increases child care access by 206,500 slots in Alternative Payment, General Child Care, Migrant Child Care, bridge program for foster children, and prioritizes ongoing vouchers for essential workers currently receiving short-term child care. Potential increase in the standard reimbursement rate and regional market rate ceilings. Two one time stipends will be issued out to providers: the first will be \$600 per child using March 2021 enrollment and the second will be based on facility type and licensing capacity. Stipends are to be used to support with COVID-19 pandemic relief, and, in the case of decreased enrollment or closures, to support child care providers and state preschool programs in remaining open or reopening. Budget to also include a hold harmless clause for all State Programs. Federal allocation is \$24 billion.	TBD	\$ -	\$ -
EHSD	93.568	Administration for Children & Families-Office of Community Services	California Department of Community Services & Development	Low-Income Household Drinking Water and Wastewater Emergency Assistance Program (LIHWAP)	Created under the FY 2021 Omnibus to assist with payments for drinking water and wastewater expenses. Federal allocation is \$500 million.	\$ 1,989,789	\$ 1,989,789	\$ -
EHSD	93.558	Administration for Children & Families-Office of Family Assistance	California Department of Social Services	Temporary Assistance for Needy Families (TANF) Pandemic Emergency Assistance Fund	Provides \$1 billion in short-term targeted aid (cash assistance or otherwise) to families in crisis. States will receive funds based on their population's share of children and portion of prior TANF expenditures dedicated to cash assistance.	\$ 3,721,600	\$ 3,721,600	\$ 3,721,600

CCC Department	CFDA	Federal Grantor Agency	State Passthrough Agency Name (if any)	Program Title	Program Description	Est. Federal Grant Allocation to County	Federal Grant Allocation Received	Federal Grant Allocation Expended
HSD	93.224	Health Resources and Services Administration (HRSA), U.S. Department of Health and Human Services (HHS)	N/A	American Rescue Plan Act Funding for Health Centers	Appropriates funds to the Department of Health and Human Services (HHS) to be distributed to community health centers for: <ul style="list-style-type: none"> <li>Vaccine planning, preparation, distribution, and tracking</li> <li>COVID-19 testing, monitoring, and contract tracing, including mobile testing and vaccinations</li> <li>Health care workforce expansion</li> <li>Health care services and infrastructure modification</li> <li>Community outreach related to COVID-19</li> </ul>	\$ 3,355,250	\$ 632,244	\$ 746,711
HSD	93.958	Substance Abuse and Mental Health Services Administration (SAMHSA), U.S. Department of Health and Human Services (HHS)	CA Department of Health Care Services (DHCS)	Community Mental Health Services Block Grant (MHBG)	Appropriates funds to HHS for Substance Abuse and Mental Health Services Administration (SAMHSA) block grants to states for community mental health services. Period covered is September 1, 2021 through June 30, 2025.	\$ 2,597,143	\$ -	\$ 24,458
HSD	93.959	Substance Abuse and Mental Health Services Administration (SAMHSA), U.S. Department of Health and Human Services (HHS)	CA Department of Health Care Services (DHCS)	Substance Abuse Prevention and Treatment Block Grant (SABG)	Appropriates funds to HHS for Substance Abuse and Mental Health Services Administration (SAMHSA) block grants to states for SUD programs. States will have some discretion in how funds are expended consistent with federal block grant requirements, and may choose to utilize some dollars consistent with existing block grant programs/services while allocating other dollars to new or one-time activities and priorities. All expenditures are subject to approval by SAMHSA.	\$ 2,508,139	\$ -	\$ -
HSD	93.354	Centers for Disease Control and Prevention (CDC), U.S. Department of Health and Human Services (HHS)	CA Department of Public Health (CDPH)	Public Health Workforce	Appropriates funds to CDC to support 21st century outbreak response needs by: <ol style="list-style-type: none"> <li>Expanding and enhancing frontline public health staff</li> <li>Conducting DIS workforce training and skills building</li> <li>Building organizational capacity for outbreak response</li> <li>Evaluating and improving recruitment, training, and outbreak response efforts</li> </ol> Funds will be made available during the two-year budget period and period of performance (July 1, 2021 to June 30, 2023).	\$ 1,910,858	\$ 477,715	\$ 99,162
HSD	93.498	Health Resources and Services Administration (HRSA), U.S. Department of Health and Human Services (HHS)	N/A	Provider Relief Fund - American Rescue Plan (ARP) Rural Distribution	Appropriates funds to the Department of Health and Human Services (HHS) to be distributed to providers and suppliers who have served rural Medicaid, Children's Health Insurance Program (CHIP), and Medicare beneficiaries from January 1, 2019 through September 30, 2020. ARP Rural is intended to help address the disproportionate impact that COVID-19 has had on rural communities and rural health care providers.	\$ 133,362	\$ 133,362	\$ 133,362
DCD	14.239	U.S Department of Housing and Urban Development	N/A	HOME-ARP: HOME Investment Partnerships American Rescue Plan Program	Assist individuals or households who are homeless, at risk of homelessness, and other vulnerable populations, by providing housing, rental assistance, supportive services, and non-congregate shelter, to reduce homelessness and increase housing stability. HOME-ARP funds can be used for four eligible activities: production or preservation of affordable housing; tenant-based rental assistance; supportive services, homeless prevention services, and housing counseling; purchase and development of non-congregate shelter.	\$ 12,090,215	\$ 604,511	\$ 4,663
						\$ 335,313,570	\$ 314,566,435	\$ 158,798,546