



INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR
June 12, 2023

Supervisor Candace Andersen, Chair
Supervisor Diane Burgis, Vice Chair

Present: Candace Andersen, Chair
Diane Burgis, Vice Chair

Staff Present: Monica Nino, County Administrator; Julie Enea, Sr Dep CAO

Attendees: Timothy Ewell, Chief Asst. County Administrator; Laura Strobel, Sr. Deputy CAO; Emilia Gabriele, EHSD; Cindy Shehorn, Public Works; Melvin Russell, Probation Dept.; Michael Kent, Health Services Dept.; Lara DeLaney, Sr. Dep CAO w/ Arts Council members; Rick Stein representing Arts Orange County; Maureen Parkes, DCD; Jami Morrirt, Chief Asst Clerk of the Board; Jason Chan, Sr. Deputy CAO; Chrystine Robbins, CAO Sr. Mgmt Analyst; Jill Ray, District II Supv Office; Alicia Nuchols, District III Supervisor's Office; Carrie Ricci, Public Works; Lauren Hull, Clerk of the Board's Office; Tom Geiger, County Counsel; Eric Gelston, County Counsel's Office; Adam Nguyen, County Finance Director; Enid Mendoza, Sr. Deputy CAO; Abby Balana; Call in User 1; District III Brentwood; Public Works Admin

1. Introductions

Chair Andersen called the meeting to order at 11:02 a.m.

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

No one requested to speak during the public comment period and no written public comment was received.

3. RECEIVE and APPROVE the Record of Action for the May 8, 2023 IOC meeting.

The Record of Action for the May 8, 2023 meeting was approved with the correction to the typographical error in Chair Andersen's last name in the first item summary.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

4. RECOMMEND to the Board of Supervisors the appointment of Jamin Pursell to the Environmental Organization seat and Heidi Taylor to the Environmental Organization Alternate seat on the Hazardous Materials Commission, to complete terms that will expire on December 31, 2024; and appointment of Gretchen Salter to the General Public Alternate seat to complete a term that will expire on December 31, 2023 and to a new four-year term that will expire on December 31, 2027, as recommended by the Commission.

Chair Andersen introduced the item and Michael Kent responded to Committee questions. Vice Chair Burgis was concerned about the lack of East County representation on the Commission and asked that the Commission work with her office to broaden outreach to her District with the goal of attracting East County applicants. She receives a lot of feedback from her constituents about oil drilling and hazardous materials. Representation on advisory boards has not grown commensurate with the population of District III. Vice Chair Burgis wants to ensure that District III stakeholders have an opportunity to be considered for advisory body seats. Because the District is on the far east end of the county, more effort may be needed to engage volunteers from District III. Commission staff recruitment announcements to the BOS offices and known organizations. Staff can work is District 3 staff to do more recruitment in east county.

In recognition of the goal to increase East County representation and also the need to have enough filled seats to achieve a quorum, the Committee decided to:

- 1. Move forward with the nomination of Jamin Pursell to fill the Environmental Organization seat through December 31, 2024;***
- 2. Delay the nominations of Heidi Taylor and Gretchen Salter until more recruitment is done in Supervisor Burgis' District;***
- 3. Move Frank Qin's nomination to an Industry seat directly to the Board's consent calendar once the vacancy posting period has elapsed.***

The Committee directed that nominations to fill remaining vacancies in the Environmental Organization Alternate, General Public Alternate seats be brought back to the IOC in October.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

5. APPROVE out of cycle grant in the amount of \$10,343 from the Fish and Wildlife Propagation Fund to the Contra Costa Resource Conservation District to cover eligible past and future costs for the 2023 Contra Costa County Creek and Watershed Symposium to be held on October 26, 2023.

Maureen Parkes presented the staff report and recommendation. She noted that the symposium happens every 4 years and qualifies for out of cycle grant. The Fish and Wildlife Committee has recommended an allocation for every symposium since inception. The Committee approved the staff recommendation and directed that this item be moved forward to the BOS on the Consent calendar.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

6. CONSIDER whether the County should add Implicit Bias training to the required training curriculum for County advisory body members.

Chair Andersen introduced the item and explained what prompted the recommendation. Staff identified several free online courses on Implicit Bias that might be appropriate for the County's purposes. The Committee directed the Clerk of the Board to screen the suggested and possible other online training courses, select one to be added to the mandatory training curriculum for Board advisory body members, and bring such recommendation for discussion at a public meeting of the Board of Supervisors.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

7. CONSIDER recommending to the Board of Supervisors adoption of the final draft *Arts & Culture Master Plan for Contra Costa County*, to be presented to the Board of Supervisors at its meeting on June 27, 2023.

Lara DeLaney introduced the item and the Arts Council Steering Committee, which was present and attending virtually from a County conference room. She explained that following adoption of the Master Plan, release of an RFP is anticipated to procure the services of an Arts Council to form that private-public partnership and provide the State local partner services for an Arts Council.

Rick Stein presented the draft Arts and Culture Master Plan, which has been the culmination of the work of Arts Council Steering Committee. He reported that what emerged from their robust community and put gathering process is an ambitious vision of a future Contra Costa County, in which arts and culture are deeply integrated into and contributing positively to all aspects of community life. A new Arts Council will affirm and model best practices and equity, diversity and inclusion, empowering all to be heard and to participate fully. The Arts Council will connect, to communicate, support, and advocate for Contra Costa's creative community. The vision values and mission are distilled into goals with detailed specific action items, a projected 5 year operating budget and organizational structure, all providing a blueprint for the organization selected by the Board of Supervisors to be its public private partner. In delivering a full portfolio of services, the County itself will play an essential role as the contracting entity, investing budgeted funds to help ensure that this effort is successfully launched and can become sustainable. The remainder of the report document includes considerable background as well as data collected by the consultant over the past 10 months. The team is still working with a graphic designer to clean up and update some of the images in the draft report, so there may be a few replacements before it comes before the full Board of Supervisors. Ben Miyagi commented about how the Master Plan highlights the rich diversity of the county. Lara DeLaney added that the Master Plan would eventually be translated into Spanish and possibly additional languages. Vice Chair Burgis requested that pie charts be added, based on pages on 38 and 39, to better illustrate the differing levels of activity among districts. She explained that District 3 is growing and still young, not as established in the arts and culture community as some of the more developed districts. Margo commented that the Steering Committee is working with a consultant to design an interactive cultural map showcasing arts and culture organizations. The map would enable organizations to add themselves to the map. This effort is targeted to roll out targeted in September for the Arts Council to maintain going forward.

Chair Andersen thanked the whole Steering Committee, as well as Rick Stein, for attending the IOC meeting and also for their work, which exceeded her expectation. She has received positive feedback on the draft Master Plan.

With Vice Chair Burgis's suggestion to add pie charts, the Committee voted to move the draft Master Plan to the Board of Supervisors for discussion at a future meeting.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

8. Today's action is seeking approval of modifications to Administrative Bulletin No. 600, "Purchasing Policies and Procedures", including any edits from the Internal Operations Committee, and directing the County Administrator to prepare all necessary actions to implement the updated policy for consideration by the Board of Supervisors.

Recommendations

1. ACCEPT report from the County Administrator on process undertaken to update Administrative Bulletin No. 600, "Procurement Policies and Procedures".
2. APPROVE Administrative Bulletin No. 600, "Procurement Policies and Procedures" and DIRECT the County Administrator to prepare all necessary actions to implement the policy for consideration by the full Board of Supervisors.
3. PROVIDE any additional direction to staff as needed.

Timothy Ewell presented the staff report and recommendations. The goal of the purchasing policy update is to better guide and support staff who may be trying to navigate their way through the County's maze of purchasing and service contract policies. The update consolidates nine separate administrative bulletins related to purchasing and contracting into one comprehensive policy. The new policy references some related special purchasing policies that will remain separate, such as the Small Business Enterprise, environmentally preferable procurement policy, and computer hardware and software policy, so that the comprehensive policy can survive policy updates within the separate policies and also to avoid creating conflicting policies. The special policies will act as "plug-ins" to the comprehensive policy. This first update is the first phase of a multi-phase project. Trailer actions, such as ordinance revisions, will be required to effectuate the recommended update. Our current procurement policy landscape is a patchwork of ordinances, resolutions, board orders, and administrative bulletins from the County Administrators office, and some are just simple memos that have been issued over the years. The myriad sources for policies presents difficulties for new and current employees who are newly assigned procurement related functions.

The recommended policy will return some discretion to our department heads to recommend contracts under \$200,000 for approval by the Purchasing Agent. For reference, the Health Services Department alone has about 1,700 contracts outstanding at any given time, that heretofore have required County Administrator approval. The CAO believes the amount of risk mitigated by CAO review of contracts under \$200,000 does not justify the significant amount of time expended by CAO staff, which might better be applied to higher risk transactions. The proposed delegation of contract authority would be balanced by new required contract monitoring procedures and solicitation thresholds. Contract monitoring will necessitate that departments incorporate performance measurement and performance outcomes in their contract service plans.

The recommended policy will also streamline transactions that involve both a purchase of a commodity and a service, e.g., purchase of a copier with related installation and maintenance services. Such a purchase must currently be accomplished in two separate transactions, which is not the industry standard and has caused consternation among vendors. The proposed policy will permit such dual purchases to be combined into one transaction.

The recommended policy will establish, for the first time, minimum bid solicitation requirements by procurement type. Transactions over \$100,000 should be competitively bid, unless other requirements stipulate more stringent thresholds. We are also encouraging the use of cooperative purchasing agreements such as pre-negotiated rates through the U.S. General Services Administration, which can be accepted in lieu of a new solicitation.

The policy review process involved County departments, and the staff report includes all 78 comments and suggestions from 7 departments, along with responses to every comment and rationale for either agreeing or not agreeing with them. In May, the County implemented DocuSign, utilizing digital versions of our most common standard form contracts. DocuSign eliminates the need and requirement for signature notarization -- a use of new technology to help streamline the County's contracting process. For Phase 2 of this effort, the CAO plans to concentrate on the County's SBE and Outreach Programs, with a goal of combining those policies into one administrative bulletin that will plug into the umbrella purchasing policy. The Board's Equity Committee is reviewing these programs for possible update.

Phase 3 contemplates updating the County's purchasing manual and our Contract Administration guide, which are procedural manuals. Phase 4 will focus on developing a training library on all of these policy changes. CAO is recommending that the County procurement policies be placed on a triennial review schedule to maintain their relevance.

Chair Andersen was very supportive of these changes. Vice Chair Burgis appreciated the additional accountability included in the updated policy. The Committee appreciated the fresh look at the current policies and processes and approved moving the recommended policy to the Board on the Consent calendar.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

9. The next meeting is currently scheduled for July 10, 2023.

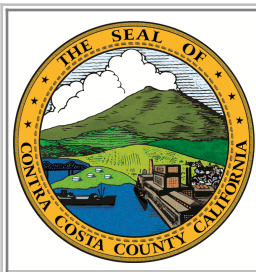
The Committee confirmed the next meeting date of July 10.

10. Adjourn

Chair Andersen adjourned the meeting at 12:18 p.m.

For Additional Information Contact:

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



INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR
May 8, 2023

Supervisor Candace Andersen, Chair
Supervisor Diane Burgis, Vice Chair

Present: Candace Andersen, Chair
Diane Burgis, Vice Chair

Staff Present: Julie DiMaggio Enea, Staff

Attendees: Roger Renn; Rick Stein representing Arts Orange County; Lara DeLaney, Sr. Deputy CAO; Jami Morritt, Chief Asst Clerk of the Board; Maureen Toms, DCD; Maureen Parkes, DCD; Sharon Mackey, Health Services; Melvin Russell, Probation Dept.; Lauren Hull, Clerk of the Board's Office; Abigail Fateman, DCD; Jill Ray, District II Supv Office; Alicia Nuchols, District III Supervisor's Office; Enid Mendoza, Sr. Deputy CAO; Faye Maloney, Chair, Commission for Women and GrIs; Call in User 1

DRAFT

1. Introductions

Chair Andesen called the meeting to order at 11:00 a.m.

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

An unidentified caller commented that more information should be provided about the performance and decision-making of applicants proposed for reappointment to board advisory bodies.

3. RECEIVE and APPROVE the Record of Action for the April 10, 2023 IOC meeting.

The record of action for the April 10, 2023 meeting was approved as presented.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

4. RECOMMEND to the Board of Supervisors the reappointment of Jerry Holcombe to Seat 5, John Phillips to Seat 9, and Jay Kwon to the Alternate to 4, 5, 6 & 9 Seat on the Contra Costa County Employees' Retirement Association Board of Trustees to new three year terms ending on June 30, 2026.

Staff reported that an additional application was received one week after the deadline, too late to be considered with the meeting packet. Staff invited the applicant to attend and comment at today's meeting but the applicant declined.

Chair Andersen said that she was familiar with the qualifications and performance of all three incumbents since she also serves on the Retirement Board and attends the meetings.

The Committee approved reappointment of the incumbents and directed staff to forward the recommendations to the board of supervisors.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

5. RECEIVE status update on the functioning and activities of the Commission for Women and Girls.

Commission Chair Faye Maloney presented the status update report. She reported that the Commission reapplied and secured an additional \$25,000 grant from the California Commission on the Status of Women and Girls, this time in the category of equipment rather than communication. She said the Commission intends to spend the new grant on equipment needed to host remote and in-person meetings and workshops, such as cameras, tents, tablecloths, etc. The Commission is using the original grant to complete its new website, for translation services and to host workshops throughout the county on the subjects of mental wellness, re-entry following incarceration, women in trade jobs, and women in law enforcement.

She said that the requirement to return to in-person meetings has posed a hardship for current and prospective members, who would be able to participate more fully on a virtual platform.

An unidentified caller asked if the move to increase the number of women in law enforcement would be achieved through a reduction in the physical qualifications of police officers. Ms. Maloney responded that women in law enforcement are and will be required to meet the same qualifications as men in law enforcement. Women might approach physical challenges differently but would still have to meet the same job requirements. She also commented that there are many jobs in law enforcement other than field or detention officers, and that the message to women is that all jobs are open pathways.

Chair Andersen suggested that the Commission consult the AB 109 Community Advisory Board regarding re-entry programs. Vice Chair Burgis suggested doing an annual women's recognition at a board of supervisors meeting, and encouraged the Commission to engage with the Supervisors' offices to provide input on current issues.

The Committee thanked Ms. Maloney and accepted the report.

6. Currently in preparation for review by the Ad Hoc Committee is a draft Consultant's report, based upon all sources of community input, that includes a statement of Vision, Mission and Values, top line goals and priorities for a Contra Costa County arts council to address when one is selected by the Board of Supervisors, estimated budget, recommended action steps and timeline. The first draft will be presented and discussed at the May 10 meeting of the Ad Hoc Committee. A revised draft will be presented at the June meeting of the Ad Hoc Committee, with the final version to be presented to the Board of Supervisors at its meeting on June 27, 2023.

Rick Stein presented the status update report and Lara DeLaney provided the history and context for the report. An unidentified caller commented that the report lacked the mission, vision and values of the proposed arts council. Ms. DeLaney explained that the current research, visioning sessions, and interviews is the process that will help to formulate the mission, vision and values of the arts council.

The Committee thanked Mr. Stein and Ms. DeLaney and accepted the status update.

7. 1. ACCEPT the 2022-2023 Triennial Review Phase III, Cycle 3 Report and specific recommendations as summarized below:
- a. DIRECT the County Administrator/Clerk of the Board to begin implementation of Phase I of the fourth cycle of the Triennial Review process.
 - b. DIRECT the following advisory bodies to ensure agendas are posted ninety-six (96) hours in advance of the meeting date, in compliance with the Better Government Ordinance:
 - i. Crockett-Carquinez Fire Protection District Advisory Fire Commission
 - ii. Iron Horse Corridor Management Program Advisory Committee
 - c. DIRECT the Managed Care Commission to develop specific recommendations to address the concerns identified in this report and provide an update to the Internal Operations Committee with a plan of action.
 - d. CONSIDER referring minor suggestions about supplemental material access agenda language and disclosures to the below advisory bodies. Supplemental material access language should state “ *Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the [meeting body name] less than 96 hours prior to that meeting are available for public inspection at [address where records are available], during normal business hours. Staff reports related to items on the agenda are also accessible online at [website address].* ”
 - i. Airport Land Use Commission
 - ii. Alamo-Lafayette Cemetery District Board of Trustees
 - iii. Byron-Brentwood-Knightsen Union Cemetery District Board of Trustees
 - iv. Crockett-Carquinez Fire Protection District Advisory Fire Commission
 - v. Managed Care Commission
 - vi. North Richmond Waste and Recovery Mitigation Fee Committee
 - e. CONSIDER referring minor suggestions about disability access agenda language and disclosures to the below advisory bodies. Disability access language should state “ *The [name of advisory body] will provide reasonable accommodations for persons with disabilities planning to attend [name of advisory body] meetings. Contact [staff name and contact information] at least [number] hours before the meeting.* ”
 - i. Airport Land Use Commission
 - ii. Crockett-Carquinez Fire Protection District Advisory Fire Commission
 - iii. Managed Care Commission
 - iv. Treasury Oversight Committee
 - f. CONSIDER recommending that the following advisory bodies post agendas to the Agenda Center section of the county website to comply with Resolution No. 2020/1:
 - i. Keller Canyon Mitigation Fund Review Committee
 - ii. Managed Care Commission
 - g. CONSIDER whether to direct the Clerk of the Board’s Office to include findings regarding hybrid meeting compliance in the next phase of the Triennial Review.

Lauren Hull presented the staff report and recommendations. An unidentified caller commented that the recommendations seemed passive and should be acted on by the board of supervisors rather than the IO Committee. Staff clarified that the IOC has discretion to provide direction to board advisory bodies regarding compliance with board-adopted policies and procedures.

Vice Chair Burgis clarified that regarding the Byron-Brentwood-Knightsen Cemetery District board of trustees, filling seats and achieving a quorum has not been a problem but she had advanced the suggestion of increasing the size of the governing board from three to five members, which was rejected.

The Committee accepted the report, approved the recommendations, and directed staff to prepare, on behalf of the IOC, follow-up memos to the named advisory bodies with direction, as recommended in the staff report.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

8. The next meeting is currently scheduled for June 12, 2023.

Chair Andersen confirmed the June 12th meeting.

9. Adjourn

Chair Andersen adjourned the meeting at 11:46 a.m.

For Additional Information Contact:

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

DRAFT



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

3.

Meeting Date: 06/12/2023
Subject: RECORD OF ACTION FOR THE MAY 8, 2023 IOC MEETING
Submitted For: Monica Nino, County Administrator
Department: County Administrator
Referral No.: N/A
Referral Name: RECORD OF ACTION
Presenter: Julie DiMaggio Enea **Contact:** Julie DiMaggio Enea (925) 655-2056

Referral History:

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

Referral Update:

Attached is the Record of Action for the May 8, 2023 IOC meeting.

Recommendation(s)/Next Step(s):

RECEIVE and APPROVE the Record of Action for the May 8, 2023 IOC meeting.

Fiscal Impact (if any):

None.

Attachments

DRAFT IOC Record of Action for 5-8-23

Minutes Attachments

No file(s) attached.

Application Form

Profile

Martin _____ **Bond** _____
First Name Middle Initial Last Name

Home Address Suite or Apt

Oakland _____ **CA** **94605**
City State Postal Code

Primary Phone

Email Address

District Locator Tool

Resident of Supervisorial District:

N/A - Out of County

MCE _____ **Senior Business Development**
Employer Job Title
Manager

Length of Employment

4 years

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

District 4

How long have you lived or worked in Contra Costa County?

4 years

Are you a veteran of the U.S. Armed Forces?

Yes No

Board and Interest

Which Boards would you like to apply for?

Hazardous Materials Commission: Submitted

Martin Bond

Seat Name

Environmental Organization Seat.

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

Yes No

If Yes, how many meetings have you attended?

1

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

UC Santa Barbara

Degree Type / Course of Study / Major

Psychology

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

Certificate Awarded for Training?

Yes No

Other Training B

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

CSLB B- General Contractor 1051452

Qualifications and Volunteer Experience

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

In my role at MCE I spend a significant amount of time speaking with residents and businesses in Contra Costa County. One common concern is the impact on the environment from the business and refinery activity located in the County. Having in a background in clean energy and construction I feel I have a good understanding of the issues involved. Additionally, I want to make sure the disadvantaged communities most affected by hazardous materials and hazardous waste have a voice in the decisions around storage, removal, and remediation, including land-use planning and economic effects.

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

I have over 20 years of experience as a senior director in for-profit and non-profit industries spending the last 15 years working to promote clean energy solutions. Currently at MCE as a Senior Business Development Manager, I work with agricultural, commercial, and industrial customers in Contra Costa County to support their work around Climate Action Plans, sustainability, and energy projects. I support the largest MCE customers as an energy consultant to help them manage their energy use through data analysis, operational improvements, and connections to funding opportunities for energy projects. I previously worked as the Executive Director at a nonprofit focused on improving access to clean energy and healthy homes for vulnerable businesses and residents in Contra Costa County. Prior to these roles, I worked as a sales executive specializing in sales training and team development. Additionally, I am licensed B-General Building Contractor.

Upload a Resume

Martin Bond

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

Yes No

Do you have any obligations that might affect your attendance at scheduled meetings?

Yes No

If Yes, please explain:

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

Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

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

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

Yes No

If Yes, please identify the nature of the relationship:

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

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

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

I Agree

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: (1) file a Statement of Economic Interest Form also known as a Form 700, and (2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships:
 - (1) Mother, father, son, and daughter;
 - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

- Designed and implemented new program delivery models to reach underrepresented communities with energy efficiency, education, and workforce development programs.
- Developed management training program for new managers team to build capacity
- Lead a team of 25 staff.
- Initiated an Advisory Council of influential partners and community members to advise Board and staff on strategic direction .

Finance/Operations

- Acting Finance Director: oversaw cash management, accounting operations, supervise financial consultants, lead the budget planning process and formulate financial strategies.
- Directed CESC through all regulatory compliance requirements for Federally funded grant programs including annual fiscal audit.
- Updated Internal Data Security Protocols and technology infrastructure to meet Vendor Security requirements .

Development/Communication

Designed, solicited funding, and implemented innovative energy programs:

- Electric Heat Pump Water Heaters pilot program in Alameda and Contra Costa counties to encourage electrification in single family homes in the East Bay.
- Your Energy Manager program to provide strategic energy management services to small and medium business market
- Developed new partnerships to expand grant proposal applications.
- Represented CESC programs at industry conferences, marketing events and with local government organizations.

Adjunct Professor *Laney College /College of Marin* 2010- 2015

ECT 203 "Making the Financial Case for Clean Energy"

- Introduction to financial principles and policies of energy efficiency and renewable energy: Financial analysis to identify cost-effective energy efficiency and renewable energy projects; effective sales strategies and customer service skills for energy efficiency and renewable energy investments.

Program Director- Energy Services

CESC

2007- March 2012

Through funding from LIHEAP, PG&E programs: ESA and Energy Watch, implemented energy efficiency and solar consulting programs for small businesses and income-qualified single family homes.

- Managed all commercial programs in energy efficiency and solar consulting.
- Developed 'green' workforce training program for organization; providing on the job training, and

classroom instruction for paid internships.

Account Representative *InterCall* 2005- 2007

- 110% of Quota Sales results 2006, Awarded 'Gold Club'

Regional Remarketing Manager *Enterprise Rent A Car* 2000- 2005

- Fleet Manager responsible for negotiation, purchase and sale of 3500 vehicle fleet with 90% annual turn. Through data analysis and forecasting, reduced vehicle holding costs by an average of 15% year-over-year in annual fleet purchase plan.
- Sales Manager- generated 30% increase in profitability year-over-year through a sales team of 6 employees; revenue of \$50 million per year.

Rental Branch Manager *Enterprise Rent A Car* 1996- 2000

- Branch Manager responsible for Profit & Loss for 250 vehicle rental branch. Recognized as top Customer Service office in the region.

Publications

- "Catching the Wave, Lessons Learned from a Heat Pump Water Heater Program", BECC, 2019
- "Long Term Engagement Brings Big Energy Savings: A shared energy manager across multiple businesses" ACEEE 2015- Energy Efficiency as a Resource
- "Lighting Lives On - The future of energy savings calculations for lighting retrofits combines Prescriptive and Calculated approaches to deliver greater savings." ACEEE 2014. J.Adams, M.Bond

Certifications

LEED, Green Associate

General Building Contractor, CSLB #1051452.

ICF, Associate Certified Coach

Education

- MentorCoach; ACC Executive Coach certification, 2021
- LeaderSpring; Executive Director Fellowship, 2016- 2018
- B.A., Psychology, UC Santa Barbara

Volunteer Activities

Score Pro Bono Business Coaching, youth sports coach

Seat Name

open seat

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

Yes No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

James Boster

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

James A Boster

Other Trainings & Occupational Licenses

Other Training A

Certificate Awarded for Training?

Yes No

Other Training B

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

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

I have been a long time resident of Contra Costa County and i come from the trades of Industrial Painting

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

i am a resident and i have worked in Contra Costa County for 20 years

[Upload a Resume](#)

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

Yes No

Do you have any obligations that might affect your attendance at scheduled meetings?

Yes No

If Yes, please explain:

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

Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

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

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

Yes No

If Yes, please identify the nature of the relationship:

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

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

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

I Agree

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 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

Application Form

Profile

Frank _____ Qin _____
First Name Middle Initial Last Name

_____ Suite or Apt _____
Home Address

Vallejo _____ CA _____ 94591 _____
City State Postal Code

Primary Phone

Email Address

District Locator Tool

Resident of Supervisorial District:

N/A - Out of County

Phillips 66 (Rodeo Refinery) _____ Operations Superintendent _____
Employer Job Title

Length of Employment

15 Years

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

District 5 - Federal D. Glover

How long have you lived or worked in Contra Costa County?

2.5 years

Are you a veteran of the U.S. Armed Forces?

Yes No

Board and Interest

Which Boards would you like to apply for?

Hazardous Materials Commission: Submitted

Frank Qin

Seat Name

Environmental Organization Alternate

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

Yes No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

University of Illinois Urbana-Champaign

Degree Type / Course of Study / Major

Chemical Engineering

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Frank Qin

Other Trainings & Occupational Licenses

Other Training A

Certificate Awarded for Training?

Yes No

Other Training B

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

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

Being able to commit time to sustain and promote the local communities where I live and work is something that appeals to me. Successfully managing hazardous materials and hazardous waste is a fundamental part of my job, and I would like to learn and influence how that process is implemented outside of the workplace. I am interested in participating in the policies and initiatives for Contra Costa County and would also like to have an opportunity to share any knowledge I can from my experience in industry with regards to health, safety, and environmental impact. Collaborating with people from diverse backgrounds and with different perspectives is something I enjoy doing.

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

I have worked in industry in California for 15 years in various roles as an engineer, supervisor, or superintendent. My top priorities at work include operating our manufacturing facilities with the highest level of attention to personnel & process safety, as well as preserving or improving our surrounding environment and communities. I work with multiple operations, maintenance, health & safety, and environmental teams on a routine basis, and I am able to communicate with a wide range of people. I have a degree in Chemical & Biomolecular Engineering from the University of Illinois. Please see my attached resume for more details.

[Upload a Resume](#)

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

Yes No

Do you have any obligations that might affect your attendance at scheduled meetings?

Yes No

Frank Qin

If Yes, please explain:

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

Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

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Yes No

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I Agree

Frank Qin

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Contact

[REDACTED]

[REDACTED]

[REDACTED]

Top Skills

Process Engineering

Gas

Oil & Gas

Certifications

Steam Engineer - Unlimited
Horsepower

Frank Qin

Operations Superintendent at Phillips 66
San Francisco Bay Area

Experience

Phillips 66

10 years 4 months

Operations Superintendent

December 2020 - Present (2 years 6 months)

Rodeo, California

Process Operations Department

- Business team lead for department of 80 Operations personnel, 9 Frontline Supervisors, 4 Engineers
- Supported Renewable Diesel, Crude Distillation, Delayed Coking, Sulfur Recovery, Naphtha Hydrotreating, Reforming Units

Operations Superintendent

June 2018 - November 2020 (2 years 6 months)

Wilmington, California

Bulk Operations Department

- Business team lead for department of 52 Operations personnel, 8 Frontline Supervisors, 2 Engineers
- Supported refinery utilities systems, tank farm, oil movements, fuels blending, marine terminal, truck & railcar loading racks

Process Supervisor

September 2015 - May 2018 (2 years 9 months)

Wilmington, California

Bulk Operations Department

- Captained department of 22 Operations personnel in refinery utilities systems area
- Lead for all Operations, Maintenance, Turnaround, Projects activities in area

Operations Engineer

February 2013 - August 2015 (2 years 7 months)

Wilmington, California

Bulk Operations Department

- Supported refinery-wide utilities systems including the following:
- Cogeneration Unit, Boiler Plant, Compressed Air Plant, Flares, Wastewater Treatment, Fuel Gas, Industrial Water, Fire Water systems

ConocoPhillips

4 years 7 months

Operations Engineer

January 2011 - January 2013 (2 years 1 month)

Wilmington, California

Hydroprocessing Department

- Supported 5 Hydrotreating, Reforming, Isomerization, Vapor Recovery Units
- Completed Turnaround for Hydrocracker and Hydrogen Plant

Maintenance Coordinator

September 2010 - December 2010 (4 months)

Wilmington, California

Turnaround Maintenance Department

- Supervised all contractors conducting repair work for towers, vessels, exchangers in Alkylation Unit during Major Turnaround period

Advanced Process Control Engineer

July 2008 - December 2010 (2 years 6 months)

Los Angeles, California

Process Engineering and Optimization Department

- Developed new applications at Crude Distillation, Gasoline Blending, Ultra Low Sulfur Diesel Hydrotreating Units

ConocoPhillips

Operations Engineer Intern

May 2007 - August 2007 (4 months)

Carson, California

Carson Plant Operations Department

- Supported Crude Distillation, Gas Oil Hydrotreating Units

Abbott

Process Engineer Intern

May 2006 - August 2006 (4 months)

Abbott Park, Illinois

Global Pharmaceutical Operations Department

Education

University of Illinois at Urbana-Champaign

Bachelor of Science (B.S.), Chemical and Biomolecular
Engineering · (2004 - 2008)

Application Form

Profile

Gretchen _____ E _____ Salter _____
 First Name Middle Initial Last Name

981 Hawthorne Drive _____
 Home Address Suite or Apt

Walnut Creek _____ CA _____ 94596 _____
 City State Postal Code

Home: (206) 619-0973 _____
 Primary Phone

gretchen44@hotmail.com _____
 Email Address

District Locator Tool

Resident of Supervisorial District:

District 4

Self _____ Consultant _____
 Employer Job Title

Length of Employment

8 years

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

4

How long have you lived or worked in Contra Costa County?

14 years

Are you a veteran of the U.S. Armed Forces?

Yes No

Board and Interest

Which Boards would you like to apply for?

Hazardous Materials Commission: Submitted

Seat Name

General Public Alternate

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

Yes No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

UC Davis

Degree Type / Course of Study / Major

BA/ Political Science and History

Degree Awarded?

Yes No

College/ University B

Name of College Attended

University of Washington

Degree Type / Course of Study / Major

MA /Public Affairs

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

Certificate Awarded for Training?

Yes No

Other Training B

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

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

I have been working in the environmental health and justice field for the last 18 years, focusing on state and federal policy but I want to start making a difference in my community. Contra Costa County has been a leader in its environmental policies but there is still much work to be done and I would like to use the knowledge I have gained to be part of healthy solutions for our county.

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

Resume Attached. Key accomplishments - 18 years as an advocate in the environmental health field - wrote and led successful campaigns on several toxics issues in California including the state's bans on phthalates and BPA as well as the state's Safer Consumer Products Program, Cleaning Products Ingredient Disclosure law and California's Safe Cosmetics Program. - provided strategic and technical advice to other state advocates and legislators throughout the nation on toxics policy. - Founded national PFAS campaign bringing together national, state and local advocates to push for new laws addressing PFAS in water, soil and consumer products. - Served on California's Pollution Prevention Advisory Committee - Founding member of national and statewide environmental health and justice coalitions focused on chemical policy Key Skills - Able to work with many different interests and find consensus on paths forward - Skilled at meeting facilitation, particularly among competing interests - Completed and led several strategic planning processes - Excellent public speaker and legislative witness - Skilled in campaign planning and management

[Upload a Resume](#)

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

Yes No

Do you have any obligations that might affect your attendance at scheduled meetings?

Yes No

If Yes, please explain:

I have two school-aged children and while I will be able to make most meetings, there may be occasions when I cannot find child care or they have an event which takes precedence.

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

Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

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

- Food Bank Contra Costa Volunteer - Volunteer on several political campaigns - President, Board of Directors, Town Hall Theatre Company - Girl Scouts Assistant Troop Leader and Cookie Manager

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

Yes No

If Yes, please identify the nature of the relationship:

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I Agree

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Gretchen Lee Salter

(206) 619-0973 (cell)

GretchenLeeSalter@gmail.com

Walnut Creek, CA

www.linkedin.com/in/gretchen-lee-salter

OBJECTIVE: Seeking a position on the Contra Costa County Hazardous Materials Commission

RELEVANT EXPERIENCE

- Over 15 years of experience managing corporate accountability and political campaigns
- Non-profit management experience including fundraising, team leadership and strategic planning
- Coalition building and management
- Extensive fundraising through foundations, corporate giving, cause marketing and individual donors

BOARD and ADVISORY EXPERIENCE

- Board President, Town Hall Theatre Company (2019-present)
- Committee Member, California Pollution Prevention Advisory Committee, Department of Toxic Substances Control (2010-2012)
- Candidate Endorsement Committee, Clean Water Action, 2012-2014

WORK EXPERIENCE

Safer States

January 2015-Present

Strategic Advisor

Remote work, based in CA

- Provided strategic guidance to national and state-based advocacy organizations on environmental health policy
- Created and executed campaign plans and strategies to win over 200 progressive policies in 38 states
- Founded national campaign to coordinate local, state and national activity to curb toxic PFAS pollution resulting in 72 health protective laws adopted in 21 states
- Consulted with sustainable businesses on public policy initiatives
- Managed large and diverse national coalitions focusing on environmental health, plastics policy and water quality
- Drafted model policy on plastic pollution and chemical policy
- Provided strategic guidance and training to state and federal policy makers on chemical and plastic policy
- Represented Safer States at conferences, symposia, stakeholder meetings, legislative hearings and in the press
- Raised over \$2 million through foundations, corporate giving and individual donations
- Served as interim Executive Director of Safer States

Breast Cancer Prevention Partners

April 2005- May 2014

Senior Program and Policy Manager

San Francisco, CA

- Led state legislative campaigns resulting in eight statewide environmental health measures signed into law including the nation's first statewide biomonitoring program, the nation's first statewide consumer products chemical safety law and the nation's first statewide cosmetic safety program
- Led successful national effort to export California's progressive environmental health policy to other states including writing model policy which was adopted in seven states
- Partnered with sustainable businesses to advocate for environmental health legislation and regulatory reform
- Provided strategic advice and training to state and federal legislators and advocates on environmental health campaigns and advocacy
- Worked closely with multiple state agencies on regulatory initiatives and program implementation
- Managed staff, contractors and programmatic budgets associated with organizational campaigns and key initiatives
- Represented BCPP at press conferences, legislative hearings and advocacy conferences
- Served on steering committees and chaired work groups of five state-wide and national coalitions comprised of a variety of stakeholders

- Founding member of two new coalitions focusing on immigrant worker health and environmental health and justice
- Built and maintained relationships with key corporate funders and foundations

Democratic National Committee

June 2004-November 2004

National Field Budget Director

Washington, DC

- Managed \$70 million national field budget for the 2004 General Election
- Reviewed and approved 21 State Coordinated Campaign plans and budgets
- Conducted daily updates with campaign leadership on state budgets and overall field budget
- Built and maintained quality relationships with state party offices and campaign directors
- Disbursed and tracked all funds sent to states to support field operations
- Hired, trained and supervised staff at campaign headquarters and in field offices

Dean for America Presidential Campaign

October 2003-March 2004

Regional Director/ Out of State Volunteer Coordinator

New Hampshire/ Wisconsin

- Developed and executed field plan resulting in the highest vote-yielding region in the state
- Managed a staff of 30 organizers, volunteer coordinators and interns
- Recruited and trained over 1,000 volunteers in persuasion calling and canvassing
- Cultivated leadership teams that executed a voter contact plan throughout the region
- Trained volunteers and staff in union-based organizing tactics and get-out-the-vote strategies
- Coordinated community events and town meetings for Governor Dean and Surrogates

Polaris Project

June 2003-September 2003

Advocacy and Community Outreach Fellow

Washington DC

- Wrote model state legislation addressing human trafficking
- Developed training program for the Polaris Project Community Outreach Team
- Cultivated partnerships with national and community organizations

King County Metro Market Development

October 2002-June 2003

Alternate Transportation Group--Bike Program Associate

Seattle, Washington

- Implemented the Northwest's first Clean Mobility Center and Grand Opening Celebration
- Improved relationships with community advocacy organizations
- Completed research study of bicycling patterns across a major cycling route for commuters
- Expanded the bike locker program throughout King County

Thomas Weisel Partners, LLC

September 1999- March 2002

Equity Capital Markets Marketing Coordinator

San Francisco, California

- Researched investment firms and created marketing database of stock purchasing patterns
- Directed the marketing strategy of over 100 companies seeking to complete equity transactions
- Managed group functions and events
- Cultivated and maintained reciprocal relationships with vendors and investment banks

EDUCATION

University of Washington, Seattle WA

Graduate Work in Public Affairs Focusing on Gender Equity and Human Rights; 2002-2003

Coursework included Budgeting, Public Management, Quantitative Analysis and Ethics

University of California Davis, Davis, CA

Dual Bachelor of Arts Degree in Political Science and History awarded June 1999

Education Abroad: University College London, London, England; Summer 1997



healthymartinez.org

May 2, 2023

To Whom it May Concern:

We are writing in support of Heidi Taylor for the position of Environmental Organization Alternate on the Contra Costa County Hazardous Materials Commission.

Heidi is a founding member of Healthy Martinez: Refinery Accountability Group. She has spent countless hours advocating on behalf of our group including interviews with NPR Forum, KPFA, Terra Verde, KPIX, KRON, and KCBS. She speaks passionately and intelligently about the issues facing Martinez and the surrounding communities.

Heidi is a family law attorney. She is familiar with navigating complicated and emotionally charged situations. She is curious by nature and not afraid of digging in and digging deeper to ascertain the facts needed to dissect complex problems.

In short, we believe Heidi would be a valuable asset to the Contra Costa Hazardous Materials Commission based on her background and proven dedication to environmental justice issues. We recommend her without hesitation.

Rebecca Barrett

Rebecca Barrett (May 3, 2023 15:23 PDT)

Rebecca Barrett

Alysia Gadde

Alysia Gadde (May 2, 2023 17:05 PDT)

Alysia Gadde

Wendy Ke

Wendy Ke (May 3, 2023 15:17 PDT)

Wendy Ke

Jillian Elliott

Jillian Elliott (May 2, 2023 20:54 PDT)

Jillian Elliott












Haz Mat Ltr Rec 5.2.23


Final Audit Report

2023-05-03


Created:	2023-05-02
By:	Heidi Taylor (hctfamlaw@gmail.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAARBO9Ca9x6TOjly8v4jbQQmWc2Huu1de

"Haz Mat Ltr Rec 5.2.23" History


-  Document created by Heidi Taylor (hctfamlaw@gmail.com)
2023-05-02 - 11:51:36 PM GMT- IP address: 67.164.109.15
-  Document emailed to alysiacb@gmail.com for signature
2023-05-02 - 11:54:43 PM GMT
-  Email viewed by alysiacb@gmail.com
2023-05-03 - 0:04:36 AM GMT- IP address: 66.234.210.237
-  Signer alysiacb@gmail.com entered name at signing as Alysia Gadde
2023-05-03 - 0:05:19 AM GMT- IP address: 66.234.210.237
-  Document e-signed by Alysia Gadde (alysiacb@gmail.com)
Signature Date: 2023-05-03 - 0:05:21 AM GMT - Time Source: server- IP address: 66.234.210.237
-  Document emailed to jillianeelliott@gmail.com for signature
2023-05-03 - 0:05:22 AM GMT
-  Email viewed by jillianeelliott@gmail.com
2023-05-03 - 0:07:31 AM GMT- IP address: 66.249.84.81
-  Signer jillianeelliott@gmail.com entered name at signing as Jillian Elliott
2023-05-03 - 3:54:29 AM GMT- IP address: 98.42.23.209
-  Document e-signed by Jillian Elliott (jillianeelliott@gmail.com)
Signature Date: 2023-05-03 - 3:54:31 AM GMT - Time Source: server- IP address: 98.42.23.209
-  Document emailed to wke_aloha@yahoo.com for signature
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-  Email viewed by wke_aloha@yahoo.com
2023-05-03 - 10:15:49 PM GMT- IP address: 69.147.89.12

 Signer wke_aloha@yahoo.com entered name at signing as Wendy Ke

2023-05-03 - 10:17:45 PM GMT- IP address: 99.189.235.149

 Document e-signed by Wendy Ke (wke_aloha@yahoo.com)

Signature Date: 2023-05-03 - 10:17:47 PM GMT - Time Source: server- IP address: 99.189.235.149

 Document emailed to Rebecca Barrett (rebecca.faith.barrett@gmail.com) for signature


2023-05-03 - 10:17:48 PM GMT

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2023-05-03 - 10:23:06 PM GMT- IP address: 66.249.84.83

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Signature Date: 2023-05-03 - 10:23:23 PM GMT - Time Source: server- IP address: 75.8.213.201

 Agreement completed.

2023-05-03 - 10:23:23 PM GMT



healthymartinez.org

May 2, 2023

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Alysia Gadde

Alysia Gadde (May 2, 2023 17:05 PDT)

Alysia Gadde

Wendy Ke

Wendy Ke (May 3, 2023 15:17 PDT)

Wendy Ke

Jillian Elliott

Jillian Elliott (May 2, 2023 20:54 PDT)

Jillian Elliott

Application Form

Profile

Heidi

First Name

C

Middle Initial

Taylor

Last Name

[Redacted]

Home Address

Suite or Apt

Martinez

City

CA

State

94553

Postal Code

[Redacted]

Primary Phone

[Redacted]

Email Address

District Locator Tool

Resident of Supervisorial District:

District 5

Self

Employer

Attorney

Job Title

Length of Employment

25+ years

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

All

How long have you lived or worked in Contra Costa County?

22 years

Are you a veteran of the U.S. Armed Forces?

Yes No

Board and Interest

Which Boards would you like to apply for?

Hazardous Materials Commission: Submitted

Heidi C Taylor

Seat Name

Environmental Justice (Alternate)

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

Yes No

If Yes, how many meetings have you attended?

2+

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

UC Berkeley

Degree Type / Course of Study / Major

BA Political Science/Rhetoric

Degree Awarded?

Yes No

College/ University B

Name of College Attended

California Western School of Law

Degree Type / Course of Study / Major

JD

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Diablo Valley College

Heidi C Taylor

Degree Type / Course of Study / Major

AA German

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

Certificate Awarded for Training?

Yes No

Other Training B

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

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

I am a new resident of the city of Martinez (August 2022). I lived in Pleasant Hill for 22 years. I now live 150 feet from the fence line of Martinez Refining Company. I was directly impacted by the spent catalyst release on Thanksgiving, 2022. Since that incident, I have learned a great deal about the various types of hazardous materials manufactured/stored in our county. I have attended many city council meetings and ISO/Community Warning System Ad Hoc Committee/Hazardous Material Commission meetings to voice my concerns and offer suggestions. I want to serve on this committee because I want to make sure that we all are doing everything we can to keep residents safe and informed regarding the realities of living in a county that is refinery dense and living around other hazardous material sources. I hope to bring not only my own opinions to the commission but also those of my neighbors. I will also advocate fiercely for those without access to social media and unable to participate in the decisions that directly affect them.

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

I am directly impacted by the operation of the MRC refinery. I am interested and willing to invest significant amounts of time in educating myself about the issues that come before the commission and dutifully attend those meetings. I am not afraid to ask questions. I enjoy working collaboratively with others to find workable solutions.

Heidi C Taylor

Upload a Resume

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

Yes No

Do you have any obligations that might affect your attendance at scheduled meetings?

Yes No

If Yes, please explain:

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

Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

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

Healthy Martinez: Refinery Accountability Group, UC Berkeley Lifetime Member of the Alumni Association, California Bar Association, Contra Costa County Bar Association and DEI committee member, CASA Volunteer, Former Mock Trial Coach for DeAnza High School, Member of DeAnza High School Mentoring Group, UC Section German Club, UC Section Writer's Group

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

Yes No

If Yes, please identify the nature of the relationship:

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

Yes No

Heidi C Taylor

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

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

I Agree

Important Information

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4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships:
 - (1) Mother, father, son, and daughter;
 - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

HEIDI TAYLOR

LAW OFFICE OF HEIDI TAYLOR

EXPERIENCE:

LAW OFFICE OF HEIDI TAYLOR, Pleasant Hill, CA, 2008 – present

Owner/Sole Proprietor: Consult with and direct litigation for clients involved in divorce, custody and support cases. Litigate cases through trial. Negotiate and settle various family law issues with pro per litigants or with opposing counsel. Manage the daily operations of a solo practice law firm.

LAW OFFICES OF MADSEN & WOLCH, Walnut Creek, CA, 2006 – 2008

Associate attorney: Assisted with the preparation and litigation of family law cases.

FURTADO, JASPOVICE AND SIMONS, Hayward, CA 2001-2006

Associate attorney: Litigated plaintiff personal injury cases.

BOXER AND GERSON, Oakland, CA, 1999 – 2001

Associate attorney: Litigated third party personal injury cases on behalf of clients who were injured while in the course and scope of employment.

BRAYTON HARLEY CURTIS, Novato, CA, 1998 - 1999

Associate attorney: Litigated personal injury claims on behalf of clients who were exposed to and suffering from exposure/inhalation of asbestos.

ROBBINS AND GREEN, Phoenix, AZ, 1996 – 1998

Associate attorney: Prepared motions and conducted research for toxic tort litigation against Motorola; assisted senior partners with litigation of medical malpractice and other personal injury claims;

EDUCATION:

California Western School of Law
San Diego, California

J.D. 1996

University of California, Berkeley
Berkeley, California

B.A. 1989

MEMBERSHIPS:

UC Berkeley Lifetime Member of the Alumni Association, California Bar Association, Contra Costa County Bar Association and DEI committee member, CASA Volunteer, Former Mock Trial Coach for DeAnza High School, Member of DeAnza High School Mentoring Group, UC Section German Club, UC Section Writer's Group

Richmond Southeast Shoreline Area Community Advisory

EXECUTIVE COMMITTEE

May 1, 2023

To: Michael Kent
County Hazardous Materials Ombudsman
Contra Costa County Hazardous Materials Commission

Re: Nomination of Jamin Pursell to the Contra Costa County Hazardous Materials Commission by the Richmond Southeast Shoreline Area Community Advisory Group executive committee

Greetings Mr. Kent.

The Richmond Southeast Shoreline Area Community Advisory Group (CAG) executive committee is pleased to nominate Jamin Pursell to the Environmental Organization Seat of the Contra Costa County Hazardous Materials Commission.

Jamin participates in the Richmond Southeast Shoreline Area (RSSA) Community Advisory Group (CAG) meetings with DTSC and other stakeholders regarding the plans for the proper and comprehensive cleanup of the Zeneca-Stauffer research and industrial plant site on the Richmond shoreline. This site is one of the most hazardous and complex waste sites in California, as it impacts the broader community via high volumes of hazardous waste, as well as dispersal and leakage to surrounding properties and public spaces. He also is the co-chair of the Richmond Shoreline Alliance and on the Sierra Club West Contra Costa Group Exec Committee.

We strongly support this nomination as we know Jamin will be a great asset to the community and environment on the County Hazardous Materials Commission.

Sincerely,

(electronic signature)

Maggie Lazar
Chair
Richmond Southeast Shoreline Area Community Advisory Group

CAG Mission Statement

Our purpose is to ensure that the interests of the entire community are included in plans for the proper and comprehensive cleanup and ongoing monitoring of polluted sites in the Richmond Southeast Shoreline Area. The CAG's job is to involve all stakeholders in a public, inclusive process leading to an appropriate clean up of polluted sites in this area.

Seat Name

District I Seat

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

Yes No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

CA High School Proficiency Certificate

College/ University A

Name of College Attended

California State University East Bay

Degree Type / Course of Study / Major

BA in Philosophy, BA in Political Science

Degree Awarded?

Yes No

College/ University B

Name of College Attended

McGeorge School of Law

Degree Type / Course of Study / Major

Master in Science of Law

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

Certificate Awarded for Training?

Yes No

Other Training B

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

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

I was born and partially raised in Alaska, where I witnessed the consequences of extractive industries on residents and the natural environment. As a millennial, my development has been further informed by the dual crises of climate change and economic precarity. I have been working within the political sphere for all of my adult life, and I believe that change starts at the local level. Municipalities, particularly in California, can provide policy templates for other jurisdictions and government agencies to follow. This is a time when the state is facing serious wildfire risks and ongoing growth of suburban sprawl and I wish to do my part to help protect its natural assets. Richmond is an environmentally diverse jurisdiction, with numerous creeks running through its borders. As a result of environmental racism, heavy pollution, and municipal neglect, local watersheds have been historically overrun with garbage, disrupted and rerouted, and choked with invasive vegetation. But local watersheds can and should be the site of community pride and enjoyment, rather than seen as a public health hazard, an eyesore, or a mere flood risk. Richmond residents deserve even more concerted environmental restoration and protection, and creeks are one place that require significant attention. Richmond does have some successful creek restoration projects to emulate, such as the efforts made around Wildcat Creek, wherein local youth directly participated in revegetation efforts. Urban Tilth has also done a fantastic job with its Basins of Relations program, which trains young people to become Watershed Restoration Technicians. As a county, we should recognize that the need for creek restoration also poses exciting opportunities for skilled employment and building both economic and climate resilience. Given that Richmond resides on a portion of the shoreline, countywide and inter-county collaboration is also particularly important: one municipality's shoreline policy undoubtedly impacts other jurisdictions within the region. The threats of sea level rise and flooding (and, in a similar way, air pollution) necessitate thoughtful regional planning. While the Bay Area Air Quality Management District is not a perfect enforcement mechanism, its existence does provide an important home to air pollution control mechanisms that can be improved upon. The Urban/Wildland interface is a place where human interaction with the natural environment must be particularly mindful, as it poses such risks as biodiversity destruction, wildfires, and the introduction of invasive species. As a California resident for over three decades, I have become keenly aware of the need to responsibly get more proactive about wildfire mitigation. I wish to give my skills and experience to work on these issues. It is necessary that we harden against the coming changes in climate to mitigate the impact. I know that if given the opportunity we can continue moving in the right direction.

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

Highly efficient and accuracy focused activist with 8+ years of experience supporting organizations in challenging political environments. A grant administrator for the Crescent Park healthy environment project. Collaborated with multiple different environmental justice organizations to create education programs for the public regarding local climate issues. Ran for public office and was endorsed by multiple environmental groups including the Sierra Club, APEN, and 350 Bay Area Action among them.

[Upload a Resume](#)

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

Yes No

Do you have any obligations that might affect your attendance at scheduled meetings?

Yes No

Jamin Pursell

If Yes, please explain:

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

Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

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

I am co-chair of the Richmond Shoreline Alliance, Board Member and Director of Arts for Richmond Rainbow Pride, Steering committee of Richmond Progressive Alliance, Neighborhood Watch block captain and organizer, Treasurer of the May Valley Neighborhood Council in Richmond, Citizens for a Greener El Sobrante, ASPCA in California and Alaska.

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

Yes No

If Yes, please identify the nature of the relationship:

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

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

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

I Agree

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 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

2740 Sheldon Ct, Richmond CA 94803

Jamin Pursell

(310) 916-7747

jamin@jaminforrichmond.com

Experience

Strongsuit LLC

Owner CEO 2020 - current

- Created a product from conception to creation.
- Hired and organized contractors for various creative and administrative needs.
- Coordinated collaboration with manufacturing and contractors..
- Crafted organizational strategies, business practices, ethical standards for staff.
- Maintained timeline for 2023 product release.

Equality California

Externship Jan 2015 - June 2015

- Created informational materials for bills being put forward
- Organized state congressional members to attend lobby day event
- Distributed EQCA materials to all members of state legislators and its agencies.
- Coordinated volunteers for Lobby day and assembled all materials.
- Crafted methods to streamline administrative tasks using technology

Team Richmond

Key Campaign Coordinator Aug 2014 - Dec 2014

- Creating cut sheets for canvassers using Nation Builder
- Generating online presence and crafting web advertisements
- Coordinating events to rally canvassers for the campaign
- Creating script for volunteers phone calls and canvassing
- Crafting campaign material and drafting speaking notes

Mark DeSaulnier for Congress

Volunteer Aug 2014 - Dec 2014

- Assisting coordination and execution of community outreach events
- Assisting with office management and governmental office transition
- Collecting donations and aiding at donor events

Bevan Dufty for Mayor Campaign

Assist. Deputy Campaign Manager April 2010 to Dec 2011

- Sorting of voter registration utilizing VAN
- Accounting verifications for SF city government ethical compliance
- Crafting Materials and coordinating events
- Demonstrating voter registration systems to interns and volunteers
- Managing office inventory and acquiring supplies

Education

- 2017 to 2019 Doctor of Jurisprudence, no degree earned,
University of San Francisco School of Law, San Francisco, CA
- 2015 to 2016 Masters of Science and Law, focus on Capitol Lawyering
University of Pacific McGeorge, Sacramento, CA
- 2009 to 2012 Bachelors of Arts in Philosophy, focus on Human Rights and Social Justice
Bachelors of Arts in Political Science, focus on Constitutional Law
California State East Bay, Hayward, CA
- 2005 to 2009 Los Angeles Community College, Los Angeles, CA

Activities and Interests

Volunteer Board Member and Director of Arts for Richmond Rainbow Pride. Steering committee of Richmond Progressive Alliance. Co-Chair of Richmond Shoreline Alliance. Neighborhood Watch block captain. Treasurer of the May Valley Neighborhood Council in Richmond. Citizens for a Greener El Sobrante. ASPCA animal fosterer.

HAZARDOUS MATERIALS COMMISSION ROSTER
AS OF JUNE 7, 2023

<u>Position</u>	<u>Name</u>	<u>Start date</u>	<u>End date</u>	<u>City of Residence</u>
Business Seat 1 - West Co. Council of Industries	Fred Glueck	28-Feb-23	31-Dec-26	Alamo
Business Seat 1 Alt. - West Co. Council of Ind.	Aaron Winer	28-Feb-23	31-Dec-26	Vallejo
Business Seat 2 - Industrial Association	Mark Hughes	1-Jan-22	31-Dec-25	Benicia
Business Seat 2 Alternate - Industrial Association	Amy McTigue	1-Jan-22	31-Dec-25	Lafayette
Business Seat 3 - Contra Costa Taxpayers Assoc.	Andrew D Graham	28-Feb-23	31-Dec-24	Pleasant Hill
Business Seat 3 Alt. - Co. Co. Taxpayers Assoc.	Marjorie Leeds	1-Jan-21	31-Dec-24	Martinez
City Seat 1	Anthony L Tave	28-Feb-23	31-Dec-26	Pinole
City Seat 1 Alternate	Vacancy	1-Jan-23	31-Dec-26	
City Seat 2	Mark Ross	1-Jan-20	31-Dec-23	Martinez
City Seat 2 Alternate	Edi Birsan	21-Jan-20	31-Dec-23	Concord
City Seat 3	Soheila V Bana	21-Mar-23	31-Dec-24	Richmond
City Seat 3 Alternate	Peter K Cloven	30-Mar-21	31-Dec-24	Clayton
Environmental Engineering Firms	George Smith	1-Jan-22	31-Dec-25	Walnut Creek
Environmental Engineering Firms Alternate	Ronald Chinn	1-Jan-22	31-Dec-25	Lafayette
Environmental Justice Representative	Maureen M Brennan	26-Jul-22	31-Dec-25	Rodeo
Environmental Justice Representative Alternate	Kevin G Ruano Hernandez	18-Apr-23	31-Dec-25	San Pablo
Environmental Organizations Seat 1	Vacancy	1-Jan-21	31-Dec-24	
Environmental Organizations Seat 1 Alternate	Vacancy	1-Jan-21	31-Dec-24	
Environmental Organizations Seat 2	Jonathan Bash	1-Jan-20	31-Dec-23	Martinez
Environmental Organizations Seat 2 Alternate	Ed Morales	1-Jan-20	31-Dec-23	Martinez
General Public	Tim Bancroft	22-Feb-22	31-Dec-23	Danville
General Public Alternate	Vacancy	26-Jul-22	31-Dec-23	
Labor Seat 1 - Central Labor Council	Julian Vinatieri	21-Mar-23	31-Dec-26	Vacaville
Labor Seat 1 Alternate - Central Labor Council	Terry A Baldwin	28-Feb-23	31-Dec-26	Concord
Labor Seat 2 - United Steel Workers Local 5	Jim Payne	1-Jan-20	31-Dec-23	Martinez
Labor Seat 2 Alternate - United Steel Workers Local 5	Tracy Scott	1-Jan-20	31-Dec-23	Martinez
League of Women Voters	Marielle Boortz	1-Jan-21	31-Dec-24	
League of Women Voters Alternate	Madeline Kronenberg	1-Jan-21	31-Dec-24	

**** PLEASE POST or DISTRIBUTE ****

CONTRA COSTA COUNTY HAZARDOUS MATERIALS COMMISSION SEEKS APPLICANTS

DO HAZARDOUS MATERIALS POLICY ISSUES INTEREST YOU?

The Contra Costa County Hazardous Materials Commission is seeking applicants to fill a **General Public Alternate Seat**.

You may apply if you ...

- live or work in Contra Costa County;
- have demonstrated interest in hazardous materials issues;
- have an awareness of, and interest in, the principles of Environmental Justice as defined in County policy;
- can attend monthly Commission and committee meetings when needed.

The Commission is a voluntary body appointed by the Board of Supervisors and makes policy recommendations to the Board and County staff on issues concerning hazardous materials and hazardous waste.

The Commission's 14 members and alternates serve four-year terms and include representatives of industry, labor, civic groups, environmental organizations, environmental engineers, the general public, cities and Environmental Justice communities.

To obtain an application form, or for further information, contact Michael Kent, Executive Assistant to the Commission, at (925) 250-3227 or mkent@cchealth.org. Applications may also be obtained from the Clerk of the Board located at 1025 Escobar Street 1st Floor, Martinez CA 94553.

You may also submit an application by mail, e-mail or on-line:

<https://www.contracosta.ca.gov/3418/Appointed-Bodies-Committees-Commissions>

Applications must be received by May 3, 2023 and if mailed, mailed to the Clerk of the Board.

Interviews for qualified applicants will take place from 10:00 am – 12:00 pm on May 12, 2023.

Members: Fred Glueck – Chair, Soheila Bana, Tim Bancroft, Jonathan Bash, Marielle Boortz, Maureen Brennan, Drew Graham, Mark Hughes, Jim Payne, Mark Ross, George Smith, Antony Tave, Julian Vinatieri

597 Center Avenue, Suite 110, Martinez CA 94553, (925) 250-3227, mkent@cchealth.org

**** PLEASE POST or DISTRIBUTE ****

CONTRA COSTA COUNTY HAZARDOUS MATERIALS COMMISSION SEEKS APPLICANTS

DO HAZARDOUS MATERIALS POLICY ISSUES INTEREST YOU?

The Contra Costa County Hazardous Materials Commission is seeking applicants to fill a **Environmental Organization Alternate Seat**. You may apply if you:

- live or work in Contra Costa County;
- can represent an Environmental Organization;
- have demonstrated interest in hazardous materials issues;
- have an awareness of, and interest in, the principles of Environmental Justice as defined in County policy;
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CONTRA COSTA COUNTY HAZARDOUS MATERIALS COMMISSION SEEKS APPLICANTS

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597 Center Avenue, Suite 110, Martinez CA 94553, (925) 250-3227, mkent@cchealth.org



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

4.

Meeting Date: 06/12/2023

Subject: RECOMMENDATION FOR APPOINTMENTS TO THE HAZARDOUS MATERIALS COMMISSION

Submitted For: Anna Roth, Health Services Director

Department: Health Services

Referral No.: IOC 23/5

Referral Name: Advisory Body Recruitment

Presenter: Michael Kent, Executive Assistant to the Hazardous Materials Commission

Contact: Michael Kent,
925-313-6587

Referral History:

The Hazardous Materials Commission was established in 1986 to advise the Board, County Staff and the mayors, council members, and staffs of the cities within the County, on issues related to the development, approval and administration of the County Hazardous Waste Management Plan. Specifically, the Board charged the Commission with drafting a Hazardous Materials Storage and Transportation Plan and Ordinance, coordinating the implementation of the Hazardous Materials Release Response Plan and inventory program, and to analyze and develop recommendations regarding hazardous materials issues with consideration to broad public input, and report back to the Board on Board referrals.

The Environmental Organization #1 seat and Environmental Organization Alternate #1 seat were vacated due to the resignations of Steve Linsley and Lisa Parks, respectively, and declared vacant by the Board of Supervisors on April 18, 2023 (Item C.31). The by-laws of the Hazardous Materials Commission provide for two representatives of environmental organizations, with all applicants to any of the two "Environmental Organization" seats to be nominated by an environmental organization, but that no particular environmental organization will have an exclusive right to nominate an individual to any one of the two aforesaid seats or their alternates, and therefore, which environmental organizations are represented on the Hazardous Materials Commission rests with the Internal Operations Committee and ultimately the Board of Supervisors.

The General Public Alternate seat was vacated due to the resignation of Jack Bean and declared vacant by the Board of Supervisors on April 18, 2023 (Item C.31). The by-laws of the Hazardous Materials Commission provide for one representative of the general public, appointed by the Board of Supervisors.

Referral Update:

The Hazardous Materials Commission recruited for the open Environmental Organization #1 seat and Environmental Organization Alternate #1 seat for four weeks (flyer attached). The Commission received two qualifying applications (attached). At its May 25, 2023 meeting, the Commission unanimously voted to recommend Jamin Pursell for the Environmental Organization seat and Heidi Taylor for the Environmental Organization Alternate seat. The terms for these seats expire on December 31, 2024. Letters of Support for Mr. Pursell and Ms. Taylor are attached.

The Hazardous Materials Commission recruited for the open General Public Alternate seat for four weeks (flyer attached). The Commission received four qualifying applications for this seat (attached). At its May 25, 2023 meeting, the Commission unanimously voted to recommend Gretchen Salter for the General Public Alternate seat. The term for this seat expires on December 31, 2023.

Recommendation(s)/Next Step(s):

RECOMMEND to the Board of Supervisors the appointment of Jamin Pursell to the Environmental Organization seat and Heidi Taylor to the Environmental Organization Alternate seat on the Hazardous Materials Commission, to complete terms that will expire on December 31, 2024; and appointment of Gretchen Salter to the General Public Alternate seat to complete a term that will expire on December 31, 2023 and to a new four-year term that will expire on December 31, 2027, as recommended by the Commission.

Fiscal Impact (if any):

No fiscal impact.

Attachments

Media Release HazMat Environmental Org Seat Vacancy

Media Release HazMat Environmental Org Alternate Seat Vacancy

Media Release HazMat General Public Seat Vacancy

Hazardous Materials Commission Roster

Application Jamin Pursell HazMat

Ltr of Support for Jamin Pursell

Application Heidi Taylor HazMat

Letter of Support Heidi Taylor

Application Gretchen Salter HazMat

Application Frank Qin HazMat

Application James Boster HazMat

Application Martin Bond HazMat

Minutes Attachments

No file(s) attached.

March 15, 2023



Contra Costa County Fish & Wildlife Committee
c/o Contra Costa County Dept. of Conservation and Development
30 Muir Road
Martinez, CA 94553

Dear Maureen and Committee members:

The Contra Costa Watershed Forum and its quadrennial Symposia bring together people working to restore and maintain the health of Contra Costa County's waterways. The Forum and Symposia serve as a nexus for watershed education, networking, and celebrating successes.

As a previous sponsor of the Contra Costa County Creek & Watershed Symposium (Symposium), the Contra Costa County Fish & Wildlife Committee (Committee) will be interested to know that we are hard at work planning the next Symposium, which will be held at the Pleasant Hill Community Center on October 26th, 2023. With an anticipated audience of 250 to 300 attendees, this day-long conference is an excellent opportunity for public education and engagement. The program will include presentations from speakers discussing interesting and relevant topics that will help educate, inspire, and celebrate the people doing watershed work in Contra Costa County. The program will also feature a poster session, Q&A sessions, panel discussions, an awards ceremony, refreshments, a catered lunch, and an evening reception. We plan to have a field trip day on October 27th, during which attendees will have the opportunity to visit some of the restoration sites and projects they learned about during the Symposium.

The theme for this year's Symposium is *Intergenerational Watershed Stewardship*. A Symposium focused on intergenerational watershed stewardship seeks to open a dialogue between established watershed advocates and the emerging generation of watershed stewards. As we recognize the implications of our changing climate, how can we strengthen our commitments to collaboration and sharing knowledge among diverse participants in and around Contra Costa? How can we ensure that multi-year projects and plans come to fruition? We will explore answers to these questions with Symposium attendees, and we hope members of the Committee will also take part in the dialogue.

We are requesting \$10,343 from the Committee. This funding will cover costs for the conference venue; printing of programs, signage, name tags, and a commemorative reusable cup for each attendee as part of the welcome packet; rental equipment; and refreshments provided by a local indigenous-owned restaurant, Cafe Ohlone. Please see the enclosed itemized grant budget.

The Symposium meets the requirements of Section 13103(a) of the California Fish and Game Code. The goal of the Symposium is to educate and connect members of the public to restore and maintain watershed health, which directly benefits the fish and wildlife of Contra Costa County. Some of the topics addressed will include restoration, environmental justice, and cross-sectoral collaboration. Environmental stewards can better protect fish and wildlife when they have the latest scientific and social context to inform their work.

The Committee will be acknowledged as a Headwaters Sponsor of the event, the top level of sponsorship available (\$5,000 and up). This means that the Committee will receive the following benefits of sponsorship: priority logo placement; 10 tickets to the Symposium with a reserved table; verbal recognition during the Symposium; logo featured in the Symposium program, website, slide deck, and poster; 1/2 page advertisement in the Symposium program; and the opportunity to table (with priority placement) at the venue.

Project Schedule: The Symposium will be held on October 26th, 2023, with a field trip day to follow on October, 27th, 2023. All requested grant funds will be used before the end of 2023.

Project Budget: The Symposium's primary sponsor is the Contra Costa County Flood Control & Water Conservation District. The District has allocated \$70,000 for the event. Please note that this is the same amount that was allocated for previous Symposia, even though costs for catering and staff time are notably higher in 2023. The Flood Control District funding primarily goes toward CCRCO staff time, speaker stipends, food, and day-of-event labor costs. Several sponsor organizations (some of the committed sponsors include the U.S. Fish and Wildlife Service's Partners Program, the California Department of Water Resources, the East Contra Costa County Habitat Conservancy, Save Mount Diablo, and Restoration Design Group) help to cover some of those costs, as well. Funding from the Committee will help keep the event's ticket prices down, meaning that the event will be more accessible to more people. In particular, we are aiming to keep the student ticket price below \$20. The CCRCO was in the early stages of planning the Symposium when the 2023 Fish and Wildlife Propagation Fund grant applications were due and wishes to submit this out-of-cycle grant request for funding that would assist with now identified Symposium costs.

Please note that in order to ensure that we have materials in time for the October event, we have already purchased the commemorative cups and made a deposit to reserve the venue. We may have to purchase other items on the itemized budget (on next page) before we hear from the Committee regarding a determination about this grant, therefore we are requesting a waiver of policy to permit reimbursement for eligible project costs incurred prior to award of funds.

The CCRCO is a non-regulatory special district of the state of California, and its mission is to facilitate the conservation of natural resources in Contra Costa County. The CCRCO accomplishes this mission by partnering with farmers; ranchers; nonprofits; businesses; and local, state, and federal agencies.

CCRCO Board of Directors

Walter Pease – Board President, Retired City of Pittsburg Public Works

Bethallyn Black – Horticulture Professor at Diablo Valley College

Lorena Castillo – Co-Executive Director, Groundwork Richmond

Renée Fernandez-Lipp – Principal Public Safety Specialist, PG&E

Igor Skaredoff – Retired Shell Chemist

The Symposium is staffed by the CCRCO, with Lisa Damerel and Lydia Lapporte serving as the Symposium Planning Coordination Team. They facilitate monthly meetings with a Symposium Planning Committee to make decisions about the Symposium as a group. Lisa helped plan the 2019 Symposium and has facilitated the Contra Costa Watershed Forum since early 2022. She has planned numerous educational and outreach events for the CCRCO, the Forum, the Alhambra Watershed Council, and the Walnut Creek Watershed Council. Lydia joined the CCRCO's staff in 2022 and has prior experience in planning Symposia, educational events, and facilitating environmental network collaboration. This experience includes planning and implementing an annual Birds of Berkeley Festival, a bi-annual Seaweed Symposium in Maine, and organizing the Seaweed Commons network that connected stakeholders in Maine and beyond. Additional CCRCO staff assist with Symposium planning, as needed.

A Pleasant Hill Recreation & Park District facility rental permit has been obtained for use of the Pleasant Hill Community Center on October 26th, 2023. A Pleasant Hill Recreation & Park District alcohol permit has been obtained for the purpose of serving alcohol during the evening reception at the venue on October 26th, 2023. (This incurs a \$75 charge, but that charge is not included in this funding request.) No other permits are needed for this project.

Thank you for considering this grant request,



Lisa Damerel

Watershed Conservation Manager, Contra Costa Resource Conservation District

Enclosures: CCRCO Annual Budget FY 22/23

Itemized Project Budget

CCRCD Annual Budget FY 22/23 (Board Approved June 21, 2022)

		Fund					
		GEN OPS	Development	Education	Watershed	Working Lands	TOTAL
Income							
	Total Income	333,150.00	63,900.00	-	397,959.00	941,662.00	1,736,671.00
Expenses							
	Total Expense	347,994.50	140,283.32	5,384.97	388,441.05	842,470.29	1,724,574.12
	NET INCOME	(14,844.50)	(76,383.32)	(5,384.97)	9,517.95	99,191.71	12,096.88

Itemized Project Budget

Category	Item	Cost
Venue	Soroptimist Rooms 1 and 2	\$ 550.00
Venue	Soroptimist Rooms 1 and 2 AV Package	\$ 50.00
Venue	McHale Room	\$ 550.00
Venue	McHale Room AV Package	\$ 50.00
Venue	Gazebo	\$ 200.00
Venue	Kitchen	\$ 85.00
Venue	Perera Pavilion	\$ 1,100.00
Venue	Perera Pavilion Rental Deposit	\$ 750.00
Venue	Perera Pavilion AV Package	\$ 150.00
Venue	Perera Pavilion Stage Rental	\$ 210.00
Venue subtotal		\$ 3,695.00
Rentals	250 Elite White Dinner Plates	\$ 250.00
Rentals	250 Commercial Stainless Dinner Forks	\$ 250.00
Rentals	250 Commercial Stainless Dinner Knives	\$ 250.00
Rentals	250 Cloth Napkins Standard White	\$ 88.00
Rentals	30 108" Round Table Cloths Standard White	\$ 450.00
Rentals	5 4' x 8' Poster Board Setups (for poster session)	\$ 225.00
Rentals	2 Tripod Easels for Foam Board Posters	\$ 50.00
Rentals subtotal		\$ 1,563.00
Supplies	3' x 6' Banner	\$ 75.00
Supplies	Banner Stand	\$ 99.00
Supplies	2 Foam Board Posters	\$ 150.00
Supplies	Certificate Paper with Foil for Awards	\$ 15.00
Supplies	Award Frames (12 count)	\$ 56.00
Supplies	4" x 3" 100% Recycled Paper Name Badge Inserts	\$ 30.00
Supplies	300 Biodegradable Name Tag Holders with Metal Clips	\$ 160.00
Supplies	250 Printed Conference Program Booklets	\$ 900.00
Supplies	250 Reusable Commemorative 10 oz. Stainless Steel Cups	\$ 1,800.00
Supplies subtotal		\$ 3,285.00
Refreshments	Cafe Ohlone brownies for afternoon snack	\$ 1,200.00
Refreshments	Cafe Ohlone tea for afternoon snack	\$ 600.00
Refreshments subtotal		\$ 1,800.00
Total requested from the FWC		\$ 10,343.00

Department of Conservation and Development

30 Muir Road
Martinez, CA 94553

Phone: 1-855-323-2626

Contra Costa County



John Kopchik
Director

Aruna Bhat
Deputy Director

Jason Crapo
Deputy Director

Deidra Dingman
Deputy Director

Maureen Toms
Deputy Director

Gabriel Lemus
Assistant Deputy Director

September 29, 2022

Dear Fish and Wildlife Propagation Fund Grant Applicants:

The Contra Costa County Fish and Wildlife Committee is pleased to announce that completed funding applications are now being accepted for consideration for the Contra Costa County Fish and Wildlife Propagation Fund (Fund). All application materials and guidelines are attached. Proposals must be received by 5:00 p.m. on Thursday, January 5, 2023 (a postmark of January 5, 2023, does not satisfy the submission deadline). Proposals may be emailed or mailed. Any applications that are received after the due date or without a signature will not be considered. Staff will acknowledge receipt of each grant application. If you do not receive a confirmation of receipt contact Maureen Parkes at 925-655-2909 prior to the deadline. The recommendations of the Fish and Wildlife Committee will be forwarded to the Contra Costa County Board of Supervisors, which maintains final decision-making authority for expenditures from the Fund.

The Contra Costa County Fish and Wildlife Propagation Fund is entirely supported by fine revenues resulting from violations of the Fish and Game Code and Title 14 of the California Code of Regulations in Contra Costa County (County). Projects awarded from the Fund must benefit the fish and wildlife resources of the County and must meet the requirements of Section 13103 of the Fish and Game Code (attached). If your project is eligible under Section 13103 (d), (h), (i), or (m) please send a copy of your draft proposal to Maureen Parkes at maureen.parkes@dcd.cccounty.us by November 1, 2022. Staff will coordinate with the California Department of Fish and Wildlife to confirm the project's eligibility to receive funds. See Instructions for more details. All applications that satisfy the requirements listed in the funding application instructions will be considered.

The Fish and Wildlife Committee strongly encourages applications related to:

- improving habitat
- scientific research
- public education
- threatened and endangered species
- resolving human/wildlife interaction issues

In addition to the above areas of interest, the Fish and Wildlife Committee wishes to fund one or more projects that increase collaboration with law enforcement agencies and community cultural organizations on enforcement issues and education focusing on communities that may be unaware of local fish and game laws. Projects that provide multilingual signage and educational materials are encouraged.

The Fish and Wildlife Committee considers grant awards for prospective expenditures from non-profit organizations, schools, and government agencies. The Committee generally does not recommend funding for operating costs and overhead, such as staff salaries, benefits, or utilities. The Committee generally gives preference to funding material expenses (e.g. purchase of equipment and materials). Due to the current drought conditions, proposals should seek to minimize water usage and address the project's water requirements in the grant application. Organizations, schools, and government agencies that have received previous Fish and Wildlife Propagation Fund grants should have a positive track record of completing projects and submitting final reports in an efficient, timely and clear manner.

The Committee expects to recommend awards to several applicants. However, it is possible that a particularly excellent proposal will be recommended to receive a large portion of the total available funds. During the 2022 grant cycle a total of \$50,324.27 was awarded to ten projects. The awards ranged from \$998.00 to \$9,949.00. Available funds vary from year to year and the Fish and Wildlife Committee cannot commit to multi-year or recurring funding. The Board of Supervisors will make the final decision on the grant awards and successful applicants may anticipate receiving notification by May 2023. Project expenditures eligible for reimbursement must be made subsequent to Board of Supervisors approval of grant funding.

The grant award funds will be disbursed on a cost reimbursement basis.* (See below for exceptions.) Within a year of grant funding approval, or within one month of project completion, whichever comes sooner, recipients must submit a final project report which includes invoices and receipts documenting how funds were spent and the results of the project. Grant awardees may request a budget modification to address any proposed changes to the project costs. This request must be made in writing prior to incurring the unapproved expenses. Unapproved expenses will not be reimbursable. Fish and Wildlife Propagation fund grants will be disbursed after receipt and approval of the final project report. Details will be outlined in the grant award letter that is sent to all successful applicants.

***Exception For Non-Profit Organizations That Can Demonstrate Financial Hardship:** Private, non-profit entities that can demonstrate that providing Fish and Wildlife Propagation grant funding on a cost reimbursement basis will create a financial hardship and be detrimental to the operation of the program will be eligible to receive up to ½ of the grant amount after the grant is awarded. The remaining amount of the grant will be disbursed after the entity has submitted information including invoices and receipts documenting how the initial disbursement was spent. Within a year of initial notification of the grant funding award (May 2024), or within one month of project completion, whichever comes sooner, the entity will be required to submit information including invoices and receipts documenting how the second disbursement was spent, and provide a final project report documenting the results of the project.

***Exception For Small Projects Under \$1,000:** Grant funding may be disbursed to private, non-profit entities prior to the beginning of the project if the award is under \$1,000 and the entity has provided documentation that the project could only be initiated with advance funding. Within a year of grant funding, or within one month of project completion, whichever comes sooner, recipients must submit a final project report which includes invoices and receipts documenting how funds were spent and the results of the project.

The Committee appreciates your interest in this opportunity to improve the fish and wildlife resources in Contra Costa County. Should you have any questions about the Fish and Wildlife Committee or this funding program, please contact me at 925-655-2909 or maureen.parkes@dcd.cccounty.us.

Sincerely,

Maureen Parkes
Fish and Wildlife Committee Staff

INSTRUCTIONS

What Must Be Included in Your Proposal (not to exceed 4 pages):

- 1) Signed Application Cover Page – See attached.
(PDFs and e-signatures are acceptable)
- 2) Description of the project for which funding is requested. Please include an explanation of:
 - how this project will benefit the fish and wildlife of Contra Costa County
 - how this project meets the requirements of Section 13103 of the Fish & Game Code (attached) which defines the eligibility requirements for projects requesting funding from the Fish and Wildlife Propagation Fund. Indicate which letter(s) of the Section 13103 is/are satisfied.

If your proposal is eligible under Section 13103 (d), (h), (i)*, or (m), a copy of your draft proposal must be sent to the attention of Maureen Parkes at maureen.parkes@dcd.cccounty.us or at the address listed on Page 2 and received by November 1, 2022. Staff will coordinate with the California Department of Fish and Wildlife to confirm the project's eligibility to receive funds.

*If your project is eligible under Section 13103 (i), and a scientific collection permit is required and issued by the California Department of Fish and Wildlife, this will indicate that the project is eligible to receive Fish and Wildlife Propagation funds. Please send the scientific collection permit along with your grant application by the January 5, 2023 - 5:00 P.M. grant submission deadline. Scientific collection permits are not included in the grant application page limit.

The Fish and Wildlife Committee wishes to be acknowledged for its financial support of the project. FWC or staff review may be required prior to printing any written materials that receive funding. Please refer to the guidelines listed below:

- Grant recipients agree to obtain advance written approval from the FWC of any communication/written material that may reasonably be understood to represent the views of the FWC and to provide the FWC with reasonable opportunity to review, comment and approve the communication/written material.

Grant recipients may use the following standard language in making attributions for funding by the FWC:

- Attribution for full Grant funding: "This (research, publication, project, web site, report, etc.) was funded by the Contra Costa County Fish and Wildlife Committee."
- Attribution for partial Grant funding: "This (research, publication, project, web site, report, etc.) is funded in part by the Contra Costa County Fish and Wildlife Committee."

- 3) Project schedule - The project must be completed within a year from the date you receive notification of funding (by May 2024).
- 4) Project budget (itemized). The Fish and Wildlife Committee generally does not recommend funding for operating costs and overhead. Examples for these include staff salaries, health insurance, and operation costs such as electricity to run an office. If an hourly rate is listed, overhead costs need to be itemized separately. The Committee generally gives preferences to funding material expenses (e.g. purchase of equipment and materials).
- 5) Annual budget for the applying organization (not itemized).
- 6) Statement describing the applying organization, listing the Board of Directors and officers of the organization, and listing all affiliated organizations.
- 7) Statement describing the qualifications of the sponsoring organization and participating individuals for completing the project.
- 8) List of individuals responsible for performing project and of individuals responsible for overseeing project.
- 9) Statement describing the status of permit approvals necessary to perform project (if applicable).
- 10) Request for an exception to the grant funding cost reimbursement requirement due to financial hardship or an exception for a small project under \$1,000. (This request does not count toward your page limit and is only required if requesting an exception.)

Format:

- Your proposal packet, including cover sheet and any attachments must not exceed four single-sided pages or two double-sided pages, 8.5 by 11 inches in size. Electronic submittals are preferred. Please use 11 point font or larger and ½ inch margins or larger on your pages. *If you submit more than 3 pages plus required cover sheet, your proposal may be disqualified without review.*
- If your project is eligible under Section 13103 (d), (h), (i), or (m) a copy of your draft proposal must be sent to the attention of Maureen Parkes at maureen.parkes@dcd.cccounty.us and received by November 1, 2022. (See exception for Section 13103 (i) on Page 1.) Do not attach an additional cover letter, brochures, posters, publications, CDs, DVDs, large maps or yellow-sticky paper (e.g. Post-It™).
- Your complete application packet including signature must **arrive by 5:00 p.m. on Thursday, January 5, 2023 (Pacific Standard Time)** to be considered for funding. (Please note: A postmark of January 5, 2023 does not satisfy the submission deadline. If submitted after the deadline, your proposal will be disqualified).*

Your complete application should be:

Emailed: maureen.parkes@dcd.cccounty.us

or

Mailed or Hand Delivered**: Contra County Fish & Wildlife Committee
c/o Contra Costa County Dept. of Conservation and Development
30 Muir Road
Martinez, CA 94553-4601
Attn: Maureen Parkes

*Staff will acknowledge receipt of each grant application. If you do not receive an email confirmation of receipt, contact Maureen Parkes prior to the deadline by calling 925-655-2909.

**Due to operating procedures related to COVID-19 safety measures, contact Maureen by email or telephone at 925-655-2909 to coordinate hand delivery of your application to ensure your application is received by the submission deadline.

Final Checklist Before You Submit Your Proposal:

Please note that your proposal will not be considered if you provide more materials than required below:

- Signed Cover page (your proposal will be disqualified if it does not have your original signature on the cover page).
- 3 pages or less on your project description (any extra attachments such as a map and an organization budget will be counted as one of the three page limit.)
- If your project qualifies under Section 13013 (i) and you have been issued a scientific collection permit from the California Department of Fish and Wildlife please include it. (This is not a part of the page limit listed above.)
- Request for an exception to the grant funding cost reimbursement requirement due to financial hardship or an exception for a small project under \$1,000. (This is not a part of the page limit listed above and is only required if requesting an exception).

If you have questions regarding the Contra Costa County Fish and Wildlife Propagation Fund grant process, please contact Maureen Parkes: maureen.parkes@dcd.cccounty.us / (925) 655-2909.

California Fish and Game Code Section 13103.

Expenditures from the fish and wildlife propagation fund of any county may be made only for the following purposes:

- (a) Public education relating to the scientific principles of fish and wildlife conservation, consisting of supervised formal instruction carried out pursuant to a planned curriculum and aids to education such as literature, audio and video recordings, training models, and nature study facilities.
- (b) Temporary emergency treatment and care of injured or orphaned wildlife.
- (c) Temporary treatment and care of wildlife confiscated by the department as evidence.
- (d) Breeding, raising, purchasing, or releasing fish or wildlife which are to be released upon approval of the department pursuant to Sections 6400 and 6401 onto land or into waters of local, state, or federal agencies or onto land or into waters open to the public.
- (e) Improvement of fish and wildlife habitat, including, but not limited to, construction of fish screens, weirs, and ladders; drainage or other watershed improvements; gravel and rock removal or placement; construction of irrigation and water distribution systems; earthwork and grading; fencing; planting trees and other vegetation management; and removal of barriers to the migration of fish and wildlife.
- (f) Construction, maintenance, and operation of public hatchery facilities.
- (g) Purchase and maintain materials, supplies, or equipment for either the department's ownership and use or the department's use in the normal performance of the department's responsibilities.
- (h) Predator control actions for the benefit of fish or wildlife following certification in writing by the department that the proposed actions will significantly benefit a particular wildlife species.
- (i) Scientific fish and wildlife research conducted by institutions of higher learning, qualified researchers, or governmental agencies, if approved by the department. *
- (j) Reasonable administrative costs, excluding the costs of audits required by Section 13104, for secretarial service, travel, and postage by the county fish and wildlife commission when authorized by the county board of supervisors. For purposes of this subdivision, "reasonable cost" means an amount which does not exceed 3 percent of the average amount received by the fund during the previous three-year period, or three thousand dollars (\$3,000) annually, whichever is greater, excluding any funds carried over from a previous fiscal year.
- (k) Contributions to a secret witness program for the purpose of facilitating enforcement of this code and regulations adopted pursuant to this code.
- (l) Costs incurred by the district attorney or city attorney in investigating and prosecuting civil and criminal actions for violations of this code, as approved by the department.
- (m) Other expenditures, approved by the department, for the purpose of protecting, conserving, propagating, and preserving fish and wildlife.

* A scientific collection permit, if required and issued by the California Department of Fish and Wildlife, indicates that the project is eligible to receive Fish and Wildlife Propagation funds.

California Fish and Game Code Section 711.2. (a)

"For purposes of this code, unless the context otherwise requires, "wildlife" means and includes all wild animals, birds, plants, fish, amphibians, reptiles, and related ecological communities, including the habitat upon which the wildlife depends for its continued viability ..."

**Contra Costa County
2023 Fish and Wildlife Propagation Fund
Application Cover Page**

Office Use Only:

Project title:

Organization/Individual applying:

(Organization type: please check one – government, non-profit, school, other (explain))

Address:

Telephone:

Fax:

E-mail:

Name and title of contact person:

One sentence summary of proposal:

Requested grant:

Proposal prepared by (name & title):

Signature (*Typing your name does not count as a signature. If this section is empty, your proposal will not be considered*):

Signed on _____

not cover all costs. A Fish and Wildlife Propagation Fund grant would be used to cover the venue rental fee, printing of programs, signage, name tags, and a commemorative reusable cup for each attendee as part of the welcome packet; rental equipment; and refreshments provided by a local indigenous-owned restaurant. Expenses not covered by tickets sales and a Fish and Wildlife Propagation Fund grant if approved, will be funded by the Flood Control District and sponsors (some of the committed sponsors include the U.S. Fish and Wildlife Service's Partners Program, the California Department of Water Resources, the East Contra Costa County Habitat Conservancy, Save Mount Diablo, and Restoration Design Group). Everyone is invited to the symposium regardless of ability to contribute financially. A Fish and Wildlife Propagation Fund grant will help keep the event ticket prices down making the event accessible to more people.

II. Reason for Recommendation/Background

Since 1996, the Fish and Wildlife Committee (FWC) has implemented a structured process for reviewing funding requests. The intent of this structured review process was to replace case-by-case decision-making with a grant process that enables comparative and efficient review of applications.

Occasionally, the Committee receives requests for funds outside of the regular grant cycle. These proposals must meet all the regular requirements of applications as well as justify why the funding request should be considered outside the regular cycle.

On May 21, 1997, the FWC approved the following criteria for reviewing grant requests outside the normal grant review cycle: The majority of projects will be reviewed simultaneously once per year. Projects can be reviewed individually, outside the annual review cycle if:

- the project is a FWC-initiated project;
- delaying review of the project until the annual review cycle would cause substantial harm to the fish and wildlife resources of the County;
- the project cannot be performed at all unless funding is received from the Fish and Wildlife Propagation Fund sooner than would be possible under the annual review cycle; or
- the project has substantial matching funds which will expire unless funding is received from the Fish and Wildlife Propagation Fund sooner than would be possible under the annual review cycle.

The Fish and Wildlife Committee helped launch the first Creek and Watershed Symposium in 1999, and has generously supported each quadrennial symposia since then, so in some respects, it can be considered a Fish and Wildlife Committee initiated project.

Due to the FWC's requirement that project budgets be itemized in grant applications, CCRCDC did not apply for a grant in the normal 2023 grant cycle. Though symposium planning and related expenses had been anticipated for some time, the actual itemized costs were not available until the spring of 2023.

In order for CCRCDC to ensure that they have materials in time for the October event, they already purchased commemorative cups and made a deposit to reserve the venue. They may need to purchase other items on the itemized budget before a determination about the grant is made, therefore they are requesting a waiver of policy to permit reimbursement for eligible project costs incurred prior to award of funds.

The Fish and Wildlife Committee discussed the CCRCDC out-of-cycle grant application at their May 17, 2023 meeting and unanimously approved the following recommendations:

1. Appropriate \$10,343.00 to Contra Costa Resource Conservation District to cover certain costs for the Contra Costa County Creek and Watershed Symposium including: venue, printing of programs, signage, name tags, and a commemorative reusable cup for each attendee as part of the welcome packet; rental equipment; and refreshments provided by a local indigenous-owned restaurant, Cafe Ohlone.
2. Approve a waiver of policy to permit reimbursement for eligible project costs incurred prior to award of funds.
3. Further, the FWC also recommended that within one year of grant funding approval, or within one month of project completion, whichever comes sooner, recipient must submit a final project report which includes invoices and receipts documenting how funds were spent and the results of the project. Details will be outlined in the grant award packet if funding is approved.

[7 ayes/0 noes]

Ayes: Nicole Balbas, Roni Gehlke, Susan Heckly, Kathleen Jennings, Brett Morris, Daniel Pellegrini, and Cass Rogers; Noes: None; Absent: Madhan Gunasekaran; Abstain: None

Staff recommends that the grant awardee may request modifications to the budget allocations described in their grant application in writing and those requests may be approved by the Fish and Wildlife Committee or the Department of Conservation and Development Director or his designee.

Recommendation(s)/Next Step(s):

APPROVE out of cycle grant in the amount of \$10,343 from the Fish and Wildlife Propagation Fund to the Contra Costa Resource Conservation District to cover eligible past and future costs for the 2023 Contra Costa County Creek and Watershed Symposium to be held on October 26, 2023.

Fiscal Impact (if any):

The recommendation will have no impact on the County General Fund. State law defines how money in the Fish and Wildlife Propagation Fund may be spent and the Board of Supervisors is responsible for authorizing specific expenditures. Providing funds to cover some costs related to hosting the Symposium is consistent with the expenditure criteria established by State law.

Attachments

CCRCD Request for Fish and Wildlife Propagation Funds

Minutes Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

6.

Meeting Date: 06/12/2023
Subject: ADVISORY BODY TRAINING REQUIREMENTS
Submitted For: Monica Nino, County Administrator
Department: County Administrator
Referral No.: IOC 23/5
Referral Name: Advisory Body Recruitment
Presenter: Supervisor Candace Andersen **Contact:** Julie DiMaggio Enea (925) 655-2056

Referral History:

On May 12, 2023, IOC Chair Andersen asked that the IOC consider whether the County should add Implicit Bias training to the required training curriculum for County advisory body members. Currently, advisory body members are required to take training on the Brown Act, Better Government Ordinance, and Ethics for Local Government Officials.

Referral Update:

Free Implicit Bias training modules are available online at multiple sources including:

- [National Institute of Health](#) - a 3-module course designed to help users learn what bias is, how to recognize it, and how to minimize its impact. It promises to provide users with knowledge and strategies to create psychological safety and enhance employee engagement to foster an inclusive workplace culture.
- [Nonprofitready.org](#) - short, engaging courses explain how to train your brain to slow down and stop unconscious bias from leading to unintended negative consequences: Introduction to Unconscious Bias, Addressing Your Unconscious Bias, Supporting an Inclusive Culture
- [Kirwan Institute for the Study of Race and Ethnicity](#) - insights about how our minds operate to increase understanding of the origins of implicit associations. Course promises to uncover some of your own biases and learn strategies for addressing them. Each module is divided into a short series of lessons, many taking less than 10 minutes to complete.
- [UCLA Office of Equity, Diversity and Inclusion](#) - Video series describes how biases and heuristics can influence our decision-making and behavior without us even knowing it.

Recommendation(s)/Next Step(s):

CONSIDER whether the County should add Implicit Bias training to the required training curriculum for County advisory body members.

Attachments

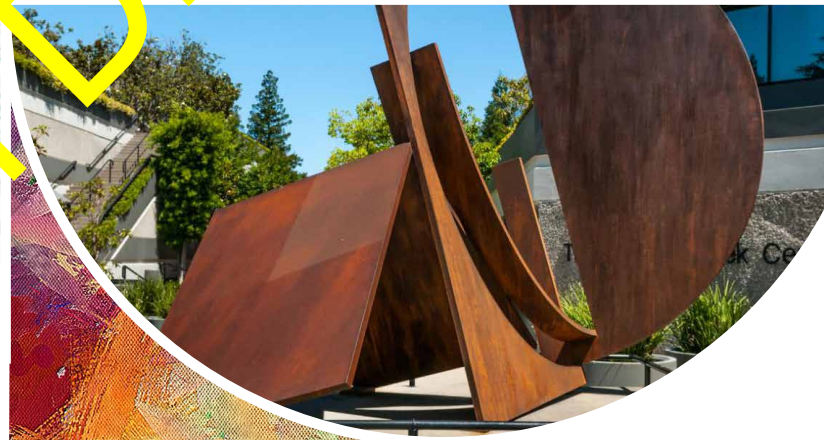
No file(s) attached.

Minutes Attachments

No file(s) attached.



ARTS & CULTURE MASTER PLAN FOR CONTRA COSTA COUNTY



Prepared by

Arts
ORANGE COUNTY

We acknowledge with respect our presence on the ancestral lands of the Yokuts (Yo-Kuts), Karkin (Car Kin), Confederated Villages of Lisjan (Lih-Shawn), Ohlone (Oh-LOW-nee), Bay Miwok (mee-wok) and Muwekma (mah-WEK-mah) peoples.

They are the first inhabitants of Contra Costa County and its first artists.

We honor their legacy and their descendants who live here and continue to be stewards of their homeland and practitioners of their culture. May the plans and actions of this work support these indigenous communities into the future.



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Cover Photos:

Procession of Luminescence by Doran DaDa, Creative Concord, Public Art Mural

Urban Aztec by Jesse Hernandez, Creative Concord, Public Art Mural

Folding Alphabet sculpture by Fletcher Benton, Walnut Creek Public Art

The KTO Project a world music ensemble

Black Swan, Diablo Ballet's Trainee Program, Jordan & Ray Penche

String Instrumental at Los Cenzontles Cultural Arts Academy



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CONTRA COSTA COUNTY LEADERSHIP



Board of Supervisors

District 1: John M. Gioia, Chair

District 2: Candace Andersen

District 3: Diane Burgis

District 4: Ken Carlson

District 5: Federal D. Glover, Vice Chair

Ad Hoc Arts Council Steering Committee

District 1: Najari Smith

District 2: Janet Berckefeldt

District 3: Germaine McCoy

District 4: Arlene Kikkawa-Nielsen

District 5: Ben Miyaji

Nonprofit Foundation: Nilofar Gardezi

Nonprofit Foundation: Margot Melcon

Staff

Monica Nino, County Administrator

Lara DeLaney, Senior Deputy County Administrator

INTRODUCTION

On March 29, 2022, the Contra Costa County Board of Supervisors took a new approach toward identifying and addressing the arts and cultural needs of its community. Dissolving its Arts and Culture Commission, the board chose to pursue a public-private partnership model arts council that is successfully employed by many other counties.

Contra Costa County contracted the services of Arts Orange County, a nonprofit serving as a public-private partner with its own county, to devise a plan based upon community input and guided by a Steering Committee appointed by the Board of Supervisors.

This report shares the Consultant's findings and recommendations, as well as its methodology.



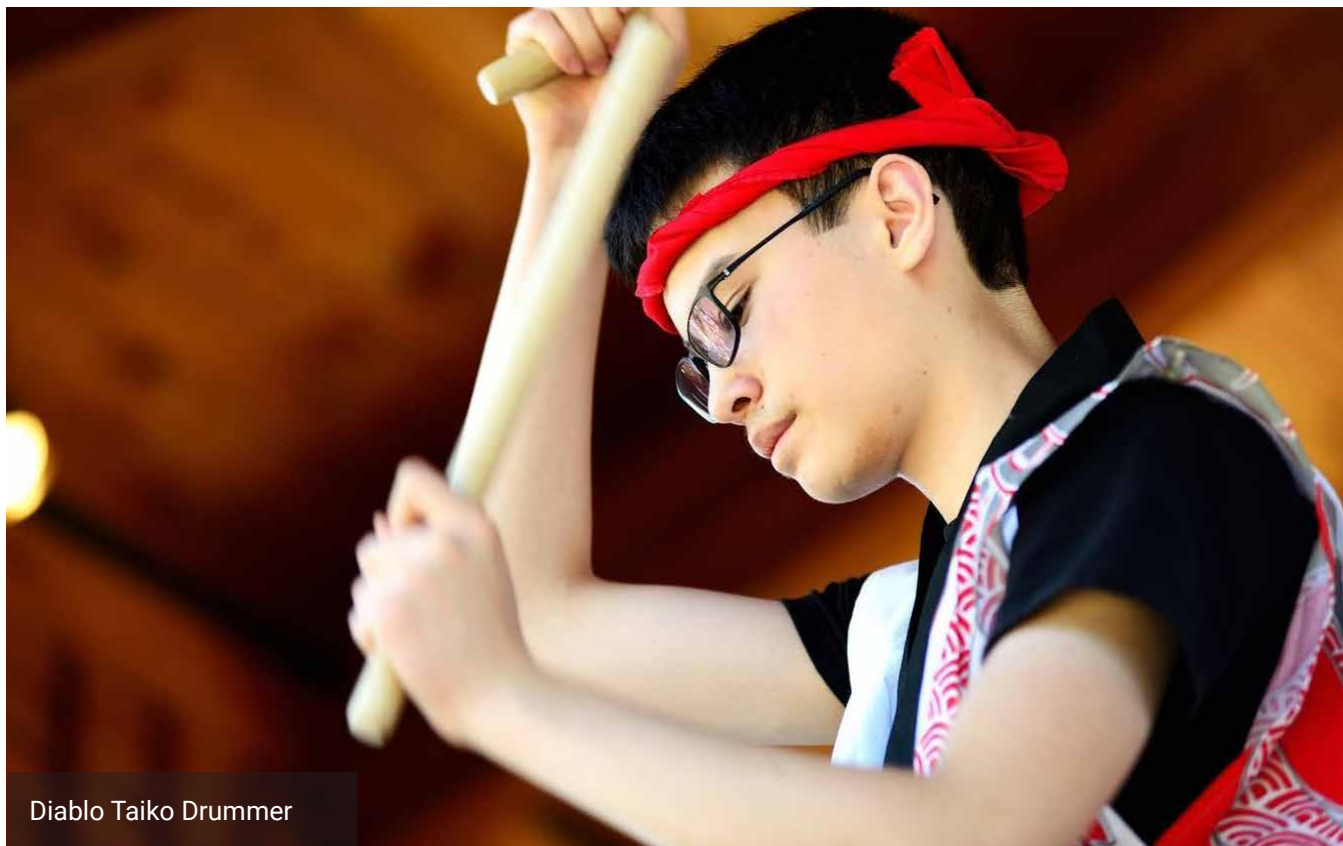
Mount Diablo

ARTS & CULTURE DEFINED

“The arts are fundamental to our humanity. They ennoble and inspire us—fostering creativity, empathy, and beauty. The arts also strengthen our communities socially, educationally, and economically.

Cultural equity embodies the values, policies, and practices that ensure that all people—including but not limited to those who have been historically underrepresented based on race/ethnicity, age, disability, sexual orientation, gender, gender identity, socioeconomic status, geography, citizenship status, or religion—are represented in the development of arts policy; the support of artists; the nurturing of accessible, thriving venues for expression; and the fair distribution of programmatic, financial, and informational resources. ”

- Americans for the Arts



Diablo Taiko Drummer

Top Ten Reasons to Support the Arts

(Source: Americans for the Arts)

Arts unify communities. 72% of Americans believe “the arts unify our communities regardless of age, race, and ethnicity” and 73% agree that the arts “helps me understand other cultures better”—a perspective observed across all demographic and economic categories.

Arts improve individual well-being. 81% of the population says the arts are a “positive experience in a troubled world,” 69% of the population believe the arts “lift me up beyond everyday experiences,” and 73% feel the arts give them “pure pleasure to experience and participate in.”

Arts strengthen the economy. The nation’s arts and culture sector—nonprofit, commercial, education—is an \$919.7 billion industry that supports 5.2 million jobs. That is 4.3% of the nation’s economy—a larger share of GDP than powerhouse sectors such as agriculture, transportation, and construction. The arts have a \$33 billion international trade surplus. The arts also accelerate economic recovery: a growth in arts employment has a positive and causal effect on overall employment.

Arts drive tourism and revenue to local businesses. The nonprofit arts industry alone generates \$166.3 billion in economic activity annually—spending by organizations and their audiences—which supports 4.6 million jobs and generates \$27.5 billion in government revenue. Arts attendees spend \$31.47 per person, per event, beyond the cost of admission on items such as meals, parking, and lodging—vital income for local businesses. Arts travelers are ideal tourists, staying longer and spending more to seek out authentic cultural experiences.

Arts improve academic performance. Students engaged in arts learning have higher GPAs, standardized test scores, and college-going rates as well as lower drop-out rates. These academic benefits are reaped by students across all socio-economic strata. Yet, the Department of Education reports that access to arts education for students of color is significantly lower than for their white peers. 91% of Americans believe that arts are part of a well-rounded K-12 education.

Arts spark creativity and innovation. Creativity is among the top five applied skills sought by business leaders—per the Conference Board’s Ready to Innovate report—with 72% saying creativity is of “high importance” when hiring. Research on creativity shows that Nobel laureates in the sciences are 17 times more likely to be actively engaged as an arts maker than other scientists.

Arts have social impact. University of Pennsylvania researchers have demonstrated that a high concentration of the arts in a city leads to higher civic engagement, more social cohesion, higher child welfare, and lower poverty rates.

Arts improve healthcare. Nearly one-half of the nation’s healthcare institutions provide arts programming for patients, families, and even staff. 78% deliver these programs because of their healing benefits to patients—shorter hospital stays, better pain management, and less medication.

Arts for the health and well-being of our military. The arts heal the mental, physical, and moral injuries of war for military servicemembers and Veterans, who rank the creative arts therapies in the top four (out of 40) interventions and treatments. Across the military continuum, the arts promote resilience during pre-deployment, deployment, and the reintegration of military servicemembers, Veterans, their families, and caregivers into communities.

Arts strengthen mental health. The arts are an effective resource in reducing depression and anxiety and increasing life satisfaction. Just 30 minutes of active arts activities daily can combat the ill effects of isolation and loneliness associated with COVID-19.



Students at East Bay Center for the Performing Arts in Richmond

EXECUTIVE SUMMARY

Contra Costa County has a long history of arts and culture, beginning with the artistic and cultural practices of its native peoples, and then growing with its population over the years. In 1889, the Martinez Opera Contra Costa was founded; the Contra Costa County Library opened in 1913; and the El Campanil Theatre in Antioch opened in 1928. Contra Costa County is the birthplace of jazz legend Dave Brubeck and Academy Award-winning actor Tom Hanks, and Nobel laureate Eugene O’Neill came to live in a home he built in Danville. A watershed moment for the county took place in 1990 when the Regional Center for the Arts (now Leshner Center for the Arts) was built, opening with multiple stages and an art gallery, in Walnut Creek. (A more detailed timeline of Contra Costa County Arts & Culture History may be found beginning on page 42).

Today, the arts landscape of Contra Costa County is comprised of more than 300 arts and cultural organizations and venues. Richmond is home to some of the longest established and most innovative organizations, giving expression to that richly multicultural community and serving children, youth, and the disabled: Richmond Art Center, Los Cenzontles, East Bay Center for the Performing Arts, and NIAD. Lafayette, Moraga and Orinda are home to many artists, a noted Shakespeare theatre, and an arts council that was the result of a visionary merger of organizations serving each of the three cities. Cities are playing an important role in serving the arts and cultural needs of their communities through art in public places programs, which exhibit more than 450 works countywide. East County, historically an agricultural area, has grown rapidly in population and sees the need for its arts infrastructure to catch up.

Despite this rich history, the artists and arts & culture organizations of Contra Costa County have lacked a unifying presence that can represent their interests, advocate for their needs, facilitate their communications, and foster their connectivity. That is the role that arts councils play in counties around California and, indeed, across the United States. It is the role that the Arts & Culture Commission of Contra Costa County (AC5) attempted to fill for 28 years but was hampered by limited resources and the limitations of operating as a governmental entity. The opportunity to replace it with a model used in 43 California counties—a nonprofit public-private partner organization—with ample startup resources to achieve sound footing, now presents itself.

Contra Costa County has many elements of what comprise a world-class arts community that is inclusive, equitable, and accessible and diverse. What it lacks is ample financial resources, a feeling of being part of a countywide arts community with shared aspirations, and the innovation that blossoms from cross-pollination of artists and arts/culture organizations among the county's cities.

IMAGE TO COME

Image credits

VISION, VALUES, MISSION

VISION

Contra Costa County will be a place where:

- arts and culture are integrated deeply into daily community life of all 19 of its cities and its unincorporated towns and places
- arts and culture reflect and celebrate the diversity of the County's people, including those that have been historically underrepresented
- arts and culture are accessible equitably to all, regardless of socio-economic status
- arts and culture contribute positively to the health and well-being of all
- arts participation is robust
- arts education is fundamental and is well-supported financially
- artists can live fulfilling and prosperous lives
- public art can be seen everywhere
- arts and culture build bridges between generations
- arts and culture create civic cohesion



Rebeca Garcia-Gonzalez finishing a mural at Richmond Art Center

VALUES

Contra Costa County's arts council will:

- affirm that racial and cultural equity is vitally important to all endeavors, including the creative sector
- model and promote best practices in equity, diversity and inclusion
- foster cooperation and collaboration among those within the arts & culture community and between cities and the County
- empower all generations, people of all backgrounds, and all geographic areas of the County to be heard and to participate fully
- embrace its role as a unifying force for arts and culture countywide and as a nexus for advancing broader goals of equity through the arts and culture

MISSION

The Contra Costa County arts council will advance its vision and values by:

- connecting the creative and cultural community in meaningful and productive ways
- communicating widely the importance and availability of what the creative community offers
- supporting artists, arts organizations and arts education in equitable ways
- advocating for resources to strengthen the creative community in equitable ways
- ensuring that its work is continuously informed by and responsive to community input



Sculpture in Clayton

COMMUNITY INPUT

Ad Hoc Arts Council Steering Committee

Appointed by the Board of Supervisors on November 29, 2022, upon recommendation of the Internal Operations Committee following an open application process, the Ad Hoc Arts Council Steering Committee has met 5 times, with an additional meetings scheduled for June to review the final draft of this Plan. In addition, the Steering Committee will provide input on the RFP process for the identification of an organization to serve as the County arts council.

The Consultant provided the Ad Hoc Committee with regular status reports of its research, invited Committee members to review the research results for accuracy, and to review and make suggested modifications to the online survey draft. The Committee also reviewed the list of proposed key stakeholder interviewees and provided the Consultant with additional suggestions. Committee members promoted and attended the Community Visioning Sessions, and they promoted the online survey to their networks.

Key Stakeholder Interviews

The Consultant conducted 68 interviews with key stakeholders from November 2022 to April 2023. Interviewees were advised that their comments would be confidential and that any specific quotations used by the consultant would be without attribution. In addition to those independently identified by the consultant, interviewees were selected based upon suggestions made to the consultant by County Supervisors, County staff, and members of the Ad Hoc Arts Council Steering Committee.

Stakeholders interviewed were located in each of the five Supervisorial districts in almost equal proportions, as well as several that represent organizations serving multiple districts or the entire county. Stakeholders represented the following constituencies: artists, arts educators, arts and cultural organizations, philanthropic organizations, business, and government, including interviews with all 5 Contra Costa County Supervisors.

Visioning Sessions

A total of 6 visioning sessions were conducted, the first of which was with the members of the Ad Hoc Steering Committee at its inaugural meeting on January 18, 2023. Subsequently, 5 Community Visioning Sessions were held in each of the County's supervisorial districts: March 14-Walnut Creek (District 4), March 15-Oakley (District 3), March 16-Pittsburg (District 5), March 17-Danville (District 2), March 18-Richmond (District 1). All were live, in-person gatherings, facilitated by the Consultant and included a bi-lingual team member to assist Spanish speaking participants. Total attendance exceeded 160 participants.

Online Survey

On March 14, an online survey was launched. The survey closed on April 30, with 478 verified responses.

More details about Community Input are included in Appendix A.



Point Richmond Summer Concert Series

CONTRA COSTA ARTS COUNCIL RECOMMENDED SERVICES

GOAL: EQUITABLE CONNECTIVITY & COMMUNICATIONS RESOURCES

INFORMATION RESOURCES

Arts & Cultural Inventory Database

Database would include:

- Arts Venues – a list of venues that are available for use for arts & cultural events, including their size, technical specifications, seating capacity, usage fees, and contact information.
- Art in Public Places – a list of all works of public art countywide
- Arts & Cultural Organizations – a list of all arts and cultural organizations countywide
- Artists – a list of artists countywide

Database would serve:

- Artists in Contra Costa County
- Arts & Culture Organizations in Contra Costa County
- Arts educators and students, researchers
- Local government

Comprehensive Countywide Arts Web Portal

Drawn from the Arts & Culture Inventory Databases mentioned above, compile and maintain a comprehensive, user-friendly, interactive searchable website containing the following:

- Listing of all arts & cultural events (performances, exhibitions, festivals, readings; live and virtual)
- All arts & cultural organizations (including schools, libraries, cities)

- All venues for arts & cultural activities (including schools, libraries, cities, parks, restaurants)
- Artists Registry (all artistic disciplines)
- Art in Public Places (publicly owned and privately owned within public viewshed)
- Opportunities (Arts Jobs, Auditions, Calls for Artists, Classes, Grants, Volunteering)
- Contest polling (for student art competitions)

Listings would include images, brief description, links to website, social media links, locator maps.

The website would include “plug-in” apps that provide accessibility tools to people who are visually impaired and the ability to translate the website into multiple languages.

Listings would be free of charge to all wishing to post information, and would be reviewed, approved and managed by the arts council.

Portal would offer free access to all, and would serve:

- Arts consumers who are Contra Costa County residents
- Arts consumers who are visitors to Contra Costa County
- Artists in Contra Costa County
- Arts Organizations in Contra Costa County
- Arts educators and students, researchers
- Local government

Portal would have a mechanism for subscribers to opt-in and receive arts council communications.

Portal would be branded & marketed for maximum public acceptance and impact.

Arts Consumers Database

A master list of people who are members, subscribers, and attendees of arts throughout Contra Costa County will strengthen the ability of all local arts organizations to build their audiences. A common practice in most communities brings together organizations to establish with a neutral database vendor a place to house a collective list that can be shared according to mutually agreed upon protocols for arts marketing purposes without compromising ownership of the original lists. This enables them to trade mailing lists with one another and run analytics about their data without needing to be on the same ticketing or donor management platform. The arts council will serve as the catalyst and facilitator for its creation.

NETWORKING & PROFESSIONAL DEVELOPMENT RESOURCES
Roundtable Convenings

Convene arts & cultural leaders

Live and virtual

Regularly scheduled convenings of specific or combinations of cohorts

Cohorts might include:

- artists
- museums
- historical societies & heritage sites
- performing arts producers/presenters/venues
- art galleries
- municipal arts coordinators
- dance organizations
- community theatres
- music organizations
- choral organizations
- arts deans of colleges
- arts educators and arts education organizations
- arts therapy & arts wellness organizations
- organizations by budget size (small, medium, large)
- emerging arts leaders



Agendas might include:

- Reporting about arts council services available
- Reporting about funding opportunities from public and private sector
- Reporting about policies affecting the field
- Reporting about important regional, state and national resources
- Facilitated roundtable information sharing by attendees
- Topic-focused discussions announced in advance

Convenings are an effective way to “take the temperature” of the field and to encourage regular communication with and input from underrepresented communities in order to ensure that the arts council continues to be responsive.

Trainings, Workshops, Informational Webinars

Offer periodic live and virtual workshops by topic, free of charge, open to all cohorts, and featuring experts in the fields of:

- Diversity, equity and inclusion
- Audience development and marketing
- Fund development
- Nonprofit finance
- Human resources management
- Basic business skills for artists
- Advocacy

Programs may be offered in collaboration with service organizations such as Contra Costa County Office of Education, Theatre Bay Area, Association of Fundraising Professionals, Nonprofit Finance Fund, Cal Nonprofits, Californians for the Arts, Americans for the Arts, Create CA, area institutions of higher education.

Technical Assistance

Assist artists and arts organization leaders in connecting to resources, by:

- Hosting live and promoting virtual grant application workshops by grantmaking organizations
- Providing direct technical assistance on applying to these grantmakers through email and phone responses
- Refer applicants with a need for greater assistance to grantwriters in the community and cover the costs of such assistance as budget permits

COMMUNICATIONS & MARKETING RESOURCES**Newsletter**

Produce and disseminate a regular e-newsletter. Features to include:

- grant opportunities available
- comings and goings in the field locally
- opening of new venues and organizations
- announcements of major grants & philanthropic gifts to local arts organizations
- awards received by local artists and arts organizations
- topical arts-related news digested from regional, national and international news sources
- advocacy alerts

Social Media

Establish a social media presence and maintain a regular schedule of social media communications, to:

- Build awareness of and engagement with the arts council
- Drive users to the web portal
- Promote opportunities to artists and arts organizations
- Share information contained in the newsletter

Marketing Services

Offer an affordable fee-based marketing program available to local arts & cultural organizations, including:

- customized e-blast to opt-in subscribers list
- banner advertising on website
- social media posts



GOAL: ADVOCACY FOR ARTS & EQUITY

The arts council, in its role representing the countywide arts & cultural community, has a vital role to play in advocacy, including to:

- Establish and maintain regular communications with elected officials at the federal, state, county and municipal level, keeping them informed about the county's arts community
- Provide the arts community with information about their elected representatives
- Convene county arts & cultural leaders to meet their elected representatives
- Document the economic impact of the county's arts & culture on a regular basis through conducting, participating in, and promoting the results of surveys (e.g. Americans for the Arts' "Arts & Economic Prosperity" study and the annual Otis Report on the Creative Economy of California), or by contracting with an economics consulting firm
- Keep informed by joining Americans for the Arts (AFTA) and Californians for the Arts (CFTA), the national and state arts advocacy organizations
- Participate in "get out the vote" promotions conducted by AFTA and CFTA
- Share information with the county's arts & cultural community about public funding and arts-related legislation and encourage them to make their voices heard about these matters
- Engage in direct, strategic advocacy with elected officials and county staff leaders regarding allocation of Measure X and/or other funding to support the arts & cultural community
- Establish and maintain regular ongoing communication with the Contra Costa County Office of Education (CCCOE) to help inform the arts community of the status of arts education in the public schools and, in particular, their use of the new Proposition 28 funding for art and music instruction. Work with CCCOE to brief arts organizations countywide about the opportunities to provide instructional services through access to the portion of Prop 28 funding available for contracting community arts partners.
- Work closely with Create CA, the statewide arts education advocacy organization, in encouraging the establishment of local advocacy networks that will monitor adherence to State-mandated arts instruction in local schools and districts, and advocate for strengthening it.

GOAL: EQUITABLE SUPPORT FOR ARTISTS & CULTURAL ORGANIZATIONS

GRANTMAKING & RESOURCE DEVELOPMENT

Grantmaking

Seek out opportunities to provide grant funding to artists, arts & cultural organizations, and arts & culture programming by non-arts organizations. This can be accomplished through these options:

- Serve as official arts & cultural re-granting agency for Contra Costa County, with a goal to establish an ongoing County arts grants program of \$1,161,000 (\$1 per capita) beginning in 2025-26, drawn from Measure X or other funding sources
- Manage, when available, re-granting funds from the California Arts Council or National Endowment for the Arts, or other sources

These activities would follow well-established best practices, with tasks such as:

- Planning and administering the overall grantmaking program, including preparation of timelines, budgets, and eligibility guidelines with clearly defined eligibility parameters
- Planning and administering a peer panel grant review process, including the recruitment, training and coordination of the peer panelists
- Promoting widely the grant opportunity to all eligible constituencies, ensuring accessibility to those with disabilities and underrepresented communities
- Providing free technical assistance to grant applicants, including grant application workshops, direct email and phone response to individual applicants and, where necessary, referral to local grantwriters
- Thorough and accurate record-keeping and reporting
- Distribution of funds
- Convening grant recipients for peer learning
- Check-ins with grant recipients to monitor their progress in achieving grant impact goals
- Designing and collecting final reports from the grant recipients
- Evaluating and reporting on the impact of the grantmaking program

Arts Council staff can also act as advisors to local foundations on their arts & cultural grantmaking or serve on peer review panels for other grantmaking programs. This provides a knowledgeable Contra Costa voice on such panels as well as the opportunity to bring back to the arts council additional best practices in grants management for future use.



NIAD Art Center in Richmond



Cal Shakes in Orinda

GOAL: ONGOING COMMUNITY ENGAGEMENT, RESPONSIVENESS & LEARNING

The arts council will rigorously maintain an ongoing state of preparedness in soliciting community input, by:

- Conducting regular surveys of its constituents about the impact and ease of use of its services
- Conducting post-program/event surveys of attendees/participants
- Prompt response to inquiries
- Civil engagement on social media
- Open office hours
- When appropriate, engaging independent evaluations of its work

The arts council will respond to community input, by:

- Assessing whether its services and programs are meeting goals of equity and inclusion
- Making appropriate adjustments to existing services and programs
- Converting its findings into strategic goals
- Determining the continued value of services and programs

The arts council will commit to the principle that its knowledge base must be continuously refreshed through formal and informal opportunities to learn from others in the field and to apply innovative thinking to the pursuit of its service to the community. This includes:

- Participating in professional associations
- Attending conferences and conventions
- Routinely reading published materials about ideas and practices within the field and in other sectors
- Understanding that the work of the arts council must always be relevant and never become stagnant

GOAL: EQUITABLE PROGRAMMING

PROGRAMMING

On a selective and limited basis, offer direct arts & cultural “gap” programming.

The criteria should be based on the following:

- Program will not divert the arts council’s capacity to perform fully its primary mission as a service organization
- Program is mandated by a funder providing general operating support (e.g. California Arts Council requires that its State-Local Partner county arts councils grantees administer the Poetry Out Loud program for their county and a portion of the grant is restricted to that use)
- Program is not offered by other local arts & cultural organizations nor will it compete with similar programs that exist and are offered by others, and it addresses a specific need or constituency AND there is additional funding available to cover the costs (e.g. AC5’s ABOUTFACE program for military veterans was launched with a California Arts Council Veterans in the Arts grant)
- Program is broadly collaborative and arts council is best-positioned to serve it as an “umbrella” (e.g. a countywide event or festival involving many local organizations producing their own events, but which does not require the arts council to be the producer) AND there is additional funding available to cover the costs
- Program is intended for the specific purpose of raising funds to support the work of the arts council (e.g. a fundraising gala)
- Arts council is best-positioned to operate the event as a neutral entity (e.g. producing an annual arts awards event that recognizes artists, arts organizations, arts patrons, from throughout the county) AND there is additional funding available to cover the costs
- Program is part of the arts council’s expanded scope of services with Contra Costa County (e.g. management of a County art in public places program) AND there is additional funding available to cover the costs

Poetry Out Loud

Resume coordination of the annual Poetry Out Loud (POL) program in Contra Costa County, in collaboration with the Contra Costa County Office of Education. Upon its designation as the county’s official State-Local Partner (SLP) and resumption of funding under the SLP grant program, the arts council will be required by California Arts Council to operate POL.



Delta Art Gallery in Brentwood

Art Passages

Resume coordination of the exhibitions program in designated County building spaces, possibly by subcontracting the work to a curator/installer.

AboutFACE

Explore ways to restart this art program for military veterans, possibly by identifying an organization willing to adopt the program or by subcontracting work to a teaching artist.

ARTS COUNCIL PROJECTED BUDGET

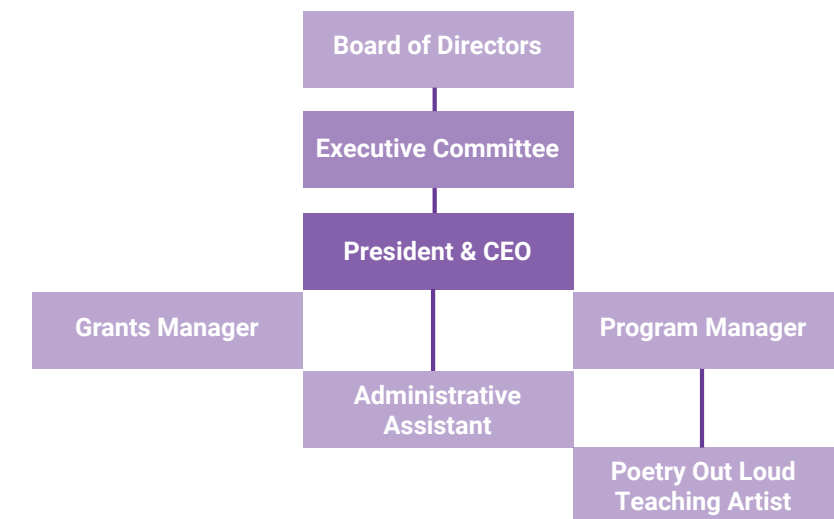
Estimated Budget			2023-24	2024-25	2025-26	2026-27	2027-28
Income							
<i>Contributed Income</i>							
Contra Costa County (from Measure X or other sources)			\$262,500	\$275,625	\$289,406	\$303,877	\$319,070
California Arts Council - State-Local Partner Grant			\$0	\$75,000	\$75,000	\$75,000	\$75,000
Foundations (Private, Community, Corporate)			\$125,000	\$132,500	\$150,000	\$162,500	\$175,000
Awards Event (net)			\$0	\$10,000	\$20,000	\$30,000	\$40,000
<i>Earned Revenue</i>							
Marketing services			\$0	\$5,000	\$7,500	\$10,000	\$12,500
Memberships			\$0	\$5,000	\$7,500	\$10,000	\$12,500
Total Income			\$387,500	\$503,125	\$549,406	\$591,377	\$634,070
Expenses							
Personnel	President & CEO (Full-time)	Year 1 - 9 months; \$125k base	\$93,750	\$132,000	\$140,000	\$147,000	\$154,000
	Grants Manager (Full-time)	Begins Year 3	\$0	\$0	\$100,000	\$105,000	\$110,000
	Program Manager (Full-time)	Year 1 - 7 months	\$43,750	\$79,000	\$84,000	\$89,000	\$95,000
	Administrative Assistant (Full-time)	Year 1 - 6 months	\$20,000	\$42,000	\$45,000	\$47,500	\$50,000
	Poetry Out Loud Teaching Artist (Part-time)			\$5,000	\$5,500	\$6,000	\$6,500
	Fringe benefits (est. 15%)		\$23,625	\$38,700	\$56,175	\$59,175	\$62,325
Web portal - Development & license (Year 1) & annual license			\$15,000	\$9,000	\$9,000	\$9,000	\$9,000
Web portal - Branding & graphics consulting (one-time cost)			\$10,000	\$0	\$0	\$0	\$0
Web portal - Launch campaign; annual marketing			\$30,000	\$12,000	\$13,000	\$14,000	\$15,000
Convenings (meeting space, refreshments)			\$3,000	\$6,000	\$9,000	\$12,000	\$15,000
Accounting and Bookkeeping Services			\$5,000	\$6,000	\$7,000	\$8,000	\$9,000
IT Expenses			\$5,000	\$12,000	\$12,000	\$12,000	\$12,000
Office Space	Year 1 - 6 months		\$12,000	\$24,000	\$26,000	\$28,000	\$30,000
Travel (AFTA & CFTA in DC & Sacramento)			\$1,500	\$3,000	\$3,000	\$3,000	\$3,000
POL - Prizes & winner's travel to Sacramento			\$0	\$1,000	\$1,000	\$1,000	\$1,000
Contingency			\$5,000	\$7,500	\$10,000	\$10,000	\$10,000
Total Expenses			\$267,625	\$377,200	\$520,675	\$550,675	\$581,825
Net Surplus (Loss)			\$119,875	\$125,925	\$28,731	\$40,702	\$52,245
Cash Reserve			\$80,000	\$180,000	\$190,000	\$220,000	\$270,000
Pass-through funding							
Grantmaking (County)	Begins Year 3		\$0	\$0	\$1,161,000	\$1,219,050	\$1,280,003

Budget Notes: Contributed Income: Contra Costa County - 5% increase annually
 Pass-through funding: indexed to County population, based on \$1 per capita, 5% increase annually

ARTS COUNCIL YEAR 1 PROJECTED TASKS

	2023		2024
	Q3	Q4	Q1
Issue RFP for new arts council	August		
Select organization or individual		November	
Contract executed		December	
Arts Council begins work		January	
Opens office or begins virtually		January	
Creates contact database		January	
Hires staff		January	
Develops web portal branding & marketing		January	
Collects, enters data for web portal		February	
Develops & deploys first newsletter (thereafter semi-monthly)		February	
Develops plans for convenings & trainings		February	
Begins Observing Poetry Out Loud run by CCCOE		February	
First convenings			March
Plan Arts & Culture Month (April) activities			March
Beta-test of web portal			April
Arts & Culture Month activities			April
Prepare for Form 990 Filing			April
Launch web portal			May
Prepare Next Fiscal Year Budget			May
Budget Approval			June
First training			June
Conduct Performance Reviews			June

Organizational Chart



RESPONSIBILITIES

President & CEO

Organizational direction and management including strategic planning, Board management, financial management, human resources management, external communications and advocacy, fund development

Grants Manager

Manage County-funded grants program, external communications and advocacy, evaluation and impact assessment

Program Manager

Manage Web Portal Project, Poetry Out Loud, Marketing services, Roundtables, Technical Assistance

Administrative Assistant

Data collection, entry and management, assist President & CEO, Grants Manager, Program Manager

Poetry Out Loud Teaching Artist

Coaches participating students

GOVERNANCE

Board of Directors

- California requires a minimum of 3 members on a nonprofit Board of Directors.
- Existing organizations applying to become the arts council should be asked for their Board roster, including affiliations, and their intentions regarding the composition of the Board should they be selected.
- Individuals seeking to establish a new 501c3 organization or convert to one from fiscal sponsorship status should be asked to name at least 3 individuals that have agreed to serve on the Board, including their affiliations.
- It is common for the size of a startup organization's Board of Directors to be small in order to facilitate quick decision-making during the early development and growth period. Over time, the Board should be expanded to provide for increased representation. Under these circumstances, it is common practice to establish an Executive Committee to act on behalf of the full Board between meetings.

ABOUT THE CONSULTANT

Arts Orange County is the leader in building appreciation of, participation in, and support for the arts and arts education in Orange County, California. Founded in 1995, it is designated by the Board of Supervisors as the official local arts agency and State-Local Partner for the County of Orange. In addition to traditional arts council programs and services, Arts Orange County provides consulting services to arts organizations, higher education, local, county and state government in the areas of grantmaking, cultural planning, and public art project management.

Richard Stein, President & CEO

For this project:

Tracy Hudak, Facilitator & Researcher

Victor Payan, Community Engagement Specialist

Roger Renn, Local Arts Specialist

Karin Schnell, Municipal Arts Specialist

Ashley Bowman, Public Art Specialist



APPENDIX A

PURPOSE OF PROJECT

“The Arts and Culture Commission of Contra Costa County (also known as AC5) was established in 1994 to advise the Board of Supervisors in matters and issues relevant to arts and culture; to advance the arts in a way that promotes communication, education, appreciation, and collaboration throughout Contra Costa County; to preserve, celebrate, and share the arts and culture of the many diverse ethnic groups who live in Contra Costa County; to create partnerships with business and government; and to increase communications and understanding between all citizens through art. Most importantly, the mission of the Commission was to promote arts and culture as a vital element in the quality of life for all citizens of Contra Costa County.

While AC5’s work was instrumental in the development and support of numerous vital arts and culture programs and initiatives over the years, the organizational structure was ultimately deemed not as constructive to the mission as a public-private partnership Arts Council could be.

On March 29, 2022, the Board of Supervisors dissolved the Arts and Culture Commission and directed County Administration staff to procure or establish a nonprofit public-private partnership Arts Council for the county, to serve as the county’s State-Local Partner (SLP) with the California Arts Council (CAC)."

–Contra Costa County Board of Supervisors Agenda Item for Appointment of Ad Hoc Arts Council Steering Committee, November 29, 2022

ARTS COUNCILS & STATE-LOCAL PARTNERS

California’s county arts councils “provide access to funding, professional development and technical assistance to artists and arts organizations of all sizes and disciplines, as well as provide direct art programs where gaps may exist. In larger communities, they are often relied upon to serve the needs of communities with hundreds of arts organizations and thousands of artists.”

- 53 of California’s 58 counties have an arts council—each designated by its county’s Board of Supervisors as the official “State-Local Partner” (SLP) for that county. Five counties have arts councils currently in development, including Contra Costa County. 43 of the SLPs are independent non-profit organizations, while 8 are a division of their county government.
- “The State-Local Partner (SLP) program was established by the California Arts Council (CAC) in 1980 with the goal of using California’s state and county government network to ensure public funds reach the local level and support artists, arts organizations and cultural groups, thereby strengthening all communities throughout California.”
- “The majority of SLPs have annual operating budgets which are small to medium-sized. SLP annual budget sizes include: 20 SLPs under \$250,000; 26 SLPs \$250,000-\$999,000; 3 SLPs \$1-4 million; 4 SLPs \$10 million and larger.”
- In 2023, the CAC has allocated grant funding to each of its State-Local Partners in the amount of \$75,000, \$5,000 of which is specifically restricted to the administration of the Poetry Out Loud Program in each county. The amount of the remaining funds is subject to adjustment based upon the peer review panel ranking each county arts council receive, sometimes reduced significantly based on performance.
- The Arts & Culture Commission of Contra Costa County (AC5) served as the county’s State-Local Partner until its dissolution in 2022. The county intends to designate the new arts council to serve that role.

Sources: California Arts Council; California Coalition of County Arts Agencies

SOURCES OF FUNDING FOR COUNTY ARTS COUNCILS

Arts councils rely upon a variety of sources of funding to support their work, depending upon their respective communities.

PUBLIC FUNDING

Federal

National Endowment for the Arts (NEA) is the primary federal agency providing direct support to county arts agencies, and has multiple funding programs with deadlines throughout the year. Grants are for projects, not general operating support, and are awarded through a competitive process of staff and peer panel review. With an annual budget of only about \$200 million to serve the entire nation, NEA grants typically range from \$10,000 to \$50,000. Its “Our Town” Grants Program awards up to \$200,000 for one-time signature creative placemaking projects. All NEA grants must be matched on a dollar-for-dollar basis with other funding, and payments are made in arrears upon documenting expenses and matching funds.

Congressionally Directed Spending Requests (commonly referred to as “earmarks”) are requests made by Members of Congress as part of the discretionary spending portion of the annual federal government budget. Earmarks were eliminated for a number of years, but returned during recent Congresses. Requests must be made through the local Member of Congress, who usually receives many such requests and is limited to proposing a small number, not all of which will be funded. These are generally one-time awards directed primarily to significant initiatives, such as a building campaign. The sums are generally in excess of \$1 million.

State

California Arts Council (CAC) is the primary state agency providing director support to county arts agencies, and has multiple funding programs with deadlines throughout the year. Its State-Local Partner (SLP) Program is the primary grant program for county arts agencies that receive the SLP designation from their County Board of Supervisors, and currently provides \$70,000 in core funding (the full amount is generally reduced slightly based upon peer panel review rankings, as this is a competitive grant program) plus \$5,000 (full amount awarded) to help subsidize each county arts council’s “Poetry Out Loud” Program. The SLP Program grant

application deadline is currently June 6. County arts agencies are also eligible to apply for certain other CAC annual project grant programs, where funding generally does not exceed \$30,000. These grants also require matching funds be raised.

District Spending Requests, similar to federal earmarks, are available through State Senators and Assemblymembers. They operate similarly to what is described above.

County

Contra Costa County previously funded its Arts & Culture Commission through General Fund monies included in its annual budget. With the passage of Measure X, a special supplementary sales tax, Contra Costa County is funding local organizations and initiatives designed to address inequity and injustice in a variety of ways, including arts and culture. Funds from Measure X for the arts were approved in the amount of \$250,000 in 2023, and have been described by County officials as being available in whole or in part to the county arts council for operating support, when it is designated. Some officials have suggested that, once well-established, the county arts council could receive increased Measure X funding for operating support, and that Measure X could also be a potential source of funds to establish arts and culture grantmaking countywide. Additionally, the County can provide some measure of in-kind support for the new arts council in the form of office space, use of equipment, supplies and services. Increasingly, counties have learned the benefits of the arts in achieving their goals in the areas of healthcare, mental health, corrections, and re-entry, and are tapping into those departmental budgets to fund such programs.

Other Sources of Public Funding

Transient Occupancy Tax (TOT) and/or Business Improvement District (BID): TOT is a hotel tax levied per room night in many cities to support their General Fund budgets. Many specify all or a portion of this mechanism to fund the arts, based on the premise that arts and culture attract visitors. Indeed, studies have shown that “cultural tourism” incents visitors to add “room nights” to their stay, providing increased economic benefit to the community—and more hotel tax revenue. Where cities may rely on TOT for other municipal needs, a BID may be established. A class of visitor serving businesses (e.g. hotels) may vote to establish an additional fee per room night that is administered by the city like TOT, but specifically designating the funds to generate tourism. Such BID funds are used to support Visitor Bureaus, museums, performing arts centers, as well as other arts and cultural organizations.

Development Fee

Although widely known as a mechanism for generating funds for permanent public art (commonly referred to as a “percent for art” program), a broader definition of public art has taken root in recent years to include support for all kinds of endeavors that generate greater accessibility to the arts. These include temporary exhibitions and performance festivals, but could conceivably also include support for a county arts council. Under such programs, a public art fee of (usually) 1% of the total project cost must be allocated by the private developer or local government to install permanent public art on the property or be paid into an in lieu fund that will accrue and be utilized by the municipality for public art projects.

PRIVATE FUNDING

Foundations

The Bay Area has a plethora of private foundations that have a proven history of arts funding. Northern California Grantmakers, a coordinating body, lists more than 200 members, including private foundations and giving arms of corporations. Although Contra Costa County is not within the giving jurisdiction of some Bay Area foundations, others—like Dean and Margaret Leshner Foundation and Zellerbach Family Foundation do include it. Aware that Contra Costa County’s arts community has lagged behind other Bay Area communities in terms of arts philanthropy, the involvement on the Ad Hoc Arts Council Steering Committee by the arts program officers of those two foundations shows promise for future support from this sector. Together they, along with the San Francisco Foundation, hosted a virtual mixer for Contra Costa County arts leaders and arts interested community members at the start of this arts council project.

Corporations

Some corporations have foundations for charitable giving (see above). While corporate sector involvement in arts funding is quite limited, there may be local business community interest in supporting some arts council activities through sponsorship.

Individuals

Individual giving comprises the vast majority of philanthropy in America, but the arts is one of the smallest areas of such support. Further, individual giving in the arts tends to be focused where donors feel a personal connection to the art form. However, there is the rare individual donor who grasps fully the case for supporting an arts council because of its impact on the entire ecosystem of arts and culture in a community.

Events

Like it or not, many donors are conditioned to give only when there is an event they can attend. Arts councils, as service organizations, are not well-situated to compete in the gala event marketplace. But they are possibly best-positioned to hold an event that recognizes artists, arts patrons, arts organizations, and others. Such an event strengthens the arts council’s brand in the community and can net significant positive financial results.

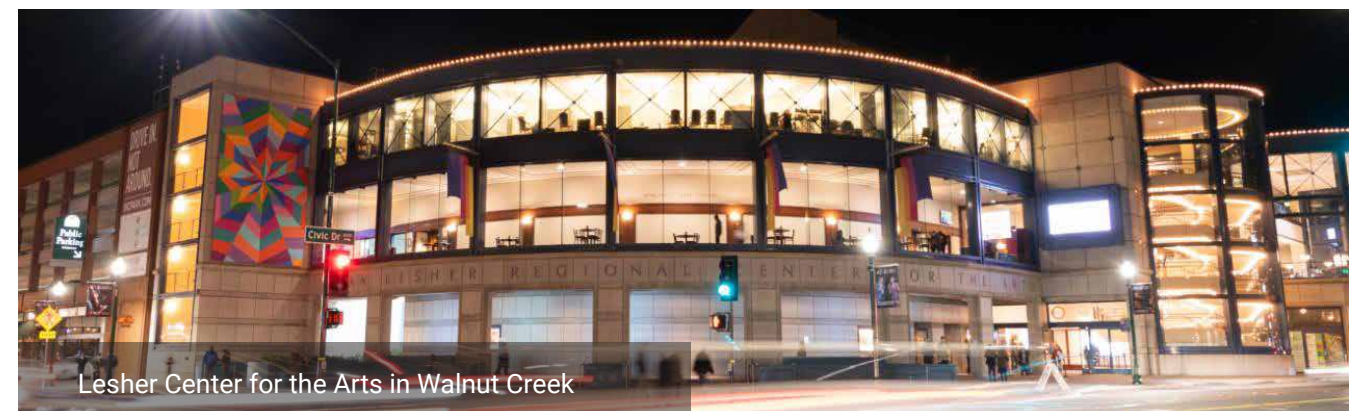
EARNED REVENUE

Memberships

A non-voting membership mechanism can contribute a small portion of the arts council’s operating budget needs while strengthening its relationships in the community. A tiered membership dues structure, offering highly affordable rates for individual artists and small grass-roots organizations with higher fees for large and mid-sized organizations, cities, and higher education can ensure that everyone in the arts community feels they have a stake in the arts council’s success. Benefits such as mixers, a free consultation meeting, the opportunity to attend convenings, and discounted advertising packages may be modest, but valued.

Marketing Services

All arts organizations seek inexpensive and effective ways to get the message out about their events. Utilizing the proposed web portal and opt-in email subscription program, the arts council can make available an e-marketing package on an affordable basis that will generate meaningful ongoing revenue.



Leshner Center for the Arts in Walnut Creek

CONTRA COSTA COUNTY ARTS & CULTURE ASSETS

Arts & Culture Organizations and Venues

Approximately 300 arts and cultural organizations are based in Contra Costa County. A number of others located in adjacent counties provide arts and cultural services to county residents.

By District

District 1 – 64 organizations

District 2- 107

District 3 – 18

District 4 – 57

District 5 - 44

By Type

Performing Arts – 134

Culture – 38

Visual Arts – 36

Arts Education/Youth – 27

Foundation/Support/Booster Organizations – 23

Arts Services – 10

Museums – 8

Multidisciplinary – 7

Government - 5

Heritage – 2

More detail about arts & cultural organizations and venues is included in APPENDIX B.

Municipal Arts Programs

Contra Costa County encompasses 19 cities and numerous unincorporated communities.

11 cities have Public Art Programs

- District 1: El Cerrito, Richmond, San Pablo
- District 2: Danville, Lafayette, Moraga, Orinda, San Ramon
- District 3: Brentwood
- District 4: Walnut Creek
- District 5: Martinez

12 cities have Arts Commissions/Committees and/or Arts Plans

- District 1: El Cerrito, Richmond
- District 2: Danville, Lafayette, Moraga, Orinda, San Ramon
- District 3: Brentwood
- District 4: Concord, Walnut Creek
- District 5: Martinez, Mountain View

More detail about municipal arts programs and governance is included in APPENDIX B.

Art in Public Places

More than 450 artworks are on display publicly countywide

District 1- 64 artworks

District 2 – 201 artworks

District 3 – 92 artworks

District 4 – 79 artworks

District 5 – 14 artworks

A complete list by city is included in APPENDIX B.

Note: This is an undercount, as City of Richmond is currently conducting an inventory of its own public art and expects to report a higher number than the consultant has cataloged.

CREATIVE ECONOMY

Two sources provide some insight into the creative economy of Contra Costa County.

2017 Creative Industries Report from Americans for the Arts

- 2,451 arts-related businesses and nonprofits in Contra Costa County
- 8,068 people employed
- 4.3% of all businesses in Contra Costa County
- 1.8% of all employees

Source: *Dun & Bradstreet, April 2017*

Further, the Creative Industries Report states that these figures represent an “undercount”: “These Creative Industries data are based solely on active U.S. businesses that are registered with Dun & Bradstreet. Because not all businesses are registered, our analyses indicate an under-representation of arts businesses (particularly those that are nonprofit arts organizations and individual artists). The data in this report, therefore, are an undercount. To define the Creative Industries, Americans for the Arts selected 644 8-digit Standard Industrial Classification codes that represent for-profit and nonprofit arts-centric businesses (out of more than 18,500 codes representing all industries).”

2023 Otis College Report on the Creative Economy – Bay Area Region

650,733 people employed in the creative sector in 2021 in the 12-county Bay Area Region

- 480,580 in Entertainment
- 84,013 in Architecture and Related Services
- 73,052 in Fine and Performing Arts
- 7,277 in Creative Goods & Products
- 5,811 in Fashion

The Otis Report is an annual study (begun in 2007) that provides statewide data highlighting five creative industry categories (Architecture & Related Services, Creative Goods & Products, Entertainment, Fashion, Fine & Performing Arts). The 2023 Otis College Report is based upon 2021 employment data from publicly-available sources of information, and includes business and nonprofit organizations. The 2023 Report was prepared by CVL Economics, a Los Angeles based research firm.

The Report provides “snapshots” of eight regions across the state. Contra Costa County data is embedded in the snapshot for the Bay Area Region, which also includes Alameda, Marin, Napa, San Benito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Solano, and Sonoma counties. Data specific to Contra Costa County is not broken out from the aggregate in the regional snapshot.

The Otis College Report states the following: “The Bay Area is one of only two regions where growth in the creative economy outperformed growth in the overall economy between 2018 and 2021. Growth is driven by changes in the Entertainment sector—which accounts for nearly 75% of the region’s creative economy and was the only sector to experience growth in this period. In 2021, the number of creative jobs sat almost 2% above 2018 levels. In contrast, the Bay Area’s overall economy lost 7% of its jobs between 2019 and 2020 and remains nearly 5% below 2018 levels.”

The full 2023 Otis College Report on the Creative Economy may be found here:

<https://www.otis.edu/creative-economy>



El Campanil Theatre in Antioch

CONTRA COSTA COUNTY ARTS & CULTURAL HISTORY TIMELINE

1100 – 1770 AD

The first accounts of an identifiable cultural community in the west delta are attributed to the Bay Miwoks. Native Americans living in the East Bay wove reed baskets of the highest quality and with graphic embellishments of great aesthetic appeal.

1769 - 1833

Although there were no missions established within this county, Spanish influence here is extensive, through the establishment of land grants from the King of Spain to favored settlers. Fifteen land grants are made in Contra Costa County.

1800s

Early Portuguese and Italian immigrants find the climate in Oakley amenable and plant thousands of acres of vineyards. Nearly 80 percent of Oakley's roughly 700 acres of vineyards are planted in Zinfandel grapes.

1841

The Moraga Adobe is built, the oldest building in the East Bay. Joaquin Moraga settle on a piece of property overlooking the southern section of Orinda, built a two-room adobe house.

1847

Dr. Robert Semple contracted to provide ferry service from Martinez to Benicia, the only crossing on the Carquinez Strait. Later, Martínez served as a way station for the California Gold Rush.

1850

The county is created and named Contra Costa which means in Spanish "opposite coast." One of the original 27 counties of California, it was originally to be called Mt. Diablo County.

1860

Martinez plays a role in the Pony Express, where riders take the ferry from Benicia to Martinez.

1883

The mansion where the naturalist and writer John Muir lived is built in 1883 by Dr. John Strentzel, Muir's father-in-law. Muir and his wife moved into the house in 1890, and he lived there until his death in 1914. It is now the John Muir National Historic Site.

1889

Martinez Opera, the home of the first opera company in California is founded by Professor Walter Bartlett of Boston. At that time Martinez was the cultural center of Contra Costa County.

1901

Mt. Diablo High School is opened.

1903

The first tunnel through the Oakland hills is built as a means of bringing hay by horse, mule, or ox-drawn wagons from central and eastern agricultural areas.

1913

The Contra Costa County Library is founded and brought a commitment to widespread, county-wide service.

1914

Joe DiMaggio is born in Martinez. He plays his entire 13-year Hall of Fame career in Major League Baseball for the New York Yankees.

1920

Jazz musician Dave Brubeck is born in Concord. A park adjacent to Concord High School is renamed in his honor in 2006.

1921

The most notable natural landmark in the county is Mount Diablo. Legislation created in 1921 makes it a state park.

1928

El Campanil Theatre opened in the City of Antioch, built, owned and operated by Ferdinand Stamm and Ralph Beede. It originally offered an audience chamber of approximately 1,100 seats, as well as a limited stage and "back of the house" areas to support vaudeville entertainment.

1936

The Richmond Art Center is founded by Hazel Salmi. It is one of the oldest continually operating non-profit art centers on the entire West Coast of the United States.

1936

Eugene O'Neill wins the Nobel Prize for Literature and uses the prize money to build Tao House above Danville.

1937

The two-bore Caldecott Tunnel for road vehicles is completed making Contra Costa more accessible. The tunnel has since been augmented with a third and fourth bore.

1941

The Lafayette Park Theater opens. It was originally a movie theater.

1941–1945

During World War II Richmond hosts Kaiser Shipyards and wartime pilots are trained at Buchanan Field Airport in Concord.

1944

The Port Chicago Disaster is the largest domestic loss of life during World War II. 320 sailors and civilians are instantly killed when the ships they are loading with ammunition and bombs exploded. The majority of deaths are African American sailors working for the racially segregated military.

1944

The Dramateurs is established. The group is reorganized in 1992 as the Town Hall Theatre Company of Lafayette, the oldest continuously active theatre company in Contra Costa County.

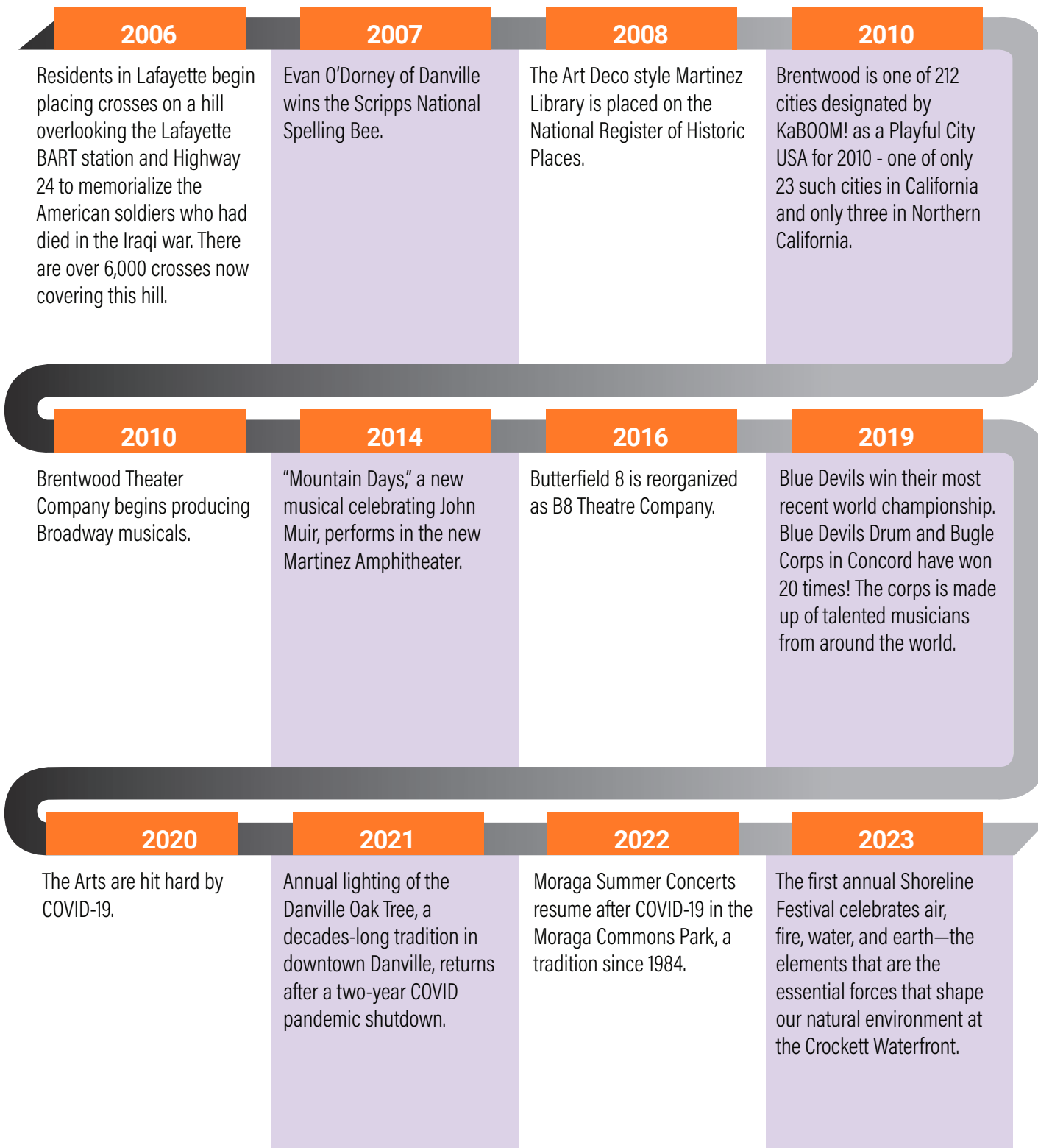
1955

Tom Hanks, Oscar-winning actor, producer, and director, is born in Concord.

<p>1955</p> <p>When a church choir decided to raise funds to make choir robes, Josephine Camp offered to direct a show - the beginning of The Masquers Playhouse in Point Richmond.</p>	<p>1955</p> <p>Emiko Nakano, a noted abstract expressionist artist, holds an exhibit at the Richmond Art Center.</p>	<p>1960</p> <p>The Giant Powder Company, a dynamite & gunpowder plant in Richmond closes. Now the site of Point Pinole Regional Shoreline.</p> <p>Concerned residents formed the non-profit organization Save Mount Diablo to raise funds and awareness to protect open spaces.</p>	<p>1968</p> <p>East Bay Center for the Performing Arts begins to engage youth by providing opportunities for them through the inspiration and discipline of rigorous music training in world performance traditions.</p>
<p>1968</p> <p>Martinez Arts Association is founded as a non-profit. Later, they donate money to build the Alhambra High School theater.</p>	<p>1969</p> <p>The Concord Jazz Festival is established. The festival was launched by Carl Jefferson, a car dealer who managed to get a group of friends to support the concept.</p>	<p>1971</p> <p>The last active whaling station in the country at Point Molate closes.</p>	<p>1971</p> <p>Walnut Creek's walnut harvest shares space with Diablo Light Opera Company and Contra Costa Musical Theatre in the "Nut House" spreading dust everywhere.</p>
<p>1973</p> <p>The establishment of BART and the modernization of Highway 24 served to reinforce the demographic and economic trends in the Diablo Valley area.</p>	<p>1974</p> <p>Concord becomes a sister city with Kitakami, Iwate, in Japan and establishes a small Japanese-style park, placing half of a sculpture, The Communion Bridge, in the park. The matching half of the bridge is in Kitakami. Every five years, a delegation from Concord visits Kitakami and operates a student exchange program.</p>	<p>1977</p> <p>Musical composer, Meredith Willson, joined the cast of CCMT on stage for the curtain call of The Music Man.</p> <p>Alamo Danville Arts Society is founded and operates the Blackhawk Gallery.</p>	<p>1979</p> <p>Mayor Verne Roberts orchestrates the granting of the old Carnegie Library at 6th and "F" Streets to the Antioch Historical Society for their first museum</p>

<p>1980</p> <p>Antioch Dunes National Wildlife Refuge is established. The sensitive sand dune habitat located near the city of Antioch serves as a refuge for three endangered species of plants and insects.</p>	<p>1981</p> <p>The Markham Regional Arboretum is established. Ira and "Bee" Markham sold the parcel of land to the city of Concord in 1966. They requested that the area be kept as natural as possible.</p>	<p>1982</p> <p>NIAD Art Center is founded to create exhibition and studio space in Richmond for artists with disabilities seeking to create art. Galleries in New York and LA frequently sell their art.</p>	<p>1986</p> <p>The Community Players established in Pinole.</p> <p>Contra Costa County had obtained the railroad right-of-way and the Iron Horse Regional Trail was established.</p>
<p>1990</p> <p>Bob Hope & Joel Grey perform at the opening of the \$21 million Regional Center for the Arts in Walnut Creek (renamed Leshner Center for the Arts in 1995).</p>	<p>1995</p> <p>Concord Records, a jazz record label, is launched. The label's artists go on to win 14 GRAMMY Awards and 88 GRAMMY nominations.</p>	<p>1997</p> <p>Forest Home Farms in San Ramon is listed on the National Register of Historic Places.</p>	<p>2000</p> <p>San Ramon Arts Foundation established.</p>
<p>2000</p> <p>Rosie the Riveter Memorial, a public art project in Richmond, begun in the 1990's, is dedicated to honor the "Rosies," women who made up much of the workforce at the shipyards during World War II. It formed the basis of a new National Park.</p>	<p>2001</p> <p>San Ramon is designated a Tree City USA.</p>	<p>2002</p> <p>Martinez Opera Contra Costa, after lying dormant for fifty years, is reinstated as a non-profit organization.</p>	<p>2004</p> <p>Pinole Artisans Foundation begins as a small group of dedicated artists, eventually growing to its current roster of over 60 members.</p>





COMMUNITY INPUT

Ad Hoc Arts Council Steering Committee

The purpose of the Ad Hoc Arts Council Steering Committee “is to guide the County’s arts and cultural planning efforts through an inclusive community engagement process; provide input and collaboration with County staff and the consultant on the Arts Council procurement or establishment process; ensure diversity, equity, and inclusion throughout the process and outcomes; and listen to the community.”

On August 2, 2022, the Board of Supervisors referred to the Internal Operations (IO) Committee the establishment of an Ad Hoc Arts Council Steering Committee. At its September 12, 2022 meeting, the Internal Operations Committee (IOC) supported the establishment of a seven-member Ad Hoc Arts Council Steering Committee and directed staff to commence an application period for applicants to the Committee. On September 20, 2022, the Board of Supervisors voted to establish the Ad Hoc Arts Council Steering Committee and approved its mission and committee composition. The mission of the Ad Hoc Arts Council Steering Committee is to guide the County’s arts and cultural planning efforts through an inclusive community engagement process; provide input and collaboration with County staff and the consultant on the Arts Council procurement or establishment process; ensure diversity, equity, and inclusion throughout the process and outcomes; and listen to the community.

On November 21, 2022, the IOC considered the applications, interviewed applicants, and recommended that the Board of Supervisors appoint the following individuals to the Ad Hoc Arts Council Steering Committee:

1. Najari Smith (District I)
2. Janet Berckefeldt (District II)
3. Germaine McCoy (District III)
4. Arlene Kikkawa-Nielsen (District IV)
5. Ben Miyaji (District 5)
6. Nilofar Gardezi (Nonprofit foundation)
7. Margot Melcon (Nonprofit foundation)



The Board of Supervisors approved these appointments on November 29, 2022. Following the creation of the Ad Hoc Arts Council Steering Committee, the Internal Operations Committee requested a status update on the activities of the Steering Committee.

Since its appointment, the Ad Hoc Steering Committee has met four times: January 18, February 8, March 15, April 19, May 10 and June 5.

At these meetings, the Consultant provided the Ad Hoc Arts Council Steering Committee with progress reports on:

- the key stakeholders being interviewed, inviting and receiving the Committee's suggested additions to the list
- the community visioning sessions, inviting and receiving the Committee's assistance in promoting these sessions within their districts
- the content of the online survey, inviting and receiving the Committee's suggested edits to the survey and their assistance in promoting the survey to their networks
- the arts & cultural organization inventory, inviting and receiving the Committee's additions to the list
- the public art inventory, inviting and receiving the Committee's additions to the list
- a timeline of Contra Costa County's arts and cultural history, inviting and receiving the Committee's additions
- first draft of the Consultant's report

IMAGE TO COME

Image credits

COMMUNITY INPUT

Key Stakeholder Interviews

Each stakeholder interview conducted was a free-form conversation that began by asking about the interviewee's own personal experiences with arts and culture, their professional background and affiliation, their knowledge of the prior Arts and Culture Commission of Contra Costa County, their awareness of the current arts council project, their observations and opinions about the needs of the community with respect to arts and culture. Their responses prompted follow-up questions seeking more information or encouraging them to provide more detail. Interviewees were advised that their comments would be confidential and that any specific quotations used by the consultant would be without attribution.

- 68 interviews were conducted with key stakeholders, and took place between November 2022 and April 2023
- In addition to those independently identified by the consultant, interviewees were selected based upon suggestions made to the consultant by County Supervisors, County staff, members of the Ad Hoc Arts Council Steering Committee, and other stakeholders
- Stakeholders interviewed were located in each of the five Supervisorial districts in almost equal proportions, as well as several that represent organizations serving multiple districts or the entire county
- Stakeholders represented the following constituencies:
 - artists
 - arts educators (K-12 and higher education, public and private schools)
 - arts and cultural organizations, including all arts disciplines (art in public places, dance, historical, libraries, literary, music, theatre, visual arts, multi-disciplinary)
 - philanthropic organizations
 - business
 - government (municipal, county, and state)
- All 5 Contra Costa County Supervisors were interviewed
- Notes from the sessions were compiled by the consultant and incorporated into the findings and recommendations in this report
- Unattributed quotations from stakeholder interviews are shared throughout the report

The list of interviewees follows.

First Name	Last Name	Title	Organization	City	Type of Organization
Dominic	Aliano	District Coordinator	State Senator Steve Glazer	State Senate District 7	Government
Sylvia	Amorino	Artistic Director	Solo Opera	Concord	Performing Arts
Candace	Andersen	Supervisor	CCC Board of Supervisors	County District 2	Government
Donna Marie	Arganbright	President	Lamorinda Arts Alliance	Lafayette	Visual Arts
Jenny	Balisle	Founding Executive Director	ARTSCCC	Richmond	Arts Services
Annette	Beckstrand	Board Member	Brentwood Community Chorus	Brentwood	Performing Arts
Penny	Bledsoe	Board Member	Pinole Artisans	Pinole	Visual Arts
Marija	Bleier	Visual Arts Coordinator	Town of Danville	Danville	Government
Aniston	Breslin	Executive Director	Lamorinda Arts Council	Lafayette	Multidisciplinary
Lindsey	Bruno	Recreation Manager	City of Oakley	Oakley	Government
Diane	Burgis	Supervisor	CCC Board of Supervisors	County District 3	Government
Richard	Cammack	Artistic Director	Contra Costa Ballet	Walnut Creek	Performing Arts
Ken	Carlson	Supervisor	CCC Board of Supervisors	County District 4	Government
Bill	Carmel	Art Teacher	Board Member, Lamorinda A.C.	San Ramon	Arts Education
Adam	Chow	Parks & Rec Comm Svcs Supervisor	San Ramon Art Advisory Committee	San Ramon	Multidisciplinary
Joan	Cifarelli	Music Instructor	Los Medranos College	Pittsburg	Arts Education
Jose	Cordon	Special Project Coordinator	Monument Impact	Antioch	Multidisciplinary
Winnifred	Day	Arts & Culture Manager	Richmond Arts & Culture Commission	Richmond	Multidisciplinary
Ruthie	Dineen	Executive Director	East Bay Center for the Performing Arts	Richmond	Performing Arts
John	Dunn	Performing Arts Coordinator	Town of Danville	Danville	Government
Amanda	Eicher	Executive Director	NIAD Art Center	Richmond	Multidisciplinary
Gerald	Epperson	Owner	Epperson Gallery	Crockett	Visual Arts
Sue	Farmer	Board Chair	Lamorinda Arts Council	Lafayette	Multidisciplinary
Kelly	Ferguson	Director of Development	Rainbow Community Center	Concord	Visual Arts
Nilofar	Gardezi	Program Officer/Grants Manager	Dean & Margaret Leshner Foundation	Walnut Creek	Philanthropy
John	Gioia	Chair	CCC Board of Supervisors	County District 1	Government
Federal	Glover	Supervisor	CCC Board of Supervisors	County District 5	Government
Alexandra	Hollingshead	Director	Rebel Art School	Walnut Creek	Visual Arts
Carolyn	Jackson	General Manager	Leshner Center for the Arts	Walnut Creek	Performing Arts
Lisa	Kingsbury	Director of Community Engagement	Contra Costa School of the Arts	Walnut Creek	Arts Education
Nina	Koch	Owner	East County Performing Arts	Brentwood	Performing Arts
Lawrence	Kohl	Music Director	Pacific Chamber Orchestra	Lafayette	Performing Arts
Michelle	Lacy	General Manager	Pleasant Hill Parks & Rec District	Pleasant Hill	Government
Marilyn	Langbehn	Executive/Artistic Director	Contra Costa Civic Theatre	El Cerrito	Performing Arts
Dorrie	Langley	President	Martinez Arts Association	Martinez	Multidisciplinary
Doug	Lezameta	CEO	Hispanic Chamber of Commerce	Walnut Creek	Business
Suzanne	Long	Gallery Manager	Epperson Gallery	Crockett	Visual Arts
Kathryn	Lopez	Artistic Director	Ghostlight Theatre	Brentwood	Performing Arts
Sage	Loring	Owner	Local Edition Creative	Walnut Creek	Visual Arts
Tari	Loring	Executive Director	Three Thirty Three	Walnut Creek	Multidisciplinary
Christy	Mack	Co-Founder/Co-Creator	Art Moves Project	Lafayette	Multidisciplinary
Tara	Malik	Media Arts & Culture Director	RYSE Youth Center	Richmond	Multidisciplinary
Michael	McCarron	Executive Director	Contra Costa Historical Society	Martinez	Heritage

Alison	McKee	Librarian	CCC Public Library	Countywide	Multidisciplinary
Margot	Melcon	Program Executive, Arts & Culture	Zellerbach Family Foundation	San Francisco	Philanthropy
Robin	Moore	Artistic Director	Prior involvement with AC5	Martinez	Visual Arts
Rachel	Osajima	Managing Director	Alameda Arts Commission	Oakland	Arts Services
Lisa	Potvin	Recreation & Parks	City of Concord	Concord	Government
Yazmyn	Rahimi	Events Planner	Google	Oakley	Business
Jimmy	Ramirez	Planning Commissioner	City of Oakley	Oakley	Government
Vickie	Resso	Co-Founder & Board Member	Pinole Artisans	Pinole	Visual Arts
Jose	Rivera	Executive Director	Richmond Art Center	Richmond	Visual Arts
Willie	Robinson	President	Richmond NAACP	Richmond	Civic organization
Eugene	Rodriguez	Founder & Executive Director	Los Cenzontles Cultural Arts Academy	San Pablo	Performing Arts
Shayna	Ronen	Executive Director	I Can Do That Performing Arts Center	Danville	Performing Arts
Jenny	Rosen	Staff Liaison	Lafayette Public Art Committee	Lafayette	Visual Arts
Joel	Roster	Executive Director	El Campanil Theatre	Antioch	Performing Arts
Ted	Russell	Arts Program Officer	Kenneth Rainin Foundation	San Francisco	Philanthropy
Kevin	Safine	Arts & Recreation Director	City of Walnut Creek	Walnut Creek	Multidisciplinary
Michelle	Seville	Former Manager	Richmond Arts & Culture Commission	Richmond	Multidisciplinary
Kate	Sibley	Singer	Contra Costa Chorus	Richmond	Performing Arts
Susan	Stuart	Executive Director	Brentwood Community Chorus	Brentwood	Performing Arts
Chris	Verdugo	Operations Director	CCTV	Martinez	Media
Jessica	Wallner	Recreation Supervisor	Danville Arts Advisory Board	Danville	Multidisciplinary
Peggy	White	Executive Director	Diablo Regional Arts Association	Walnut Creek	Philanthropy
Randall	Wight	Leader	Martinez Campbell Theatre	Martinez	Performing Arts
Liz	Wood	Advisor	Contra Costa Musical Theatre	Walnut Creek	Performing Arts
Clive	Worsley	Executive Director	California Shakespeare Theatre	Orinda	Performing Arts



Hand of Peace Sculpture by Beniamino Bufano Walnut Creek Public Art

COMMUNITY INPUT

Visioning Sessions

6 visioning sessions:

- 1 with the members of the Steering Committee (live) at a meeting open to the public (live and virtual)
- 5 Community Visioning sessions in each of the County's supervisorial districts (live)
- Visioning sessions were staffed by a bi-lingual team member to assist Spanish speaking participants
- Total attendance exceeded 160

Visioning Sessions were promoted through:

- Media announcement by Contra Costa County
- Printed postcards distributed through Ad Hoc Steering Committee, Contra Costa Library System, Board of Supervisors offices, and at arts and cultural organizations countywide
- Digital image distributed through Board of Supervisors newsletters, emails to Foundations-sponsored arts leaders mixer attendees, emails to key stakeholder interviewees, emails to arts organizations countywide, emails to municipal arts coordinators, and PSAs on CCTV
- Digital image posted on Facebook and boosted through paid advertising to a targeted audience of Contra Costa County residents

At the Visioning Sessions, each District's Supervisor made welcome remarks—Supervisors John M. Gioia (District 1), Diane Burgis (District 3), Ken Carlson (District 4) and Federal D. Glover (District 5) delivered them in person; Supervisor Andersen's (District 2) were delivered by Chief of Staff Gayle Israel due to her being out of town.

The visioning conversations provided a collective snapshot of the current conditions impacting artists and organizations and their most urgent needs, stimulated a multitude of ideas for how to improve conditions and provide meaningful experiences to the broader community and generated visionary goals for shaping the future of Contra Costa's cultural life.

Participants were asked to reflect on a personally meaningful arts experience and its impact on them and to collectively brainstorm their vision for Contra Costa's arts ecosystem and cultural experiences ten years into the future.

What is YOUR vision for arts & culture in Contra Costa County?

Arts & Culture Visioning Sessions

Contra Costa County is working towards the establishment of an Arts Council and an Arts & Culture Strategic Plan for our county. Join your colleagues, friends, and neighbors to brainstorm about arts and culture programs and services you feel would benefit the Contra Costa County community.

March 14 – 18, 2023
in 5 locations throughout Contra Costa County
Admission is FREE and light refreshments will be provided

Each session is approximately 90 minutes in duration
Registration recommended, but walk-ins are welcome

Keep informed about our progress here:

Tuesday, March 14 – 5:00 PM
NEW LOCATION!
Heather Farm Community Center
301 N San Carlos Dr., Walnut Creek
Welcome remarks by District 4
County Supervisor Ken Carlson

Wednesday, March 15 – 5:00 PM
Oakley Recreation Center
1250 O'Hara Avenue Oakley
Welcome remarks by District 3
County Supervisor Diane Burgis

Thursday, March 16 – 5:30 PM
Pittsburg Senior Center
300 Presidio Lane, Pittsburg
Welcome remarks by District 5
County Supervisor Federal Glover

Friday, March 17 – 5:00 PM
Danville Veterans Memorial Building
400 Hartz Avenue, Danville
Welcome remarks by District 2
County Supervisor Candace Andersen

Saturday, March 18 – 10:00 AM
Richmond Art Center
2540 Barrett Ave, Richmond
Welcome remarks by District 1
County Supervisor John M. Gioia
Mask required at this venue

¿Cuál es SU visión de las artes y la cultura en el condado de Contra Costa?

Sesiones de visión de arte y cultura

El condado de Contra Costa está trabajando para establecer un Consejo de las Artes y un Plan Estratégico de las Artes y la Cultura para nuestro condado. Unase a sus colegas, amigos y vecinos para intercambiar ideas sobre los programas y servicios de arte y cultura que cree que beneficiarían a la comunidad del condado de Contra Costa.

14 al 18 de marzo de 2023
en 5 lugares en todo el condado de Contra Costa

La admisión es GRATIS
Se servirán refrigerios ligeros

Cada sesión es aproximadamente 90 minutos de duración
Se recomienda registrarse, pero asistir sin registrarse es bienvenido

Manténgase informado sobre nuestro progreso aquí:

Martes, 14 de marzo – 5:00 PM
¡NUEVA UBICACIÓN!
Centro Comunitario Heather Farm
Heather Farm Community Center
301 N San Carlos Dr., Walnut Creek
Palabras de bienvenida del Supervisor del Condado del Distrito 4 Ken Carlson

Miércoles, 15 de marzo – 5:00 PM
Centro Recreativo de Oakley /
Oakley Recreation Center
1250 O'Hara Avenue Oakley
Palabras de bienvenida de la Supervisora del Condado del Distrito 3 Diane Burgis

Jueves, 16 de marzo – 5:30 PM
Centro para Personas Mayores de
Pittsburg / Pittsburg Senior Center
300 Presidio Lane, Pittsburg
Palabras de bienvenida del Supervisor del condado del Distrito 5 Federal Glover

Viernes, 17 de marzo – 5:00 PM
Edificio Comemorativo de los Veteranos
de Danville Sala Comunitaria /
Danville Veterans
400 Hartz Avenue, Danville
Palabras de bienvenida de la supervisora del condado del Distrito 2 Candace Andersen

Sábado, 18 de marzo – 10:00 AM
Centro de Arte de Richmond /
Richmond Art Center
2540 Barrett Ave, Richmond
Palabras de bienvenida de supervisor del condado del Distrito 1, John M. Gioia
Se requieren mascarillas en este lugar

Un facilitador de habla hispana estará presente y disponible para ayudar.



March 14, 2023 – Walnut Creek (District 4 – Supervisor Ken Carlson)

Approximately* 45, including:

Sylvia Amorino
 Karen Bell-Patten
 Susan Borzliz
 Bill Carmel
 Chrysanthe Christudoulou
 Jose Cordon
 Lisa Dell
 Susan DeSanti
 Yukie Fujimoto
 Fran Garland
 Miguel Gonzalez
 Alyson Greenlee
 Steve Harwood
 Kathy Hemmenway
 Carolyn Jackson
 Flora Johnstone
 Lawrence Kohl

Donna Labriola
 Alexia Lopez
 Tari & Sage Loring
 Christy Mack
 Dennis Markan
 Jose Luis Marquez
 JanLee Marshall
 Elizabeth Orchutt
 Jenny Rosen
 Karen Sakata
 Anh Dao Shah
 Brianna Shahvar
 Melissa Stephens
 Fran Sticha
 Rex Takahashi
 Leslie Wilson
 Clive Worsley

** Not all attendees signed in and some names were illegible at all the sessions. We apologize for misspellings. Ad Hoc Steering Committee members are not included in the lists, but all attended some or all of the sessions.*



March 15, 2023 – Oakley (District 3 – Supervisor Diane Burgis)

Approximately 25, including:

Karin Bentley
 Marija Bleier
 Jose Cordon
 Marian Ferrante
 Marsha Golangco
 Carol Jensen
 Jane Joyce
 Nina Koch
 Kathryn Lopez
 Heather Marx

Lisa Maule
 Claire Maura
 Dawn Morrow
 Teresa Onoda
 Yazmyn Rahimi
 Jimmy Ramirez
 Cindy Tumin
 Melissa Vongtama
 Vanessa Zakas



March 16, 2023 – Pittsburg (District 5 – Supervisor Federal D. Glover)

Approximately 20, including:

Jose Cordon
 Ginny Golden
 Mr. B Jackson
 D. Jaxon
 Irene Kurniawan
 Lisa Maule
 Iris Moore
 Dhoryan Rizo
 Sonja Shephard
 Taunito Trotter
 Edgar Tumbaga
 Rose Mary Tumbaga



March 17, 2023 – Danville (District 2 – Supervisor Candace Andersen's Chief of Staff Gayle Israel)

Approximately 20, including:

Jose Cordon
 Tracy Farhad
 Sue Farmer
 Nicole Gemmer
 Tricia Grame
 Holly Hartz
 Gene Howard
 Lawrence Kohl
 Jose Marquez
 Pablo Rivera
 Shayna Ronen



March 18, 2023 – Richmond (District 1 – Supervisor John M. Gioia)

Approximately 50, including:

Jenny Balisle
 Michael Beer
 Dejeana Burkes
 Christy Chan
 Donte Clark
 Marie Coppola
 Jose Cordon
 Judy Cress
 Shari DeBoer
 Ruthie Dineen
 Jennifer Easton
 Amanda Eicher
 Audrey Faine
 Ilena Ferrer
 Erica Garcia
 Regina Gilligan
 Aimee Graham
 Taro HattoriChristy Lam

Alfonzo Leon
 Brother Micael
 Joshua Mora
 Sarah Murray
 Kenoli Oleari
 Shelly Precrof
 Angella Seesaran
 Michele Seville
 James Shorter
 Kate Sibley
 Tony Tamayo
 Verence Velazquez
 Ayesha Walker
 Irene Wibawa
 Buddy Yakacic

COMMUNITY INPUT

Online Survey

- Survey launched on March 15 and closed on April 30
- Survey was offered in English and Spanish
- Survey was promoted through:
 - Media announcement by Contra Costa County
 - Printed postcards distributed through Ad Hoc Steering Committee, Contra Costa Library System, Board of Supervisors offices, and at the 5
 - Community Visioning Sessions held March 14-18 in Walnut Creek, Oakley, Pittsburg, Danville, and Richmond
 - Digital image distributed through Board of Supervisors newsletters, emails to Foundations-sponsored arts leaders mixer attendees, emails to Key Stakeholder interviewees
 - Digital image posted on Facebook and boosted through paid advertising to a targeted audience of Contra Costa County residents

What is **YOUR VISION** for **ARTS & CULTURE** in Contra Costa County?

www.surveymonkey.com/r/NSMSL2B

Take the survey to voice your opinion

ENCUESTA en ESPAÑOL

Tomar la encuesta para expresar su opinión

www.surveymonkey.com/r/YJHCQDH

¿Cuál es **SU VISIÓN** para el **ARTE y la CULTURA** en el condado de Contra Costa?

ENGLISH SURVEY

COMMUNITY INPUT

Social Media

The Consultant created a Facebook page called “Contra Costa Cultural Planning and Arts Council Project” in December 2022 to invite and collect community input, to promote attendance at the community visioning sessions, to promote participation in the online survey, to announce meetings of the Ad Hoc Arts Council Steering Committee, and to inform the public about the progress of the consultancy.

The page attracted 247 followers. Post promotion targeting Contra Costa County Facebook subscribers with an interest in arts and culture reached 14,756 people.

Also, the page was able to join 11 other Contra Costa-based Facebook groups (e.g. Contra Costa County News, East Contra Costa Culture, Contra Costa County’s History Channel) further enabling it to share posts about opportunity to provide community input.

In addition to driving participation, the Facebook page alerted the Consultant to organizations that were not on its initial inventory of arts and cultural assets. The Facebook page provided an additional opportunity to document the project by posting images of the promotional tools and photos from the community visioning sessions.



Contra Costa Cultural Planning and Arts Council Project

219 likes • 247 followers



APPENDIX B

VISIONING SESSION NOTES

COMMENT TYPE	DIST 1 - DIST 2 - DIST 3 - DIST 4 - DIST 5 - Steering Comm	COUNCIL ROLE
VISION	No more below minimum wage for artists	Advocacy
VISION	Guaranteed income after artists program visiting artists program - inspire us	Assist
VISION	Nina Simone - artists duty to reflect the times and work for social justice	Process
VISION	Arts integrated deeply into daily community life	Advocacy
VISION	Joy, self care and compassion advanced through arts	Advocacy
VISION	CCC has discovered art is important	Advocacy
VISION	No gatekeeping, art for all, everywhere free!	Advocacy
VISION	Prioritize funding for arts higher(?) more than housing investment	Advocacy
VISION	CCC = Community culturally closer	Advocacy
VISION	Develop a culture of arts participation	Advocacy
VISION	Arts are not the first thing on chopping block	Advocacy
VISION	Everyone is consciously aware of values and experiencing arts and has sustainable ways to engage	Advocacy
VISION	Visual and audio art has become the new universal language, enhances history lessons, more acceptance	Advocacy
VISION	Arts integrates into math, history, other learning	Advocacy
VISION	Real connection between arts and mental health	Assist
VISION	Arts transcend distance in C.C	Assist
VISION	Prioritize wellness, mental, social, environmental	Convene
VISION	Address serious social/personal issues through arts programs	Convene
VISION	Arts as budget priority	Advocacy
VISION	Resources abundant	N/A
VISION	Bridge gap of generations	Convene
VISION	Artists as tribe - connected to each other	Service
VISION	Connecting communities	Service
VISION	Cross-genre, cross-city collaboration and sharing of resources	Lead
VISION	Dedicated, hyper local footprints that capture personality	Process
VISION	Public art everywhere	Assist
VISION	Lady Gaga at Antioch fairground	N/A
VISION	Library a cultural hub; exhibitions, events lectures	Assist
VISION	Rethinking art making platforms and sharing	Assist
VISION	Artists more connected - out of silos(?)	Lead
VISION	Critical that this organization is not formed through the lens of “old people”	Process
VISION	Wide spread of generations/bridging	Process
VISION	All schools have free/full arts programs - kids immersed	Assist
VISION	All schools in C.C have robust, fully funded arts programs traditional and tech based	Assist
VISION	Arts education is fundamental and a requirement (not funded only where that local community can pay)	Assist
VISION	Arts education as fundamental	Assist
VISION	Contra costa county art school K-12	Assist
VISION	Properly funded + staffed, at least 5-10 staffers	Process
VISION	10 years of stillness and silence before jumping to solutions	Process
VISION	10 staff members - arts and richness division	Process

COMMENT TYPE	DIST 1 - DIST 2 - DIST 3 - DIST 4 - DIST 5 - Steering Comm	COUNCIL ROLE
VISION	Value proposition- demonstrate how the arts meet the moment (artists as 2nd responders)	Advocacy
VISION	Arts & economy- connect people to place	Advocacy
VISION	Traffic flow changes TO Contra Costa - magnetic pull	Advocacy
VISION	Areas revitalized by arts	Assist
VISION	Soul- stories of the community	Advocacy
VISION	Arts center - space, offices, studios - per district	Convene
VISION	Billionaire dies and leaves endowment	N/A
VISION	Re-imagine how arts workers are supported	Advocacy
VISION	Get the community catalyzing support	Advocacy
VISION	Relationship-based support and institution support	Process
NEED	Art supplies store!!!	Assist
NEED	Subsidized housing for artists	Convene
NEED	Record store	N/A
NEED	Creating support system for artists, festivals, TV program	Program
NEED	Best practices to create resource "playbook"	Service
NEED	Resources for collaboration	Service
NEED	Groups that mentor artists to build careers	Service
NEED	Resource and incubation support for artists that roots them here	Service
NEED	Conversation stays alive	Process
NEED	CCC - wide social media promotion	Service
NEED	Social media support	Service
NEED	Collective effort relearn social media systems	Service
NEED	County wide hub connecting C.C. organization, artists + events	Service
NEED	Access online resources	Service
NEED	Directory/clearing house for info	Service
NEED	Coordinate calendar	Service
NEED	Hub of info on events, resources; space exchange	Service
NEED	Countywide onlines resource guide	Service
NEED	Info on funding	Service
NEED	Promotion and advertisement of local arts resources	Service
NEED	Comprehensive website promoting arts and culture in CCC	Service
NEED	Super-intentional conversation about gentrification	Convene
NEED	Network of resources for immigrant communities and BIPOC arts	Service
NEED	Change perception of what artists are and their career is	Advocacy
NEED	Community support for artists	Advocacy
NEED	Real partnership between developers, industry, arts and cities/county	Lead
NEED	Adequate funds to maintain public art	Advocacy
NEED	Adequate funding to support art programs in communities	Advocacy
NEED	Get 19(?) cities in county to corporate and support the arts	Convene
NEED	Art will happen regardless of funding but we need funding to support development of artists	Lead
NEED	Funding that takes care of living	Process
NEED	Grant writing support	Service
NEED	More connection between artists and healing spaces	Convene
NEED	Bring people into conversation - elevate discussion	Convene
NEED	Professional Devel Mixers - business development, use social media, bookkeeping	Service
NEED	Connectivity	Service
NEED	Networking for younger artists	Service

COMMENT TYPE	DIST 1 - DIST 2 - DIST 3 - DIST 4 - DIST 5 - Steering Comm	COUNCIL ROLE
NEED	How to create local connections/networks in bedroom community	Service
NEED	Funders aware of local arts needs	Convene
NEED	Grant writing support and info	Service
NEED	Nonprofit board development	Service
NEED	Amazing comms/connectivity between organizations	Service
NEED	Funding to hire grant writers to help community arts group	Service
NEED	Arts council provides info on grant opportunities and provides grant writing support	Service
NEED	Recognize and serve needs of different cities	Process
NEED	We need to connect east county may have a lot of different needs	Process
NEED	Festivals: Cherry festival, Brentwood art, wine and jazz festival	Program
NEED	Artist housing like New York	Convene
NEED	Access shared spaces	Convene
NEED	Artist Live/work space	Convene
NEED	We need a community performing space out here	Convene
NEED	Address inequity across libraries system wide approach/funding	Convene
NEED	Annual arts summit	Lead
NEED	Persistent sustained advocacy structure	Advocacy
NEED	Cities and counties working together	Convene
NEED	Voices of those left out are here from babies to elders - level of respect	Process
NEED	Younger - empowered leaders	Process
NEED	Arts and music in the schools	Assist
NEED	Art education for children	Assist
NEED	Re-imagine how arts workers are supported	Advocacy
NEED	Arts incubator	Convene
NEED	Shared business models and services	Service
NEED	Strong network	Service
NEED	Arts & culture website with opportunities to attend, learn and create (see Santa Monica)	Service
NEED	Workshops & technical assistance	Service
NEED	Grant guidelines that facilitate more equitable scoring	Process
IDEA	CCC access/create tech innovation in art	Assist
IDEA	Economic opportunities for artists and small businesses	Convene
IDEA	Partnerships b/t city/local gov and artists promote them	Convene
IDEA	Visiting artist program	Convene
IDEA	Permanent county exhibits and collection of local artists - connect students	Program
IDEA	Resources/incubator support for artists at all levels of their careers root them in this county	Service
IDEA	TV station - showcase shows	Assist
IDEA	Promote and develop Antioch Linn(Lynn?) House gallery	Assist
IDEA	Open studio space - drop in - ceramics, textiles, visual music and knowledge	Convene
IDEA	Public art and maps	Service
IDEA	County wide database for arts	Service
IDEA	Volunteer opportunities	Service
IDEA	An app to get notified at events by city and county, Alert me to the things i might want to attend	Service
IDEA	A website/ can it be broader than CCC?	Service
IDEA	Preserving traditions/craft	Process
IDEA	Acknowledge first people/arts pass down knowledge/history/tradition	Program
IDEA	More cultural festivals to represent increasingly diverse and community	Program
IDEA	Indigenous contra costa history? Walking tour	Program

COMMENT TYPE	DIST 1 - DIST 2 - DIST 3 - DIST 4 - DIST 5 - Steering Comm	COUNCIL ROLE
IDEA	Artists as sustaining life through catastrophe	Advocacy
IDEA	Arts as tool for social transformation - quadruple down on that	Advocacy
IDEA	Art to teach math - STEM to STEAM	Assist
IDEA	Connect creatives and nature - partnership w parks	Convene
IDEA	Connection to local government and economic development	Convene
IDEA	Every town has arts plan based on econ impact study	Convene
IDEA	County leads/participates in Arts and Economic Prosperity study	Lead
IDEA	More "pay what you can" opportunities	N/A
IDEA	Percentage for the arts/retail and developers	Advocacy
IDEA	1.5% of building funds for the arts	Advocacy
IDEA	Percent of money to public art broadly in The County for new development and gove buildings	Advocacy
IDEA	Partnerships/funding from local businesses for arts events	Assist
IDEA	Guaranteed income and living wages	Convene
IDEA	Collaboration - city agencies and nonprofit multi-year funded projects	Convene
IDEA	Mental health providers fund arts program	Convene
IDEA	Business support of free tickets	Convene
IDEA	Funding to support dedicated arts staff positions	Lead
IDEA	Big business partnering with smaller creative businesses, sponsorships, promoting	Lead
IDEA	Creative business license goes into funding for arts	Lead
IDEA	Priority funding for comms, collaboration, local personality projects, space	Process
IDEA	Innovation investment i.e. RXaR (?)	
IDEA	Create opportunities to engage small businesses in the arts	Convene
IDEA	Arts alliance w Chambers	Convene
IDEA	Public arts admin network	Convene
IDEA	Mechanism to encourage people to invest locally in the arts - local pride	Lead
IDEA	Major event like SXSW, infrastructure and playbook	Program
IDEA	Playbook for festival - permits (?)	Service
IDEA	Professional development for emerging arts leaders	Service
IDEA	Raise awareness of needs to local organizations/find local funders	Convene
IDEA	Diversify arts boards next gen - under 30	Convene
IDEA	Make developers honor their commitments to arts and artists	Assist
IDEA	Downtowns express individuality of community	Assist
IDEA	More art of everyday objects i.e. contest panel boxes (?)	Convene
IDEA	Restore Benny Bufano Bear	N/A
IDEA	Connection to land history	Program
IDEA	Rap/hip hop teams per district and classes in school	Program
IDEA	Art sales in public places	Assist
IDEA	Transportation resources to make connections with in the county (those without cars/youth)	Assist
IDEA	Programs to open streets to artists	Lead
IDEA	Annual open studios program	Lead
IDEA	Teacher teach finding voice, finding self	N/A
IDEA	New way to tell the story of county history	Program
IDEA	Innovative architecture and landscape - tours, awards ceremony	Program
IDEA	Every city in the Bay area has hopping poetry event	Program
IDEA	Artists activating downtown	Program
IDEA	More free live music in the parks	Program
IDEA	More arts in the parks	Program

COMMENT TYPE	DIST 1 - DIST 2 - DIST 3 - DIST 4 - DIST 5 - Steering Comm	COUNCIL ROLE
IDEA	More art in public spaces and ...? for local artists to exhibits and sell their work	Program
IDEA	Art clinics where people can go to learn	Program
IDEA	Theater library	Assist
IDEA	Expand kinds of arts uses of libraries	Assist
IDEA	Culturally chamilaion spaces- used by many	Assist
IDEA	Develop art colonies in communities	Assist
IDEA	Turn mall into dynamic arts spaces - galleries, performances spaces, music hall	Convene
IDEA	Outdoors spaces for performances, 99 - seat theater ▢ let kids interpret shakespeare	Convene
IDEA	Shared resources/sets/spaces for performing arts	Convene
IDEA	Makers space	Convene
IDEA	Good county library system can be a hub for info/tech/networking/solicization	Convene
IDEA	Repurpose empty/outdated spaces and invoke curiosity	Convene
IDEA	Spaces, co-location w services	Convene
IDEA	Shared events - venues + exposure	Lead
IDEA	Activating underused spaces for arts	Lead
IDEA	Affordable live/work spaces	Lead
IDEA	Coordinating vs. competing	Process
IDEA	Connect youth to scholarships/resources	Assist
IDEA	Help youth find self/purpose via arts funding to prevent crime, etc.	Assist
IDEA	Places/spaces for youth development/arts	Assist
IDEA	Access and exposure to youth	Assist
IDEA	Jobs for artists > youth	Assist
IDEA	Ways to reach more youth	Assist
IDEA	Students internships	Assist
IDEA	Communication art opportunities to youth	N/A
IDEA	Schools where in order to teach, you must be a practitioner	N/A
IDEA	Teen arts council	Process
IDEA	Public space for artists to practice and connect that process with youth - safe expressive places	Program
IDEA	Kids exposed to working artists, see careers	Program
IDEA	Mentoring from seniors to youth - volunteers	Program
IDEA	Youth poet laureate	Program
IDEA	Youth arts - Showcase, contest, scholarships	Program
IDEA	Arts/socialization programs for teens	Program
IDEA	Cultural shift - help kids explore life goals/purpose	Program
IDEA	Artists and residency programs for unhoused and system engaged youth	Program
IDEA	Expressive young coaching middle/high schoolers connect to professional	Service
IDEA	Reflecting before acting	Process
IDEA	Staffing support/grants only/programs only, communication only	Process
IDEA	Look at sports alliance model	
IDEA	Art recruiters - like army	
IDEA	Arts & culture website with opportunities to attend, learn and create (see Santa Monica)	Service
IDEA	Collaborative/shared fundraising	Convene
IDEA	Workshops & technical assistance	Service
IDEA	Grant guidelines that facilitate more equitable scoring	Service
IDEA	Utilizing schools as connectors and existing space infrastructure	Convene
IDEA	Leverage diverse community leadership and languages	Process
IDEA	Activated public spacers & nature	Program

COMMENT TYPE	DIST 1 - DIST 2 - DIST 3 - DIST 4 - DIST 5 - Steering Comm	COUNCIL ROLE
IDEA	Intergenerational arts activities	Program
IDEA	Experiential programs - people engaged in the creative process	Program
IDEA	Arts embedded in the economic development departments of local gov	Lead
IDEA	Youth involvement	Assist
IDEA	Instrument petting zoo	Program
IDEA	Collaborative cohab spaces	Convene
IDEA	More festivals & exhibitions- cultural and historical	Program
IDEA	Multidisciplinary festivals	Program
IDEA	Adaptive re-use of buildings	Convene
IDEA	More park amphitheaters	Assist
IDEA	Landmark celebrations	Program
IDEA	Intersection murals	Program
IDEA	2nd Line - music parades	Program
IDEA	Explosion of public art in communities	Program
IDEA	Collaborative/shared fundraising	Convene
IDEA	Utilizing schools as connectors and existing space infrastructure	Convene
IDEA	Value proposition- demonstrate how the arts meet the moment (artists as 2nd responders)	Advocacy
IDEA	Leverage diverse community leadership and languages	Process
CONDITION	Wake up call to increase funding, artists moving to C.C	Advocacy
CONDITION	Conversations about gentrification and "vibrant" arts scene	Convene
CONDITION	Art erases jurisdictional boundaries - barriers named and changed	Convene
CONDITION	Limited to traffic + public safety initiatives	N/A
CONDITION	Daunting scale and scope	Process
CONDITION	Important not to over promise	Process
CONDITION	Need realistic scope with resources	Process
CONDITION	Achievable goals	Process



SURVEY RESULTS

OVERVIEW OF SURVEY RESULTS

Arts & Culture Very or Extremely Important

88% of verified respondents say art, culture, cultural traditions or creativity are very or extremely important.

Artistic Practice is High

75% of verified respondents consider themselves an artist, a craftsperson, a creative worker, a culture bearer, arts teacher or working in the arts.

Artistic Practice Mostly Uncompensated

25% of respondents report that they earn half to all of their household income through their involvement in the arts. 41% of those who consider themselves part of the cultural economy report that they don't earn money through their practice or volunteer involvement.

For those reporting some earnings from their creative practice, 27% report earnings from teaching art or music, 27% are receiving earnings from the performing arts, 26% from visual arts and photography, and 23% from music. Numerous workers report serving as volunteers in arts organizations.

Frequently Attend Arts & Cultural Experiences

23% of respondents attend arts & cultural experiences weekly to multiple times per week, 36% monthly, and 27% several times per year.

Attend Most Arts & Cultural Experiences in Contra Costa County

33% say that they attend half or more of their arts & cultural experiences within Contra Costa County, with 36% saying they attend 75% or more within Contra Costa County.

All Age Groups Need More Access to Arts

Age range priority needs ranked from 35% to 58% of respondents, with multigenerational opportunities ranking highest.

Top 4 Programmatic Needs:

- Concerts and musical offerings
- Festivals (arts, crafts, performances, food, etc.)
- Public art in neighborhoods or downtowns
- Art exhibitions (openings, gallery talks, public art tours)

Top Service Priorities for Arts Council:

- Provide grants to artists and arts organization
- Provide free or inexpensive art studios, exhibit space, or performance space
- Provide resource listings (grants, jobs, calls to artists or auditions, spaces to rent)
- Provide countywide website directory of artists and cultural organizations
- Provide networking and peer learning opportunities
- Provide professional development or business trainings

Top Leadership Priorities for Arts Council:

- Advocate for more public and private funding for arts & culture throughout the county
- Partner with city governments to strengthen the arts through cultural planning and investment
- Foster collaborations among artists and arts organizations that can strengthen projects or result in other shared resource opportunities
- Partner with the county office of education to strengthen arts education in the county

Top Programmatic Priorities for Arts Council:

- Offer a website that provides listings of arts and cultural events countywide, where they are, and how to attend
- Partner with other organizations in showcases or festivals featuring local artists or performers
- Identify gaps in arts and culture programs in the community and provide programs or find other suitable organizations to fill them
- Work with local and regional press and media to find new ways to increase coverage of arts and culture

Top Priorities for Arts Council to Address Access and Equity:

- Plans its programs and services to ensure that the needs of all geographic areas of the county are addressed
- Have a leadership structure that reflects the demographic diversity of the county
- Provide or support programs that stimulate civic engagement by all

- Offer resources and trainings on equity, inclusion and diversity to arts organizations and creative businesses

Top community benefits of the arts:

- Unifying the community and increasing community participation
- Providing opportunities for residents to have fun and socialize
- Engaging the personal creativity of county residents
- Engaging youth in creative practices and life skills
- Honoring and learning about all of the county's many history and cultures
- Improving the safety of our neighborhoods

Top economic benefits of the arts:

- Supporting or developing local creative talent, businesses and organizations
- Making commercial districts or downtowns more alive
- Strengthening local support for the creative & cultural sector
- Providing reasons to stay and spend in the county
- Attracting talent or businesses to our county
- Stimulating innovation and new ideas



Los Cenzontles in Richmond

Survey Participants

Gender

70% Female
29% Male
1% Non-binary

Age

2% 24 and under
12% 25 - 34
18% 35 - 44
15% 45 - 54
20% 55 - 64
24% 65 - 74
9% 75 or above

Household Income

5% \$39,999 or less
16% \$40,000 - \$69,999
17% \$70,000 - \$99,999
23% \$100,000 - \$149,999
19% \$150,000 - \$200,000
20% \$200,000 or more

Highest Level of Education

1% Some high school
3% High School or equivalent degree
16% Some college, no degree
9% 2 year associate or technical degree
34% Bachelor degree
37% Graduate or professional degree

How they identify their background

4% American Indian or Alaska Native, alone
8% Asian or Asian-American, alone
5% Black or African American, alone
13% Hispanic or Latino, regardless of race
2% Native Hawaiian and Pacific Islander, alone
9% Other race, alone
7% Two or more races or other
59% White alone, not Hispanic or Latino
11% Disabled person

How long resided in Contra Costa County:

11% 1 - 4 years
16% 5 - 10 years
18% 11 - 20 years
19% 20 - 30 years
36% over 30 years

Cities of Respondents

59% of survey responses came from residents of these 4 cities:

- Walnut Creek – 18%
- Concord – 15%
- Richmond – 14%
- Martinez – 12%



I Can Do That! Performing Arts Center in Danville

ARTS & CULTURAL ORGANIZATIONS & VENUES LIST

Contra Costa County Project : Arts & Cultural Organizations & Venues

Sector	District	Organization	Website	City
Performing Arts	4	51 Street Theater Company	https://www.facebook.com/51streettheater/about/	Pleasant Hill
Art Education	3	Adams Music Boosters	https://amsmusicboosters.org/	Brentwood
Visual Arts	5	AF by Christopher Tandy	https://www.christophermtandy.com/	Martinez
Performing Arts	5	Afghan Theatre TV	https://www.facebook.com/afghantheatre/	Pittsburg
Culture	5	African Cultural Center USA	https://www.africanculturalcenterusa.org/	Hercules
Performing Arts	1	Aisan Hoss and Dancers (Iranian dance)	https://www.aisanhossdance.com	Hercules
Visual Arts	2	Alamo Danville Artist Society	https://adas4art.org/Gallery is in Blackhawk	Alamo
Foundation	5	Alhambra High School Arts Foundation	https://www.alhambrahigh.org/mef	Martinez
Culture	2	American Alliance of International Arts Cultures and Education	https://www.aaiace.org/	Moraga
Foundation	2	American Artist Foundation	https://sanramonarts.org/	San Ramon
Performing Arts	2	Amy Likar, Alcyon Ensemble	https://amylkar.com/project/alcyon-ensemble	Orinda
Museum	3	Antioch Historical Museum	https://www.antiochhistoricalmuseum.org/	Antioch
Performing Arts	5	Antioch Regional Theater	https://pmltheatre.com/	Antioch
Arts Venue	2	Art Center - City of San Ramon	will open in 2023	San Ramon
Visual Arts	4	aRT Cottage	https://artscottage.blogspot.com/	Concord
Visual Arts	5	Art Guild of the Delta	https://www.deltagallery.com/art-guild-of-the-delta.html	Brentwood
Performing Arts	2	Art Movement Project	https://www.facebook.com/ArtMovesProject/	Lafayette
Performing Arts	1	Artists Embassey International	http://dancingpoetry.com/	Richmond
Performing Arts	1	Arts Contra Costa County	https://www.artsc.c.c.com/	Richmond
Performing Arts	4	Arts Media and Entertainment Institute	https://www.ameinstitute.org/	Concord
Performing Arts	2	Ashmolean Singers	https://www.facebook.com/pages/Ashmolean%20Singers/	Walnut Creek
Museum	2	Atlantic Arts Museum		Walnut Creek
Performing Arts	4	B8 Theater Company	http://www.b8theatre.org/	Concord
Culture	2	Bay Area Mind and Music Society	www.facebook.com/BAYMS	San Ramon
Visual Arts	2	Bedford Gallery	https://www.bedfordgallery.org/	Walnut Creek
Performing Arts	1	Black Diamond Ballet	https://www.blackdiamondballet.org	Pittsburg
Performing Arts	2	Black Swan Arts & Media	https://www.blackswanarts.org/	Orinda
Performing Arts	2	Blackhawk Chorus	https://www.blackhawkchorus.com/	Danville
Museum	2	Blackhawk Museum	https://blackhawkmuseum.org	Danville
Performing Arts	5	Blue Devils Performing Arts	https://www.bluedevils.org/	Concord
Government	3	Brentwood Arts Commission	https://www.brentwoodca.gov/government/boards-commissions/arts-commission	Brentwood
Visual Arts	3	Brentwood Arts Society	https://www.brentwoodartsociety.com/	Brentwood
Foundation	2	Brentwood Music Foundation	http://bcb.deeders.net/	Danville
Performing Arts	3	Brentwood Teen Theater	https://brentwoodteentheater.com/	Brentwood
Art Education	3	Bristow Music Booster	https://www.bristowmusic.org/	Brentwood
Performing Arts	3	Broadway Repertory Theater	https://www.facebook.com/broadwayrepertorytheater/	Brentwood
Arts Education	1	Building Blocks for Kids	https://www.bbk-richmond.org/	Richmond

Contra Costa County Project : Arts & Cultural Organizations & Venues

Sector	District	Organization	Website	City
Art Education	2	California High School Music Boosters	https://www.calhighmusic.org/	San Ramon
Culture	NA	California Multicultural Art Institute	https://www.facebook.com/MI.Multicultural.Institute/	Berkeley
Performing Arts	2	California Shakespeare Theater	https://calshakes.org/	Orinda
Performing Arts	2	California Symphony	https://www.californiasymphony.org	Walnut Creek
Performing Arts	5	California Theater	https://www.pittsburgcaliforniatheatre.com/	Pittsburg
Visual Arts	4	California Watercolor Association	https://www.californiawatercolor.org/	Walnut Creek
Visual Arts	4	California Writers Club, Mt Diablo Branch	https://cwcmtdiablo.org	Pleasant Hill
Venue	2	Calvin Simmons Center for the Performing Arts	http://www.calvinsimmonscenter.org/	Walnut Creek
Performing Arts	5	Campbell Theater	https://www.campbelltheater.com/	Martinez
Arts Education	2	Campolindo Choral Music Education	http://campochoir.com/	Moraga
Wellness	4	Cancer Support Community	https://www.cancersupportcommunity.org/	Walnut Creek
Martial Arts	4	Capoeira Omolu	https://www.wcomulucapoeira.com	Walnut Creek
Performing Arts	4	CCCOE - Visual and Performing Arts (VAPA)	https://www.cccoe.k12.ca.us/departments/curriculum_and_instruction/visual_performing_arts	Pleasant Hill
Arts Education	NA	Center for Art Esteem	https://www.ahc-oakland.org	Oakland
Visual Arts	4	Center for Community Arts	https://www.communityarts.org/	Walnut Creek
	5	Center for the Arts and Technology		Antioch
Culture	4	Center for the Promotion of Indian Sacred Culture	https://www.indiansacredculture.org/	Concord
Performing Arts	4	Center Repertory Company, WC	https://www.lesherartscenter.org/programs/center-repertory-company	Walnut Creek
	2	Central Eu California Cultural Institutute	https://www.facebook.com/cecinitiative/	Orinda
Performing Arts	2	Chamber Musicians of Northern California Ornia	https://www.cmnc.org/	Walnut Creek
Performing Arts	1	Cherie Hill Irie Dance	http://www.iriedance.com/	Richmond
Visual Arts	4	Chick Boss	https://chickboss.com	Clayton
Wellness	4	Choice in Aging	https://choiceinaging.org	Pleasant Hill
Performing Arts	2	Chorus Eclectic	https://choruseclectic.org/about/	Danville
Performing Arts	2	Circosphere LLC	https://circosphere.com/	Danville
Performing Arts	4	Clarinet Fusion	https://www.clarinetfusion.org	Pleasant Hill
	2	Claudygod Music & Ministries	https://www.facebook.com/	San Ramon
Visual Arts	4	Clay Art Guild	https://www.facebook.com/CeramicArtsWalnutCreek/	Walnut Creek
Museums	4	Clayton Historical Society	https://claytonhistory.org/	Clayton
Performing Arts	4	Clayton Theatre Company	https://www.claytontheatrecompany.com/	Clayton
Art Education	4	Clayton Valley Charter High School	https://www.claytonvalley.org	Clayton
Art Education	4	Clayton Valley Music Boosters	https://www.claytonbands.org/	Concord
Art Education	4	College Park Instrumental Music Boosters	https://cphs.mdusd.org/CPMusicBoosters	Pleasant Hill
Art Education	4	College Park Visual Arts Boosters	https://cphs.mdusd.org/CPvisualartsboosters	Pleasant Hill
Foundation	2	Community Arts Foundation	https://commartsfoundation.org/	Walnut Creek
	4	Community Concern for Art Music and Sports	https://www.guidestar.org/	Concord
Visual Arts	4	Concord Art Association	https://www.concordartassociation.org/	Concord
Art Education	4	Concord High School Instrumental Music Boosters	https://www.chsminutemenmusic.org/boosters/	Concord
Performing Arts	4	Contra Costa Ballet	https://www.contracostaballet.org/	Walnut Creek
Performing Arts	4	Contra Costa Chamber Orchestra	https://contracostachamberorchestra.org	Walnut Creek
Performing Arts	4	Contra Costa Childrens Chorus	https://www.facebook.com/people/Contra-Costa-Childrens-Chorus	Walnut Creek
Performing Arts	1	Contra Costa Chorus	https://ccchorale.org	Richmond
Performing Arts	1	Contra Costa Civic Theatre	https://ccct.org/	El Cerrito

Contra Costa County Project : Arts & Cultural Organizations & Venues

Sector	District	Organization	Website	City
Arts Education	1	Contra Costa College, Fine Arts	https://www.contracosta.edu/classes/academic-departments/fine-media-arts/	San Pablo
Performing Arts	5	Contra Costa Comedy	http://www.cococomedy.com/	Martinez
Performing Arts	4	Contra Costa Musical Theatre	https://www.ccmt.org/	Walnut Creek
Government	4	Contra Costa Office of Education	https://www.cccoe.k12.ca.us/	Pleasant Hill
Performing Arts	2	Contra Costa Performing Arts Society	https://www.ccpas.org/	Walnut Creek
Performing Arts	2	Contra Costa School of Performing Arts	https://www.cocospa.org/	Walnut Creek
Government	4	Contra Costa Television	https://www.contracosta.ca.gov/142/Contra-Costa-Television-CCTV	Martinez
Performing Arts	2	Contra Costa Wind Symphony	https://www.ccwindsymphony.org	Walnut Creek
Performing Arts	5	Creascent Moon Theater Productions	https://www.crescentmoontheaterproductions.com/	Hercules
	1	Create Peace Project	https://www.facebook.com/createpeaceproject/	Richmond
Visual Arts	4	Creekside Artist Guild	https://www.facebook.com/creeksideartistsguild	Clayton
Performing Arts	4	Curtains Up Youth Theatre	https://www.walnutacrespfc.net/pfc-programs/after-school-enrichment-programs/curtains-up-youth-theatre	Concord
Performing Arts	4	DA Dance Center	https://www.thedadancecenter.com	Concord
Performing Arts	4	Dance Connection Performing Arts Centre	http://www.danceconnectionpac.com/	Concord
Arts Services	2	Danville Arts Advisory Board	https://www.danville.ca.gov/274/Arts-Advisory-Board	Danville
Performing Arts	2	Danville Community Band	https://danvilleband.org/	Danville
Performing Arts	2	Danville Girls Chorus	http://www.danvillegirlschorus.org/	Danville
Performing Arts	1	Davalos Dance Company	http://davalosdance.org/	Richmond
Performing Arts	5	Delta Childrens Ballet Theatre	https://my.donationmatch.com/nonprofits/delta-children-s-ballet-theatre	Pittsburg
	3	Delta Education Group		Antioch
Visual Arts	3	Delta Gallery	https://www.deltagallery.com/	Brentwood
Performing Arts	2	Diablo Ballet	https://diabloballet.org/	Walnut Creek
Performing Arts	2	Diablo Choral Artists	https://www.dcachorus.org/	Walnut Creek
Culture	4	Diablo Japanese American Club	https://www.diablojaclub.com/	Concord
Culture	4	Diablo Nippongo Gakuen	https://www.diablonippongogakuen.org/	Concord
Foundation	2	Diablo Regional Arts Foundation	https://www.draa.org/	Walnut Creek
Performing Arts	2	Diablo Symphony Orchestra	https://www.diablosymphony.org/	Walnut Creek
Performing Arts	4	Diablo Taiko	https://www.linkedin.com/in/arlene-kikkawa-nielsen	Concord
Performing Arts	2	Diablo Theatre Company	https://www.diablotheatre.org/	Walnut Creek
Performing Arts	2	Diablo Valley Arts Academy Company	https://www.facebook.com/diablovalleyarts.org/	Walnut Creek
Performing Arts	4	Diablo Valley College Band	https://www.dvc.edu	Pleasant Hill
Performing Arts	4	Diablo Valley College Performng Arts Center	https://www.dvc.edu/campus-life/performing-arts.html	Pleasant Hill
Venue	2	Diablo Valley Theater and Conference Center	https://www.diablosymphony.org/locations/diablo-valley-college-performing-arts-center/	Walnut Creek
Performing Arts	4	Diablo Wind Symphomy	https://bdsandbox.org/programs/diablo-wind-symphomy	Concord
Performing Arts	4	Diaspora Arts Connection Inc.	https://www.diasporaartsconnection.org/	Pleasant Hill
Performing Arts	2	Dougherty Valley Theater	https://www.sanramon.ca.gov/our_city/departments_and_divisions/parks_community_services/parks_facilities/facilities/dougherty_valley_performing_arts_center	San Ramon
	4	East Bay Artist Guild	https://www.eastbayartistsguild.org/	Pleasant Hill
Performing Arts	1	East Bay Center for the Performing Arts	https://www.eastbaycenter.org/	Richmond
Culture	2	East Bay Hungarian Educational Group	https://www.hungarianschool.org/	Walnut Creek
Performing Arts	5	El Campanil Theatre	https://www.elcampaniltheatre.com/	Antioch
Government	1	El Cerrito Arts Commission	https://www.el-cerrito.org/649/Arts-Culture-Commission	El Cerrito
Foundation	3	El Companil Theatre Preservation	https://www.elcampaniltheatre.com/	Antioch
Performing Arts	4	El Morocco	www.elmoroccorestaurant.com	Pleasant Hill

Contra Costa County Project : Arts & Cultural Organizations & Venues

Sector	District	Organization	Website	City
Performing Arts	1	Empowering Youth Through Music	https://www.eytm25.org/	Richmond
Performing Arts	2	Engineering Alliance for the Arts	https://engineersalliance.org/	Walnut Creek
Performing Arts	1	Empowering Youth Through Music	https://www.eytm25.org/	Richmond
Visual Arts	5	Epperson Gallery	https://eppersongallery.com/	Crockett
Performing Arts	2	Eugene O'Neill Foundation, Tao House	https://eugeneoneill.org/	Danville
Performing Arts	2	Expressionsn Dance Academy	www.expressionsdanceacademy.com	Brentwood
Performing Arts	2	Festival Opera	https://www.festivalopera.org/	Walnut Creek
Performing Arts	5	Fiat Music	https://www.linkedin.com/company/fiat-music-company	Pinole
Culture	3	Filopino-American Cultural Society of Antioch		Antioch
Foundation	2	Foundation for Global Arts	https://foundationforglobalarts.org/	Walnut Creek
Performing Arts	4	Friction Performing Arts	https://www.frictionquartet.com/	Concord
Foundation	2	Friends of Civic Arts Education Foundation	https://commartsfoundation.org/WalnutCreek	Walnut Creek
Museum	2	Friends of Joaquin Morga Adobe	https://www.moragaadobe.org/	Orinda
Performing Arts	5	Funny Bone Productions	https://www.facebook.com/funnytothebone/	Martinez
Performing Arts	1	Gadung Kasturi Balinese Dance and Music	http://www.gadungkasturi.org/	Richmond
Performing Arts	4	Galatean Player Ensemble	https://www.facebook.com/Galatean-Players-Ensemble-Theatre-112245066140/	Concord
Foundation	2	General Music Education Foundation	https://www.lafayettecf.org/	Lafayette
Performing Arts	3	Ghostlight Theatre Ensemble	https://ghostlightte.org/	Brentwood
Performing Arts	2	Gill Theatre Arts	https://www.gilltheatrearts.org/	Danville
Visual Arts	NA	Global Art Project	https://globartproject.wixsite.com	world wide
Performing Arts	2	Gold Coast Chamber Players	https://www.facebook.com/GoldCoastChamberPlayers/	Lafayette
Visual Arts	5	Grant Street Tribe of Artists	https://happeningnext.com/event/grant-street-tribe-of-artists-eid3a08ml4q1w	Concord
Performing Arts	4	Grown Women Dance Collective	https://www.facebook.com/goodwomendancecollective/	Concord
Culture	2	Guang-Yu Chinese Culture & Arts Center		San Ramon
Culture	2	Healing Arts Peace Project International - Happe	https://www.facebook.com/healingartspeaceprojects/	Orinda
Visual Arts	2	Hearst Art Gallery, St Marys College	https://www.stmarys-ca.edu/saint-marys-college-museum-of-art	Moraga
Art Education	5	Hercules Music Boosters Association	https://www.facebook.com/people/Hercules-Music-Boosters-Association	Hercules
Art Education	3	Heritage Performing Arts Booster Club	https://boostr.co/all-booster-clubs/listing/heritage-performing-arts-booster-club/	Brentwood
Culture	1	Huicho Center for Cultural Survival and Traditional Arts	https://www.facebook.com/Huicholcenter/	San Pablo
Visual Arts	2	I Can Do That Performing Arts Center	https://www.facebook.com/ICanDoThatPerformingArtsCenter	Danville
Culture	3	International Fellowship of Rotarian Musicians	https://ifrm.org/	Brentwood
Performing Arts	1	James Toland Vocal Arts	https://www.jamestolandvocalarts.org/	San Pablo
Culture	4	Japanese American Religious and Cultural Center - Shinwakai Program		Concord
Foundation	4	Jeffery Marshall's Arts Foundation	https://www.facebook.com/itsallaboutjeffrey/	Concord
Visual Arts	4	JOR Gallery	http://jorfineartgallery.com	Clayton
Performing Arts	2	Julivanna Music Studio	Julivanna Music Studio, Voice Coach Facebook	Walnut Creek
Performing Arts	4	Kariktan Dance Company, Dance Connection Studio	https://kariktan.org/	Concord
Arts Education	2	Lafayette Partners in Education	https://www.lpie.org/	Lafayette
Art Services	2	Lafayette Public Art Committee	https://www.lovelafayette.org/city-hall/commissions-committees/public-art-committee	Lafayette
Foundation	2	Lamorinda Arts Alliance	https://www.facebook.com/LamorindaArt/	Moraga
Arts Services	2	Lamorinda Arts Council	https://lamorindaarts.org	Orinda

Contra Costa County Project : Arts & Cultural Organizations & Venues

Sector	District	Organization	Website	City
Performing Arts	2	Lareen Fender's The Ballet School	https://www.danceschoolwalnutcreek.com	Walnut Creek
Visual Arts	2	Las Juntas East Bay Artist Guild	http://www.eastbayartistsguild.org	Pleasant Hill
Foundation	4	Las Lomas Performing Arts Foundation	https://laslomashs.revtrak.net/Performing-Arts-Foundation/#/list	Walnut Creek
Culture	2	Les Amis De La Culture Francaise	https://www.comite-officiel.org/amis-de-la-culture-francaise.html	Alamo
Performing Arts	4	Leshner Center for the Arts	https://www.lesherartscenter.org/	Walnut Creek
Government	2	Local Edition Creative (Creative Concord)	https://www.creativeconcordca.com/	Walnut Creek
Performing Arts	1	Los Cenzontles Cultural Arts Academy	https://www.loscenzontles.com	Richmond
Arts Education	1	Los Medanos College Choral & Vocal	https://www.losmedanos.edu/music/vocal/choralcourses.aspx	Pittsburg
Culture	1	Luo-Kenya Socio-Cultural Group		Pinole
Visual Arts	1	Madina Papel	https://madinapapelanimation.com/	El Cerrito
Performing Arts	5	Maharlika Cultural Troupe	https://www.facebook.com/mcti92	Martinez
Culture	1	Marcau Cultural Center	https://www.facebook.com/elceritocentrocultural/	El Cerrito
Visual Arts	5	Martinez Art Association	http://www.martinezarts.org/	Martinez
Venue	5	Martinez Campbell Theater	https://www.campbelltheater.com/	Martinez
Performing Arts	5	Martinez Chamber of Commerce	https://martinezchamber.com/	Martinez
Museum	5	Martinez Historical Society	https://martinezhistory.org/	Martinez
Performing Arts	5	Martinez Music Mafia	https://www.facebook.com/MartinezMusicMafia/	Martinez
Performing Arts	5	Martinez Opera Contra Costa	http://mtzocc.com/	Martinez
Art Education	5	Martinez Unified School District Music Boosters	https://www.facebook.com/martinezmusicboosters/	Martinez
Performing Arts	1	Masquers Theatre	https://www.masquers.org	Pt. Richmond

Contra Costa County Project : Arts & Cultural Organizations & Venues

Sector	District	Organization	Website	City
Performing Arts	1	Medical Clown Project	https://medicalclownproject.org/	Richmond
Performing Arts	1	Megan Lowe Dances	https://www.meganlowedances.com/	SF
Culture	4	Monument Impact	https://monumentimpact.org/	Concord
Heritage	2	Moraga Adobe	https://www.moragaadobe.org	Moraga
Visual Arts	2	Moraga Art in Public Spaces Committee	https://www.moraga.ca.us/265/Art-in-Public-Spaces-Committee	Moraga
Foundation	4	Mount Diablo Music Education Foundation	https://mdmef.org/	Pleasant Hill
Performing Arts	4	Mt. Diablo Universalist Unitarian Church	https://mduuc.org/	Walnut Creek
Museum	2	Museum of San Ramon Valley	https://museumsrv.org/	Danville
Culture	1	Music Research Institute	https://www.music-research-inst.org/index.htm	Richmond
Art Education	2	Music Teachers Association of California	https://www.mtac.org/	San Ramon
Arts Education	NA	Musically Minded	https://www.musicallyminded.com/	Oakland
Performing Arts	2	Nava Dance Theatre	https://www.navadance.org/	Alamo
Performing Arts	3	Nick Rodriguez Theatre	https://www.antiochca.gov/recreation	Antioch
Culture	4	Noor Islamic & Culture Community Center	https://www.noorislamicandculturalcommunitycenter.com/	Concord
Art Education	2	Northgate Choral Music Boosters	https://www.northgatepfc.com/ncmb.html	Walnut Creek
Performing Arts	1	Notoriety Variety	https://www.facebook.com/notorietyvariety/	Richmond
Arts Education	1	Nurturing Independence Through Artistic Development Center	https://niadart.org/	Richmond
Performing Arts	5	Onstage Repertory Theater	https://www.facebook.com/ONSTAGETHEATRE	Martinez
Performing Arts	1	Oomph Dance Theater	https://www.facebook.com/watch/oomphdance/	
Visual Arts	2	Orinda Arts in Public Places Commission	https://www.artspaceorinda.org/	Orinda
Venue	2	Orinda Community Center	https://cityoforinda.org/216/Facilities	Orinda
Performing Arts	2	Orinda Starelight Village Players	http://www.orsvp.org/	Orinda
Culture	NA	Orly Museum of Hungarian Culture	https://www.orlymuseum.org/	Berkeley
Performing Arts	4	Pacific Chamber Orchestra	https://pacificchamberorchestra.org/	Livermore

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Image credits



Creative project under way at RYSE Center in Richmond

Contra Costa County Project : Arts & Cultural Organizations & Venues

Sector	District	Organization	Website	City
Culture	4	Pacific Coast Farmer's Market Association	https://www.pcfma.org/	Concord
Foundation	1	Palomarin Chamber Music Foundation	http://palomarin.org/	Richmond
Foundation	2	Park Theater Trust	https://parktheatertrust.org/	Lafayette
Performing Arts	5	Paufve Dance	https://www.paufvedance.org/	El Cerrito
Arts Education	4	Percussion Discussion	https://percussiondiscussion.com/	Pleasant Hill
Culture	1	Phillippine Culture and Historical Association		Pinole
Visual Arts	5	Pinole Art Center	https://art.placefull.com/pinole-art-center-ca	Pinole
Visual Arts	5	Pinole Artisans	https://pinoleartisans.weebly.com/	Pinole
Performing Arts	5	Pinole Community Players	https://pinoleplayers.org/	Pinole
Foundation	5	Pittsburg Arts and Community Foundation	https://www.pittsburgartscommunityfoundation.org/	Pittsburg
Performing Arts	5	Pittsburg Community Theater	https://pittsburgcommunitytheatre.org/	Pittsburg
Culture	5	Pittsburg Entertainment & Arts Hall of Fame	https://www.facebook.com/people/Pittsburg-Entertainment-Arts-Hall-of-Fame	Pittsburg
Performing Arts	3	Pittsburg High School Creative Arts Building	https://en.wikipedia.org/wiki/Pittsburgh_Creative_and_Performing_Arts_School	Pittsburg
Performing Arts	5	Plotline Theater Company	https://www.facebook.com/Plotlinetheatercompany	Martinez
Foundation	1	Point Richmond Gateway Foundation	https://www.pointrichmond.com/point-richmond-gateway/	Richmond
Performing Arts	1	Point Richmond Jazz	https://www.facebook.com/PointRichmondJazz/	Richmond
Performing Arts	1	Point Richmond Music	https://pointrichmondmusic.org/	Richmond
Performing Arts	5	Poison Apple Productions	https://poisonapple.org/	Martinez
Culture	4	Rainbow Community Center	https://www.rainbowcc.org/	Concord
Visual Arts	4	Red Ox Clay Studio	https://www.redoxclaystudio.com/	Concord
Visual Arts	1	Rich City Gallery	https://www.facebook.com/richcitygallery/	Richmond
Performing Arts	1	Rich City Kids Creative Arts Program	https://www.richcitykids.org/	El Sobrante
Visual Arts	1	Richmond Main Street Initiative	https://www.richmondmainstreet.org/	Richmond
Visual Arts	1	Richmond Art Center	https://richmondartcenter.org/	Richmond
Government	1	Richmond Arts & Culture Commission	https://www.ci.richmond.ca.us/1076/Arts-and-Culture-Commission	Richmond
Foundation	1	Richmond Community Foundation	https://www.cfrichmond.org/	Richmond
Culture	1	Richmond Main Street	https://www.richmondmainstreet.org/	Richmond
Museum	1	Richmond Museum Association, Inc	https://richmondmuseum.org/	Richmond
Museum	1	Richmond Museum of History	https://richmondmuseum.org/	Richmond
Performing Arts	1	Ridgeway Arts	https://www.facebook.com/RidgewayArts	Richmond
Performing Arts	4	Rockin Robbies	https://www.rockinrobbyies.com	Concord
Performing Arts	1	Rogelio Lopez and Dancers	https://www.rogeliodance.com/	Richmond
Performing Arts	2	Rohan Murphy Irish Dance Academy	https://www.rohanmurphyirishdance.com/	Danville
Performing Arts	2	Role Players Actors Ensemble	https://www.linkedin.com/company/role-players-ensemble	Danville
Culture	1	Rome Institute of Liberal Arts	https://www.rilarts.org/	El Sobrante
Visual Arts	1	Rossmoor Arts Association	https://www.rossmoorart.com/	Walnut Creek
Visual Arts	2	Rossmoor Ceramic Art Club	http://www.rossmoorceramics.com/	Walnut Creek
Performing Arts	2	Rossmoor Chamber Music Society	http://rossmoorchambermusic.org/	Walnut Creek
Culture	2	Royal Chinese Culture Academy	http://ramcc.co/	San Ramon
Culture	2	Ruth Bancroft Garden & Nursery	https://www.ruthbancroftgarden.org/	Walnut Creek
Multidisciplinary	1	RYSE Youth Center	https://rysecenter.org/	Richmond
Festival	2	San Ramon Art & Wind Festival	https://www.sanramon.ca.gov/our_city/departments_and_divisions/parks_community_services/events/art_and_wind_festival	San Ramon
Visual Arts	2	San Ramon Art Advisory Committee	https://www.sanramon.ca.gov/our_city/boards_committees_commissions/arts_advisory_committee	San Ramon
Foundation	2	San Ramon Arts Foundation	https://sanramonarts.org/	San Ramon
Performing Arts	2	San Ramon Chamber Ensemble	https://sanramonacademyofmusic.com/chamber-ensemble/	San Ramon
	2	San Ramon Valley Theatre		
		Boosters Association	https://srvhs.srvusd.net/	San Ramon
Arts Education	2	School of Rock - San Ramon	https://www.schoolofrock.com/locations/sanramon	San Ramon

Contra Costa County Project : Arts & Cultural Organizations & Venues

Sector	District	Organization	Website	City
Art Education	4	Sequoia Middle School Music Booster	https://www.facebook.com/groups/	Pleasant Hill
Performing Arts	1	Shahzad Dance Academy	https://www.shahzadance.com/	Richmond
Culture	1	Shensem Tsogpa Tibetan Culture Center		Pinole
Performing Arts	1	Sherrie's Dance Studio	https://sherriesdancestudio.com/	El Sobrante
Performing Arts	2	Siddhi Creative Dance	https://siddhicreative.org/	Dublin
Performing Arts	1	Sierra Enemble	https://www.sierraensemble.com/	El Cerrito
Performing Arts	2	Silver Swans Ballet Club of Rossmoor	https://rossmoor.com/residents/clubs-organizations/	Walnut Creek
Performing Arts	5	Soaring High International Music Ministry	https://soaringhighintl.com/	Hercules
Visual Arts	3	Social Justice Sewing Academy	https://www.sjsacademy.org/	Antioch
Performing Arts	4	Solo Opera	https://soloopera.org/home-san-francisco-bay-area-opera.html	Concord
Art Education	4	Soundwell Music Camps	https://www.rockcamp.org/	Pleasant Hill
Culture	2	Sri Karpaga Ganapathi Temple Culture and Comunity Center	https://skgtemple.org/	San Ramon
Performing Arts	3	Stage Right Conservatory Theater	https://www.stagerightmtc.org/	Oakley
Visual Arts	5	Studio 55 Martinez	https://www.studio55martinez.com/	Martinez
Culture	2	Sustainable Korean Culture Institute		Moraga
Performing Arts	5	Synergy Theater	https://www.synergytheater.com/	Martinez
Performing Arts	5	Taere Tiai Polynesian Dance & Cultural Arts	https://www.taeretiai.com/	Hercules
Culture	4	Taiwanese American Culture Center of East Bay	http://tafnc.org/	Walnut Creek
Heritage	2	Tao House	https://eugeneoneill.org/	Danville
Performing Arts	2	Teatr Skazka Russian Drama Club and Language Learning Center	https://www.facebook.com/TeatrSkazka	Walnut Creek
Visual Arts	1	The Black Woman is God	http://www.theblackwomanisgod.com/	Richmond
Performing Arts	5	The Drama Factory (at Nick Rodriguez Theatre)	https://www.dramafactory.org	Antioch
Performing Arts	5	The Fratello Marionettes	https://fratellomarionettes.com/	Pinole
Performing Arts	1	The KTO Project	https://www.facebook.com/TheKTOProject/	El Cerrito
Culture	1	The Latina Center	https://thelatinacenter.org/	Richmond
Foundation	1	The North & Greater Richmond Blues Foundation	https://www.bluesoutnorth.org/	Richmond
Culture	1	The Quinan Street Project	https://quinanstreet.org/	Pinole
Multidisciplinary	2	Three Thirty Three Arts	https://www.333arts.org/	Walnut Creek
Performing Arts	1	Tibet Art Studio	https://tibetartstudio.com/	Richmond
Culture	1	Tibetan Art Music and Education	https://tipa.asia/	Richmond
Culture	1	Tibetan Association of Northern California	https://tanc.org/	Richmond
Foundation	4	Todas Santos Business Association Arts Foundation	https://www.concordtsba.net/	Concord
Performing Arts	2	Town Hall Theater	https://www.townhalltheatre.com/	Lafayette
Art Education	1	Triangle Works	https://www.triangleartworks.org	El Sobrante
Foundation	2	Unity Music Foundation	https://unitymusicfoundation.org/	Walnut Creek
Performing Arts	1	UpSwing Aerial Dance Company	https://www.upswingaerialdance.org	Richmond
Foundation	2	US-China Language & Culture Foundation	https://nclcc.org/	Danville
Visual Arts	2	Valley Stitchers and Fiber Artists Guild	https://sites.google.com/site/valleystitchers	Walnut Creek
Visual Arts	5	Veteran Comic Con	https://www.veterancomiccon.org	Hercules
Performing Arts	1	Victory City Music	https://www.facebook.com/victorycitymusic/	Richmond
Youth	3	Village Community Resource Center	https://www.vcrbrentwoodca.org/	Brentwood
Performing Arts	2	Village Theater	https://www.danville.ca.gov/226/Village-Theatre	Danville
Performing Arts	5	Virago Theatre Company	https://www.viragotheatre.org/	El Cerrito
Performing Arts	2	Viva La Musica		Walnut Creek
Performing Arts	??	Voices That Carry (Queendom Network)	https://voicesthatcarry.org/	??



Counterparts performed by Saint Mary's College Dance Company

Contra Costa County Project : Arts & Cultural Organizations & Venues

Sector	District	Organization	Website	City
Multidisciplinary	2	Walnut Creek Arts Commission	https://www.walnut-creek.org/government/commissions-committees/arts-commission	Walnut Creek
Multidisciplinary	2	Walnut Creek Center for Community Arts	https://www.communityarts.org/	Walnut Creek
Performing Arts	2	Walnut Creek Concert Band	https://walnutcreekconcertband.org/	Walnut Creek
Multidisciplinary	2	Walnut Festival Association	http://www.thewalnutfestival.org/	Walnut Creek
Performing Arts	2	West Coast Theatre Film and Music Group		Alamo
Performing Arts	2	Women Sing	http://womensing.org/	Orinda
Performing Arts	5	Worldoneradio	https://worldoneradio.org/	Pinole
Foundation	2	Xiu Ning Culture Foundation		Lafayette
Culture	1	Yellow Joy Magazine	https://www.yellowjoymagazine.com/	San Pablo
Art Education	2	Ygnacio Valley Instrumental Music Boosters	https://www.facebook.com/YVMusic/	Walnut Creek
Arts Education	NA	Young Audiences of Northern California	https://www.ya-nc.org	San Francisco
Performing Arts	2	Young Rep	https://www.lesherartscenter.org/programs/center-repertory-company/young-rep#ad-image-0	Walnut Creek
Culture	2	Zhi Yin Vocal Music Center	http://www.zhiyin.org/	San Ramon



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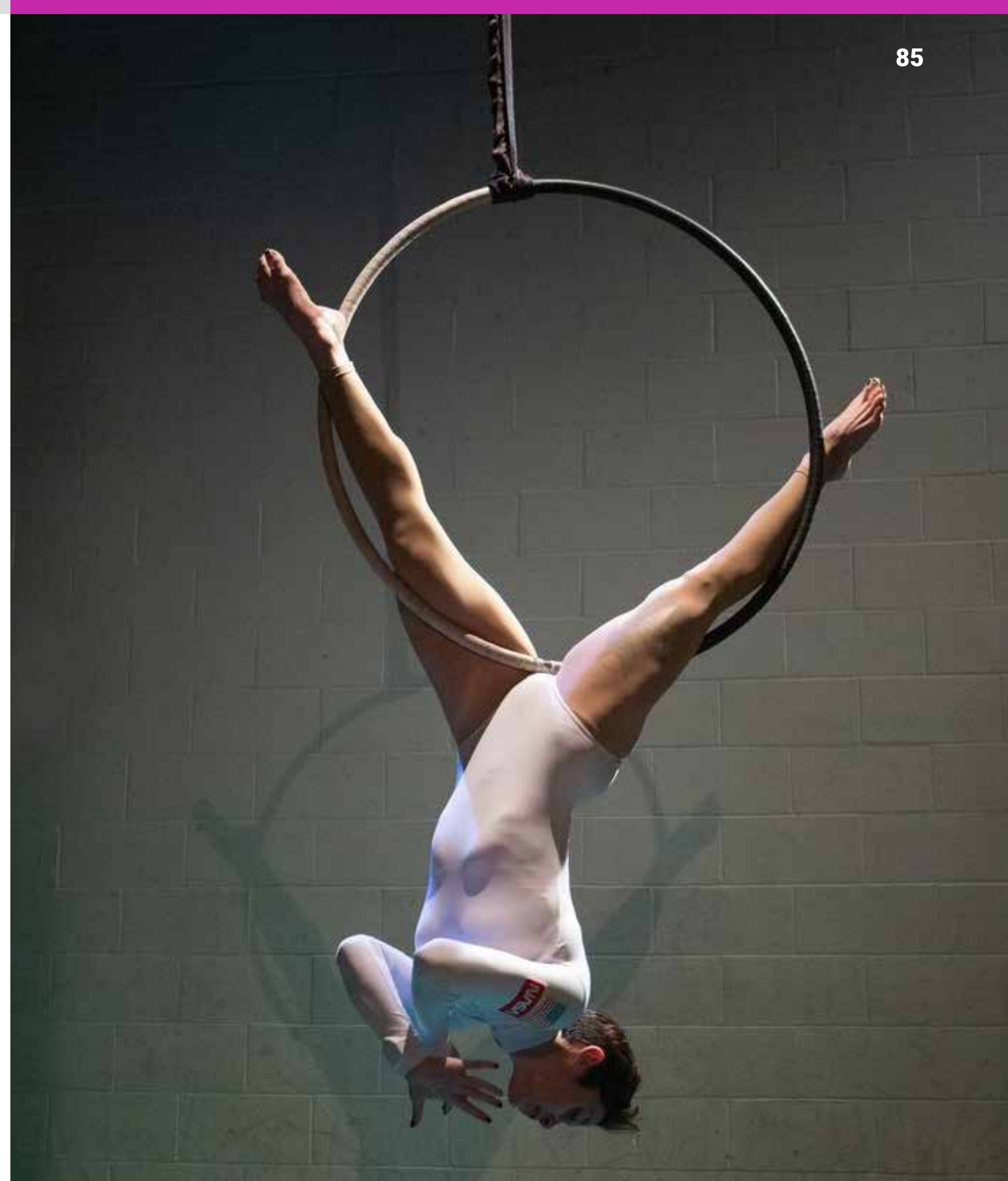
MUNICIPAL ARTS BY DISTRICT AND CITY

District 1	El Cerrito	Richmond	San Pablo	Cities Under Contra Costa County website - (researched)
Public Art Program	Art in Public Places Program	Public Art Program (adopted 1999) Amended 5/4/21 - Public Art Program Ordinance	Art in Public Places Ordinance 2017	Bayview
Municipal Codes	Chapter 13.50	Chapter 7.63 of the Richmond Municipal Code	Chapter 7.63 San Pablo Municipal Code	East Richmond Heights
Policies & Procedures	Art in Public Places Program requires certain development projects over \$250,000 to contribute 1% of construction costs to public art or in lieu fee to public art fund.	Public Art Program (1999) allocates 1.5% of all eligible City & Redevelopment Agency capital improvement project costs with budgets in excess of \$300,000 for public artwork. 1% for Public Art on Private Projects Program Section 6.50.030 - Public Art Program Ordinance (2021)	Art in Public Places Program requires certain development projects over \$200,000 to contribute 1% of construction costs to public art or in lieu fee to Public Arts Fund or Mural Fund.	El Sobrante
Guidelines	1) Visual art (sculpture, murals, mosaics, etc.) 2) On-site cultural programs (performances, special events, education)	All forms of media; criteria for site including visibility & public safety; temporary installations considered; RFQ/RFP submitted to get artists;	Art should include works of art that are created uniquely by an artist and integrated into the development project.	Kensington
Selection Process	Application Process - Public Art Subcommittee of Arts & Culture Commission oversees the selection process.	The City Arts & Culture Division administers the Public Art Program with oversight from the Public Art Advisory Committee (PAAC) - Subcommittee of the Arts & Culture Commission	Submit application and work with Planning Commission.	Montavalin Manor
Funding Mechanisms	1% of private & municipal projects of \$250,000 or more to in lieu Public Art Fund.	1.5% of Capital Improvement Projects; 1% of Private developments; gifts; donations or City funds.	1% of Commercial development with building costs of \$200,000 or more	Pinole City School of Performing Arts

District 1	El Cerrito	Richmond	San Pablo	Cities Under Contra Costa County website - (researched)
City Capital Projects Required (all, some)	All -- development projects \$250,000 or more	Allocates 1.5% of all eligible City capital improvement project costs with budgets in excess of \$300,000 for public artwork.	Exemptions-Capital improvement projects	Rollingwood
Private development (all, some)	All -- development projects \$250,000 or more	One-Percent (1%) for Public Art on Private Projects Program Section 6.50.030 - Public Art Program Ordinance	1% of Commercial development with building costs of \$200,000 or more	Tara Hills
Requirement to Provide Art Work Or In Lieu	Art in Public Places Program requires certain development projects over \$250,000 to contribute 1% of construction costs to public art or in lieu fee to public art fund.	Private Development Projects Program - required to provide 1% of Building Development Costs as public art contribution in 3 ways: 1) On-Site public art 2) Paying an in-lieu contribution 3) Designated Public Art Space	1% of Commercial development with building costs of \$200,000 or more or in lieu to Public Art Fund or Mural Fund.	
Permanent Public Art (Public & Private)		35 public artworks		
Temporary Public Art				
Types of Artistic Disciplines				
Sculpture	X	X	X	
Murals	X	X	X	
Utility Boxes	Utility Box Program-Pilot			
Functional Benches, Streetlamps				
Arts Commission	Arts & Culture Commission	Arts & Culture Commission	Planning Commission	
Arts Committee		Public Art Advisory Committee (subcommittee)		
Arts Foundation, Other Foundations, Friends of			Community Foundation - Grant Program	



District 1	El Cerrito	Richmond	San Pablo	Cities Under Contra Costa County website - (researched)
Grants Offered by City		Neighborhood Public Art "Mini-grant" program, awards grants to community organizations for performing & visual arts activities		
Arts Plan	Arts & Culture Master Plan, 2013	Cultural Arts Plan, 2002 Update		
City-operated art gallery	City Hall Gallery Space- Arts & Culture Commission juried		City Art Gallery	
City-operated performance space				
City-owned art gallery-outside operator				
City-owned performance space-outside operator				
City-presented concerts in the park				
City-presented festivals				
City-run Art Competitions				
City Art Directory		Artist Database for Public Art Projects		
City staff exclusive for arts-full-time, part-time, contracted		Winifred Day, Arts & Culture Manager, (510)620-6952		
City staff for arts with other duties-full-time, part-time, contracted	Alexandra Orologas, Asst. City Manager, (510)215-4302		Greg Dwyer, Community Services Director, (510)215-3081	
Contact Information	aorologas@ci.el-cerrito.ca.us	winifred_day@ci.richmond.ca.us	gregd@sanpabloca.gov	



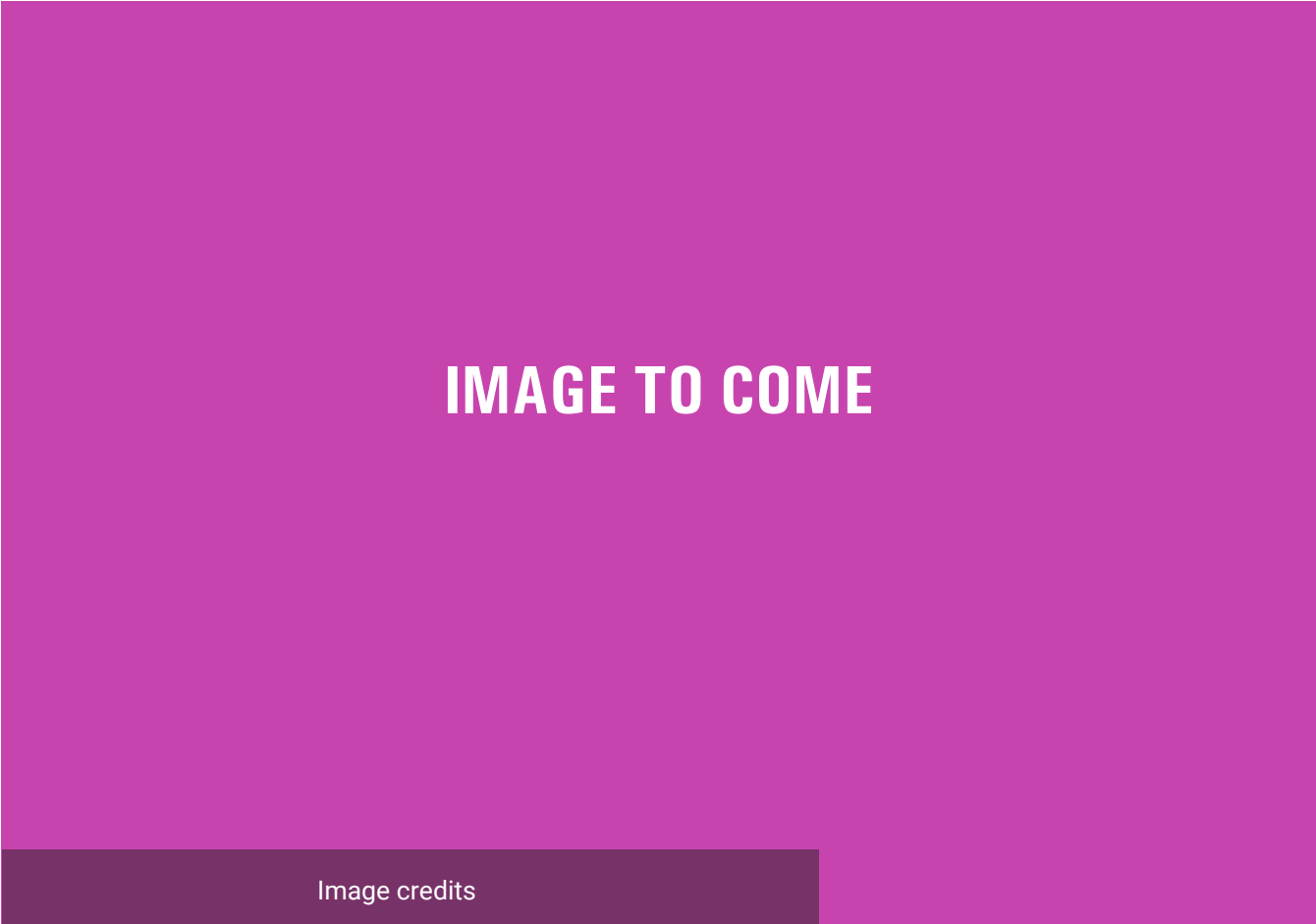
Performing with UpSwing Aerial Dance Company

District 2	Danville	Lafayette	Moraga	Orinda	San Ramon	Cities Under Contra Costa County website - (researched)
Public Art Program		Public Art Master Plan (2013)	Public Art Policy	Art in Public Places Program	Art in Public Places Program (2011)	Alamo
Municipal Codes	Chapter 2.13	Municipal Code Chapter 6-26			Chapter X C 146-53	Blackhawk
Policies & Procedures		Public Art requires construction or alteration development over 5,000 sq. ft. to contribute 1% of construction costs to public art or in lieu Public Art Fund.		The Art in Public Places program, or "ArtSpace Orinda" has been placing outdoor sculpture in Orinda since 2007.		Camino Tassajara
Guidelines		Criteria: Aesthetic quality; Relationship to collection & community; Compatability; Materials, fabrication, installation				Canyon
Selection Process		Application reviewed by Public Art Committee and final action by City Council	Art in Public Spaces Committee meets quarterly to review and recommend public art projects to the City Council.	Art in Public Places Committee works to get artists involved and makes recommendations to City Council.	The proposed artwork is subject to review and approval by the Architectural review Board, Arts Advisory Committee, Planning Commission, and the City Council.	Castle Hill
Funding Mechanisms		1% of construction costs for public art or in lieu fees to Public Art Fund	Art in Public Places Fund - donations, grants., etc.	Art in Public Places Fund is funded by community organizations- Orinda Community Foundation, Lamorinda Arts Council, Orinda Park & Recreation Foundation	\$30,000 allocated annually from the City's Beautification Fund for Public Art.	Diablo
City Capital Projects Required (all, some)					In new capital building projects public art is considered using a budget guideline of 1% of total capital project budget.	Norris Canyon

District 2	Danville	Lafayette	Moraga	Orinda	San Ramon	Cities Under Contra Costa County website - (researched)
Private development (all, some)		Private development (construction or alteration 5,000 sq. ft.) -- 1% of construction costs for Public Art piece or in lieu of meeting requirements - can pay 1% of final construction costs			All new developments are required through a condition of project approval to provide Public Art. The requirement does not have a specific dollar amount.	Reliez Valley (partial)
Requirement to Provide Art Work Or In Lieu		Private development (construction or alteration 5,000 sq. ft.) -- 1% of construction costs for Public Art piece or in lieu of meeting requirements - can pay 1% of final construction costs			Art in Public Places Program is to promote the acquisition, construction, installation, restoration and maintenance of public art pieces.	Saranap/ Parkmead
Permanent Public Art (Public & Private)		16 public artworks Public Art Map	10 public art pieces	40 public art pieces online at artspaceorinda.org/artworks	50 pieces	
Temporary Public Art	1) 'Picture This' 2022-artist frames in parks 2) Dogs of Danville-2019 15 painted dogs by local artists- 3) Shrumen Lumen (2021) 4) Hearts around Hartz (2020) 5) Bound for Books- Benches (2023)	Ursus Redivivus, (on loan sculpture) Rock Garden				
Types of Artistic Disciplines						
Sculpture	X	X	X		X	
Murals		X			X	
Utility Boxes		X	X		X	
Functional Benches, Streetlamps	Benches (working on now)					

District 2	Danville	Lafayette	Moraga	Orinda	San Ramon	Cities Under Contra Costa County website - (researched)
Arts Commission	Parks, Recreation & Arts Commission "Creating Community Through People, Arts, Parks & Programs"					
Arts Committee	Arts Advisory Board (6)	Public Art Committee Appointed	Art in Public Spaces Committee (APSC)	Art in Public Places Committee (APPC)	Arts Advisory Committee	
Arts Foundation, Other Foundations, Friends of					San Ramon Arts Foundation works with Parks and Recreation to support grants for the arts.	
Grants offered by City					Cultural Growth Fund grants	
Arts Plan		Public Art Master Plan 2013				
City-operated art gallery	Village Theatre & Art Gallery	City Library Public Art Gallery		Art Gallery at Orinda Library	5 Art Galleries	
City-operated performance space	Village Theatre & Art Gallery				Dougherty Valley Performing Arts Center	
City-owned art gallery-outside operator						
City-owned performance space-outside operator						
City-presented concerts in the park	Music in the Park					
City-presented festivals	Annual Danville Summerfest - arts, crafts & food vendors		Pear & Wine Festival (Parks & Recreation)		Art & Wind Festival (music, arts, crafts, kites)	
City-run Art Competitions						
City Art Directory						

District 2	Danville	Lafayette	Moraga	Orinda	San Ramon	Cities Under Contra Costa County website - (researched)
City staff exclusive for arts-full-time, part-time, contracted	Marija Nelson Bleier, Program Coordinator, Visual Arts Joe Dunn, Performing Arts Coordinator					
City staff for arts with other duties-full-time, part-time, contracted	Jessica Wallner, Recreation Superintendent, (925) 314-3426	Jenny Rosen, Public Art Liaison	Mackenzie Brady, Parks & Recreation Director	Park & Recreation	Adam Chow, Parks & Community Services Recreation Supervisor (925) 973-3321	
Contact Information	jwallner@danville.ca.gov	jrosen@lovelafayette.org	mbrady@moraga.ca.us	orindaparksrec@cityofordina.org	achow@sanramon.ca.gov	





Todos Santos Plaza in Concord

District 3	Antioch 3(5)	Brentwood	Cities Under Contra Costa County website - (researched)
Public Art Program		Public Art Program	Bethel Island/Sandmound Slough
Municipal Codes		Municipal Code Chapter 2.44	Byron
Policies & Procedures		Public Art Program is established to require the inclusion of art in public capital projects & private construction development projects.	Discovery Bay
Guidelines		Public Art Program sets: purpose; use of funds; eligible artworks; process for approval; artist qualifications & criteria for selection.	
Selection Process		The Arts Commission in consultation with appropriate staff from City Departments shall develop a Public Art Plan to be submitted to City Council each year.	Knightsen
Funding Mechanisms		Funding Sources: 1) Capital Infrastructure 2) Public Art Acquisition Fund (1% development fees) 3) Public Art Administration	Oakley Has a Call for Artists now to do mural in Civic Center Park (\$250 to artist)
City Capital Projects Required (all, some)			
Private development (all, some)		1% development funds	
Requirement to Provide Art Work Or In Lieu			
Permanent Public Art (Public & Private)	25 pieces -- Google Map Online -- City of Antioch	50 pieces -- City of Brentwood 'Public Art Viewer' online	
Temporary Public Art			

District 3	Antioch 3(5)	Brentwood	Cities Under Contra Costa County website - (researched)
Types of Artistic Disciplines			
Sculpture	X	X	
Murals	X	X	
Utility Boxes	X	X	
Functional Benches, Streetlamps	Fountain	Benches	
Arts Commission		Arts Commission	
Arts Committee			
Arts Foundation, Other Foundations, Friends of			
Grants offered by City	Civic Enhancement Grants -- for special events, historic & cultural activities, & facilities. Grants funded by TOT and General Fund		
Arts Plan			
City-operated art gallery		Community Center -- Public Art Walls - Changing exhibits	
City-operated performance space			
City-owned art gallery-outside operator			
City-owned performance space-outside operator			
City-presented concerts in the park	Concert in the Park	Summer Concert Series	
City-presented festivals		Art, Wine & Jazz Festival	
City-run Art Competitions			
City Art Directory			
City staff exclusive for arts-full-time, part-time, contracted			
City staff for arts with other duties-full-time, part-time, contracted	Brad Helfenberger, Parks & Recreation Director	Ben Keisic, Recreation Supervisor, Kris Farro, Recreation Manager	
Contact Information	bhelfenberger@antiochca.gov	kfarro@brentwoodca.gov	
		bkeisic@brentwoodca.gov	





Folding Alphabet sculpture by Fletcher Benton, Walnut Creek Public Art

District 4	Concord 4 (5)	Walnut Creek	Cities Under Contra Costa County website - (researched)
Public Art Program		Public Art Master Plan (2000) - Revisions (2016) Public Art Strategic Plan - 2022	Acalanes Ridge Walnut Creek, Open Space
Municipal Codes		City's Municipal Code: Title 7, Chapter 3 (City) Title 10, Chapter 10, (Private)	Clayton Art & Wine Festival, Clayton Theatre Company, Concerts in the Grove
Policies & Procedures		Public Art Master Plan (PAMP) set criteria for the selection & prioritization of potential sites for public & private projects, guidelines for appropriate art and procedures for art review & selection. Two ordinances were adopted requiring a public art element for private development, and requiring public art for major City construction projects.	Contra Costa Centre
Guidelines		Include sculpture, murals, photography, earthworks, waterworks, glass, mosaics, or any combination of forms. The creator of public art shall be a practitioner in the visual arts who is not a member of the project engineering, architecture or landscape architecture firm.	North Gate
Selection Process	Planning Division -- Art Installation Design Guidelines & Review Process	Private Development Projects - Community & Economic Development Department (CED) is involved initially informing about public art requirements. Then they work with the Arts & Recreation Dept. Overseen by Bedford Gallery Advisory Council & Walnut Creek Arts Commission. Municipal Projects: City Council; Arts Commission; Design Review Commission; Arts, Recreation & Community Services Dept.; Planning Division; Building & Engineering Division. (details in Public Art Master Plan)	Pleasant Hill Summer Concerts by the Lake
Funding Mechanisms	Art in Public Places Fund - fees collected from new construction permits for purchase of art in the City. Fee rescinded in 2013 (?). Funds earmarked in Capital Improvement Program.	Public Art Fund - used for City-owned art/City-sponsored exhibitions that are accessible to the public.	Reliez Valley (partial)
City Capital Projects Required (all, some)		City construction project over \$500,000 must include art integrated into project or a 1% construction cost public art fee into Public Art Fund.	San Miguel
Private development (all, some)		Private construction or alteration project over \$500,000 must include art integrated into project or a 1% construction cost public art fee into Public Art Fund.	Shell Ridge Walnut Creek, Open Space
Requirement to Provide Art Work Or In Lieu			
Permanent Public Art (Public & Private)		Public Art Virtual Gallery Public Art & Heritage Tours (audio & walks) -- approximately 70 public artworks	

District 4	Concord 4 (5)	Walnut Creek	Cities Under Contra Costa County website - (researched)
Temporary Public Art		Duncan Arcade Mural Gallery -- rotates every two years	
Types of Artistic Disciplines			
Sculpture	X	X	
Murals	X	X	
Utility Boxes	X Working with Concord Art Association to select art for Phase III of Utility Box Artwork		
Functional Benches, Streetlamps			
Arts Commission		Arts Commission	
Arts Committee	Recreation, Cultural Affairs and Community Services Committee	Public Art Committee (2 Arts Commission members)	
Arts Foundation, Other Foundations, Friends of			
Grants offered by City			
Arts Plan		Public Art Master Plan, Adopted 2000	
City-operated art gallery		Bedford Gallery Emilee Ehders, Curator	
City-operated performance space		Leshar Center for the Arts (Diablo Regional Arts Association), Carolyn Jackson, General Manager	
City-owned art gallery-outside operator			
City-owned performance space-outside operator			
City-presented concerts in the park	Music & Market Concert Series	Summer Concerts in the Park	
City-presented festivals		Walnut Festival Walnut Family Festival	
City Partners		Center for Community Arts - Part of Arts & Recreation - Art classes/open studios at various locations: Shadelands Art Center, Arts Studios, preschools	
City Art Directory		Public Art Virtual Gallery bedfordgallery.org/public-art/virtual-gallery	
City staff exclusive for arts-full-time, part-time, contracted		Public Art Manager, Steven Huss,	
City staff for arts with other duties- full-time, part-time, contracted	Justin Ezell, Asst. City Manager,	Kevin Safine, Arts & Recreation Director, (925) 943-5848	
Contact Information	justin.ezell@cityofconcord.org	safine@walnut-creek.org	

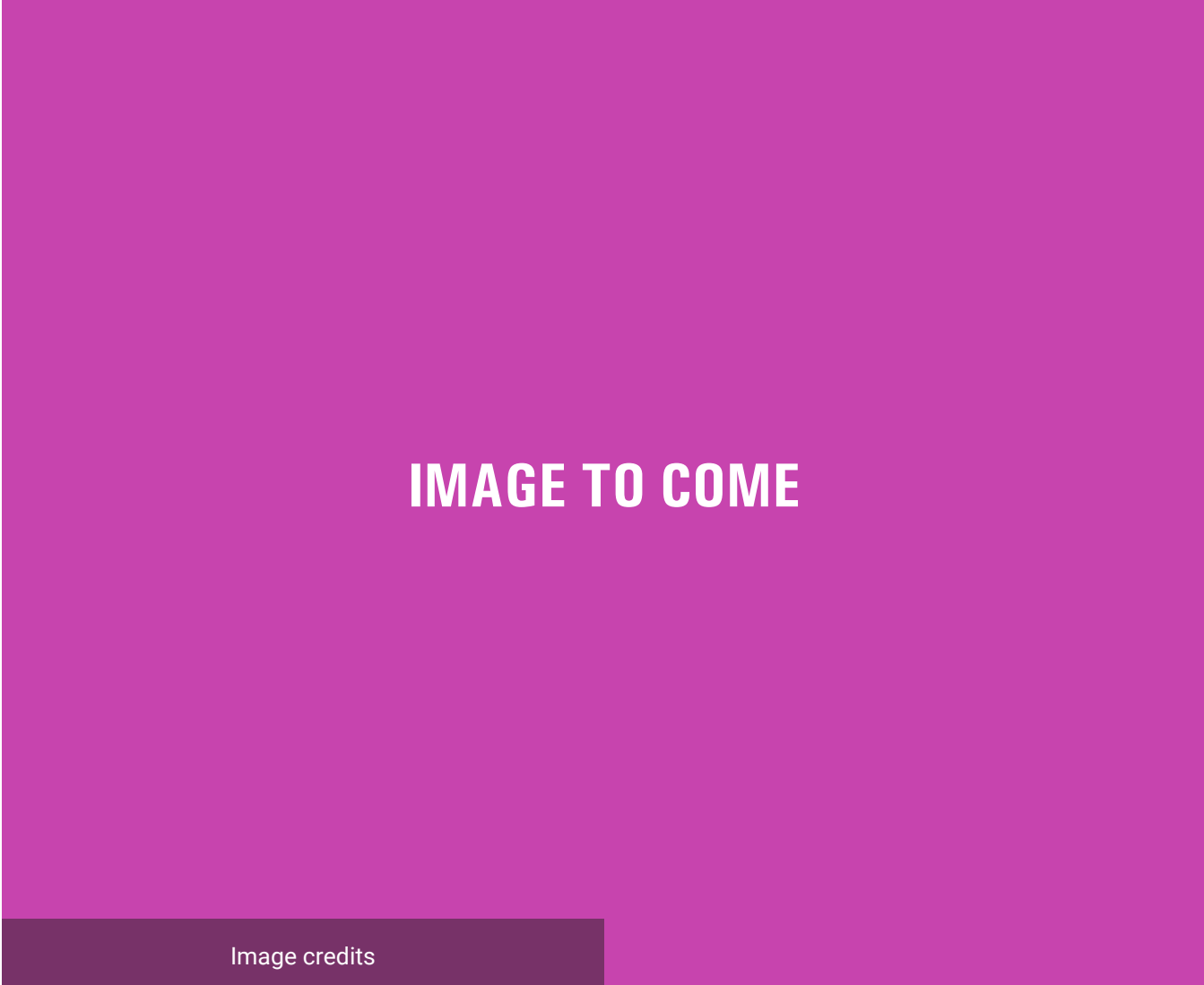


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District 5	Martinez	Mountain View	Pittsburg	Cities Under Contra Costa County website - (researched)
Public Art Program	Public Art Policy (July, 2022)			Alhambra Valley
Municipal Codes				Bay Point
Policies & Procedures	Process for City Planned, Initiated, or Commissioned Public Art: Develop planned or commissioned Public Arts Programs/Projects through collaboration between City Staff/ Public Art Review Committee (PARC) and PRMCC (Parks, Recreation, Marina & Cultural Commission). Following review by PRMCC, all Public Art shall be forwarded to City Council for review and acceptance.	The Visual Arts Committee advises the City Council on the selection of art and artists for City-funded public art acquisitions. Recommend the use and programs supported by the City's one percent and annual Capital Improvement Program allocation for art.		Briones
Guidelines	Public Art should reflect: represent the diverse social, cultural, & historical values of the City; contribute to quality of life & economic vitality; be thought-provoking, memorable, & enduring; provide opportunities for education & learning; & encourage civic pride, add value to the community & represent the City.			Clyde
Selection Process	Public Art Review Committee (PARC). Committee comprised of City staff tasked with initial intake & review process for approval/acceptance by City Council.	Visual Arts Committee advises the City Council on the selection of art and artists for City-funded public art acquisitions (RFQ/RFP).		Crockett
Funding Mechanisms	City funds and grants			Hercules - Community & Library Services Commission oversee Library Art Exhibit Program
City Capital Projects Required (all, some)		1% of the project budget for all major public projects (valued at \$1 million or more) devoted to art.		Pacheco
Private development (all, some)				Port Costa
Requirement to Provide Art Work Or In Lieu				Reliez Valley (partial)
Permanent Public Art (Public & Private)		Public Art Map - Online (38 pieces)	City of Pittsburg Art Walk - A Self-Guided Tour	Rodeo
			pittsburgca.gov/our-city/art-about-town	
Temporary Public Art				Vine Hill

District 5	Martinez	Mountain View	Pittsburg	Cities Under Contra Costa County website - (researched)
Types of Artistic Disciplines				
Sculpture	X	X	X	
Murals	X	X	X	
Utility Boxes				
Functional Benches, Streetlamps			Fountain	
Arts Commission	Parks, Recreation, Marina & Cultural Commission (PRMCC)			
Arts Committee	Cultural & Arts Subcommittee	Visual Arts Committee		
Arts Foundation, Other Foundations, Friends of			Pittsburgh Art & Community Foundation (Old Town Art Centre)	
Grants offered by City	Cultural Event Grant - Pilot Program for fiscal year 2022-2023 Grant for public performances, dance, music, theatre & educational events.			
Arts Plan				
City-operated art gallery		City Hall Art Gallery - organized by Visual Arts Committee		
City-operated performance space		Mountain View Center for Performing Arts		
City-owned art gallery-outside operator				
City-owned performance space-outside operator				
City-presented concerts in the park		Movies in the Park		
City-presented festivals			Arts & Crafts Fair	
City-run Art Competitions				
City Art Directory		Artist Registry - Artists on file for public art projects		
City staff exclusive for arts-full-time, part-time, contracted				
City staff for arts with other duties- full-time, part-time, contracted	Lauren Sugayan, Deputy City Manager	John Lang, Economic Vitality Manager	Kolette Simonton, Director of Recreation	
Contact Information	lsugayan@cityofmartinez.org	econ.dev@mountainview.gov	ksimonton@pittsburghca.gov	

PUBLIC ART INVENTORY

City	Artist	Title	Location
Antioch		Birthplace of Antioch Memorial	
Antioch		Horse and Cart Statue	
Antioch		Love Always Wins	
Antioch		Mt. Diablo Rolling Hills	
Antioch		Veteran's Mural	
Brentwood	Roger Berry	Abstract Steel Auger at Garin Ranch	8640 Brentwood Boulevard
Brentwood	Liberty HS (PADA) Public Design Academy	Animal/ Sport Sculpture	Sunset Sports Park 655 Sunset Road
Brentwood	Liberty HS (PADA) Public Design Academy	Aquatic Wildlife Tunnel Mural	1379 Bauer Way
Brentwood	Alysa Casey	Balfour Packing Shed	3150 Balfour Road
Brentwood	Lorin Baeta	Beta Bowl	Central Boulevard and Dainty Avenue
Brentwood	Debra Janis	Brentwood Brand Wooden Produce Crate	4501 Balfour Road
Brentwood	Nancy Roberts	Brentwood Butterflies	1701 Shady Willow Lane
Brentwood	Debra Janis	Brentwood Hills	2152 Sand Creek Road
Brentwood	Various	Brentwood Library Art	104 Oak Street
Brentwood	Vickie Jo Sowell	Bronze Dog Silhouette	King Park 1379 Bauer Way
Brentwood	Bill Weber	Bronze Farmer Statue	City Park 710 Second Street
Brentwood	Debra Janis	Bubble Boy	1990 Shady Willow Lane
Brentwood	Matthew D'Amico	Catching Fireflies	2210 Vineyards Parkway
Brentwood	Susan Dannenfels and Kirk Beck	Ceramic Sound Wall Arches	7286 Lone Tree Way
Brentwood	Liberty HS (PADA) Public Design Academy	Cherries	426 Oak Street
Brentwood	Jocelyn Freund	Children and Colored Pencils/ Crayons	490 Sand Creek Road
Brentwood	Eric Powell	Childrens Play Area Fence	City Park 710 Second Street
Brentwood	Eric Powell	City Hall Mural	City Hall 150 City Park Way
Brentwood	Lance Crannell and SDG Architecture	Civic Center Entry Monument	850 Second Street
Brentwood	Lance Crannell and SDG Architecture	Civic Center Gateway Arch	320 Oak Street
Brentwood	Eric Powell	Civic Plaza Fountain	City Hall 150 City Park Way
Brentwood	Liberty HS (PADA) Public Design Academy	Conjunction with Naure	City Hall Parking Garage 150 City Park Way
Brentwood	Liberty HS (PADA) Public Design Academy	Corn	8425 Brentwood Boulevard
Brentwood	Scott Runion	Cylindrical Plasma Cut Metal Sculpture	Heron Park 950 Garin Parkway

City	Artist	Title	Location
Brentwood	Liberty HS (PADA) Public Design Academy	Dragonfly Vortex	902 Yardley Place
Brentwood	Mary Young	Egret and Ducks	14 Technology Way
Brentwood	Ismael Alvarez	Farms Workers	1001 Central Boulevard
Brentwood	Willard Carmel	Five Bronze Critters	Veterans Park 3841 Balfour Road
Brentwood	Mary Young	Golfing	2000 Balfour Road
Brentwood	Nancy Roberts	Happy Kids	898 Griffith Lane
Brentwood	Emma Smith	Horse	192 Sand Creek Road
Brentwood	unknown	Horses	150 Continente Avenue
Brentwood	Briana M. Orozco	Integrity	3130 Balfour Road
Brentwood	Debra Janis	It's a Dog's World	1010 Sand Creek Road
Brentwood	June Gomez	John Marsh House	22154 Marsh Creek Road
Brentwood	Alysa Casey	Liberty Basketball	655 Sunset Road
Brentwood	Ashley Lauren Walsh	Liberty High School Lions	4500 O'Hara Avenue
Brentwood	Jocelyn Freund	Life and Happy Memories	Sand Creek Road and Fairview Avenue Old Sand Creek Road
Brentwood	Jacob Edwards	Local Birds	7750 Brentwood Boulevard
Brentwood	Lorin Baeta	Marco	300 Fairview and Arlington Way
Brentwood	Liberty HS (PADA) Public Design Academy	Marsh Creek Trial Underpass Abstract Murals	404 Sand Creek Road
Brentwood	Laurel True	Mosaic Benches	Rainbows End Park 1626 Marina Way
Brentwood	Susan Dannenfels and Kirk Beck	Mosaic Benches 2	Rose Garden Park 2732 Cathedral Circle
Brentwood	Laurel True	Mosaic Benches 3	Kaleidoscope Park 2583 Margaret Lane
Brentwood	Liberty HS (PADA) Public Design Academy	Night Sky Mural	Creekside Park 1010 Claremont Drive
Brentwood	Lorin Baeta	Octopus	2400 Sand Creek Road
Brentwood	Ismael Alvarez	Paradise	20 Sand Creek Road
Brentwood	Debra Janis	Peach Blossoms and Bees	1290 Minnesota Avenue
Brentwood	Ismael Alvarez	Peaches	500 Fairview Avenue
Brentwood	Liberty HS (PADA) Public Design Academy	Peaches	809 Second Street
Brentwood	June Gomez	Pets at the Park	3841 Balfour Road
Brentwood	Brian Keith	Playful Winds	1850 Balfour Road
Brentwood	Lorin Baeta	Polo	1374 Fairview Avenue
Brentwood	Liberty HS (PADA) Public Design Academy	Pumpkins	201 Pine Street
Brentwood	Debra Janis	Regional Park Hiking Family	7251 Brentwood Boulevard
Brentwood	Scott Runion	Spiral Monkeys	Granville Green Park 1091 Granville Lane
Brentwood	Jocelyn Freund	Stained Glass Windows	8640 Brentwood Boulevard

City	Artist	Title	Location
Brentwood	Eric Powell	Stainless Steel Critter Poems	Veterans Park 3841 Balfour Road
Brentwood	Liberty HS (PADA) Public Design Academy	Strawberries	1105 Second Street
Brentwood	Liberty HS (PADA) Public Design Academy	Sunflowers Soundwall Mural	850 Second Street
Brentwood	Ismael Alvarez	The Couple	Fairview Avenue and Concord Avenue
Brentwood	June Gomez	The Harvest	2100 Balfour Road
Brentwood	Ene Osteraas-Constable and Scott Constable (Wowhaus)	Tile Benches and Picnic Table	Cortona Park 320 Cortona Way
Brentwood	Scott Donahue	Two Large Reliefs	Brentwood Police Station 9100 Brentwood Boulevard
Brentwood		Untitled Utility Box	7949 Lone Tree Way
Brentwood	Stephanie Gomez	U-Pick Cherries	411 Sand Creek Road
Brentwood	Lance Crannell and SDG Architecture	Water Fountain	248 Oak Street
Brentwood	Ismael Alvarez	Wild Birds	1199 Central Boulevard
Brentwood	Liberty HS (PADA) Public Design Academy	Yokut Landscape Mural	Oak Meadow Park 180 Crawford Drive
Clayton		Mt. Diablo Elementary Mural	Mt. Diablo Elementary School 5880 Mt. Zion Drive
Concord	Kerry Rowland-Avrech	A Splash of Humanity	Oak Grove Road
Concord		Bank of America Structure	Swift Plaza 2000 Clayton Road
Concord	Jennifer Granat & Melissa Claros	Cage Free Jazz/ Band of Six	Todos Santos Plaza Salvio Street
Concord	Lisa Fulmer & Laurie Mansur	Celebrate Concord	Colfax Road and Willow Pass Road
Concord	Jennifer Granat & Melissa Claros	Celebrate Concord	Clayton Road and Park Street
Concord	Etsuko Sakimura	Communion Bridge	Japanese Friendship Garden at Concord Civic Center, Parkside Drive at Concord Civic Center
Concord	Dan Fontes	Concord Historical Mural-4th of July	2035 Salvio Street
Concord	ABGProjects	Concord History Mural	Grant Street Apartment Development 1676 Grant Street
Concord	Carissa Fei	Eclectic Jazz & Jazz Festival	Grant Street and Salvio Street
Concord	Renaye Johnson and Thea Jue	Families Through Time	Galindo Street and Concord Boulevard
Concord	Alex Sodari	Farm to Taste Series	Serendipity Restaurant and Bakery 2611 East Street
Concord	Pat Calabro	Floating Notes	Mt. Diablo Street and Willow Pass Road
Concord	Sharon Peterson	Garden Music	Todos Santos Plaza Mt. Diablo Street
Concord	Janice Davis and Karen Giorgiani	Martinez Watershed	Concord Avenue and Salvio Street
Concord	Christopher Ball	Music Meets Market	Willow Pass Road and Grant Street
Concord	Completed by the students of Clayton Valley High: Kate Antonick, Arwen McCullough, Alessandra Winters, and Emma Postlethwaite	Parma Deli Mural	Parma Deli 3521 Clayton Road
Concord	Samineh Hamidi Perryman and Janet Brown	Precious Moments/Wonder Dogs	Todos Santos Plaza 2175 Willow Pass Road
Concord		Salvio Pacheco Square	Salvio Pancheo Square 1870 Adobe Street

City	Artist	Title	Location
Concord	Thea Jue & Renaye Johnson	String Quartet	Grant Street and Salvio Street
Concord	Denise Hillman	Sweet Rhythm	Mt. Diablo Street and Willow Pass Road
Concord	Arsenio Baca	Vinnie's Bar & Grill Mural	2045 Mt. Diablo Street
Concord		Visit Concord Rotating Art Wall	1870 Adobe Street
Town of Danville	Tom Franco and the Dreams Art Team, (Rayoliver Del Mundo, Heather Fairweather, Colin Hurley, and Iris Torres)	Aquarium	Danville Community Center and Danville Library 400 Front Street
Town of Danville	waiting to hear from Vet's Hall	Bronze Veterans Memorial, Helmet, Boots, Gun	Downtown Danville Corner of East Prospect and Hartz Avenue
Town of Danville	Tom Franco and the Dreams Art Team, (Rayoliver Del Mundo, Heather Fairweather, Colin Hurley, and Iris Torres)	Dinosaur	Danville Community Center and Danville Library 400 Front Street
Town of Danville	The Office of Michael Manwaring	Eugene O'Neill	Downtown Danville Parklet across from 420 Front Street
Town of Danville	Kappy Venezia	Heart	Town Offices 500 La Gonda Way
Town of Danville	Rachel Rodi	Mosaic Fountain at Railroad Plaza	Downtown Danville corner of East Linda Mesa and Railroad Avenue
Town of Danville	Peter Veres	Serpent	Diablo Vista Park 1000 Tassajara Ranch Drive
Town of Danville	Trent Thompson	View of Las Trampas	Town Offices 500 La Gonda Way
Town of Danville	Tom Franco and the Dreams Art Team, (Rayoliver Del Mundo, Heather Fairweather, Colin Hurley, and Iris Torres)	Whale	Danville Community Center and Danville Library 400 Front Street
El Cerrito	Johnathan Russell and Saori Ide	12 Wind Sculptures	San Pablo Avenue
El Cerrito	Ricardo Cerezo	Facing Here Now	Knott Avenue and San Pablo Avenue next to Honda Dealership
El Cerrito	Kristen Kong	Go Green	Mooser Lane and Navallier Street
El Cerrito	Shanna Strauss	Our Legacy	Carlson Boulevard and Central Avenue
El Cerrito	Martial Yapo	Our Lives Matter	across from Home Depot and Red Onion San Pablo Avenue and Conlon Avenue
El Cerrito	Kristen Kong	The Diverse History of El Cerrito	Colusa Avenue and Fairmount Avenue
El Cerrito	Jesse White	We Are Diverse, We Are Kind, We Are Resilient, We Are Fierce	San Pablo Avenue and Ohlone Greenway next to Baxter Creek Gateway sign
Hercules			
Lafayette	Emily Payne	Acres of Diamonds	Lafayette Library and Learning Center 3491 Mount Diablo Boulevard
Lafayette	Alice Stern	A Living Street	954 Mountain View
Lafayette	Rolfe Horn	Along Huckleberry Path Study 14, Oakland Hills	Lafayette Library and Learning Center 3491 Mount Diablo Boulevard

City	Artist	Title	Location
Lafayette	Weston Teruya	A Moment at the Shadow Cast by Ghosts (rituals of social mobility)	Lafayette Library and Learning Center 3491 Mount Diablo Boulevard
Lafayette	SZFM Design Studio	Art Bench 1	3624 Mount Diablo Boulevard
Lafayette	SZFM Design Studio	Art Bench 2	Dolores Drive and Mount Diablo Boulevard
Lafayette	Michael Almaguer	Balance	Lafayette Library and Learning Center 3491 Mount Diablo Boulevard
Lafayette	Tony Sheets	Bas-Relief Walls	3650 Mount Diablo Boulevard
Lafayette	Greg Moeller	Birdhouse at Diablo Circle	Diablo Circle
Lafayette	Adam Dolberg	Black, Indigenous, People of Color Rock Garden	Stanley Middle School 3455 School Street
Lafayette	Gordon Heuther	Blossoms	3800 Mount Diablo Boulevard
Lafayette	Robert Becker	Coaches	Lafayette Library and Learning Center 3491 Mount Diablo Boulevard
Lafayette	Thomas Taneyhill	Dancing Oak	Lafayette Library and Learning Center 3491 Mount Diablo Boulevard
Lafayette	Cynthia Innis	Fathom	Lafayette Library and Learning Center 3491 Mount Diablo Boulevard
Lafayette	Amanda Huguen	Fistulation	Lafayette Library and Learning Center 3491 Mount Diablo Boulevard
Lafayette	Bob Nugent	Flora Brasiliensis #68	Lafayette Library and Learning Center 3491 Mount Diablo Boulevard
Lafayette	Ellen Blakeley	Flower Mosaic Triptych	Moraga Road and Mount Diablo Boulevard
Lafayette	Joyce Hsu	Flying Girl with Flowers	Lafayette Library and Learning Center 3491 Mount Diablo Boulevard
Lafayette	Laurel True	Fountain Mosaic	The Mercantile 3597 Mount Diablo Boulevard
Lafayette	Shidoni Foundry	General Lafayette	3521 Golden Gate Way Mount Diablo Boulevard and Golden Gate Way
Lafayette	François Séraphin Delpech	Gilbert du Motier, Marquis de Lafayette	Lafayette Library and Learning Center 3491 Mount Diablo Boulevard
Lafayette	Malcolm Lubliner	Glenn Seaborg Portrait	Lafayette Library and Learning Center 3491 Mount Diablo Boulevard
Lafayette	Oliver Jackson	Intaglio Print XVIII	Lafayette Library and Learning Center 3491 Mount Diablo Boulevard
Lafayette	Lewis deSoto	KLS: Day at Kareno	Lafayette Library and Learning Center 3491 Mount Diablo Boulevard
Lafayette		La Fiesta Square Fountain	Mount Diablo Boulevard and Hough Avenue 3527 Mount Diablo
Lafayette	Cleo and Suzy Papanikolas and Marlo Bartels	La Fiesta Square Tile Mural	Lafayette Circle and Mount Diablo Boulevard 3547 Mount Diablo Boulevard
Lafayette	Sonia Melnikova-Raich	Left Behind	Lafayette Library and Learning Center 3491 Mount Diablo Boulevard

City	Artist	Title	Location
Lafayette	Sarah Gross	Mechanical Beetle	Lafayette Library and Learning Center 3491 Mount Diablo Boulevard
Lafayette	various artists	Millennium Column	Lafayette Library and Learning Center 3675 Mount Diablo Boulevard
Lafayette	Robert Becker	Miramonte / Campolindo Football	Lafayette Library and Learning Center 3491 Mount Diablo Boulevard
Lafayette	Sonia Melnikova-Raich	Morning Paper	Lafayette Library and Learning Center 3491 Mount Diablo Boulevard
Lafayette	Cleo and Suzy Papanikolas	Mural near Open Sesame	Mount Diablo Boulevard and Moraga Road
Lafayette	Robert Becker	Next Swimmer	Lafayette Library and Learning Center 3491 Mount Diablo Boulevard
Lafayette	Laurie Szujewska	Noisy Silence 3	Lafayette Library and Learning Center 3491 Mount Diablo Boulevard
Lafayette	Laurie Szujewska	Noisy Silence 5	Lafayette Library and Learning Center 3491 Mount Diablo Boulevard
Lafayette	Laurie Szujewska	Noisy Silence 6	Lafayette Library and Learning Center 3491 Mount Diablo Boulevard
Lafayette	Vivian Santamarina	Once Upon a Time	Lafayette Library and Learning Center 3491 Mount Diablo Boulevard
Lafayette	Linda Gass	On the Edge	Lafayette Library and Learning Center 3491 Mount Diablo Boulevard
Lafayette	Kana Tanaka	Optical Streams Part 1 & 2	Lafayette Library and Learning Center 3491 Mount Diablo Boulevard
Lafayette	Carolyn Ahr	Orange Tulip	Lafayette Library and Learning Center 3491 Mount Diablo Boulevard
Lafayette	Roger Berry	Over Easy	3201 Mount Diablo Boulevard
Lafayette	Sita Rupe	Puzzle Pieces	Lafayette Library and Learning Center 3491 Mount Diablo Boulevard
Lafayette	Elin Christophersen	Red Bud Sprig	Lafayette Community Center 500 Saint Mary's Road
Lafayette	David Mudgett	Resolve	Pleasant Hill and Olympic Boulevard Roundabout
Lafayette	Arlynn Bloom	Resting	Lafayette Library and Learning Center 3491 Mount Diablo Boulevard
Lafayette	Yan Inlow	Resting Woodpecker	Lafayette Library and Learning Center 3491 Mount Diablo Boulevard
Lafayette	Carmen Garza	Sandia	Lafayette Library and Learning Center 3491 Mount Diablo Boulevard
Lafayette	Steven Bradley Falk	Seeing Red	Lafayette Library and Learning Center 3491 Mount Diablo Boulevard
Lafayette	Ben Trautman	Shadow	Town Center III 3594 Mount Diablo Boulevard
Lafayette	Robert Becker	Sleepy Hollow B Meet	Lafayette Library and Learning Center 3491 Mount Diablo Boulevard

City	Artist	Title	Location
Lafayette	Brian Goggin	Speechless	Lafayette Library and Learning Center 3491 Mount Diablo Boulevard
Lafayette	Ann Weber	String of Pearls	Lafayette Library and Learning Center 3491 Mount Diablo Boulevard
Lafayette	Peter Erskine	Sun Painting	Lafayette Library and Learning Center 3491 Mount Diablo Boulevard
Lafayette	Suzy Barnard	Surrounded by Blue	Lafayette Library and Learning Center 3491 Mount Diablo Boulevard
Lafayette	Local volunteers	The Crosses of Lafayette or Lafayette Hillside Memorial	Deer Hill Road between Thompson Road and Oak Hill Road
Lafayette	Carol Van Zant King	The Neighbors	3540 Mount Diablo Boulevard Mount Diablo Boulevard and Oak Hill Road
Lafayette	Geri Burnside and Ed Quenzel	Town Hall Theatre Comedy-Tragedy Mask Mural	Moraga Road and School Street 3535 School Street
Lafayette	Susan Dannenfelser	Tree of Thanks	Lafayette Community Garden 3932 Mount Boulevard
Lafayette	Three Thirty Three Arts and Lara Dutto, Pancho Pescador, Denis Dukhalov, and Callan Romero	Unity in Diversity	3654 Mount Diablo Boulevard
Lafayette	Joe Bologna	Untitled Sculpture	Lafayette Library and Learning Center 3491 Mount Diablo Boulevard
Lafayette	Kris Vagner	Untitled 3	Lafayette Library and Learning Center 3491 Mount Diablo Boulevard
Lafayette	Alex Nolan and Chad Glashoff	Ursus Redivivus	3505 Golden Gate Way
Lafayette		Utility Box 1	First Street
Lafayette		Utility Box 2	Moraga Road
Lafayette		Utility Box 3	Oak Hill Road
Lafayette		Utility Box 4	Happy Valley Road
Lafayette		Utility Box 5	Dolores Street
Lafayette		Utility Box 6	Lafayette Circle
Lafayette	Jeff Key	Vessel #24 - Nesting	Lafayette Library and Learning Center 3491 Mount Diablo Boulevard
Lafayette	Robert Becker	Warm Ups - Soda Center	Lafayette Library and Learning Center 3491 Mount Diablo Boulevard
Lafayette	Archie Held	Water Sculpture	Merrill Gardens 3454 Mount Diablo Road
Martinez		Alhambra Avenue Mural	Alhambra Avenue Bridge Alhambra Avenue
Martinez		Black Lives Matter Mural	Contra Costa Courthouse 725 Court Street
Martinez		John Muir Mural	Alhambra Avenue
Martinez		Martinez Library	Martinez Library 740 Court Street
Martinez	Tom Hon	Martinez Beaver Mural	Former Union 76 Station 741 Green Street
Martinez	Edith Hamlin and Maynard Dixon	Post Office Mural	Downtown Post Office 815 Court Street

City	Artist	Title	Location
Martinez	Colleen Gianaitempo	Small Town With a Big Heart Mural	Downtown Martinez
Town of Moraga	Amy Evans McClure	Ardennais Stallion & Appaloosa	Moraga Library 1500 Saint Mary's Road
Town of Moraga	Colin Selig	Asymmetrical Loveseat	Moraga Library 1500 Saint Mary's Road
Town of Moraga	David Mudgett	Drain II	Town Council Chambers 335 Rheem Boulevard
Town of Moraga	David Mudgett	Grasp	Moraga Library 1500 Saint Mary's Road
Town of Moraga	Amy Evans McClure	Imagine	Town Council Chambers 335 Rheem Boulevard
Town of Moraga	David Mudgett	Radar Man	Moraga Library 1500 Saint Mary's Road
Town of Moraga	Susannah Israel	Rosette and Briar	329 Rheem Boulevard
Town of Moraga	Glenn Takai	Toranski Koki's Journey	Town Council Chambers 335 Rheem Boulevard
Town of Moraga	Anna Shao	Untitled Utility Box or Moraga Beauty	Moraga Commons Park 1425 Saint Mary's Road
Town of Moraga	Patrick E.	Wings	Rancho Laguna Park 2101 Camino Pablo
Oakley	Doug Hayes	Flock of Ducks	Main Street and Second Street
Oakley	Sue Longo	Untitled Birds on Branches Utility Box Mural	Neroly Road and Empire Avenue
Oakley	Kayla Reiss	Untitled Delta Birds Utility Box Mural	Main Street and O'Hara Avenue
Oakley	Andrew Rodgers	Untitled Dog Utility Box Mural	Oxford Drive and Brown Road
Oakley	Debra Janis	Untitled Flower Utility Box Mural	Carpenter Road and Brown Road
Oakley	Cristina Romero	Untitled Freedom High School Utility Box Mural	Neroly Road and Brown Street
Oakley	Sue Longo	Untitled Kayak Utility Box Mural	Main Street and Big Break Road
Oakley	Brian Riley	Untitled Mother Nature Utility Box Mural	Main Street and Simoni Ranch
Oakley	Bonnie Boyce	Untitled Oakley Utility Box Mural	O'Hara Avenue and Laurel Road
Oakley	Kayla Reiss and Debra Janis	Untitled Rider Utility Box Mural	Empire and Oakley Road
Oakley	Bonnie Boyce	Untitled Sailboat Utility Box Mural	Main Street and Bridgehead Road
Oakley	Bonnie Boyce	Untitled Stork in Grass Utility Box Mural	Main Street and Vintage Parkway
Oakley	Dylainie Nathlich	Untitled Stork Utility Box Mural	Main Street and Live Oak Avenue
Oakley	Julie Hanlon	Untitled Sunset Landscape Utility Box Mural	Main Street and Laurel Road
Oakley	Kylie Gancos	Untitled Utility Box Mural	Picasso Drive and East Cypress Road
Oakley	Christina Romero	Untitled Utility Box Mural	O'Hara Avenue and Cypress Road
Oakley	Debra Janis	Untitled Winery Fields Utility Box Mural	Empire Avenue and Carpenter Road
Oakley	Bonnie Boyce	Untitled Winery Utility Box Mural	Empire Avenue and Cypress Street
Orinda	Alan Chin	Aha	Orinda Library Plaza 26 Orinda Way
Orinda	Ann Weber	Almost 16 and 15 1/2	Orinda Library 26 Orinda Way
Orinda	Colin Selig	Bean Love Seat	Ranch House in Wilder Park 10 Orinda Fields Lane

City	Artist	Title	Location
Orinda	John Toki	Blue Black #2	In front of Orinda Community Center 28 Orinda Way
Orinda	Doug Heine	Butterflies	Orinda Community Park 28 Orinda Way
Orinda	Larry Stefl	California Dream	Orinda Library Plaza 26 Orinda Way
Orinda	Stan Dann	California Landscape	Wilder Park Art and Garden Center 20 Orinda Fields Lane
Orinda	Stan Huncilman	Caerus	In front of the Mash Building 43 Moraga Way
Orinda	Dan Good	Chain Piece	Ranch House in Wilder Park 10 Orinda Fields Lane
Orinda	Colin Selig	Chaise Love Seat	Brookside Road and Moraga Way
Orinda	Kati Casida	Embrace	Wilder Park Art and Garden Center 20 Orinda Fields Lane
Orinda	Albert Dicruttalo	Epoch	Outside the planning office of Orinda City Hall 22 Orinda Way
Orinda	David Mudgett	Face Your Fear	Orinda Library Plaza next to the fountain 26 Orinda Way
Orinda	Doug Heine	Fruit of the Aluminum	In front of Field 2 at Wilder Park 101 Wilder Road
Orinda	Doug Heine	Full Circle	Mechanics Bank 77 Moraga Way
Orinda	Hans Miles	Iceberg Slim	Orinda Library Plaza in front of Café Teatro 26 Orinda Way
Orinda	Rue Harrison	Indigo Animal and Dame Eleanor Marmot	Orinda Community Center 28 Orinda Way
Orinda	Joseph Slusky	I/O	Wilder Park Art and Garden Center 20 Orinda Fields Lane
Orinda	Colin Selig	Lips Bench	Orinda Community Center entrance 28 Orinda Way
Orinda	Colin Selig	Low Back Bubble Bench	In front of Orinda Community Center 28 Orinda Way
Orinda	Troy Pillow	Marigold	Mechanics Bank 77 Orinda Way
Orinda	Rimas VisGirda	Martha	Orinda Library Plaza 26 Orinda Way
Orinda	Susannah Israel	Master of Ceremonies	Orinda Library lobby 26 Orinda Way
Orinda	Keith Bush	Measure of a Man	Heggie Plaza, Orinda Library upper level 26 Orinda Way

City	Artist	Title	Location
Orinda	Kevin Christison	Mother Reading to Child	Read Garden behind the library 26 Orinda Way
Orinda	Archie Held	Negative	Orinda Library Plaza adjacent to Cafe Teatro 26 Orinda Way
Orinda	Colin Selig	Nouveau Victorian Chair	Morrison's Jewelers 35 Moraga Way
Orinda	Colin Selig	Nouveau Victorian Chair 2	Morrison's Jewelers 35 Moraga Way
Orinda	Gale Wagner	Outta Here	Orinda Library Plaza 26 Orinda Way
Orinda	Stan Huncilman	Rotorama	Outside the planning office of Orinda City Hall 22 Orinda Way
Orinda	Bruce Johnson	Sentinel	Between the Library Auditorium and the Community Center 26 Orinda Way
Orinda	Joseph Slusky	Sentinel	Orinda Community Center lobby 28 Orinda Way
Orinda	Ann Christenson	Shimmy	Heggie Plaza, Orinda Library upper level 26 Orinda Way
Orinda	Jeff Downing	Signals	Orinda Library Plaza 26 Orinda Way
Orinda	Danielle Satinover	Sound Explosion	Heggie Plaza, Orinda Library upper level 26 Orinda Way
Orinda	Ivan McLean	Sphere 90	Trellis area in front of Orinda Library 26 Orinda Way
Orinda	John Toki	Spring Magesty	Bruns Amphitheater at Shakespeare Theatre 100 California Shakespeare Theatre Way
Orinda	John Toki	Springtime Spirit	Orinda Community Center, 28 Orinda Way
Orinda	Wes Horn	Surfboard Seat	Nation's Restaurant 76 Moraga Way
Orinda	Kent Roberts	Surveillance	Orinda Library lobby 26 Orinda Way
Orinda	David Mudgett	Swimmer	Trellis area in front of Orinda Library 26 Orinda Way
Orinda	Sandra Jones Campbell	The Proposition	Orinda City Hall entry patio 22 Orinda Way
Orinda	Albert Dicruttalo	Truce	Orinda Library Plaza 16 Orinda Way

City	Artist	Title	Location
Orinda	Patricia Vader	Wheely Whirly Peacock	Orinda Library Plaza 16 Orinda Way
Orinda	Stan Huncilman	Wrenzori (Rwenzori)	Orinda City Hall lower parking lot turnaround 22 Orinda Way
Pinole	unknown	Bear Claw Bakery Murals	Bear Claw Bakery 2430 San Pablo Avenue
Pinole		Fernandez Mansion & the American Hotel Mural	1360 Fitzgerald Drive
Pinole	Janette Legg	Fernandez Park San Pablo Bay Mural	Pinole Senior Center 2500 Charles Avenue
Pinole		Greenfield Department Store Mural	Former Greenfield Department Store 1360 Fitzgerald Drive
Pinole	Betty Bailon and Adelpha Frye	Pinole Historical Society Mural	Bus turn out 2131 San Pablo Avenue
Pinole	Semion Mirkin	Pinole Meadow Parks Mural	Pinole Meadow Park Nob Hill Avenue and Rogers Way
Pinole	Wells Fargo and Pinole Historical Society	Pinole Mural	Wells Fargo 1374 Fitzgerald Way
Pinole	unknown	Pinole Police Department Mural	unknown location
Pinole	John Wehrle	Pinole Valley Gateway	I-80 Overpass Pinole Valley Road
Pinole	Semion Mirkin and Joan Landis	The Making of Pinole	Pinole Art Center Gallery 1360 Fitzgerald Drive
Pittsburg	Francis Palermo	Heritage Plaza Mural	Heritage Plaza 4th Street
Pittsburg		Ore Cart Monument	Old Town Pittsburg 5th Street and Black Diamond Street
Pittsburg	Jason Greigo	Our Lady of Pittsburg	Heritage Plaza 4th Street
Pittsburg		Sculptural Reliefs at The California Theater	The California Theatre 351 Railroad Avenue
Pittsburg	Frank Vitale	The Fisherman	3rd Street and Railroad Avenue
Pittsburg	Frank Vitale	The Steelworker in Pittsburg	5th and Railroad Avenue
Pittsburg		The Yellow Boat	3rd Street
Pittsburg		Water Fountatin and Porticos	Old Town Pittsburg 5th Street and Black Diamond Street
Pleasant Hill		Granite Blocks	Downtown Pleasant Hill Monument and Contra Costa Boulevards
Pleasant Hill		Untitled - Car Max Art	Car Max 77 Chilpancingo Parkway
Pleasant Hill		Untitled - Crossroads Shopping Center	Crossroads Shopping Center 2314 Monument Boulevard
Pleasant Hill		Untitled - Diablo Valley Plaza Art	Diablo Valley Plaza 85 Chilpancingo Parkway
Pleasant Hill		Untitled - Hyatt House Hotel	Hyatt House Hotel 2611 Contra Costa Boulevard

City	Artist	Title	Location
Pleasant Hill		Untitled - Reserve at Pleasant Hill	Reserve at Pleasant Hill Pleasant Hill and Geary
Pleasant Hill	Evan Shively	Untitled - Sculptural Logs	Pleasant Hills Library 2 Monticello Avenue
Richmond	Familias Unidas & Richmond Art Center Mural	BART Underpass Familias Unidas Mural	BART underpass 37th Street
Richmond	Linda Grebmeier	Cargo Ships 147	Richmond City Hall 450 Civic Center Plaza
Richmond	John Wehrle	Century Xing Sculpture	Richmond BART Station 1900/2000 Macdonald Avenue
Richmond	Arts & Culture Commissioners Hurst, Seville and Peters	Column Train Sculpture	
Richmond		Community Garden	Richmond Art Center, National Institute of Art & Disabilities, Richmond Senior Center Harbour Way and Macdonald Avenue
Richmond	John Wehrle	Council Chambers Mural/Birds Eye View	Council Chambers, first floor 440 Civic Plaza
Richmond	AGANA	Entrada Sagrada	Richmond Art Center Barrett Avenue Entrance
Richmond	Emily Jo Benjamin, Kaitlyn Bordas, Denise Campos, Vincent Castellanos, Stephanie Garcia, Yahir Garcia, Anwar Mateo Mixcoatl- Diaz, Leslie Poblano, Skyler Rouse, Lizzeth Torres, Iris Wiley Sittler	Every day we must struggle to stay focused on saving this beautiful planet	Richmond Art Center Barrett Avenue Entrance
Richmond	Familias Unidas	Familias Unidas Mural	Richmond Recreation Complex 3230 Macdonald Avenue
Richmond	John Wehrle	Ferry Point Mural	Dornan Drive and Ferry Point
Richmond	Bruce Hasson	Friendship	Shimada Park Marina Bay Parkway and Southwind Circle
Richmond	Andrée Singer Thompson	Guillermo, the Golden Trout	Front of Richmond Art Center 2540 Barrett Avenue
Richmond	JoeSam	Hide 'n' Seek – Girl 1.1 “Barbara”	Richmond Art Center 25th Street Entrance
Richmond	Charles Perry	Hilltop Mall Rotunda/Solar Cantata	Hilltop Mall 2200 Hilltop Mall Road
Richmond	Gyöngy Laky	Inner Glyphs Out	Lobby, cafeteria wall, Social Security Building 1221 Nevin Avenue
Richmond	Gary Carlos	Juliga Woods Memorial	Boorman Park South 27th and Maine Avenue
Richmond	Youth from RYSE Center working with lead artist AGANA	Keep Richmond Beautiful	Richmond Art Center Mural on loading ramp at 25th Street Entrance

City	Artist	Title	Location
Richmond	Rigo 89	Liberty Ship	BART underpass North side of Barrett Avenue
Richmond	Laurel True	Long's Tiles	Harbor Gate Shopping Center 2151 Meeker Avenue
Richmond	Po Shu Wang	Lucretia Edwards Shoreline Park	1500 Marina Way South
Richmond	Erica Clark Shaw	Memorial to Youth	Miller/ Knox Regional Park 900 Dornan Drive
Richmond	Mildred Howard	Moving Richmond	1700 Nevin Avenue
Richmond		NIAD Banner	National Institute for Art & Disabilities 551 23rd Street
Richmond	Janet Kuemmerlein	Odyssey	Lobby west corridor, Social Security Building 1221 Nevin Avenue
Richmond	Kemit Amenophis and the children of Parchester Village	Parchester Village Community Center Mural	Parchester Community Center 900 Williams Drive
Richmond	John Wehrle	Past Perfect on MacDonald Avenue	Underpass MacDonald Avenue at I-80 Freeway
Richmond	Tom and Tim Taylor	Pelican Mural - Richmond Annex	Richmond Annex I-80 overpass at Carlson
Richmond	John Wehrle	Revisionist History of San Pablo Avenue	San Pablo Avenue, North of Barrett at I-80 Freeway Underpass
Richmond		Richmond Art Center Memorial	Richmond Art Center 2540 Barrett Avenue
Richmond	William Mitchell	Richmond BART Station	Entry area, inside gates, Richmond BART Station 1700 Nevin Avenue
Richmond	Richard Hunt	Richmond Cycle	Patio, Social Security Building 1221 Nevin Avenue
Richmond	Matthews Corporation International	Rolling Hills Memorial	Rolling Hills Memorial Park 4100 Hilltop Drive
Richmond	Cheryl Barton and Susan Schwartzberg	Rosie the Riveter Memorial	Rosie the Riveter Memorial Park Regatta Boulevard and Marina Bay Parkway
Richmond		Rubicon Bakery Mural	Rubicon Bakery 154 South 23rd Street
Richmond	Alan Leon	School Mural	Lovoyna DeJean Middle School 3400 Macdonald Avenue
Richmond	Ray Beldner	Shipyards Stories	Jay and Barbara Vincent Park 15 Harbor View Drive
Richmond	Anita Margrill	Signalmen Sculpture	Regatta Boulevard and Marina Way
Richmond	Lia Cook	Spatial Ikat III	Lobby, south wall, Social Security Building 1221 Nevin Avenue
Richmond	Kirk St. Maur	The Sentinel	Park Place and Washington Avenue
Richmond	Jacques Overhoff	Torque	Auto Plaza, Hilltop Auto Plaza

City	Artist	Title	Location
Richmond	John Roeder	Village and Folk Art Sculptures, 20th century	Richmond Art Center 2540 Barrett Avenue
Richmond	Rebeca García-González	We Found Joy in Art-Making / Encontramos La Felicidad Haciendo Arte	Richmond Art Center 25th Street Entrance
San Pablo	Youth Spirit Artworks	Davis Park Mural	Davis Park Multi-Purpose Room 1667 Folsom Avenue
San Pablo		Mosaics at the Medical Center	West County Health Center 13601 San Pablo Avenue
San Pablo	Debra Koppman	The Fabric of San Pablo	San Pablo City Hall 1000 Gateway Avenue
San Pablo	Debra Koppman	Threads of San Pablo	San Pablo Community Center 2450 Rd. 20
San Pablo	Debra Koppman	Welcome to San Pablo!	San Pablo Community Center 2450 Rd. 20
San Ramon		ABC Pet Clinic Mosaic	2259 San Ramon Valley Boulevard
San Ramon	Lee Burg	Art of Dance	Crow Canyon and Twin Creeks
San Ramon	Swati Rostogi	A Tribal Narrative	Bridle Court at Old Ranch Road
San Ramon	Gary A. Winter	A Window Back in Time	Alcosta Boulevard 9100-I, Country Club Village Center
San Ramon		Basket Sculpture	2600 Camino Ramon
San Ramon		Bishop Ranch Business Park Sculpture	Bishop Drive at Executive Parkway
San Ramon	Aditya Advani	Bishop Ranch 1 Fountain	6101 Bollinger Canyon Road
San Ramon		Bishop Ranch 15 Fountain	12647 Alcosta Boulevard
San Ramon	Brian Keith	Bronze Eagle	Rancho San Ramon Park 1998 Rancho Park Loop
San Ramon	Long Giao and Hai Wing Yu	Canyon Crows	3110 Crow Canyon Place
San Ramon		Child Fire Fighter	2070 Arlington Way
San Ramon	Wendy Baker	Children's Faces	North Monarch Road near North Wedgewood Road
San Ramon	Patricia Valentine	Creative Conservation	Crow Canyon Road and Old Crow Canyon Road
San Ramon	John Adams and Linda Stevenson	Coexistence	2000 Bishop Drive located near the north east side of the parking lot
San Ramon	Suzanne Gayle	Colors of Music	Crow Canyon and Iron Horse Trail
San Ramon	Dan Dykes	Convergence	2416 San Ramon Valley Boulevard
San Ramon	Judith Elenbass	Country Faire Park Tile Wall	320 Terrazzo Circle
San Ramon	Jeanette Braucher-Wolfe	Diversity Through Dance	Crow Canyon and Camino Ramon in front of Union Bank
San Ramon		Extended Stay America	2100 Camino Ramon
San Ramon	Albert Guibara	Fingers	2355 San Ramon Valley Boulevard
San Ramon	Peter Schiffrin	Fire Fighter	San Ramon Valley Fire Protection District 1500 Bollinger Canyon
San Ramon	Rich Partida	Fire Truck Park Tile Wall	2070 Arlington Way
San Ramon	Carol Lin and Robin Indar	Fish Mosaic	2277 San Ramon Valley Boulevard

City	Artist	Title	Location
San Ramon	Rich Partida	Flight of the Butterflies	8502 North Monarch Road
San Ramon	Paula Kim	Flowers	San Ramon Valley Boulevard and Courtyard Center
San Ramon	Eric Fang	Fountain Ball	2410 San Ramon Valley Boulevard
San Ramon	Debora Dogue	Fountains with Hand-Decorated Tiles	200 Market Place
San Ramon	David Gates	Granite Monolith and Trellis	2671 Crow Canyon Road
San Ramon	Anthony M. Guzzardo	History Wall	21001 San Ramon Valley Boulevard
San Ramon	John Nichol	Hose Sculpture	2070 Arlington Way
San Ramon	Chris Rench	Huddle Up	5261 Sherwood Way
San Ramon	Ray Lamb	Improvement	Crow Canyon Road and Old Crow Canyon Road near Home Depot
San Ramon	Martin Metal	Iron Horse	3111 Fostoria Way
San Ramon	Mark Bulwinkle	Iron Sculpture	168 Crow Canyon Place
San Ramon		Journeys of the Imagination	3191 Crow Canyon Place located near the sidewalk that runs through the outdoor seating area
San Ramon	Jorge De Quesada	Legacy Plaza Fountain	2010 Crow Canyon Place
San Ramon	Madeline Weiner	Legacy	Montevideo and Davona Drive
San Ramon	Sophia Lee	Let's Dance!	Crow Canyon and San Ramon Valley Boulevard
San Ramon	SGPA	Lighting Tower Art Sculpture	2610 Bishop Drive
San Ramon	Suzanne Gayle, Star Arts	Living Colors	Crow Canyon Place and Fostoria Way
San Ramon	Scott Donahue	Lost and Found	18080 San Ramon Valley Boulevard located in front of Hairgami Salon
San Ramon	Joe Bologna	Men at Work	1947 San Ramon Valley
San Ramon	Archie Held	Millennium Bowl	2603 Camino Ramon
San Ramon	Dale Rogers	People	Central Park 12501 Alcosta Boulevard
San Ramon		PG&E Fountain	3301 Crow Canyon
San Ramon	Rhonda Chase	Poppies	Bollinger Canyon Fountain Bollinger Canyon Road and South Chanterella Drive
San Ramon	Bozidar Rajkovski	Pyramid Fountain	2551 San Ramon Valley Boulevard
San Ramon	Sanjay Anavekar and Deepali Anavekar	Rangoli	San Ramon Valley Boulevard and Norris Canyon Road
San Ramon	Dale Rogers	Reaching for the Stars	Walgreens 11440 Windemere Parkway
San Ramon		Red Spheres	Target 2610 Bishop Drive
San Ramon	Albert Guibara	Sculpture with Water	2817 Crow Canyon Road
San Ramon	David Boyer	Shadow Dancers	Athan Downs Park Montevideo and Davona Drive
San Ramon	Ranjini Venkatachari	Smile, You're in San Ramon	Central Park Amphitheater 12501 Alcosta Boulevard
San Ramon	Ross Barrable	Song of the Seasons	Doughtery Station Community Center 17011 Bollinger Canyon Road

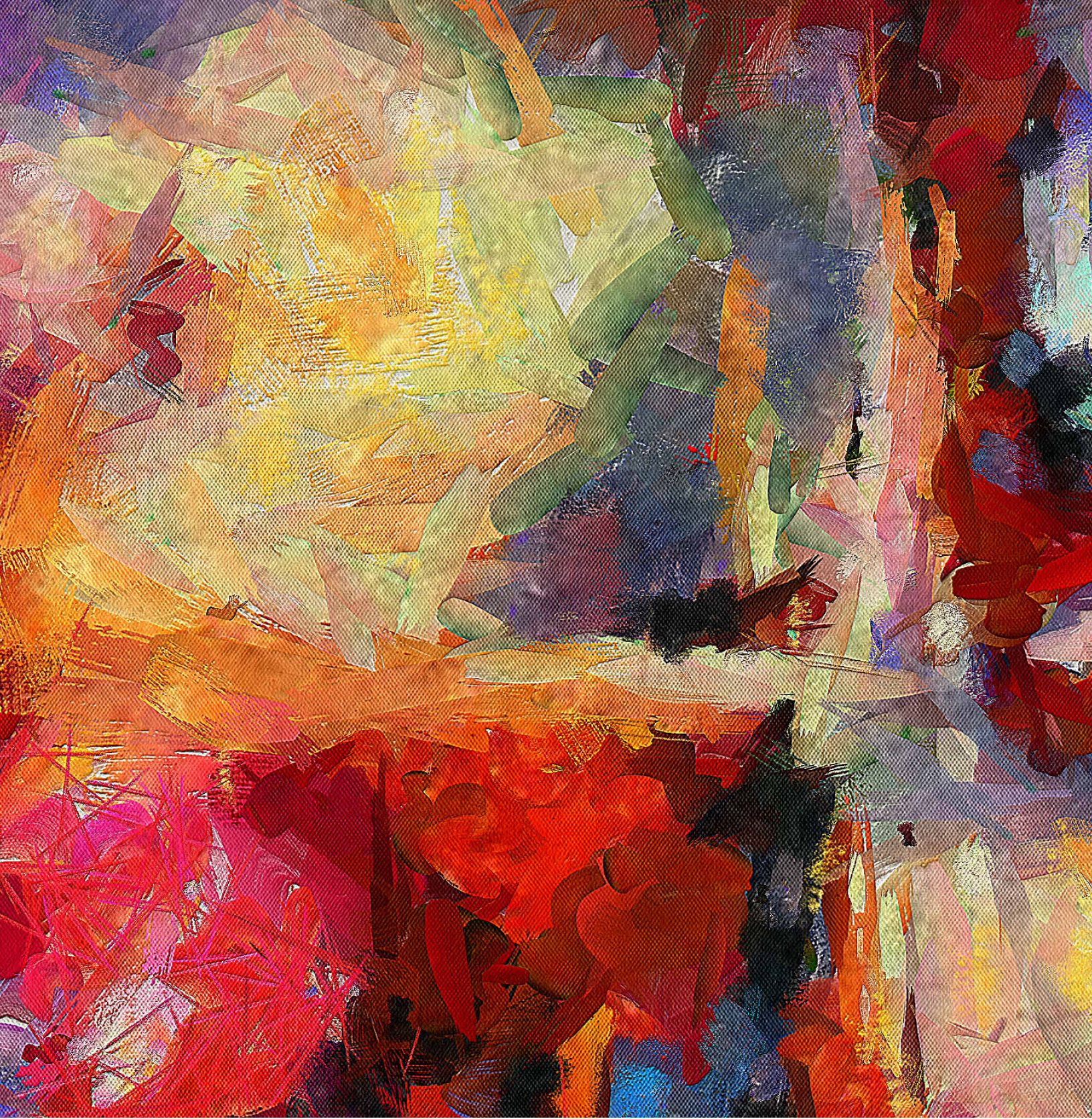
City	Artist	Title	Location
San Ramon	Sarah Gonsalves	Space Box	3101 Crow Canyon Place located near Citibank, Crow Canyon and Crow Canyon Place
San Ramon	Troy Pillow	Steve	2015 Crow Canyon Place located outside Ulta
San Ramon	Vanessa Thomas	Succulent Life	Forest Home Farms 19953 San Ramon Valley Boulevard
San Ramon	Roger Barr	Sundance II	3223 Crow Canyon Road located in front of Union Bank
San Ramon	Molly Keen	Swiftly	Crow Canyon and Crow Canyon Place in front of Citi Bank
San Ramon	John Lwerks	The Tile Wall	1998 Rancho Park Loop
San Ramon	Albert Guibara	Tower, Ball, and Triangle	4500 Norris Canyon Road
San Ramon	Stan Pavlou	Toyota Sculpture	2451 Bishop Drive
San Ramon	Ranjini Venkatachari	Universal Love	City Hall 7000 Bollinger Canyon Road
San Ramon		Water Feature	Sunrise Bagel Café 2005 Crow Canyon Place
San Ramon	Sophia Lee	Yellow Submarine	6000 Bollinger Canyon Road
San Ramon	Paula Kim	Zen	Annabel Lake Marriott and Bishop
Walnut Creek	Jerome Kirk	Aris	
Walnut Creek	Ally McKay	Better Days	1432 North Main Street
Walnut Creek	Robert Holmes	Bolero	
Walnut Creek	Gerald Heffernon	Bullman with Bulldog	1301 North Main Street at the intersection of Mt. Diablo Boulevard
Walnut Creek	Sirron Norris	Cartoon Creek	Duncan Arcade 1341 North Main Street
Walnut Creek	Yoshio Taylor	Echo	Plaza Escuela Locust Street
Walnut Creek	Richard Ellis	Family	Former Washington Mutual
Walnut Creek	Louis Pearson	Fantasy	North California Boulevard and Mt. Diablo Boulevard
Walnut Creek	Lloyd LeBlanc	Flock of Ducks	
Walnut Creek	Velia De Iuliis	Floral Bounty	Duncan Arcade 1341 North Main Street
Walnut Creek	Fletcher Benton	Folded Square Alphabet G	Civic Arts Gallery 1601 Civic Drive
Walnut Creek	Seyed Alavi	Fountain Head	Main Street
Walnut Creek	Wowhaus (Scott Constable and Ene Osxeraas-Constable)	Geologica	
Walnut Creek	Doron Rosenthal	Geological Evolution of Mt. Diablo	Olympic Place 1697 Mt. Diablo Boulevard
Walnut Creek	Phillip K. Smith	Gradient Column	Ruth Bancroft Garden 1552 Bancroft Road
Walnut Creek	Beniamino Bufano	Hand of Peace	

City	Artist	Title	Location
Walnut Creek	Casey Gray	Hands Free	Duncan Arcade 1341 North Main Street
Walnut Creek	Shayne Dark	Intersect in Red	Vaya Apartment Complex Oakland Boulevard and Ygnacio Valley Road
Walnut Creek	Bruce Beasley	Intersections II	Gateway Center 1850 Mount Diablo Boulevard
Walnut Creek	David "Hyde" Cho	Jiko-jitsugen	1666 Locust Street
Walnut Creek	Marta Thoma	Journey of a Bottle	Walnut Creek Library 1644 North Broadway
Walnut Creek	Ludell Deutscher	Le Passant	
Walnut Creek	Cliff Garten	Liliales	539 South Broadway
Walnut Creek	Jacques Overhoff	Lost in the Mail	
Walnut Creek	Maska	Masked Revival	Mel's Diner 1394 North Main Street
Walnut Creek	Tor Archer	Olympic Orb	Olympia Place 1697 Mt. Diablo Boulevard
Walnut Creek	Joyce Hsu	Rawr	Walnut Creek Library 1644 North Broadway
Walnut Creek	Olivia Kuser	Shadowmaker	Va de Vi Restaurant 1511 Mt. Diablo Boulevard
Walnut Creek	Christian Moeller	Shh...Portrait in 12 Volumes of Gray	
Walnut Creek	Cork Marcheschi	Skinny Grove	The Orchards 2800 Ygnacio Valley Road
Walnut Creek	Linda Fleming	Sparks	
Walnut Creek	Dan Corson	Spiraling and Radiating Light	Walnut Creek Station Parking Structure 200 Ygnacio Valley Road
Walnut Creek	Wowhaus (Scott Constable and Ene Osxeraas-Constable)	Story Vanes	The Orchards 2800 Ygnacio Valley Road
Walnut Creek	Patrick Dougherty	Sure Enough	
Walnut Creek	Martin Webb	The first object he locked upon, that object he became	
Walnut Creek	Allie Bill Skelton	Transition	
Walnut Creek	Josh Keyes	Treadmill	Downtown Walnut Creek Locust Street Garage
Walnut Creek	Archie Held	Urban Family	Agora Complex 1500 Newell Avenue
Walnut Creek	Steven De Staebler	Untitled, City Hall	
Walnut Creek	Ann Gardner	Uno, Dos, Tres	
Walnut Creek	Royce	Vestiges, Fall	
Walnut Creek	Cliff Garten	Veterans Memorial	
Walnut Creek	Ricky Watts	Walnut Creek Rollercoaster	Duncan Arcade 1341 North Main Street
Walnut Creek	Leo Bersamina	Warming Up in California	

City	Artist	Title	Location
Walnut Creek	Jason Middlebrook	Water Light	
Walnut Creek	Kristin Farr	West Coast Barn Quilt	Leshar Center for the Arts Locust Street and Civic Drive
Walnut Creek	MCXT (Monica Canilao and Xara Thustra)	We Well All Be	Civic Park's Assembly Hall 1375 Civic Drive
Walnut Creek	Ned Kahn	Wind Fins	1000 South Main Street former Neiman Marcus façade
Walnut Creek	Dan Dykes	Wings	
Walnut Creek	Cannon Dill	Wolf	Duncan Arcade 1341 North Main Street



The KTO Project a world music ensemble





Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

7.

Meeting Date: 06/12/2023
Subject: FINAL DRAFT OF THE ARTS AND CULTURE MASTER PLAN
Submitted For: Monica Nino, County Administrator
Department: County Administrator
Referral No.: IOC 23/12
Referral Name: Ad Hoc Arts Council Steering Committee Formation
Presenter: Lara DeLaney, Sr. Deputy CAO **Contact:** Lara DeLaney 925-655-2057

Referral History:

On [March 29, 2022](#), the Board of Supervisors dissolved the Arts and Culture Commission and directed County Administration staff to procure or establish a nonprofit public-private partnership Arts Council for the county, to serve as the county's State-Local Partner (SLP) with the California Arts Council (CAC).

On [August 2, 2022](#), the Board of Supervisors referred to the Internal Operations (IO) Committee the establishment of an Ad Hoc Arts Council Steering Committee. At its September 12, 2022 meeting, the Internal Operations Committee (IOC) supported the establishment of a seven-member Ad Hoc Arts Council Steering Committee and directed staff to commence an application period for applicants to the Committee.

On [September 20, 2022](#), the Board of Supervisors voted to establish the Ad Hoc Arts Council Steering Committee; the Board also approved the Steering Committee's mission and committee composition. The mission of the Ad Hoc Arts Council Steering Committee is to guide the County's arts and cultural planning efforts through an inclusive community engagement process; provide input and collaboration with County staff and the consultant on the Arts Council procurement or establishment process; ensure diversity, equity, and inclusion throughout the process and outcomes; and listen to the community.

On [November 21, 2022](#), the IOC considered the applications, interviewed applicants, and recommended that the Board of Supervisors appoint the following individuals to the Ad Hoc Arts Council Steering Committee:

1. Najari Smith (District I)
2. Janet Berckefeldt (District II)
3. Germaine McCoy (District III)
4. Arlene Kikkawa-Nielsen (District IV)
5. Ben Miyaji (District 5)
6. Nilofar Gardezi (non-profit foundation)
7. Margot Melcon (non-profit foundation)

The Board of Supervisors approved these appointments on [November 29, 2022](#). Following the creation of the Ad Hoc Arts Council Steering Committee, the Internal Operations Committee requested a status update on the activities of the Steering Committee.

Referral Update:

Since its appointment on November 29, 2022, the Ad Hoc Arts Council Steering Committee has met 7 times, including on the morning of June 12, 2023 to consider approving the final draft *Arts & Culture Master Plan for Contra Costa County*, as prepared by Arts Orange County. A first draft was presented to the Steering Committee at its May 10 meeting; a second draft was presented to the Steering Committee at its June 5 meeting.

At its June 12 meeting, the Steering Committee also considered and provided additional input on a draft Request for Proposal (RFP) for the procurement of arts council services for the County. Staff to the Arts Council Steering Committee, Sr. Deputy County Administrator Lara DeLaney, will provide an update of the Committee's actions. Attached for the Internal Operations Committee's consideration and recommendation to the Board of Supervisors, is the final draft *Arts & Culture Master Plan for Contra Costa County*. Prepared by Arts Orange County, this Master Plan is based upon all sources of community input, includes a statement of Vision, Mission and Values, top line goals and priorities for a Contra Costa County arts council to address when one is selected by the Board of Supervisors, a 5-year projected budget, recommended action steps and timeline. The President and CEO of Arts Orange County, Mr. Rick Stein, and his associates will be present at the IO Committee meeting to present the Master Plan.

Note that there are graphic design elements and photos that are still in production for the full Board of Supervisors' consideration of the Master Plan at its June 27, 2023 meeting. In addition, a Spanish translation is underway, and arrangements are being made for additional language access for the final document.

Project History

Since its inception, the Project Consultant, Mr. Rick Stein of Arts Orange County and his associates, have provided the Ad Hoc Committee with regular status reports of its research, invited Committee members to review the research results for accuracy, and to review and make suggested modifications to the online survey draft. The Committee also reviewed the list of proposed key stakeholder interviewees and provided the Consultant with additional suggestions. Committee members promoted and attended the Community Visioning Sessions, and they promoted the online survey to their networks.

Key Stakeholder Interviews

The Consultant conducted 68 interviews with key stakeholders from November 2022 to April 2023. Interviewees were advised that their comments would be confidential and that any specific quotations used by the consultant would be without attribution.

In addition to those independently identified by the consultant, interviewees were selected based upon suggestions made to the consultant by County Supervisors, County staff, and members of the Ad Hoc Arts Council Steering Committee. Stakeholders interviewed were located in each of the five Supervisorial districts in almost equal proportions, as well as several that represent organizations serving multiple districts or the entire county. Stakeholders represented the following constituencies: artists, arts educators, arts and cultural organizations, philanthropic organizations, business, and government, including interviews with all 5 Contra Costa County Supervisors.

Visioning Sessions

A total of 6 visioning sessions were conducted, the first of which was with the members of the Ad Hoc Committee at its inaugural meeting on January 18, 2023. Subsequently, 5 Community Visioning Sessions were held in each of the County's supervisorial districts: March 14-Walnut Creek (District 4), March 15-Oakley (District 3), March 16-Pittsburg (District 5), March 17-Danville (District 2), March 18-Richmond (District 1). All were live, in-person gatherings, facilitated by the Consultant and included a bi-lingual team member to assist Spanish speaking participants. Total attendance exceeded 160 participants.

Online Survey

On March 14, an online survey was launched. Through April 28, 436 verified responses had been received. The survey closed on April 30, and results are in the process of being tabulated and analyzed.

Research Findings

- Approximately 300 arts and cultural organizations are based in Contra Costa County

- 11 cities have Public Art Programs
- 12 cities have Arts Commissions/Committees and/or Arts Plans
- More than 450 artworks are on display publicly countywide

Recommendation(s)/Next Step(s):

CONSIDER recommending to the Board of Supervisors adoption of the final draft *Arts & Culture Master Plan for Contra Costa County*, to be presented to the Board of Supervisors at its meeting on June 27, 2023.

Attachments

Contra Costa Report 6-6-23 v2--Final Draft

Minutes Attachments

No file(s) attached.

INVITATION FOR COMMENT - ADMIN. BULLETIN 600 REVISIONS
DEPARTMENT COMMENT SUBMISSION FORM

DEPARTMENT: All Departments

No.	Dept.	Section	Proposed Edits	Comments	CAO Response	Notes
1	Agriculture	II.B.2.e.	Fixed Asset Purchases. One of the following Fixed Asset Codes must be applied to a Requisition for the purchase of a Capital Outlay Item equal to or greater than \$5,000.	Grammar issue, above than should be greater than	Agree	Corrected in final draft
2	Agriculture	III.B.4.a.	other services that, by law, some other officer or body is specifically charged with obtaining and	remove the and unless there is something else to add, if it needs to be before the last entry add it to the line above	Agree	Corrected in final draft
3	Auditor-Controller	II. B. 2. e.	Add Capital Accounts 4948 Miscellaneous Equipment and 4949 Special Assistive Devices to the list of accounts.	Draft AB is currently incorrect... The list in the draft AB is incomplete and needs to be corrected. The list should contain all accounts under Summary Sub-Account 4950.	Agree	Corrected in final draft
4	Auditor-Controller	II. B. 2. e.	Change the first sentence in the paragraph after the account list to read "...route to the Auditor-Controller to confirm the availability of adequate appropriations for the capital purchase."	Draft AB is currently incorrect... Currently the sentence reads "...route to the Auditor-Controller to record the item as an asset for inventory purposes." That is not why the requisition is routed to the Auditor's Office, it is to ensure the department has adequate appropriations for the purchase. Capital equipment is not recorded in the Capital Asset system until after the purchase has been made.	Agree	Corrected in final draft
5	Auditor-Controller	II. B. 3. a. 14. A.	Assuming that the new threshold of \$5,000 for computer purchases made under authority of the Warrant Request is not lowered, provide instruction on how the County will ensure it adheres to the requirement that the Auditor's Office confirms a department has adequate appropriations for a capital purchase.	Draft AB is currently not in compliance with requirements... \$5,000 is the threshold for determining if equipment is capital. How will the Auditor's Office be aware of the potential purchase, prior to the purchase, in order to ensure appropriations are available?	Agree	Corrected in final draft
6	Auditor-Controller	I. B.	The Capital Outlay Item definition should include "Additions to capitalized equipment costing \$5,000 or more per item." and note that this definition is specific to a Capital Outlay Item for equipment (not land, intangible assets, etc.).	Draft AB is currently incorrect... AB 200 "Fixed Asset Accounting and Budgeting Policy" defines capital equipment as both the addition of the equipment as well as additions to capitalized equipment costing \$5k or more.	Agree	Corrected in final draft
7	Auditor-Controller	I. D.	"Fixed Asset Code" should be "Equipment Capital Asset Code"	Draft AB is currently incorrect... the AB only deals with a small subset of the capital accounts in the financial system and the AB should specify that (as written the AB indicates that it is dealing with all capital accounts). In addition, the AB uses the outdated term Fixed Asset instead of Capital Asset.	Agree	Corrected in final draft
8	Auditor-Controller	II. B.	Add accountability requirements as has been done with Service Contracts in III. B. 7. The AB's regarding receiving and matching are being repealed and no accountability re: receiving and matching is included in the new AB.	Loss of accountability with draft AB... Three-way matching is a standard practice in modern accounts payable procedures and modern accounting systems. We are using matching in Workday, but we were not able to fully utilize Workday's "three-way matching" functionality due to the fact that full procurement was not included for go live.	Agree	Added Section II(B)(5) "Receipt of Shipments"
9	Auditor-Controller	II. B. 1. a. II. B. 2. a. II. B. 2. b. II. B. 4. II. C. V.	Use the same list for "materials, supplies, equipment, furnishings, and other personal property of any kind and nature" throughout the document or use the complete list once and then specify a truncated list that represents the complete list will be used in the rest of the document. Or be clearer if the lists are supposed to be different (and specify how items that appear on the initial list are supposed to be handled, since they do not appear on subsequent lists).	Draft AB is confusing... various different versions of the list "of goods" appear throughout the document and it is not clear why the same list is not always used (are items dropped or added for a particular purpose or is that not intentional).	Agree	Corrected in final draft
10	Auditor-Controller	II. B. 4. b. II. B. 4. c. III. B. 2. a. III. B. 2. b. III. B. 2. c.	Change the reference to dollar amount ranges so that no amounts are left outside of a range or (as in the case of III B. 2. a. 2. be consistent within a section (the heading of this section says "Service Contracts up to \$25,000" and #2 in the section says "contracts under \$25,000."	Draft AB is confusing/incomplete... County staff will not know how to appropriately handle purchases that are on the cusp of the ranges (are not contained in any range) and those purchases will be handed inconsistently throughout the County.	Agree	Corrected in final draft

INVITATION FOR COMMENT - ADMIN. BULLETIN 600 REVISIONS
DEPARTMENT COMMENT SUBMISSION FORM

DEPARTMENT: All Departments

No.	Dept.	Section	Proposed Edits	Comments	CAO Response	Notes
11	Auditor-Controller	Memo II. B. 5. a.	Clarify which AB takes precedence, the new AB or AB 616 "Acquisition of Computer Hardware, Software and Computer-Related Services."	Draft AB is confusing/incomplete... II B. 5. a. states that purchases equal to or below \$200,000 require approval by the Purchasing Agent or designee (no other approvals required); the memo states that all transactions under \$200,000 will require the approval of the Purchasing Agent only (seemingly clarifying if II B. 5. a. means all purchases or just some). AB 616, which is not being repealed, requires approval of CAO and CIO for computer hardware that costs more than \$50,000 and less than or equal to \$200,000. With two ABs giving conflicting requirements for purchases, the result will be inconsistent practice throughout the County.	Agree	Corrected in final draft. Admin Bulletin 600 sets minimum standards for procurement; however, additional Admin Bulletins identified in Section VI or other policies adopted by the Board of Supervisors pursuant to Section V, including the SBE program may impose further requirements on the procurement process which must also be adhered to.
12	Auditor-Controller	II. B. 3. a.	Add "plus Board Resolution 2015/162" after the County Ordinance specification.	Draft AB is confusing/incomplete... it is the County Ordinance <i>plus</i> the Board Resolution that allows the use of the Warrant Request. The County Ordinance alone does not allow this.	Agree	Corrected in final draft with flag to update Resolution number once a new resolution is passed to effectuate the changes included in this policy.
13	Auditor-Controller	III. B. 8.	Add "if Board of Supervisors approval is required" after "Service contract documents must be approved by the Board of Supervisors"	Draft AB is confusing... BOS approval is not required on all service contracts, but III B. 8. makes it sound like BOS approval is required for all service contracts.	Agree	Corrected in final draft
14	Auditor-Controller	III. B. 4. a. last bullet	Remove the "; and" at the end of the bullet or make it clearer why it is there. It does not appear to be linking III B. 4. a. with III B. 4. b.		Agree	Corrected in final draft.
15	Auditor-Controller	II.B.3. (Warrant Requests)	N/A	The maximum amount for "other items" on warrant requests is being increased from \$1,000 to \$5,000 (a \$4,000 or 400% increase). Isn't that a little extreme? It wasn't that long ago that the limit was \$500. Maybe it's because \$5,000 is also the capitalization threshold, but that seems to be a high threshold for being able to bypass Purchasing.	Disagree	The maximum amount for "Other Items" to be paid under a Warrant Request was set at \$500 in 1995 and continued for 20 years until it was increased to \$1,000 in 2015. Over the past 28 years, the personnel costs related to processing a Purchase Order or Service Contract have increased dramatically. Increasing this amount from \$1,000 to \$5,000 will ensure that the County does not expend more funds to process a request than it would cost to simply make the purchase. This removes bureaucracy from the process and increases the amount of productive hours staff can direct to larger scale purchase transactions.
16	Auditor-Controller	I. B.	N/A	The definition of a "Capital Outlay Item" contains "with a life expectancy of more than one year that retains its identity throughout its useful life" - this is not consistent with AB 200 or the SCO ASP. It would be nice if definitions were consistent.	Agree	Corrected in final draft.
17	Auditor-Controller	II. B. 4. d. 1. A.	N/A	I'm not sure if "inability to conduct the solicitation process timely" has always been a justification for Sole Source (it was not when we had to complete the Sole Source form), but this just invites departments to delay the procurement process until they don't have adequate time for the "normal" process and therefore "must" use sole source.	Agree	Corrected in final draft to match with the definitions of Sole Source and Single Source added to Section I, "Definitions".
18	Auditor-Controller	II. B. 4. d. 2.	N/A	Editorial... County Counsel reviews all Cooperative Purchasing Contracts except those related to Health Services. Is that because HSD is exempt or because HSD has some other review path they go down? It would be nice to know (have that info included, instead of mysteriously excluding HSD).	Agree	Corrected in the final draft. HSD initiates legal review of Cooperative Purchasing Contracts directly with County Counsel.
19	Auditor-Controller	Various	N/A	It seems like this AB has less Authority specifications than the AB's it is replacing. Having been one of the people who has had to chase down what authorizes various County practices, specifying the Authority (and being specific instead of saying something like "state law") is extremely helpful for County staff.	Disagree	The Administrative Bulletin cites all sources in statute, County municipal code or policy and hyperlinks to each reference. Prior Administrative Bulletins that are being replaced may have had citations, but did not link to those references - this actually enhances transparency and the ability to access the underlying authorization.
20	Auditor-Controller	None	Add something relating to procurement card usage	There is zero mention of the procurement card program. As problem riddled as that program is, the least they can do is include a reference to the Procurement Card Manual, and that using the procurement card does not preclude you from having to follow the new purchasing AB.	Agree	Added Section II(B)(3), "Procurement Cards"
21	Auditor-Controller	None	Add something about the receiving process	AB 603 - <i>Receiving Shipments</i> is being repealed with the new AB. There is not one mention of receiving in the new AB. AB 603 may be almost as old as I am, but receiving is a relevant portion of the purchasing process, which is supposed to be as follows: Requisition→Purchase Order/Issue→Receive→Invoice→Payment. There has to be confirmation of receipt before the purchase is deemed to be complete, and an invoice can be paid.	Agree	Added Section II(B)(5) "Receipt of Shipments"
22	Contra Costa Fire	Page 9, Section III B.1	Purchasing needs to provide mechanism to determine findings	The County is asking staff to determine that a, b and c are valid but staff has no way to determine this.	Disagree	This is currently the responsibility of departments

INVITATION FOR COMMENT - ADMIN. BULLETIN 600 REVISIONS
DEPARTMENT COMMENT SUBMISSION FORM

DEPARTMENT: All Departments

No.	Dept.	Section	Proposed Edits	Comments	CAO Response	Notes
23	Contra Costa Fire	Page 12, Section III B.7.d	There are two section "d"'s	Need to renumber	Agree	Corrected in the final draft.
24	Contra Costa Fire	Page 13, Section III B.8 and C.1	Section B.8 should read that "service contracts \$200,000 and greater must be approved by the Board . . . If under \$200,000, refer to Section C.1	Statements conflict	Agree	Corrected in the final draft.
25	Contra Costa Fire	Page 13, Section III B.7.e	We would like language included to determine when a contract extension is appropriate or a new solicitation is required.	Language seems a bit vague	Agree	Corrected in the final draft.
26	Contra Costa Fire	Section I, c.	Other Cooperative agreements- This list is for example purposes	Fire will sometimes use fire specific cooperative purchasing agreements - need flexibility.	Agree	That flexibility is contemplated in the policy
27	Contra Costa Fire		This list is not all encompassing- there are others available for use		Agree	The Cooperative Purchasing Agreements identified in the policy are used as examples
28	Contra Costa Fire	Section II d. 2	Needs better definition.	"County Counsel will initiate review of cooperative agreements". Is this one and done, each time they are used, only new ones?	Agree	County Counsel review of a Cooperative Purchasing Agreement, like other contracts, is only necessary during the term of the Agreement. Any new or subsequent agreements would be subject to a new County Counsel review.
29	Employment & Human Services	Section I. H	Add: Submissions are not requested from bidders. Similar to the language at the end of paragraph J.	This will clarify the process as bidders inquiry about submitting proposals at the same time they are submitting their intend to participate.	Agree	Added language specifying that if departments receive a single response to an RFI from a qualified vendor, then no further solicitation activity is required.
30	Employment & Human Services	Section 1 (E.)	Invitation to Bid - If Purchasing has the capacity to handle EHSD RFIs, RFP, RFB	Does Purchasing have the capacity to handle EHSD's RFIs, RFP, and IFB	Agree	Yes, but it is important to note that all bid solicitations are the responsibility of the department. Bid Solicitation documents for procurement transactions above \$100,000 must be submitted to Purchasing Services for listing on BidSync. Purchasing Services has the capacity to receive and post solicitations received.
31	Employment & Human Services	Section II (B 4.a & b) and III. (B.2. a & b))	a. Purchases up to \$10,000 (For compliance with ACF)	Lower the threshold for micro-purchases not requiring quotes to comply with Head Start - 45 CFR Part 75; Threshold 48 CFR Subpart 2.1	Disagree	This Administrative Bulletin outlines the minimum standards for procurement in the County; however, departments are required to abide by additional or more onerous state and federal grant requirements specific to each unique funding source.
32	Employment & Human Services		b. Purchases between \$10,000 and \$100,000	Lower the threshold for expenditures requiring a Purchase Order. For compliance with ACF	Disagree	This Administrative Bulletin outlines the minimum standards for procurement in the County; however, departments are required to abide by additional or more onerous state and federal grant requirements specific to each unique funding source.
33	Employment & Human Services	Section II (B 3.a)	Include expenditures incurred for the benefits of clients in Warrant Requests	Include expenditures incurred for the benefits of clients mandated by the Court, e.g., food, clothing, shelter for infants, Foster Youth and other clients to no longer require utilizing the Purchasing Agent or Board Order.	Agree	Corrected in final draft
34	Employment & Human Services	Section III (B - 4a)	Exemption from Solicitation Requirements - include services for the immediate placement and meals for infants, youths, and other Employment and Human Services Department clients ordered by the Courts	Exemption from Solicitation Requirements - waive the requirement for court ordered expenditures incurred for the benefits of clients mandated by the Court	Agree	Language included in the Warrant Requests section for mandated costs ordered by the Court for the benefit of Wards.
35	Employment & Human Services	Section III (B - 4 c 3	Needs to be more specific - EHSD website, newspaper, or other examples.	Service Contracts Greater than \$100,000 is confusing	Agree	Corrected in final draft
36	Employment & Human Services	Section III (B 7.d)	Change Remediation Plan -to Corrective Action Plan	Language is not clear. Needs to clarify.	Agree	Corrected in final draft
37	Employment & Human Services	Section III. C. A. 1.	The purchase order is equal to or below \$200,000	This will provide consistency in the language	Agree	Corrected in final draft
38	Employment & Human Services		Purchase Order Process RFP and RFI	Policy does not include a protest/appeal process	Agree	Each bid solicitation process is unique and may have different requirements, including how a protest/appeal process is structured. The policy mandates bid solicitation, but does not dictate how those solicitations are structured. Once the policy is adopted, staff plans to conduct a comprehensive update to the Procurement Manual and provide more information about RFP process in that document.
39	Employment & Human Services		The term of the RFP is not included. A range should be listed.	Policy needs to include the term of the RFP, e.g., every 3 years, every 5 years, or annually.	Disagree	Each department has different requirements depending on its line of business. In some cases, conducting a solicitation every three years may be appropriate, but in others every five years may be appropriate. This discretion is reserved for the department head to determine, in consultation with Purchasing Services, if needed.

INVITATION FOR COMMENT - ADMIN. BULLETIN 600 REVISIONS
DEPARTMENT COMMENT SUBMISSION FORM

DEPARTMENT: All Departments

No.	Dept.	Section	Proposed Edits	Comments	CAO Response	Notes
40	Sheriff's Office	II, e	Fixed Asset Purchases	Are there other capital codes to include such as 4948?	Agree	Corrected in final draft to require that the "appropriate code" be used rather than listing a non-exhaustive list in the Administrative Bulletin.
41	Sheriff's Office	N/A	N/A	***Should procurement card policy/rules also be included in this?***	Agree	Added Section II(B)(3), "Procurement Cards"
42	Sheriff's Office	Section I (E)	"Invitation for Bid" (IFB) is a solicitation method by which awards are made to the lowest bid. The winning must be responsive (conforms to bid requirements) and responsible (competent and qualified to perform under the contract).	I think the lowest bid should be removed. The focus should be on the expertise of the service and the quality of work. A bid should not solely be awarded due to its low cost.	Disagree	There is no requirement to accept the lowest bid in a solicitation process. There are many different solicitation vehicles, including IFB, which is defined in this section to help educate the reader, but does not establish a mandate.
43	Sheriff's Office	Requisitions B (Submission)	A requisition is filed with the Purchasing Agent to order equipment and/or supplies.	Under this section, there should be a timeframe for approval. In the past, I have noticed that it has taken a long time for County Counsel to approve as well as the CAO.	Agree	The Administrative Bulletin increases the review standard from requiring CAO review of all Purchase Orders to only those over \$200,000, which should dramatically increase the turnaround time for review.
44	Sheriff's Office	Pg 1	Amend the County Ordinance Code to remove the need for County Administrator review and approval of service contracts at or below \$350,000 .	Disagree. Increase from \$200,000 to \$350,000. Either increase the service contract threshold or review only the first year and thereafter do not require any subsequent reviews. There are common service contracts throughout the County departments such as Microsoft Office 365 that are renewed on a recurring basis every 1 to 3 years. Sheriff's Office has ongoing maintenance/support contracts with several vendors, such as Central Square for the CAD/RMS system, ATIMS for the Jail Management System, and Thales Group for the fingerprint & ID system, as examples. These all exceed \$200,000 and do not warrant an annual review.	Disagree	Statute only allows general law counties, like Contra Costa County, to delegate signature authority from the Board of Supervisors to the Purchasing Agent up to \$200,000. One solution to the issue mentioned would be to conduct a bid solicitation process and award a multi-year contract rather than
45	Sheriff's Office	Pg 1	Increase the threshold for certain, ministerial payments via Warrant Request from \$1,000 to \$5,000.	Disagree. Increase from \$1,000 to \$10,000. Pg5-6 items listed under Warrant Requests, from an IT standpoint, this category of items can easily exceed \$5,000. 14 - Other items limited to a maximum cost of \$5,000, including A) Computer hardware and software C) One-time services that are not covered under a County service contract and are authorized by the Purchasing Agent. Examples of Warrant Requests that could apply: 1. Purchase of vendor retraining sessions outside the scope of the service contract. As staff turns over, the knowledge goes, and we need the vendor to retrain or refresh new and existing team members. 2. Vendor service for customized reports outside of the maintenance/support contract. 3. One-time hardware and software purchases often have warranty and service costs associated that would easily exceed the \$5,000 threshold.	Disagree	Increasing the "Other Items" limit from \$1,000 to \$5,000 helps to ensure that the cost of processing certain transactions for limited computer hardware/software, commodities and services do not exceed the cost of the related purchases. It is not meant as a way to bypass the procurement process. In the examples provided, if the costs exceeded \$5,000, the best course of action would be to negotiate a contract amendment to incorporate the scope of the additional services required.
46	Sheriff's Office	Section I - Definitions	Propose to redefine or increase "Capital Outlay Item" from \$5,000 to \$25,000, Pg 1.	To date, we've dealt with 873 radios, according to our internal inventory tracking. Some radios are retired, lost, or replaced. Radios, including all parts, warranty, and services baked in, go just over the \$5,000 threshold. Radios are mobile. They get reassigned, checked in/out, and relocated throughout the County. The annual Capital Asset Inventory threshold places too much burden on departments having to track too many day-to-day operational items. Another example is network equipment such as switches and routers. Over time, the cost goes up with newer models and more features. However, these are standard equipment items every department deploys. Having to purchase these kinds of items, ensuring the Fixed Asset Purchases balance is available in the appropriate ORG code forces each department to move funds around just to accommodate 1 Purchase Order. The return gained from tracking \$5,000 capital assets is not worth the time and effort of staff throughout the County. Simply using an Inflation Calculator, plug in \$5,000 in 1969. That value is equivalent to approx. \$40,000 today. The risk and accountability associated, considering the burden of the overhead processes involved, do not warrant the continuation of a policy that defines such a low Capital Asset threshold.	Disagree	The County has designated a \$5,000 capitalization level for equipment purchases, pursuant to Administrative Bulletin No. 200, "Capital Asset Accounting and Budgeting Policy".

INVITATION FOR COMMENT - ADMIN. BULLETIN 600 REVISIONS
DEPARTMENT COMMENT SUBMISSION FORM

DEPARTMENT: All Departments

No.	Dept.	Section	Proposed Edits	Comments	CAO Response	Notes
47	Sheriff's Office	Pg 20 - Contract Purcahse Orders	Remove all hardcopy paper references such as "pink copy" or "goldenrod copy."	All Contracts and Purchase Orders should be processed electronically or uploaded to an electronic system for tracking & dissemination purposes.	Agree	The section being referenced is the appendices, including the Administrative Bulletins proposed for repeal.
48	Risk Management	I Definitions	N/A	Add a definition for Purchasing Services with a link to Public Works. The Public Works intranet site has the practical steps needed for each process.	Agree	Corrected in final draft
49	Risk Management	I Definitions E. Invitation for Bid (IFB)	N/A	I do not see the "lowest bid" language under the Solicitation sections throughout the bulletin. This could be confusing Examples: M. Solicitation" is a purchasing entity's request for offers to provide goods or services, including an informal request for price quotations, an Invitation for Bids (IFB), Request for Qualifications/Quote(RFQ) or a Request for Proposals (RFP). c. Purchases Greater than \$100,000 1. A department shall conduct an open and competitive solicitation for a purchase greater than \$100,000. The form of solicitation may be an Invitation for Bid (IFB), a Request for Qualifications/Quote (RFQ) or a Request for Proposals	Agree	The Administrative Bulletin provides the reader with definitions of different solicitation vehicles, such as an IFB, RFP, RFQ, etc. but does not mandate a certain solicitation type. This is to be completed at the discretion by the department and Purchasing Services depending on the type of services or supplies being procured. The Administrative Bulletin only mandates that a solicitation process must be completed in certain circumstances based on the dollar amount of the goods and services being procured.
50	Risk Management	II B 3a.	N/A	Purchasing Services initiated Cooperative Contracts with vendors for the purchase of goods and services used by all County Departments. The County spends a lot of money with certain vendors, so it is in the best interest of the County to take advantage of these contract benefits. We are responsible for keeping the order funded and in effect, and review each contract prior to expiration. Each contract is vetted by Counsel and review/approved by the Board. The contracts offer a variety of benefits from discounted products to free shipping. The Amazon agreement is a Prime Account, and everything that goes with being a Prime Member. Many of the contracts we initiated require users to be registered on the account. That registration can be done with the help the buyer. Buyers are noted at the top of each order. Please refer to each order to understand who to connect with to register.	Agree	Purchasing Services does, at times, initiate Cooperative Purchasing Contracts with certain agencies for use by County departments. However, the scenario provided in the comments are more reflective of Blanket Purchase Orders that are initiated by Purchasing Services for use of County departments. Both benefit County departments with pre-negotiated rates and terms, but are different transaction types.
51	Risk Management	III Section B. 4a	N/A	Does not mention management software systems. It is not realistic to bid annually for managemene software systems. Management software systems are often long term. A consideration for a multi-year contract (up to three years) and then require a competitive bid. Also, there are cyber service contract that we enter into in response to cyber insurance required vendors. How can we add these type of service exceptions?	Agree	The Administrative Bulletin does not mandate annual solicitation processes for any type of procurement. Solicitation requirements are driven by dollar amount of the goods or services being requested. In the examples being provided, exceptions are already built into the policy for Single Source purchases.
52	Risk Management	III Section B. 4d2	2. Cooperative Purchasing Contracts. In lieu of a bid solicitation process, a department may request that Purchasing Services initiate a Cooperative Purchasing Contract for goods that the County requires and that the County may procure under a Participating Agreement. Purchasing Services will initiate County Counsel review of Cooperative Purchasing Contracts, with the exception of those related to the Health Services Department that follows a separate contract review process	Clarify what is the process with HSD	Agree	Corrected in the final draft. HSD initiates legal review of Cooperative Purchasing Contracts directly with County Counsel.

INVITATION FOR COMMENT - ADMIN. BULLETIN 600 REVISIONS
DEPARTMENT COMMENT SUBMISSION FORM

DEPARTMENT: All Departments

No.	Dept.	Section	Proposed Edits	Comments	CAO Response	Notes
53	Risk Management	III Section B. 6	Outreach and SBE Program Compliance. Additional thresholds and goals under the County Outreach and SBE (Small Business Enterprise) programs may be required apply to solicitations for service contracts	Change to may be required to make sure staff is reviewing to determine if required	Agree	Corrected in the final draft
54	Risk Management	III Section B. 7b	N/A	Software contracts offer discounts connected to multi year or set number of months but requires payment in advance upon execution of the contract. Is there particular wording to use in the contract for this?	Agree	The would be a Payment Provision negotiated between the department and the vendor, but not something that would be discussed in the Administrative Bulletin.
55	Risk Management	III Section C 3. Page 13	N/A	Do we want to add a Risk Management Review for insurance compliance language? Especially for vendor's form. Do we want to add a timeframe for County Counsel to complete their review? Within 5 business days? County Counsel Review. A service contract that is either more than \$50,000 or not on a County standard form (i.e., on a vendor's form) must be reviewed and approved as to legal form by the County Counsel's Office before the Purchasing Agent executes the contract. If a service contract is \$50,000 or less and is on the County's standard form, the Purchasing Agent may sign the contract without County Counsel review.	Disagree	In rare circumstances, the County's General Conditions covering insurance compliance language are modified and subject to a review by County Counsel. It is impractical to build a mandate for County Counsel review timeframes into a policy such as this.
56	Health Services	Section I (A)	Blanket Purchase Order. . . . that permits the procurement of supplies, equipment, rental and maintenance services	Often purchase or rental of equipment includes regular maintenance together as 1 quote. Additionally, blanket POs have historically been used to procure ongoing maintenance for equipment and IT services as well. We have tried to convert these to service contracts in the past but vendors often have their own agreements that we have County Counsel review.	Agree	Corrected in final version
57	Health Services	Section II (A)	The Purchasing Agent is authorized to purchase all materials, supplies, equipment, maintenance and execute lease-purchase agreements for supplies, equipment, maintenance	Clarifies that maintenance can be a part of the purchase order	Agree	Corrected in final version
58	Health Services	Section II (B. 1. b.)	... a vendor agrees to abide by those terms and conditions unless County Counsel approves modifications to the terms and both the Purchasing Agent and vendor agree in writing to amend any of those terms and conditions.	Clarifies opportunity for County Counsel involvement and the negotiation with the vendor that is often necessary	Disagree	County Counsel is not a party to the contract. It is implied that the parties (i.e. the County and the vendor) have conducted internal review, presumably with legal counsel, and obtained appropriate approvals prior to agreeing to any modification of the terms.
59	Health Services	Section II (B. 2. b.)	A Requisition must be submitted to the Purchasing Agent to request the issuance of a Standard Purchase Order or Blanket Purchase Order or execution of a Lease Purchase Agreement.	It would also be helpful to add Lease Purchase Agreement to the definitions.	Agree	Corrected in final version
60	Health Services	Section II (B. 3. a. 5.)	food (see Administrative Bulletin No. 614, "Food and Beverage Policy" for additional requirements)	Clarifies procedure for purchasing food	Agree	Corrected in final version
61	Health Services	Section II (B. 3. a. 8.)	public transportation fares and bridge tolls for employees (see Administrative Bulletin No. 615, "Incentives for County Programs and Services" for additional requirements)	Clarifies procedure for purchasing public transportation fares	Agree	Corrected in final version
62	Health Services	Section II (B. 4. b. 1.)	...(3) written price quotes, with at least one (1) price quote from a Small Business Enterprise (SBE) provider without solicitation through an informal bid	Clarifies the type of solicitation needed	Agree	Corrected in final version
63	Health Services	Section II (B. 4. c. 1.)	A department shall conduct an open and competitive solicitation for a purchase greater than \$100,000 for new purchase orders or every X years for renewals.	Clarifies when a competitive solicitation is required. Need to ensure exceptions for "legacy" systems/applications that are part of the organization's infrastructure; solicitation for these would only be required when the organization has decided to "sunset" or move away from them.	Agree	Competative solicitation is not required for legacy systems and applications that underwent an RFP process previously (e.g. Workday, Granicus, Epic, etc.). However, if a procurement transaction doesn't meet Sole Source or Single Source exemption criteria, a solicitation process should be conducted at the conclusion of the existing agreement. Note that definitions for "Single Source" and "Sole Source" procurement have been added to Section I, "Definitions".
64	Health Services	Section II (B. 4. c. 3.)	Purchasing Services shall post the solicitation online for X days to comply with the fair and open competition requirements of this policy.	Clarifies how long this process takes to assist with submitting request in a timely manner.	Agree	Corrected in final version to state minimum amount of time needed to post solicitation (at least 2 weeks)

INVITATION FOR COMMENT - ADMIN. BULLETIN 600 REVISIONS
DEPARTMENT COMMENT SUBMISSION FORM

DEPARTMENT: All Departments

No.	Dept.	Section	Proposed Edits	Comments	CAO Response	Notes
65	Health Services	Section II (B. 4. d. 2.)	Cooperative Purchasing Contracts	Want to ensure that this covers our group purchasing agreements especially for CCRM such as Vizient	Agree	Yes, this covers all Cooperative Purchasing Agreements, such as Vizient used by HSD.
66	Health Services	Section III (B. 2. b. 1)	...after securing a minimum of three (3) written proposals without solicitation through an informal bid	Clarifies the type of solicitation needed	Agree	Corrected in final version
67	Health Services	Section III (B. 3. b.)	Purchasing Services shall post the solicitation online for X days to comply with the fair and open competition requirements of this policy.	Clarifies how long this process takes to assist with submitting request in a timely manner.	Agree	Corrected in final version to state minimum amount of time needed to post solicitation (2 weeks)
68	Health Services	Section III (B. 7. b.)	...outputs/outcomes negotiated as part of a service plan...	Missing word	Agree	Corrected in final version
69	Health Services	Section III (B. 7. b.)	Other negative payment terms, such as late payment penalties, should not be entertained as part of the negotiation of payment terms.	We do have contracts that currently include late payment penalties although we are moving away from those. Is there an exemption? If County Counsel approves?	Agree	The Administrative Bulletin would impact contracts on a prospective basis and states that such terms "should" not be entertained.
70	Health Services	Section III (B. 7. b.)	Effective date must be approved by the Board of Supervisors and executed before the service contract effective date.	Not always possible given patient care and IT considerations. Is there a provision and mechanism for retroactive issues?	Disagree	For contracts over \$200k, the Board of Supervisors must approve the contract to pursuant to statute. Contract ratifications occur from time-to-time on an <i>ad hoc</i> basis in emergent situations, but this is the exception not the rule.
71	Health Services	Section III (C. 2)	Contracts Processed Under a Purchase Order	We do have purchase orders that include service contracts over 200K. They are reviewed by County Counsel and include maintenance/services of equipment or software, and do go to the Board. We do not see this procedure in this document, and would request language added for this procedure to section III. D.	Agree	Added Section II(C), "Services Included Under a Purchase Order"
72	Health Services	N/A	N/A	Is it possible to have a flow chart of the procedures and examples (as in Admin Bulletin 616)?	Agree	This will be added to the revised Procurement Manual once the final policy has been adopted.

EDITORIAL COMMENTS

1	Auditor-Controller	II.B.5.(Approvals)	N/A	The CAO is basically reducing their role from being a part of the purchasing process to being an approver of the Board Order if the purchase is greater than \$200,000. They are going from reviewing and approving the PO Requisition to just agendzing the department prepared Board Order when greater than \$200K. According to the old AB611, the CAO's approval criteria was to include "how the purchase will meet the department's operational needs, whether or not funds exist in the budget specifically for the purchase, and the estimated cost of the equipment relative to the type and availability of fundiing." That is a lot of trust to hand over to departments.The CAO's role is now to just review and approve the Board Order prepared by the department. That is a major control step to remove.
2	Auditor-Controller	General Comment	N/A	CAO, County Counsel, and Purchasing have been working together since 2021 on this. Is there some reason (possibly implementing Workday) that our office was not involved in this process? When Purchasing was updating their Purchasing Guide, Elizabeth, Laura and I were involved. There is a definite reduction of internal control resulting from this AB.
3	Contra Costa Fire	General Comment	Purchsing needs to be responsive to other departments and districts from a customer service perspective. Regular communication, collaboration and helping to identify pathways to execute purchases. If experiences with purchasing are not positive, staff will get frustrated and find ways to circumvent the process.	N/A
4	Employment & Human Services		Familiarity with our Programs may be a challenge for the Purchasing Agent and may require working with a department subject matter expert prior to securing a PO.	N/A
5	Sheriff's Office	Pg 1	Consolidate nine (9) Administrative Bulletins in one single, comprehensive Bulletin.	Strongly agree.
6	Sheriff's Office	N/A	N/A	Looks like a good change for everyone, increasing dollar limits and removing the CAO approval.

County of Contra Costa
OFFICE OF THE COUNTY ADMINISTRATOR
MEMORANDUM

DATE: APRIL 14, 2023

TO: DEPARTMENT HEADS

FROM: MONICA NINO, County Administrator
By: Timothy M. Ewell, Chief Assistant County Administrator

SUBJECT: **INVITATION FOR COMMENT: Revisions to Administrative Bulletin No. 600
“Purchasing Policy and Procedures”**

Overview

The County maintains policies outlining procedures for the procurement of materials, supplies and services to assist departments in their service delivery goals. Over the past 50+ years these policies and procedures have been codified in a patchwork of ordinances, resolutions, Administrative Bulletins and simple memorandums with no consistent review and update process. At times, it is difficult to find supporting documentation for procurement processes that we work through day-to-day. **This Invitation for Comment seeks department feedback on proposed revisions to Administrative Bulletin 600, "Purchasing Policy and Procedures" no later than close of business on Friday, May 12, 2023 (4 weeks).**

Process

Since 2021, the County Administrator’s Office, County Counsel’s Office and Public Works – Purchasing Services Division have been working to identify and understand the various policies governing procurement within the County. The primary goal has been to establish a baseline procurement policy that can be easily understood by employees working to secure goods and services for County departments.

In crafting a baseline procurement policy, the guiding principles have been twofold:

1. Reduce bureaucracy and provide greater flexibility to department heads to operate their respective departments; and
2. Establish accountability measures to ensure that minimum standards for procurement equity and proper contract oversight are observed.

This process has resulted in several recommendations to modernize our procurement policies, including:

1. Consolidate nine (9) Administrative Bulletins in one single, comprehensive Bulletin;
2. Amend the County Ordinance Code to remove the need for County Administrator review and approval of service contracts at or below \$200,000; and
3. Increase the threshold for certain, ministerial payments via Warrant Request from \$1,000 to \$5,000.

The desired outcome is that these updates bring our procurement process closer to a more contemporary state consistent with other large, urban counties.

Summary of Primary Revisions

- All Transactions Under \$200,000. All procurement transactions, including service contracts, under \$200,000 would require approval by the Purchasing Agent only – Board of Supervisors and County Administrator review and approval are not needed. This streamlines the review workflow for departments and effectively delegates further discretion to department heads to recommend service contracts for approval directly to the Purchasing Agent. County Counsel review is still required on transactions that modify the County’s general conditions and service contracts above \$50,000.
- Contracts Processed Under a Purchase Order. For certain transactions under \$200,000, it creates a process to execute a contract in conjunction with a purchase order, upon approval of the Purchasing Agent. A common scenario is the procurement of equipment that also requires a service plan to be executed. This process is streamlined so long as the service contract terms are not in conflict with the County’s Purchase Order General Terms and Conditions.
- Minimum Bid Solicitation Requirements. Establishes a common bid solicitation requirement between procurement of materials/supplies and service contracts tiered by denomination. This results in all procurement activities being subject to the same set of solicitation requirements.
- Minimum Contract Monitoring Requirements. Establishes monitoring requirements for service contracts by departments, including a requirement to document contract non-compliance and remediation plans for corrective action. Remediation Plans are to be filed with the Purchasing Agent for tracking purposes; however, it is the responsibility of departments to ensure that contractors take steps to achieve compliance.
- Exemptions Maintained and Expanded. The proposed policy maintains certain exemptions previously granted for specific procurement situations or for specific departments. For example, the policy encourages the use of Cooperative Purchasing Agreements for goods and services in lieu of defaulting to a local solicitation process as a method to ensure solicitation while expediting the procurement process.

Submission of Comments

Department Heads are requested to review the attached policy proposal and provide comments, if desired, to assist with clarity of the document and to inform the County Administrator’s Office of departmental impacts associated with the proposed policy. When submitting comments, please complete the Department Comment Submission Form, included with this memorandum and submit in MS Excel format to Timothy.Ewell@cao.cccounty.us with the subject line “Administrative Bulletin 600 Comment – [Department Name]”.

Should you have any questions, or wish to discuss further please contact me directly at (925) 655-2043.

Thank you.

cc: *CAO General Administration*
CAO Labor Relations

Attachment(s):

1. *Administrative Bulletin No. 600, “Procurement Policy and Procedures” (Comment Draft)*

2. *Department Comment Submission Form*

3. *Administrative Bulletins to be Repealed:*

- | | | | |
|----|----------------------------|--|-------------------------|
| a. | <u>601</u> | <i>Contract Purchase Orders</i> | <i>April 4, 1969</i> |
| b. | <u>602</u> | <i>Preparing Requisitions</i> | <i>April 4, 1969</i> |
| c. | <u>603</u> | <i>Receiving Shipments</i> | <i>April 4, 1969</i> |
| d. | <u>604</u> | <i>Stock Room Policy</i> | <i>April 4, 1969</i> |
| e. | <u>605</u> | <i>Contracting for Special Services</i> | <i>July 1, 2019</i> |
| f. | <u>611</u> | <i>Authorization of Single Item Purchase Over \$25,000</i> | <i>July 1, 2019</i> |
| g. | <u>612</u> | <i>Contracts With Community Rehabilitation Programs</i> | <i>February 4, 2008</i> |
| h. | <u>613</u> | <i>Contracts With Community-Based Organizations (CBOs)</i> | <i>February 5, 2008</i> |

**CONTRA COSTA COUNTY
Office of the County Administrator**

ADMINISTRATIVE BULLETIN

Number: 600.X
Date: XX/XX/XX
Section: Purchasing

SUBJECT: Purchasing Policy and Procedures

Contents:

- I. DEFINITIONS
- II. PURCHASE OF MATERIALS AND SUPPLIES
- III. PURCHASE OF SERVICES CONTRACTS
- IV. DIGITAL SIGNATURES
- V. OTHER PROCUREMENT POLICIES
- VI. OTHER ADMINISTRATIVE BULLETINS

The purpose of this bulletin is to set forth purchasing policies and requirements to achieve minimum standards for the purchase of materials, supplies and services for the benefit of County departments. More information about compliance with this policy, including process, procedures and forms can be found in the resources included in the “References” section at the conclusion of this policy.

I. DEFINITIONS

- A.** “Blanket Purchase Order” is an authorization to purchase developed by the Purchasing Agent and issued on an annual or multi-year basis, that permits the procurement of equipment and supplies on an as-needed basis with a stipulated maximum amount for a fixed period of time and is used when there will be on-going activity with a vendor. A blanket purchase order allows departments to order a variety of goods from a single source as needed.
- B.** “Capital Outlay Item” is a piece of equipment, or a single system consisting of multiple components that are unable to function independently of one another (such as fire engines/boats and related safety, communications, or computer equipment), with a life expectancy of more than one year that retains its identity throughout its useful life and has a value of equal to or above \$5,000.
- C.** “Cooperative Purchasing Contract” is a contract for goods or services between a vendor and another public agency, awarded following a competitive solicitation, and made available to other public agencies

through National Intergovernmental Purchasing Alliance (National IPA), the State of California, Department of General Services, the U.S. General Services Administration, U.S. Communities Government Purchasing Alliance sponsored by the National Association of Counties, or similar entity, or by a contract's own terms. The County may participate in a Cooperative Purchasing Contract by entering into a Participating Agreement with the vendor.

- D.** “Fixed Asset Code” is an expenditure account within the chart of accounts reserved for purchase of certain Capital Outlay Items equal to or above \$5,000.
- E.** “Invitation for Bid” (IFB) is a solicitation method by which awards are made to the lowest bid. The winning bid must be responsive (conforms to bid requirements) and responsible (competent and qualified to perform under the contract).
- F.** “Participating Agreement” means an agreement between the County and a vendor that incorporates by reference, with or without modifications, the terms of a Cooperative Purchasing Contract that the vendor has entered into with another public agency.
- G.** “Purchasing Agent” is the office established pursuant to [Article 1108-2.2 of the County Ordinance Code](#).
- H.** “Request for Information” (RFI) is a process to separate those vendors who intend to participate in an upcoming solicitation from those who have no interest in participating. An RFI is typically used when there is an excessively large pool of interested vendors and to identify qualified suppliers capable of providing a certain product or service.
- I.** “Request for Proposal” (RFP) is a formal competitive procurement process and is the most flexible method for obtaining contracted services and certain types of goods. Responders to an RFP submit proposals detailing their technical and business experience, capabilities, and specific approach to achieve the requirements for the services or goods requested. An RFP includes evaluation factors and criteria, and their relative importance for award selection. An RFP may establish minimum or pre-qualification requirements to be eligible for consideration.
- J.** “Request for Qualifications/Quote” (RFQ) is a process to establish a pre-qualified list of potential vendors by allowing interested parties to demonstrate compliance with minimum qualifications or requirements to provide a material, product, or service. An RFQ is used to initiate a formal procurement process and is not a binding offer, bid, or proposal.

- K. “Requisition” is a request made by a County department head or designee to the Purchasing Agent to order equipment and supplies.
- L. “Special Services,” as defined in Government Code section [31000](#), are “services, advice, education or training” in the following areas: “financial, economic, accounting, engineering, legal, medical, therapeutic, administrative, architectural, airport or building security matters, laundry services or linen services.” Special services may include maintenance or custodial matters under certain circumstances. For purposes of this bulletin, whether services contracted for are “special services” requires consideration of factors such as the nature of the services, qualifications of the person furnishing them, and their availability from public sources. For example, services may be special because of the outstanding skill or expertise of the person furnishing them.
- M. “Solicitation” is a purchasing entity’s request for offers to provide goods or services, including an informal request for price quotations, an Invitation for Bids (IFB), Request for Qualifications/Quote(RFQ) or a Request for Proposals (RFP).
- N. “Standard Purchase Order” is a document issued by the Purchasing Agent that uses information from the Requisition to procure equipment and supplies at terms and conditions most advantageous to the County.

II. PURCHASE OF MATERIALS AND SUPPLIES

A. Applicability.

This section establishes procedures for the purchase of materials and supplies by the Purchasing Agent on behalf of the County. The Purchasing Agent is authorized to purchase all materials, supplies, equipment, furnishings, and other personal property of any kind and nature; and arrange and execute lease-purchase agreements for supplies, equipment, and other personal property required by the County.

B. Procedures.

1. Purchase Orders.

- a. Purpose. A Standard Purchase Order, Blanket Purchase Order, or Participating Agreement may be used to purchase materials, supplies, equipment, furnishings, and other personal property of any kind and nature.

b. General Terms and Conditions. All Standard Purchase Orders and Blanket Purchase Orders shall include the County's "[Purchase Order General Terms and Conditions](#)," which are promulgated and updated from time to time by the Purchasing Agent in consultation with County Counsel. By executing a Standard Purchase Order or Blanket Purchase Order, a vendor agrees to abide by those terms and conditions unless both the Purchasing Agent and vendor agree in writing to amend any of those terms and conditions.

2. Requisitions.

a. Purpose: A Requisition is filed with the Purchasing Agent to order equipment and/or supplies.

b. Submission. A Requisition must be submitted to the Purchasing Agent to request the issuance of a Standard Purchase Order, Blanket Purchase Order or Lease-Purchase Agreement.

c. Electronic Procurement System. The Purchasing Services division of the Public Works department (Purchasing Services) shall provide an electronic system to track the submission and processing of Requisitions by departments and other purchasing logistics to comply with any state and local procurement requirements, including this policy¹.

d. Department Submission Authority. Department Heads are authorized to prepare Requisitions on behalf of their respective departments and may authorize designees to prepare Requisitions by submitting a written authorization to the Purchasing Agent, or designee.

e. Fixed Asset Purchases. One of the following Fixed Asset Codes must be applied to a Requisition for the purchase of a Capital Outlay Item equal to or above than \$5,000.:

- 4951 – Office Equipment & Furniture
- 4952 – Institutional Equipment & Furniture
- 4953 – Autos & Trucks
- 4954 – Medical & Lab Equipment
- 4955 – Radio & Communications Equipment
- 4956 – Tools & Sundry Equipment

¹ The Current procurement system is the "Purchasing Portal", which is accessible at the following link:
<https://purchasing.cccounty.us/bsa/view/login/login.xhtml>

- 4957 – Heavy Construction Equipment

When a Fixed Asset Code is applied for a Capital Outlay Item acquisition, the Requisition shall automatically route to the Auditor-Controller to record the item as an asset for inventory purposes. The Purchasing Agent shall not proceed with the procurement of a Capital Outlay Item until the availability of expenditure appropriations has been verified by the Auditor-Controller. If expenditure appropriations are not available, the Requisition will be returned to the requesting department. Capital Outlay Item purchases shall be in compliance with [Administrative Bulletin No. 200, “Fixed Asset Accounting and Budgeting Policy”](#).

- f. Emergency Purchase Orders. If a department needs to make an emergency purchase pursuant to [County Ordinance Code section 1108-2.220](#), the “[Emergency Purchase Form](#)” must be signed by the department head, or designee, and submitted to Purchasing Services electronically with the invoice attached to initiate a purchase order to pay the invoice.

3. Warrant Requests.

- a. Purpose: [County Ordinance Code section 1108-2.222](#) authorizes departments to purchase the following items without utilizing the Purchasing Agent regardless of cost:
 1. association dues and membership fees;
 2. postage, including Federal Express (FedEx) and UPS;
 3. lodging;
 4. registration, including fees for conference booths;
 5. facility rental and food;
 6. advertising;
 7. legal process service fees;
 8. public transportation fares and bridge tolls;
 9. permits, fees, and licenses paid to governmental agencies;
 10. utility installation fees (Public Works department only);
 11. books, subscriptions and publications;
 12. legal notices;
 13. professional medical services payable by the Health Services department based upon a specified fee schedule;
 14. Other items limited to a maximum cost of \$5,000, including:
 - A. Computer hardware and software;
 - B. commodities; and

C. one-time services that are not covered under a County service contract and are authorized by the Purchasing Agent.

4. Solicitations Required. The following solicitations are required for purchases of materials and supplies in the following amounts.

a. Purchases up to \$25,000.

1. A department may request a Purchase Order for a purchase below \$25,000 without providing evidence of solicitation. Departments are encouraged to purchase from local businesses, small businesses, women-owned businesses, disabled-owned businesses, veteran-owned businesses, and other disadvantaged business enterprises for a purchase below \$25,000.

b. Purchases between \$25,000 and \$100,000.

1. A department shall request a Purchase Order for a purchase between \$25,000 and \$100,000 after securing a minimum of three (3) written price quotes, with at least one (1) price quote from a [Small Business Enterprise \(SBE\)](#) provider, without solicitation.

2. If three (3) price quotes cannot be secured, or an SBE provider cannot be identified, the Purchasing Agent, or designee, shall determine whether or not to proceed with the purchase taking into consideration the vendor that provides the best value to the County.

c. Purchases Greater than \$100,000.

1. A department shall conduct an open and competitive solicitation for a purchase greater than \$100,000. The form of solicitation may be an Invitation for Bid (IFB), a Request for Qualifications/Quote (RFQ) or a Request for Proposals (RFP).

2. A department shall submit a Requisition that includes detailed specifications of the materials or supplies being requested.

3. Purchasing Services shall work with the requesting department to secure a minimum of three (3) solicitation

responses in writing before selecting a vendor. Purchasing Services shall post the solicitation online to comply with the fair and open competition requirements of this policy.

d. Exemption from Solicitation Requirements.

1. Sole Source Justification. A department may submit a Requisition with a completed [Sole Source Justification Form](#) for review by the Purchasing Agent to seek exemption from solicitation requirements in the following specific cases:

- A. Inability to conduct the solicitation process timely; or
- B. Only one supplier is able to meet the needs of the department.

The Purchasing Agent has the sole discretion to approve or reject sole source exemption requests.

2. Cooperative Purchasing Contracts. In lieu of a bid solicitation process, a department may request that Purchasing Services initiate a Cooperative Purchasing Contract for goods that the County requires and that the County may procure under a Participating Agreement. Purchasing Services will initiate County Counsel review of Cooperative Purchasing Contracts, with the exception of those related to the Health Services Department.

e. Ethical Standards. It is the obligation and the responsibility of every County employee to represent the County in a professional and ethical manner. Any procurement related matter shall be handled in a professional manner with the interest of the County taking precedent, including, but not limited to:

- 1. Avoiding activities which would compromise or give the perception of compromising the best interests of the County;
- 2. Actively promoting the concept of competition through bid solicitation consistent with this policy; and
- 3. Refraining from engagement in any procurement activity in which an employee may have a personal or indirect financial interest in accordance with Government Code sections [87100](#) and [81703](#).

5. Approvals. The following approvals are required for each purchase category below.
 - a. Purchases equal to or below \$200,000. The department requesting a purchase equal to or below \$200,000 shall file a Requisition that complies with this policy for review and approval by the Purchasing Agent, or designee.
 - b. Purchases over \$200,000. A purchase over \$200,000 complying with this policy requires approval by the Board of Supervisors. The requesting department shall draft a Board Order seeking approval of the purchase over \$200,000 and submit to the County Administrator's Office via the Board of Supervisors' electronic agenda management system for placement on the Board of Supervisors' agenda for review and final approval.
 - c. Participating Agreements. A Participating Agreement must be approved by the Board of Supervisors, subject to review by County Counsel, if the payment limit exceeds \$200,000, or if the Participating Agreement and/or underlying contract includes any term requiring the County to indemnify the vendor, or any term that limits the vendor's liability.
 6. Documentation. All solicitation and approval documents required by this policy must be submitted electronically to Purchasing Services with the Requisition for purchase.
- C. Legal Authority**. The legal authority for the Purchasing Agent to purchase materials and supplies on behalf of the County is set forth in the following statutes and County codes: Government Code sections [25500-25509](#), [31000](#); Public Contract Code sections [22002\(d\)](#) and [22032](#); and County Ordinance Code chapter [1108-2](#).

III. PURCHASE OF SERVICES CONTRACTS

A. Applicability.

This section establishes procedures for the purchase of services required by the County. State law provides that the Board of Supervisors may contract for services on behalf of the County or any County officer or department under certain circumstances. The Board of Supervisors has authorized the Purchasing Agent to enter into service contracts costing not more than \$200,000. Service contracts exceeding \$200,000 require

approval by the Board of Supervisors, following review by the Office of County Counsel and the County Administrator.

B. Procedures for Service Contracts.

1. Mandated Findings. Before a contractor for services is engaged, all of the following findings must be made and documented by the department.
 - a. Statute authorizes contracting for the desired services, including, but not limited to, Special Services which is authorized by Government Code section [31000](#);
 - b. County staff is not available or qualified to perform the services; and
 - c. In the case of facilities maintenance or custodial matters, the site is remote from available County employee resources and the County's economic interests are served by contracting for such services rather than by paying additional travel and subsistence expenses to existing County employees.
2. Solicitations Required. The following solicitations are required for purchase of services in the following amounts.
 - a. Service Contracts up to \$25,000.
 1. A department may enter into service contracts at or below \$25,000 without providing evidence of solicitation.
 2. Departments are encouraged to purchase from local businesses, small businesses, women-owned businesses, disabled-owned businesses, veteran-owned businesses, and other disadvantaged business enterprises consistent with the [County's Outreach and SBE program](#) goals for service contracts under \$25,000.
 - b. Service Contracts between \$25,000 and \$100,000.
 1. A department may enter into a service contract between \$25,000 and \$100,000 after securing a minimum of three (3) written proposals, without solicitation.
 2. If three (3) written proposals cannot be secured, the Purchasing Agent, or designee, shall determine whether to

proceed with the service contract taking into consideration the vendor that provides the best value to the County.

c. Service Contracts Greater than \$100,000.

1. A department may enter into a service contract over \$100,000 after providing for open and competitive solicitation.
2. The form of solicitation may be an Invitation for Bid (IFB), Request for Qualifications/Quote (RFQ) or a Request for Proposals (RFP); however, a department should consider initially issuing a Request for Information (RFI) to generate a list of potential vendors to provide the services required.

3. Solicitation Compliance Procedure.

- a. The department shall draft and Purchasing Services may provide counsel on an IFB, RFQ or RFP seeking qualified vendors to provide the desired services.
- b. Purchasing Services shall post the solicitation online to comply with the fair and open competition requirement of this policy.
- c. Purchasing Services shall work with the requesting department to secure a minimum of three (3) solicitation responses in writing before selecting a vendor.
- d. Purchasing Services shall retain solicitation records for the duration of each contract term.

4. Exemption from Solicitation Requirements.

- a. Service Types. The following are service contract types that are exempt from bid solicitation requirements:
 - utility services;
 - educational services;
 - intergovernmental agreements;
 - newspaper and publication services;
 - law firms, subject to approval by the County Counsel's Office;
 - print legal briefs or legal notices;
 - reporters services or transcripts;

- expert witnesses, consultants, and investigators hired through the County Counsel's Office to assist in legal matters;
 - election supplies;
 - expert services to be rendered to the offices of the District Attorney or Sheriff-Coroner;
 - physician services at the Contra Costa Regional Medical Center (CCRMC) or the Contra Costa Health Plan (CCHP);
 - appraiser services;
 - consultants and other experts employed directly by the Board of Supervisors;
 - other services that, by law, some other officer or body is specifically charged with obtaining; and
- b. Cooperative Purchasing Contracts. A department may submit a Requisition identifying a Cooperative Purchasing Contract for services that County requires and that the County may procure under a Participating Agreement.
5. Ethical Standards. It is the obligation and the responsibility of every County employee to represent the County in a professional and ethical manner. Any procurement related matter shall be handled in a professional manner with the interest of the County taking precedent, including, but not limited to:
- a. Avoiding activities which would compromise or give the perception of compromising the best interests of the County;
 - b. Actively promoting the concept of competition through bid solicitation consistent with this policy; and
 - c. Refraining from engagement in any procurement activity in which an employee may have a personal or indirect financial interest in accordance with Government Code sections [87100](#) and [81703](#).
6. Outreach and SBE Program Compliance. Additional thresholds and goals under the [County Outreach and SBE \(Small Business Enterprise\) programs](#) may apply to solicitations for service contracts
7. Contract Development and Monitoring. Department Heads are responsible for development and monitoring of service contracts

entered into on behalf of each County department, including negotiation of service plans and/or scopes of work.

- a. Performance Metrics Required. Departments are responsible for negotiating service contracts that identify specific performance outputs and/or outcomes to be achieved during the contract term. Contracting departments shall review contracts at least once per year to ensure compliance with output/outcome requirements. The review should identify reason(s) for any noncompliance, including whether or not the outputs/outcomes will be achievable during the remainder of the contract term.
- b. Payment Provisions. Vendor payment terms shall correlate with the performance outputs/outcomes negotiated as part a service plan or scope of work for each service contract. Departments shall avoid contract payment terms that are not typical of the service type being procured. For example, legal service providers may require payment of an advance, or “retainer”, upon execution of a service contract, which is typical of that industry. However, a financial consultant requesting a monthly, fixed payment, whether or not the County uses the contracted services, is not a typical industry practice and must be avoided. Other negative payment terms, such as late payment penalties, should not be entertained as part of the negotiation of payment terms.
- c. Vendor Noncompliance. Failure of a vendor to achieve contracted performance output and/or outcome requirements may be grounds for contract termination.
- d. Remediation Plan. For contracts determined to be out of compliance with performance outputs and/or outcomes during an annual review process, and for which a department does not recommend terminating the contract, the department shall work with the vendor on a remediation plan to ensure contracted services are delivered during the term of the contract.
- d. Documentation. Departments shall immediately notify a vendor if a determination of non-compliance is reached. Including whether or not the contract will be recommended for termination, with a copy to Purchasing Services. In cases where a remediation plan is entered into with the vendor, a copy of the plan shall be forwarded to Purchasing Services and retained by the department for the term of the contract.

- e. Renewals. Departments shall keep track of contract expiration dates in order to renew contracts prior to expiration, or issue solicitations for new contracts to be in place prior to expiration of the existing contract.
8. Effective Date. Service contract documents must be approved by the Board of Supervisors and executed before the service contract effective date. Contract payments cannot be made until the service contract is executed by all parties.
9. Indemnification. Any contract that requires the County to indemnify the contractor, or includes a limitation of liability, must be approved by the Board of Supervisors regardless of the contract amount.

C. Procedures for Services Contracts equal to or below \$200,000.

1. Approval. The Purchasing Agent is authorized to execute contracts for services costing equal to or below \$200,000.
2. Contracts Processed Under a Purchase Order. In certain circumstances, the Purchasing Agent may determine that a contract for services needs to be executed in conjunction with the issuance of a Purchase Order.
 - A. A service contract that is executed in conjunction with the issuance of a Purchase Order may be signed by the Purchasing Agent if the amount of the Purchase Order is equal to or below \$200,000, if all of the following apply:
 1. The purchase order is under \$200,000;
 2. The terms of the service contract are not in conflict with the "[Purchase Order General Terms and Conditions](#)" referenced in Section II(B)(1)(c); and
 3. No terms in the service contract would require Board of Supervisors approval, such as modification of the County's standard form indemnification language.
3. County Counsel Review. A service contract that is either more than \$50,000 or not on a County standard form (i.e., on a vendor's form) must be reviewed and approved as to legal form by the County Counsel's Office before the Purchasing Agent executes the contract. If a service contract is \$50,000 or less and is on the

County's standard form, the Purchasing Agent may sign the contract without County Counsel review.

D. Procedures for Service Contracts over \$200,000.

1. Approval. The Board of Supervisors must approve all service contracts over \$200,000. The requesting department shall draft a Board Order seeking approval of the contract over \$200,000 and submit to the County Administrator's Office via the Board of Supervisors' electronic agenda management system for placement on the Board of Supervisors' agenda for review and final approval.
2. County Counsel Review. All service contracts that are over \$200,000 must be reviewed and approved as to legal form by the County Counsel's Office.

E. Legal Authority. The legal authority for the purchase of certain services required by the County is set forth in the following statutes and County codes: Government Code section [31000](#), Government Code section [25502.5](#), Ordinance Code section [1108-2.215](#) and Public Contract Code section [22032\(a\)](#).

IV. DIGITAL SIGNATURES. All purchasing and contract related documents specified in this bulletin may be executed either with original signatures or electronic signatures through a digital signature platform authorized by the Chief Information Officer.

V. OTHER PROCUREMENT POLICIES. The Board of Supervisors, in its discretion, may adopt additional policies impacting procurement of materials, supplies or services from time to time. This policy establishes the minimum standards for conducting procurement activities; however, compliance with additional policies adopted by the Board of Supervisors from time-to-time is required.

VI. OTHER ADMINISTRATIVE BULLETINS. Additional Administrative Bulletins governing specific purchases have been promulgated to provide guidance on those unique transaction types and should be reviewed in conjunction with this policy, including:

- a. [Administrative Bulletin No. 508, "County Vehicle and Equipment Acquisition and Replacement Policy, and Zero-Emission Vehicle Policy and Goals"](#).
- b. [Administrative Bulletin No. 614, "Food and Beverage Policy"](#).
- c. [Administrative Bulletin No. 615, "Incentives for County Programs and Services"](#)

- d. [Administrative Bulletin No. 616, “Acquisition of Computer Hardware, Software and Computer-Related Services”.](#)

References:

- [Purchasing User Setup/Change Form](#)
- [Sole Source Purchase Form](#)
- [Purchase Order General Terms and Conditions](#)
- [Small Business Enterprise \(SBE\) Program Requirements](#)

Monica Nino,
County Administrator

INVITATION FOR COMMENT - ADMIN. BULLETIN 600 REVISIONS
DEPARTMENT COMMENT SUBMISSION FORM

DEPARTMENT:

[Department Name]

No.	Section	Proposed Edits	Comments
1	Section I (K)	<i>"Requisition" is a request made by a County department head or designee electronically to the Purchasing Agent to order equipment and supplies.</i>	<i>Clarifies to the reader that Requisitions are to be filed by departments electronically to the Purchasing Agent rather than by paper copy.</i>

CONTRA COSTA COUNTY
Office of the County Administrator

ADMINISTRATIVE BULLETIN

Number: 601
Date: 4-4-69
Section: Purchasing

SUBJECT: Contract Purchase Orders

This bulletin establishes written procedures for contract purchase orders. It includes previously unwritten procedures and:

1. A new use of the Form S-7, "Receiving Report for Partial Shipment," to indicate that service has begun and payments should start.
2. Use of the pink copy of the contract purchase order to indicate that the service has been completed.
3. Retention of the goldenrod copy of the contract purchase order for the department file.

Commitments for certain services such as the following are made through contract purchase orders:

1. Rental of office equipment.
2. Servicing of office equipment.
3. Maintenance of elevators or other equipment.
4. Lease-purchase of equipment.

When the above types of services are required, use the following contract purchase order procedure:

1. Prepare in duplicate County Requisition Form No. S-2.
 - (a) Send the white copy of the requisition to the County Administrator for approval and subsequent forwarding to the Purchasing Agent.
 - (b) Keep the yellow copy of the requisition for your file.
2. On receipt of your copies of the contract purchase order from the Purchasing Agent:
 - (a) Keep the goldenrod copy of the Purchase Order for your file.
 - (b) Retain the pink copy of the Purchase Order until the contract is terminated or completed.
3. When the service begins (equipment has been delivered and is operational and/or the first service has been rendered satisfactorily):
 - (a) Prepare in triplicate Receiving Report for Partial Shipment, Form No. S-7.
 - (i) Keep the white copy of S-7 for your file.
 - (ii) Send the pink and yellow copies of S-7 to the Office of the County Auditor-Controller.

It should be noted that this bulletin does not change the present use of the form, Receiving Report for Partial Shipment, for partial shipments of non-contract purchase orders.

4. When a contract purchase order has been completed or terminated by either party:
 - (a) Sign and date the pink copy of the Purchase Order.

(b) Send to the Office of the County Auditor-Controller.

The above procedures apply only to contract purchase orders. Other contract procedures are not being changed at this time.

Questions concerning this bulletin should be referred to the Accounting Supervisor of the Office of the County Auditor-Controller.

(unsigned)

County Administrator

CONTRA COSTA COUNTY
Office of the County Administrator

ADMINISTRATIVE BULLETIN

Number: 602
Date: 4-4-69
Section: Purchasing

SUBJECT: Preparing Requisitions

The following points should be remembered by the specific employee responsible for preparing and placing requisitions with the Purchasing Agent:

1. Fill in complete information as requested on the requisitions.
2. Give a complete description of all items requested. Consolidate items of a similar nature.
3. State the quantity desired of each item in exact amounts (for example, the number of units, not the number of containers).
4. If possible, requisitions are to be typed, but in any case they are to be legibly written. The items must not be crowded and separate lines are to be used for each.
5. Vendors should be instructed to send invoices direct to the Purchasing Agent. If they are sent to the department by mistake they should be forwarded to the Purchasing Agent promptly. Until the invoice has been received payment cannot be made and potential discounts cannot be realized.
6. Signing a requisition for a purchase acts as a certification to the Purchasing Agent that funds are available for that purpose. It is the responsibility of the signer, therefore, to determine that adequate funds are available. However, the Purchasing Agent will not proceed with the procurement of capital outlay items until the availability of funds has been verified by the County Auditor-Controller.

If the purchase was unavoidably made without going through the Purchasing Agent, a sales tag from the vendor, signed by the person making the purchase, must be attached to the confirming requisition. The confirming requisition is to be copied exactly from the sales tag, including items such as the terms, discount and taxes, and not merely the total price.

(unsigned)
County Administrator

CONTRA COSTA COUNTY
Office of the County Administrator

ADMINISTRATIVE BULLETIN

Number: 603

Date: 4-4-69

Section: Purchasing

SUBJECT: Receiving Shipments

This bulletin is concerned with receiving shipments and the method of processing the purchase order. An employee in each department should be responsible for receiving shipments in order that communication between the department and the Purchasing Agent can be facilitated and confusion reduced.

After a department submits a requisition requesting a purchase, the Purchasing Agent processes the requisition, places the order with a vendor and sends two copies of the purchase order to the department.

1. The goldenrod copy is to be retained in the department for its records. This certifies that the order has been placed.
2. The pink copy is the receiving copy. When the shipment arrives, the materials are to be inspected thoroughly for completeness and condition.
 - a. If the shipment is in complete agreement with the receiving copy, it is to be signed and returned promptly to the Auditor-Controller. This inspection is the only method available to the Auditor-Controller to guarantee a satisfactory shipment so the importance of thoroughness cannot be overemphasized.
 - b. If the shipment is not in accordance with the purchase order, notify the Purchasing Agent at once.
 - c. All contacts with the vendor must be made through the Office of the Purchasing Agent.
 - d. No merchandise is to be returned to the vendor without specific instructions from the Purchasing Agent.
 - e. Many purchases are made which include discount terms. These result in substantial savings to the county and it is imperative that every discount be taken. In order to pay for this shipment within the stipulated time period the receiving copy must be returned promptly. Payment is impossible until the receiving copy is sent to the County Auditor-Controller certifying that the shipment has been

received and that it is satisfactory to the recipient.

In many cases only a part of the entire order is included in a shipment. In this case a Receiving Report for Partial Shipment (Form S-7) is to be completed, signed and promptly sent to the County Auditor-Controller. The discount can then be taken for that part of the order received.

(unsigned)

County Administrator

CONTRA COSTA COUNTY
Office of the County Administrator

ADMINISTRATIVE BULLETIN

Number: 604.1
Date: 4-4-69
Section: Purchasing

SUBJECT: Stock Room Policy

The Central Service Division of the Office of the County Auditor-Controller maintains a stock of office supplies, forms and other items, which may be obtained by listing them on the appropriate Stock Requisition form supplied by Central Service and then forwarding it to Central Service for handling.

Central Service will arrange for direct delivery of these items to all departments on the regular messenger routes. Departments will not be required or authorized to send their personnel to Central Service to pick up such supplies.

Departments outside the delivery zone may pick up their orders (a) after five working days, or (b) when they have been notified by Central Service prior to the scheduled date.

(unsigned)
County Administrator

CONTRA COSTA COUNTY
Office of the County Administrator

ADMINISTRATIVE BULLETIN

Number: 605.4
Date: 7/1/19
Section: Purchasing

SUBJECT: Contracting for Special Services

State law provides that a board of supervisors may contract for special services on behalf of the county, any county officer or department, or any district or court in the county.

- I. **APPLICABILITY.** This bulletin applies to all contracts in which the County is engaging an independent contractor to provide special services to or on behalf of the County. The Contra Costa County Board of Supervisors has authorized the Purchasing Agent to enter into service contracts costing not more than \$200,000, upon the prior written approval of the County Administrator. Service contracts exceeding \$200,000 require the approval of the County Administrator and the Board of Supervisors. Further, all service contracts must be approved as to form by County Counsel.
- II. **DEFINITIONS.** Special services may be services, advice, education or training and may be in financial, economic, accounting, engineering, legal, medical, therapeutic, administrative, architectural, airport or building security matters, laundry services or linen services. They may include maintenance or custodial matters under certain circumstances. For purposes of this policy, whether or not services contracted for constitute "special services" shall require consideration of factors such as the nature of the services, qualifications of the person furnishing them, and their availability from public sources. For example, services may be special because of the outstanding skill or expertise of the person furnishing them.
- III. **DETERMINATIONS.** Prior to engaging a contractor for special services, both of the following findings shall be made by the purchasing agent for service contracts of \$200,000 or less, and by the Board of Supervisors for service contracts exceeding \$200,000:
 1. The required services constitute "special services" as defined above; and
 2. Classified county staff is not available to perform the special services.

In the case of facilities maintenance or custodial matters, it must be found that the site is remote from available county employee resources and that the county's economic interests are served by contracting for such services rather than by paying additional travel and subsistence expenses to existing county employees.

IV. EFFECTIVE DATE. Service contract documents must be submitted to the County Administrator's Office prior to the contract effective date. Payment pursuant to the agreement cannot be assumed until required approval(s) has been given.

V. NUMBER OF DOCUMENTS. Two (2) originals (contractor and department) bearing original signatures must be submitted to the County Administrator's Office for approval.

VI. PROCEDURES

A. Solicitation, selection and hiring of contractors for special services shall be in compliance with the County's Small Business Enterprise and Outreach programs.

B. Service contract documents should be submitted to the offices of the County Administrator and County Counsel with a memorandum listing the following information:

Department:

Service Contract Number:

Service Contractor:

Subject:

Reasons for the Contract:

Term:

Termination Provisions, if other than the County standard provisions:

Payment Limit:

Funding Source(s):

Indemnification Provisions, if other than the County standard provisions:

Include one of the following sentences, as appropriate:

1. Service contract has been approved as to form by County Counsel.

2. Specific Board of Supervisors exemption from County Counsel approval has been previously granted.

C. Any contract in excess of \$50,000 or any contract not on the County's standard contract form (available on the County Intranet site) requires approval as to legal form by the County Counsel's Office.

D. When insurance is required by the terms of the service contract, the necessary insurance certificates must be attached to the service contract.

E. Pursuant to Government Code §7550, any document or written report prepared by a non-employee for or under the direction of the County must contain the numbers and dollar amounts of all contracts and subcontracts related to

preparation of such document or report if the cost of the work performed exceeds \$5,000.

- F. Contracts for special services shall contain a provision for termination at the convenience of the County upon thirty-day advance written notice, or immediate termination by written mutual consent.

VII. FINAL SIGNATURES AND EXECUTION. After review and approval by the Office of the County Administrator, service contracts will be returned to the Department for copying and forwarding (two originals and three copies) to the Purchasing Agent for final signature and disbursement.

Orig. Depts.: County Administrator, General Services
Reference: County Ordinance No. 2008-07 (Ordinance Code §1108-2.215)
California Government Code section 31000
Board of Supervisors Response to Grand Jury Report No. 0106,
dated August 14, 2001
Board Order C.119 dated June 18, 2019

/s/

David Twa,
County Administrator

CONTRA COSTA COUNTY
Office of the County Administrator
ADMINISTRATIVE BULLETIN

Number: 611.1
Date: 7/1/19
Section: Purchasing

SUBJECT: Authorization of Single Item Purchase Over \$25,000

This bulletin sets forth County policy and procedures for departments to obtain prior approval from the County Administrator of Purchase Order (PO) Requisitions for procurement of a single (individual) piece of equipment, a single product, or any integrated system priced over \$25,000 and Board of Supervisor's approval for those over \$200,000. This procedure gives the County Administrator and the Board of Supervisors a mechanism for enhanced oversight and review of purchases over \$25,000, consistent with existing review and approval requirements for contracts.

I. APPLICABILITY. This bulletin is applicable to all County departments and all Purchase Order (PO) requisitions resulting in a Standard or Blanket PO for a single (individual) piece of equipment, a single product, or any integrated system priced over \$25,000. This Administrative Bulletin does not apply to vehicle purchases (see Administrative Bulletin Number 508.2, County Vehicle and Equipment Acquisition and Replacement.)

II. AUTHORITY. In accordance with County Ordinance Code Section 24-4.008, the County Administrator is responsible for overseeing the operations of County Departments and scrutinizing their adopted budgets, to ensure fiscal integrity of the County. By Board Order, Item C.119, June 18, 2019, the Board has reserved the right to review and approve single item purchases over \$200,000.

III. POLICY REQUIREMENTS

A. Items over \$25,000. All PO Requisitions (REQ 1/98 Form) subject to this bulletin over \$25,000 require County Administrator's Office (CAO) review and approval.

B. Items over \$200,000. All PO Requisitions subject to this bulletin over \$200,000 require Board of Supervisors approval in addition to the CAO review and approval.

IV. DEFINITIONS

A. PO REQUISITION – A request made by County department staff to the County Purchasing Agent to order equipment, supplies, and certain routine services.

- B. STANDARD (ONE TIME) PURCHASE ORDER - The document issued by the County Purchasing Agent, which uses information from the PO Requisition to procure equipment, supplies, and certain routine services at terms and conditions most advantageous to the County.
- C. BLANKET PURCHASE ORDER – An agreement developed by the County Purchasing Agent and issued on an annual or multi-year basis, which provides for procurement of goods, services, maintenance services, and/or rentals on an as-needed basis with a stipulated maximum amount for a fixed period of time and is used when there will be on-going activity with a vendor. A blanket purchase order allows departments to order a variety of goods and services from a single source as needed.
- D. INTEGRATED SYSTEM – A single system, consisting of multiple components that are unable to function independent of one another (such as fire engines/boats and related safety, communications, or computer equipment).

Questions regarding these definitions will be addressed by the General Services Department, in consultation with the County Administrator's Office.

V. AUTHORIZATION PROCESS

A. Department Head or Designee

1. For all PO Requisitions over \$25,000 subject to this Bulletin, completes [SUPPLEMENTAL APPROVAL FOR ITEMS OVER \\$25,000 FORM](#) and submits to CAO Management Analyst liaison for review and approval.
2. For PO Requisitions over \$200,000 subject to this bulletin, following County Administrator's approval of the supplemental approval form, prepares and submits Board Order and Agenda Item Request (AIR) Form to CAO Management Analyst liaison for review and placement on the Board's Agenda.
3. Departments are responsible for providing Purchasing with a copy of the Board Order submitted to the CAO for the Board's Agenda.

B. County Administrator's Office

1. Reviews PO Requisition and the supplemental approval form submitted by department. Upon approval or denial, transmits to Purchasing Agent with a copy to the department. For approved

items over \$200,000, CAO will agendize department Board Order for Board consideration.

2. Approval criteria includes how the purchase will meet the Department's operational needs, whether or not funds exist in the budget specifically for the purchase, and the estimated cost of the equipment relative to the type and availability of funding.

C. County Purchasing Agent

1. Receives and processes PO Requisitions and approval forms from County Administrator. Processes purchases that do not exceed \$200,000 upon receipt of approval form from County Administrator. Processes purchases that exceed \$200,000 upon receipt of *certified* Board Order.
2. Retains a copy of the supplemental approval form and, for purchases over \$200,000, also retains the certified Board Order with the electronic purchase order file.

D. Clerk of the Board

1. Transmits copy of certified Board Order to Purchasing and the County Administrator Management Analyst via email.

Originating Department(s):

County Administrator's Office
Public Works Department

Information Contacts:

County Administrator's Office –Management Analyst Liaison
County Purchasing Agent at 925.313.7300

Update Contact:

County Administrator Senior Deputy, Municipal Services

/s/

David Twa
County Administrator

CONTRA COSTA COUNTY
Office of the County Administrator

ADMINISTRATIVE BULLETIN

Number: 612.00
Effective Date: February 4, 2008
Section: Purchasing

SUBJECT: CONTRACTS WITH COMMUNITY REHABILITATION PROGRAMS

The purpose of this bulletin is to create job opportunities for individuals that may otherwise be unemployable due to disabilities by purchasing products and services from those employing persons with disabilities.

I. **APPLICABILITY.** This bulletin is applicable to all county departments that contract for services or products.

II. **DEFINITIONS**

Person with a Disability. Any person who is so severely incapacitated by any physical or mental disability that he or she cannot currently engage in normal competitive employment because of the disability. Persons who are blind are excluded from this definition.

Community Rehabilitation Program. A Community Rehabilitation Program employs individuals with disabilities and is operated by a public or private nonprofit California corporation.

Eligible Community Rehabilitation Program. Under this Administrative Bulletin, an Eligible Community Rehabilitation Program is one whose labor force is comprised primarily of persons with disabilities. "Primarily" means 75% or greater, as measured by the percentage of person-hours of direct labor devoted to the contract work.

III. **ADVERTISING, BIDS AND OUTREACH**

Notwithstanding any other Administrative Bulletin, Departments that contract pursuant to this bulletin are exempt from all advertising, bid and outreach requirements, provided that:

- products and services come from an Eligible Community Rehabilitation Program; and
- the product or service is purchased at a fair market price.

IV. CONTRACTOR REQUIREMENTS

A. State Law Requirements

- Contractors must provide social security, unemployment and disability benefits to its employees during the term of the contract. Non-compliance will result in immediate contract termination with 2-year ban on further contracts.
- Contractor must provide benefits and other employer-employee agreements substantially equal to those benefits and agreements between each nonprofit corporation and the representatives (union) designated by a majority of the employees.
- Articles of incorporation must provide that at least 2 of the contractor's Board of Directors members are persons with disabilities or parents, guardians, or conservators of individuals with disabilities.
- Contractor must not commit any unfair labor practices.

B. County Contract Requirements

- Contractor must self-certify compliance with this bulletin.
- Contractor must meet the same performance requirements that would be expected of a contractor that is not a community rehabilitation program, as specified in the contract.

V. REFERENCES

National Labor Relations Act (29 U.S.C. 151, Section 8 (a))
Federal Insurance Contribution Act
California Unemployment Insurance Code
Federal Fair Labor Standards Act (29 U.S.C. 201 et seq.)
Walsh-Healy Public Contract Act (41 U.S.C. 35)
Wagner O'Day Act (41 U.S.C. 46 et seq.)
California Industrial Welfare Commission regulations
Board order dated 10-2-07: Contracting with non profit community rehabilitation programs
California Welfare and Institutions Code sections 19400 – 19404
Contracts and Grants Manual

Orig. Dept: County Administrator

Contact(s): Dorothy Sansoe
335-1009

/s/ _____
JOHN CULLEN,
County Administrator

CONTRA COSTA COUNTY
Office of the County Administrator

ADMINISTRATIVE BULLETIN

Number: 613.0
Effective Date: February 5, 2008
Section: Purchasing

SUBJECT: CONTRACTS WITH COMMUNITY-BASED ORGANIZATIONS (CBO's)

This bulletin sets forth policy and procedure on contracting with community-based organizations for health or human services, in order to ensure that recipients of county services receive the best services available in the market.

I. APPLICABILITY. This bulletin pertains exclusively to contracts with CBOs for health and human services funded by new, dedicated funding streams that are available, eligible and appropriate for CBO contracts. This bulletin *does not* amend or replace Administrative Bulletins 605 or 609.

II. POLICY. The policy of the County is to solicit CBO services through a competitive bid process anytime a new, dedicated funding stream for health or social services is available, eligible, and appropriate for contracts for new services or expansion of existing services.

III. PROCEDURES.

A. Requests for Interest. Prior to proceeding to a formal or informal competitive bid process for contracts above \$50,000, a department must issue a Request for Interest to determine if there is interest from multiple CBOs, whether or not they are currently County contractors. If interest is limited to only one CBO, the competitive bidding process may be waived pursuant to Section IV.

B. Competitive Bidding and Awards.

- *Bidding* - Competitive bidding is required for contracts in excess of \$50,000.
- *Award Criteria* - All contract awards should consider the most responsive and responsible proposal in addition to cost.
- *Additional Criteria Award* - For contracts exceeding \$250,000, award criteria should include the fiscal, managerial and professional capabilities and capacities of the CBO. New or renewal contracts will not be approved unless and until any and all audit exceptions and deficiencies have been remedied.
- *Contract Term* - A contract with a one-year term may not be renewed more than two times, for a total of three years, without a competitive bidding process. Contracts with a term exceeding one year may not

exceed three years in length and may not be renewed or extended without a competitive bidding process.

C. Outreach. Contracts with CBO's are exempt from the County Outreach program.

D. Performance Based Contracts.

Performance based contracting promotes the sharing of best practices and gives providers a basis for benchmarking.

1. All contracts shall identify specific performance outputs and/or outcomes. Contracting departments shall review contracts at least once per contract term to ensure compliance with output/outcome requirements. The review should identify reason(s) for any non-compliance, including whether or not the outputs/outcomes are achievable.
2. Failure to achieve contracted performance output or outcome requirements may be grounds for contract termination. Such contracts may not be automatically renewed.
3. Any contract renewals or extensions must include a supportable statement that any problems or deficiencies identified in the contractor's most recent performance review have been remedied to the department's satisfaction

IV. Waivers. Prior to entering into any contractual agreement under this bulletin, a department may apply to the County Administrator for waiver of the competitive bidding process. Waiver requests must clearly explain the extenuating circumstances that justify the waiver. The County Administrator or authorized designee will evaluate waiver requests, including the applicability of State and Federal statutes. The Administrator will either deny the request or, if appropriate, recommend approval by the Board of Supervisors.

References: California Government Code section 26227
Board Order dated August 17, 1982 from the Internal Operations Committee
Board Orders dated February 23 and March 13, 2007 - County Policy on Contracting with CBO's
Administrative Bulletins 605 and 609 and Contracts and Grants Manual

Orig. Dept: County Administrator

Contact(s): Dorothy Sansoe 335-1009

/s/ _____
JOHN CULLEN,
County Administrator

CONTRA COSTA COUNTY
Office of the County Administrator

ADMINISTRATIVE BULLETIN

Number: 600.X
Date: XX/XX/XX
Section: Purchasing

SUBJECT: Purchasing Policy and Procedures

Contents:

- I. DEFINITIONS
- II. PURCHASE OF MATERIALS AND SUPPLIES
- III. PURCHASE OF SERVICES CONTRACTS
- IV. DIGITAL SIGNATURES
- V. OTHER PROCUREMENT POLICIES
- VI. OTHER ADMINISTRATIVE BULLETINS

The purpose of this bulletin is to set forth purchasing policies and requirements to achieve minimum standards for the purchase of services, materials, supplies, equipment, furnishings, and other personal property of any kind and nature for the benefit of County departments. More information about compliance with this policy, including process, procedures and forms can be found in the resources included in the “References” section at the conclusion of this policy.

I. DEFINITIONS

- A. “Blanket Purchase Order”** is an authorization to purchase developed by the Purchasing Agent and issued on an annual or multi-year basis, that permits the procurement of materials, supplies, equipment, furnishings, and other personal property of any kind and nature on an as-needed basis with a stipulated maximum amount for a fixed period of time and is used when there will be on-going activity with a vendor. A blanket purchase order allows departments to order a variety of goods from a single source as needed.

- B. “Capital Outlay Item”** is a piece of equipment including moveable personal property with a unit cost of \$5,000 or more, including sales tax, and delivery and installation charges. It also includes additions to capitalized equipment costing \$5,000 or more per item¹.

- C. “Cooperative Purchasing Contract”** is a contract for goods or services between a vendor and another public agency, awarded following a competitive solicitation, and made available to other public agencies. Examples of agencies that administer such Cooperative Purchasing Contracts include the National Intergovernmental Purchasing Alliance (National IPA), the State of California, Department of General Services, the U.S. General Services Administration, U.S. Communities Government Purchasing Alliance sponsored by the National Association of Counties, or similar entity. The County may participate in a Cooperative Purchasing Contract by entering into a Participating Agreement with the vendor

¹ [See Administrative Bulletin No. 200, “Capital Asset Accounting and Budgeting Policy”](#)

that is party to the Cooperative Purchasing Contract.

- D. **“Equipment Capital Asset Code”** is an expenditure account within the chart of accounts reserved for purchase of certain Capital Outlay Items equal to or above \$5,000.
- E. **“Informal Bid”** is a written or oral quotation obtained from an approved vendor but not required to be opened publicly at a specified day, place and time.
- F. **“Invitation for Bid”** (IFB) is a solicitation method by which awards are made to the lowest bid. The winning bid must be responsive (conforms to bid requirements) and responsible (competent and qualified to perform under the contract).
- G. **“Lease Purchase Agreement”** is an agreement to rent equipment or property for a period of time with the promise or option to acquire title at the end of the lease term.
- H. **“Participating Agreement”** means an agreement between the County and a vendor that incorporates by reference, with or without modifications, the terms of a Cooperative Purchasing Contract that the vendor has entered into with another public agency.
- I. **“Procurement Card”** is form of credit card issued in an individual employee’s name for use in making eligible purchases authorized by the Board of Supervisors by Resolution on behalf of the County in compliance with [County Ordinance Code section 1108-2.224](#) and pursuant to regulations established in the Procurement Card Manual authorized in Section II(B)(3)(b) of this policy.
- J. **“Purchasing Agent”** is the office established pursuant to [Article 1108-2.2 of the County Ordinance Code](#).
- K. **“Purchasing Services”** is the [Purchasing Services division](#) of the Public Works department.
- L. **“Request for Information”** (RFI) is a process to separate those vendors who intend to participate in an upcoming solicitation from those who have no interest in participating. An RFI is typically used when there is an excessively large pool of interested vendors and to identify qualified suppliers capable of providing a certain product or service. If an RFI is issued for an upcoming solicitation and a single, qualified vendor responds to the RFI, then it is not necessary to conduct any further Solicitation.
- M. **“Request for Proposal”** (RFP) is a formal competitive procurement process and is the most flexible method for obtaining contracted services and certain types of goods. Responders to an RFP submit proposals detailing their technical and business experience, capabilities, and specific approach to achieve the requirements for the services or goods requested. An RFP includes evaluation factors and criteria, and their relative importance for award selection. An RFP may establish minimum or pre-qualification requirements to be eligible for consideration.
- N. **“Request for Qualifications/Quote”** (RFQ) is a process to establish a pre-qualified list of potential vendors by allowing interested parties to demonstrate compliance with minimum qualifications or requirements to provide a material,

product, or service. An RFQ may be used to initiate a formal procurement process or to establish a pool of qualified vendors and may be released for a specific amount of time or on a continuous basis to maintain a current qualified list of vendors at all times.

- O. **“Requisition”** is a request made by a County department head or designee to the Purchasing Agent to order equipment and supplies.
- P. **“Single Source”** is a procurement decision whereby purchases are directed to one vendor because of standardization, warranty, or other factors, even though other competitive sources may be available.
- Q. **“Special Services,”** as defined in Government Code section [31000](#), are “services, advice, education or training” in the following areas: “financial, economic, accounting, engineering, legal, medical, therapeutic, administrative, architectural, airport or building security matters, laundry services or linen services.” Special services may include maintenance or custodial matters under certain circumstances. For purposes of this bulletin, whether services contracted for are “special services” requires consideration of factors such as the nature of the services, qualifications of the person furnishing them, and their availability from public sources. For example, services may be special because of the outstanding skill or expertise of the person furnishing them.
- R. **“Sole Source”** is a procurement decision created due to the inability to obtain competition due to one vendor or supplier possessing the unique ability to meet the particular requirements of the solicitation.
- S. **“Solicitation”** is a purchasing entity’s request for offers to provide goods or services, including an Informal Bid request for price quotations, an Invitation for Bids (IFB), Request for Qualifications/Quote (RFQ), Request for Information (RFI) or a Request for Proposals (RFP).
- T. **“Standard Purchase Order”** is a document issued by the Purchasing Agent that uses information from the Requisition to procure equipment and supplies at terms and conditions most advantageous to the County.

II. PURCHASE OF MATERIALS AND SUPPLIES

A. Applicability.

This section establishes procedures for the Purchasing Agent to purchase materials, supplies, equipment, furnishings, and other personal property of any kind and nature and execute lease-purchase agreements on behalf of the County.

B. Procedures.

1. Purchase Orders.

- a. Purpose. A Standard Purchase Order, Blanket Purchase Order, or Participating Agreement may be used to purchase materials, supplies, equipment, furnishings, and other personal property of any kind and

nature.

- b. General Terms and Conditions. All Standard Purchase Orders and Blanket Purchase Orders (collectively “Purchase Orders”) shall include the County’s [“Purchase Order General Terms and Conditions,”](#) which are promulgated and updated from time to time by the Purchasing Agent in consultation with County Counsel. By executing a Standard Purchase Order or Blanket Purchase Order, a vendor agrees to abide by those terms and conditions unless both the Purchasing Agent and vendor agree in writing to amend any of those terms and conditions on behalf of the County.

2. Requisitions.

- a. Purpose: A Requisition is filed with the Purchasing Agent to order materials, supplies, equipment, furnishings, and other personal property of any kind and nature.
- b. Submission. A Requisition must be submitted to the Purchasing Agent to request the issuance of a Standard Purchase Order, Blanket Purchase Order or Lease-Purchase Agreement.
- c. Electronic Procurement System. The Purchasing Services division of the Public Works department (“Purchasing Services”) shall provide an electronic system to track the submission and processing of Requisitions by departments and other purchasing logistics to comply with any federal, state and local procurement requirements, including this policy²
- d. Department Submission Authority. Department Heads are authorized to prepare Requisitions on behalf of their respective departments and may authorize designees to prepare Requisitions by submitting a written authorization to the Purchasing Agent.
- e. Fixed Asset Purchases. The appropriate Equipment Capital Asset Code from the Chart of Accounts maintained and updated from time-to-time by the Auditor-Controller must be applied to a Requisition for the purchase of a Capital Outlay Item equal to or above \$5,000.

When an Equipment Capital Asset Code is applied for a Capital Outlay Item acquisition, the Requisition shall automatically route to the Auditor-Controller to ensure that the requesting department has adequate expenditure appropriations for the purchase. The Purchasing Agent shall not proceed with the procurement of a Capital Outlay Item until the availability of expenditure appropriations has been verified by the Auditor- Controller. If expenditure appropriations are not available, the Requisition will be returned to the requesting department. Capital Outlay Item purchases shall be in compliance with [Administrative Bulletin No. 200, “Fixed Asset Accounting and Budgeting Policy”](#).

² The current electronic procurement system is the “Purchasing Portal”, which is accessible at the following link: <https://purchasing.cccounty.us/bsa/view/login/login.xhtml>

f. Emergency Purchase Orders. If a department needs to make an emergency purchase pursuant to [County Ordinance Code section 1108-2.220](#), the “[Emergency Purchase Form](#)” must be signed by the department head, or designee, and submitted to Purchasing Services electronically with the invoice attached to initiate a purchase order to pay the invoice.

3. Procurement Cards.

a. Purpose. [County Ordinance Code section 1108-2.224](#) authorizes the Board of Supervisors, by resolution, to authorize county departments to purchase supplies, equipment, materials, goods and other personal property without using the Purchasing Agent if a Procurement Card authorized by the county Public Works department is used.

b. Manual. The Purchasing Agent shall cause to have a Procurement Card Manual established and updated from time-to-time outlining requirements for use of procurement cards and eligible purchases. The Procurement Card Manual shall reflect the eligible purchases established by the Board of Supervisors by Resolution as required by [County Ordinance Code section 1108-2.224](#).

4. Warrant Requests.

a. Purpose. [County Ordinance Code section 1108-2.222](#) authorizes the Board of Supervisors, by resolution, to authorize county departments to purchase services, supplies, equipment, materials, goods and other personal property regardless of cost. Resolution No. 2023/XX authorizes the following purchases to be made without utilizing the Purchasing Agent:

- association dues and membership fees;
- postage, including Federal Express (FedEx) and UPS;
- lodging;
- registration, including fees for conference booths;
- facility rental and food (subject to [Administrative Bulletin No. 614, “Food and Beverage Policy”](#))
- advertising;
- legal process service fees;
- public transportation fares and bridge tolls for employees;
- permits, fees, and licenses paid to governmental agencies;
- utility installation fees (Public Works department only);
- books, subscriptions and publications;
- legal notices;
- professional medical services payable by the Health Services department based upon a specified fee schedule;
- expenditures mandated by the Court for the benefit of Wards of the Court;
- Other items below \$5,000³, including:

³ Items costing \$5,000 or above are not eligible to be processed on a Warrant Request.

- Computer hardware and software;
- commodities; and
- one-time services that are not covered under a service contract and are authorized by the Purchasing Agent.

5. Receipt of Shipments. Departments are responsible for receiving shipments of materials, supplies, equipment, furnishings, and other personal property. To ensure that receipt of items is validated appropriately, each department shall ensure the following:
- a. Preparing for Receipt. Each department shall have a physical location and identify specific staff members responsible for receiving and inspecting shipments and establish procedures for receiving shipments and verifying shipment contents.
 - b. Physical Inspection. Shipments should be physically inspected by department staff upon arrival to ensure the contents match the original order specifications. Contents should be inspected for damage and completeness with any issues documented.
 - c. Documentation. Records of essential information related to receipt of shipments should be maintained such as date and time of inspection, shipment details, including the supplier's name, Purchase Order number, accompanying documentation such as packing slip or invoice and whether any items were damaged, not received or failed a quality control test. In addition, any communication with the supplier related to incomplete or damaged items should be maintained.
6. Solicitations Required. The following solicitations are required for purchases of materials, supplies, equipment, furnishings, and other personal property of any kind and nature in the following amounts.
- a. Purchases Equal to or Below \$25,000.
 - 1. A department may request a Purchase Order for a purchase equal to or below \$25,000 without providing evidence of solicitation. Departments are encouraged to purchase from local businesses, small businesses, women-owned businesses, disabled-owned businesses, veteran-owned businesses, and other disadvantaged business enterprises for a purchase equal to or below \$25,000.
 - b. Purchases Above \$25,000 and Equal to or Below \$100,000.
 - 1. A department shall request a Purchase Order for a purchase above \$25,000 and equal to or below \$100,000 after securing a minimum of three (3) price quotes, with at least one (1) price quote from a [Small Business Enterprise \(SBE\)](#) provider, through an Informal Bid.
 - 2. If three (3) price quotes cannot be secured, or an SBE provider cannot be identified, the Purchasing Agent shall determine whether to proceed with the purchase by taking into consideration

the vendor that provides the best value to the County.

c. Purchases Above \$100,000.

1. A department shall conduct an open and competitive solicitation for a purchase above \$100,000. The form of solicitation may be an Invitation for Bid (IFB), a Request for Qualifications/Quote (RFQ), Request for Information (RFI) or a Request for Proposals (RFP).
2. A department shall submit a Requisition that includes detailed specifications of the materials or supplies being requested.
3. Purchasing Services shall work with the requesting department to secure a minimum of three (3) solicitation responses in writing before selecting a vendor. Purchasing Services shall post the solicitation online to comply with the fair and open competition requirements of this policy for a minimum of fourteen (14) calendar days.

d. Exemption from Solicitation Requirements.

1. Sole/Single Source Justification. A department may submit a Requisition with a completed [Sole Source Justification Form](#) for consideration by the Purchasing Agent to seek exemption from solicitation requirements in the following specific cases:
 - A. *Sole Source.* One vendor or supplier possessing the unique ability to meet the particular requirements; or
 - B. *Single Source.* One vendor because of standardization, warranty, or other factors, even though other competitive sources may be available.

The Purchasing Agent has the sole discretion to approve or reject single/sole source exemption requests.

2. Cooperative Purchasing Contracts. In lieu of a bid solicitation process, a department may request that Purchasing Services initiate a Cooperative Purchasing Contract for goods that the County requires and that the County may procure under a Participating Agreement. Purchasing Services will initiate County Counsel review of Cooperative Purchasing Contracts, with the exception of those related to the Health Services Department, which initiates County Counsel review directly.

7. Approvals. The following approvals are required for each purchase category below.

- a. Purchases Equal to or Below \$200,000. The department requesting a purchase equal to or below \$200,000 shall file a Requisition that complies with this policy for review and approval by the Purchasing Agent.

County codes: Government Code sections [25500- 25509](#), [31000](#); Public Contract Code sections [22002\(d\)](#) and [22032](#); and County Ordinance Code chapter [1108-2](#).

III. PURCHASE OF SERVICES CONTRACTS

A. Applicability.

This section establishes procedures for the purchase of services required by the County. State law provides that the Board of Supervisors may contract for services on behalf of the County or any County officer or department under certain circumstances. The Board of Supervisors has authorized the Purchasing Agent to enter into service contracts costing not more than \$200,000. Service contracts exceeding \$200,000 require approval by the Board of Supervisors, following review by the Office of County Counsel and the County Administrator.

B. Procedures for Service Contracts.

1. Mandated Findings. Before a contractor for services is engaged, all of the following findings must be made and documented by the department.
 - a. A statute authorizes the contract for the desired services. For example, Government Code section [31000](#) authorizes the Board of Supervisors to enter into a service contract for Special Services;
 - b. County staff is not available or qualified to perform the services; and
 - c. In the case of facilities maintenance or custodial matters, the site is remote from available County employee resources and the County's economic interests are served by contracting for such services rather than by paying additional travel and subsistence expenses to existing County employees.
2. Solicitations Required. The following solicitations are required for purchase of services in the following amounts.
 - a. Service Contracts Equal to or Below \$25,000.
 1. A department may enter into service contracts equal to or below \$25,000 without providing evidence of solicitation.
 2. Departments are strongly encouraged to purchase from local businesses, small businesses, women-owned businesses, disabled-owned businesses, veteran-owned businesses, and other disadvantaged business enterprises consistent with the [County's Outreach and SBE program](#) goals so they may achieve the County's objective of awarding 50% of total eligible dollar base amounts to SBEs.
 - b. Service Contracts Above \$25,000 and Equal to or Below \$100,000.

1. A department may enter into a service contract above \$25,000 and equal to or below \$100,000 after securing a minimum of three (3) proposals through an Informal Bid.
2. If three (3) proposals cannot be secured, the Purchasing Agent, or designee, shall determine whether to proceed with the service contract taking into consideration the vendor that provides the best value to the County.
3. Departments are strongly encouraged to purchase from local businesses, small businesses, women-owned businesses, disabled-owned businesses, veteran-owned businesses, and other disadvantaged business enterprises consistent with the [County's Outreach and SBE program](#) goals so they may achieve the County's objective of awarding 50% of total eligible dollar base amounts to SBEs.

c. Service Contracts Above \$100,000.

1. A department may enter into a service contract above \$100,000 after providing for open and competitive solicitation.
2. The form of solicitation may be an Invitation for Bid (IFB), Request for Qualifications/Quote (RFQ) or a Request for Proposals (RFP); however, a department should consider initially issuing a Request for Information (RFI) to generate a list of potential vendors to provide the services required. If a department receives a single response to the RFI from a qualified bidder, then no further solicitation is required.
3. Departments are strongly encouraged to purchase from local businesses, small businesses, women-owned businesses, disabled-owned businesses, veteran-owned businesses, and other disadvantaged business enterprises consistent with the [County's Outreach and SBE program](#) goals so they may achieve the County's objective of awarding 50% of total eligible dollar base amounts to SBEs.

3. Solicitation Compliance Procedure.

- a. The department shall draft and Purchasing Services may provide counsel on an IFB, RFQ, RFI or RFP seeking qualified vendors to provide the desired services.
- b. Purchasing Services shall post the solicitation online to comply with the fair and open competition requirement of this policy for a minimum of fourteen (14) calendar days.
- c. Purchasing Services shall work with the requesting department to secure a minimum of three (3) solicitation responses in writing before selecting a vendor.
- d. Purchasing Services shall retain solicitation records for the duration

of each contract term.

4. Exemption from Solicitation Requirements.

a. Service Types. The following are service contract types that are exempt from bid solicitation requirements:

- utility services;
- educational services;
- intergovernmental agreements;
- newspaper and publication services;
- law firms, subject to approval by the County Counsel's Office;
- print legal briefs or legal notices;
- reporters services or transcripts;
- expert witnesses, consultants, and investigators hired through the County Counsel's Office to assist in legal matters;
- election supplies;
- expert services to be rendered to the offices of the District Attorney or Sheriff-Coroner;
- physician services at the Contra Costa Regional Medical Center (CCRMC) or the Contra Costa Health Plan (CCHP);
- appraiser services;
- consultants and other experts employed directly by the Board of Supervisors; and
- other services that, by law, some other officer or body is specifically charged with obtaining.

b. Cooperative Purchasing Contracts. A department may submit a Requisition identifying a Cooperative Purchasing Contract for services that County requires and that the County may procure under a Participating Agreement.

5. Ethical Standards. It is the obligation and the responsibility of every County employee to represent the County in a professional and ethical manner. Any procurement related matter shall be handled in a professional manner with the interest of the County taking precedent, including, but not limited to:

- a. Avoiding activities which would compromise or give the perception of compromising the best interests of the County;
- b. Actively promoting the concept of competition through bid solicitation consistent with this policy; and
- c. Refraining from engagement in any procurement activity in which an employee may have a personal or indirect financial interest in accordance with Government Code sections [87100](#) and [81703](#).

6. Outreach and SBE Program Compliance. Additional thresholds and goals under the [County Outreach and SBE \(Small Business Enterprise\) programs](#) apply to and are required for service contract solicitations. These thresholds and goals may be updated from time to time and departments must ensure

compliance with the latest Outreach and SBE Program construct.

7. Contract Development and Monitoring. Department Heads are responsible for the development and monitoring of service contracts entered into on behalf of each County department, including negotiation of service plans and/or scopes of work.
 - a. Performance Metrics Required. Departments are responsible for negotiating service contracts that identify specific performance outputs and/or outcomes to be achieved during the contract term. These performance outputs and/or outcomes include contract deliverables (e.g., produce a final written report by a date specified) and/or service tasks (e.g., conduct three one-hour training sessions within a specified date range). Contracting departments shall review contracts at least once per year to ensure compliance with output/outcome requirements. The review should identify reason(s) for any noncompliance, including whether or not the outputs/outcomes will be achievable during the remainder of the contract term.
 - b. Payment Provisions. Vendor payment terms shall correlate with the performance outputs/outcomes negotiated as part of a service plan or scope of work for each service contract. Types of payment terms include fixed price (where deliverables are produced by the contractor and payment is due upon completion of each deliverable) and rate (where services are provided by the contractor and the contractor is reimbursed at an hourly or other periodic rate). Departments shall avoid contract payment terms that are not typical of the service type being procured. For example, legal service providers may require payment of an advance, or “retainer”, upon execution of a service contract, which is typical of that industry. However, a financial consultant requesting a monthly, fixed payment as a “retainer,” whether or not the County uses the contracted services, is not a typical financial industry practice and must be avoided. Other negative payment terms, such as late payment penalties, should not be entertained as part of the negotiation of payment terms.
 - c. Vendor Noncompliance. Failure of a vendor to achieve contracted performance output and/or outcome requirements may be grounds for contract termination.
 - d. Corrective Action Plan. For contracts determined to be out of compliance with performance outputs and/or outcomes during an annual review process, and for which a department does not recommend terminating the contract, the department shall work with the vendor on a corrective action plan to ensure contracted services are delivered during the term of the contract.
 - e. Documentation. Departments shall immediately notify a vendor if a determination of non-compliance is reached. Including whether or not the contract will be recommended for termination, with a copy to Purchasing Services. In cases where a Corrective Action Plan is entered into with the vendor, a copy of the plan shall be forwarded to Purchasing Services and

retained by the department for the term of the contract.

- f. Renewals. Departments shall keep track of contract expiration dates in order to renew contracts prior to expiration, or issue solicitations for new contracts to be in place prior to expiration of the existing contract.
8. Effective Date. Service contract documents must be executed before the service contract effective date. Contract payments cannot be made until the service contract is executed by all parties.
9. Indemnification. Any contract that requires the County to indemnify the contractor, or includes a limitation of liability, must be approved by the Board of Supervisors regardless of the contract amount.

C. Procedures for Services Contracts Equal to or Below \$200,000.

1. Approval. The Purchasing Agent is authorized to execute contracts for services costing equal to or below \$200,000.
2. County Counsel Review. A service contract that is either more than \$50,000 or not on a County standard form (i.e., on a vendor's form) must be reviewed and approved as to legal form by the County Counsel's Office before the Purchasing Agent executes the contract. If a service contract is \$50,000 or less and is on the County's standard form, the Purchasing Agent may sign the contract without County Counsel review.

D. Procedures for Service Contracts Above \$200,000.

1. Approval. The Board of Supervisors must approve all service contracts above \$200,000. The requesting department shall draft a Board Order seeking approval of the contract over \$200,000 and submit to the County Administrator's Office via the Board of Supervisors' electronic agenda management system for placement on the Board of Supervisors' agenda for review and final approval.
2. County Counsel Review. All service contracts that are over \$200,000 must be reviewed and approved as to legal form by the County Counsel's Office.

- E. Legal Authority**. The legal authority for the purchase of certain services required by the County is set forth in the following statutes and County codes: Government Code section [31000](#), Government Code section [25502.5](#), Ordinance Code section [1108-2.215](#) and Public Contract Code section [22032\(a\)](#).

IV. DIGITAL SIGNATURES. All purchasing and contract related documents specified in this bulletin may be executed either with original signatures or electronic signatures through a digital signature platform authorized by the Chief Information Officer.

V. OTHER PROCUREMENT POLICIES. The Board of Supervisors, in its discretion, may adopt additional policies impacting procurement of materials, supplies, equipment, furnishings, and other personal property of any kind and nature or services from time to

time. This policy establishes the minimum standards for conducting procurement activities; however, compliance with additional policies adopted by the Board of Supervisors or those required to satisfy federal or state grant requirements may supersede this policy.

VI. OTHER ADMINISTRATIVE BULLETINS. Additional Administrative Bulletins governing specific purchases have been promulgated to provide guidance on those unique transaction types and should be reviewed in conjunction with this policy as the requirements in those policies may supersede the requirements in this policy, including:

- a. [Administrative Bulletin No. 508, "County Vehicle and Equipment Acquisition and Replacement Policy, and Zero-Emission Vehicle Policy and Goals"](#).
- b. [Administrative Bulletin No. 614, "Food and Beverage Policy"](#).
- c. [Administrative Bulletin No. 615, "Incentives for County Programs and Services"](#)
- d. [Administrative Bulletin No. 616, "Acquisition of Computer Hardware, Software and Computer-Related Services"](#).

References:

- [Emergency Purchase Form](#)
- [Procurement Card Manual](#)
- [Purchasing User Setup/Change Form](#)
- [Sole Source Purchase Form](#)
- [Purchase Order General Terms and Conditions](#)
- [Small Business Enterprise \(SBE\) Program Requirements](#)

Monica Nino,
County Administrator



Contra
Costa
County

To: Board of Supervisors
From: Monica Nino, County Administrator
Date: April 24, 2023

Subject: REFER TO THE INTERNAL OPERATIONS COMMITTEE THE REVIEW OF PROPOSED UPDATES TO CERTAIN ADMINISTRATIVE BULLETINS

RECOMMENDATION(S):

REFER to the Internal Operations Committee a review of the following Administrative Bulletins:

1. Administrative Bulletin No. 525, "Office Space"
2. Administrative Bulletin No. 525.1, "Requesting Real Estate and Capital Project Services"
3. Administrative Bulletin No. 526, "Real Estate Asset Management Policy"
4. Administrative Bulletin No. 600, "Purchasing Policy and Procedures"

And, creation of the following Administrative Bulletins:

1. Social Media Policy (Updating and replacing 2014 policy)
2. Cybersecurity Policy (New policy)

APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **04/24/2023** 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
Ken Carlson, District IV Supervisor
Federal D. Glover, District V Supervisor

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

ATTESTED: April 24, 2023

, County Administrator and Clerk of the Board of Supervisors

Contact: Timothy M. Ewell, (925)
655-2043

By: June McHuen, Deputy

cc:

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

County Ordinance Code Section 24-4.008 requires the County Administrator to develop a system of Administrative Bulletins, which are designed to provide guidance to County departments to ensure compliance with County policy and practices. From time-to-time it is necessary to review Administrative Bulletins for potential updates to the underlying policy or to make sure that the guidance being provided to departments reflects current policy. Depending on the subject and materiality of the proposed policy, Administrative Bulletins can be updated administratively or submitted for review by the Board of Supervisors, including its standing committees.

Today's action requests the Board to refer certain administrative bulletins to the Internal Operations Committee for review prior to listing on the Board of Supervisors calendar for approval, including:

Administrative Bulletin No. 525, "Office Space,"

Administrative Bulletin No. 525.1, "Requesting Real Estate and Capital Project Services," and

Administrative Bulletin No. 526, "Real Estate Asset Management Policy."

On September 20, 2022, the Board of Supervisors adopted a 20-year [Capital Facilities Master Plan](#) (CFMP) to guide budget decisions on capital facilities spending in subsequent fiscal years. Previously, Contra Costa County had not adopted a Capital Facilities Master Plan since fiscal year 1999-2000, which was approved by the Board on January 25, 2000. The 2022 Capital Facilities Master Plan serves as the primary policy document for all capital facilities planning, with the exception of those facilities operated by the Health Services Department and County detention facilities. For this reason, it is appropriate to review this suite of Administrative Bulletins for update or possible repeal.

Administrative Bulletin No. 600, "Purchasing Policy and Procedures."

Since 2021, the County Administrator's Office, County Counsel's Office and Public Works – Purchasing Services Division have been working to identify and understand the various policies governing procurement within the County. The primary goal has been to establish a baseline procurement policy that can be easily understood by employees working to secure goods and services for County departments. In crafting a baseline procurement policy, the guiding principles have been twofold:

1. Reduce bureaucracy and provide greater flexibility to department heads to operate their respective departments; and
2. Establish accountability measures to ensure that minimum standards for procurement equity and proper contract oversight are observed.

On April 14, 2023, the County Administrator's Office opened a four-week, Invitation for Comment period for department heads to review the proposed policy updates and provide feedback on the proposed policy updates. Following receipt, the County Administrator's Office will review comments received and determine what feedback to include in the final proposed policy update for review by the Internal Operations Committee. Any feedback that is not recommended for inclusion in the final proposed policy will be responded to with rationale for consideration by the Internal Operations Committee.

Creation of New Administrative Bulletins.

Social Media Policy. On June 17, 2014, the Board of Supervisors approved a [Social Media Policy](#) governing the use of various online engagement tools by County employees for business communication purposes following input and direction from the Internal Operations Committee in 2013 and 2014. The Board initially referred this issue to the Internal Operations Committee in 2012. More recently, the County Administrator's Office - Office of Communications and Media has been coordinating with department public information officers to propose updates to the County's Social Media Policy. The goal is to coordinate a common set of procedures for County departmental use of social media, including types of information to be posted, use of social media during emergencies and record retention requirements. Further, the updated policy is proposed to be codified into an Administrative Bulletin to make

the policy more accessible to all County staff.

Cybersecurity Policy. The Department of Information Technology (DoIT) has been working on a countywide Cybersecurity policy to establish minimum requirements for cybersecurity infrastructure by County departments. The draft policy is still in development, but will include procedures for cybersecurity incident handling, vulnerability management, data protection and recovery and maintenance of audit logs.

CONSEQUENCE OF NEGATIVE ACTION:

The Administrative Bulletins listed would not be referred to the Internal Operations Committee for input.

Administrative Bulletin No. 600 Updates

“Purchasing Policies and Procedures”

County Administrator’s Office

June 12, 2023





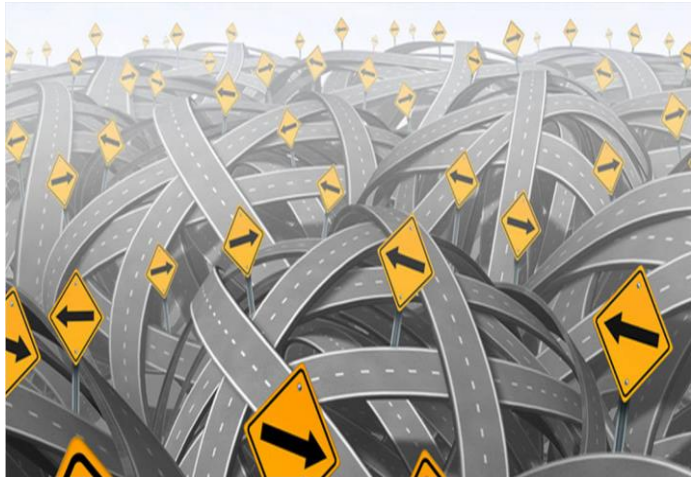
Agenda

1. Current Procurement Policy Landscape
2. Consolidation of Individual Policies and Related Actions
3. Invitation for Comment from Departments
4. Final Proposal and Next Steps
5. Committee Discussion/Questions



Current Purchasing Policy Landscape

1. Patchwork of ordinances, resolutions, board orders, Administrative Bulletins and simple memorandums
2. This has made compliance with and understanding of policies difficult for our departments



Purchasing Related Policy and Guidance (Non-Exhaustive List)

Administrative Bulletins

[601, Contract Purchase Orders](#)

[602, Preparing Requisitions](#)

[603, Receiving Shipments](#)

[604, Stock Room Policy](#)

[605, Contracting for Special Services](#)

[611, Authorization of Single Item Purchase Over \\$25,000](#)

[612, Contracts With Community Rehabilitation Programs](#)

[613, Contracts With Community-Based Organizations \(CBOs\)](#)

Effective Date

4/4/1969

4/4/1969

4/4/1969

4/4/1969

7/1/2019

7/1/2019

2/4/2008

2/5/2008

Manuals

[Purchasing Manual](#)

[Procurement Card Manual](#)

[CAO Contracts Administration Guide](#)

2014

11/4/2021

June 2009

Board Orders

[Environmentally Preferable Purchasing Policy](#)

[SBE e-Outreach Program](#)

4/15/2008

2/6/2006

Ordinances

[2013-20, \\$175,000 informal Bidding Limit on Construction Contracts](#)

[2005-29, SBE Local Bid Preference Program \(follow up report\)](#)

10/15/2013

9/13/2005

Other Documents

[SBE Professional/Personal Services Outreach Program](#)

[Memorandum, SBE Program Threshold Increases](#)

Unknown

1/3/2012



Proposed Actions

1. Consolidation of nine (9) Administrative Bulletins in one single, comprehensive Bulletin – Administrative Bulletin No. 600, “Purchasing Policies and Procedures”
 - Amending the County Ordinance Code to remove the need for County Administrator review and approval of service contracts at or below \$200,000; and
 - Increase the threshold for certain, ministerial payments via Warrant Request from \$1,000 to \$5,000.

2. Establishes a baseline procurement policy, which other policies can “plug” into, such as...
 - a. Small Business Enterprise & Outreach Programs (Future Admin Bulletin)
 - b. Environmentally Preferable Purchasing Policy (2008)
 - c. Acquisition of Computer Hardware, Software and Computer-Related Services (Admin Bulletin 616)



Invitation for Comment

1. Invitation for Comment on draft updates to Admin. Bulletin 600 released to County Departments on April 14, 2023 for a period of 4 weeks.
2. 78 comments from 7 departments.
 - 72 were technical comments for which a response was provided and
 - 6 were editorial comments for which no response was provided but logged for transparency.
 - Of the 72 technical comments, 60 were incorporated into the final draft policy and 12 were not incorporated into the final draft policy.

County of Contra Costa
OFFICE OF THE COUNTY ADMINISTRATOR
MEMORANDUM

DATE: APRIL 14, 2023
TO: DEPARTMENT HEADS
FROM: MONICA NINO, County Administrator
By: Timothy M. Ewell, Chief Assistant County Administrator
SUBJECT: INVITATION FOR COMMENT: Revisions to Administrative Bulletin No. 600
"Purchasing Policy and Procedures"

Overview

The County maintains policies outlining procedures for the procurement of materials, supplies and services to assist departments in their service delivery goals. Over the past 50+ years these policies and procedures have been codified in a patchwork of ordinances, resolutions, Administrative Bulletins and simple memorandums with no consistent review and update process. At times, it is difficult to find supporting documentation for procurement processes that we work through day-to-day. **This Invitation for Comment seeks department feedback on proposed revisions to Administrative Bulletin 600, "Purchasing Policy and Procedures" no later than close of business on Friday, May 12, 2023 (4 weeks).**

Process

Since 2021, the County Administrator's Office, County Counsel's Office and Public Works – Purchasing Services Division have been working to identify and understand the various policies governing procurement within the County. The primary goal has been to establish a baseline procurement policy that can be easily understood by employees working to secure goods and services for County departments.

In crafting a baseline procurement policy, the guiding principles have been twofold:

1. Reduce bureaucracy and provide greater flexibility to department heads to operate their respective departments; and
2. Establish accountability measures to ensure that minimum standards for procurement equity and proper contract oversight are observed.

This process has resulted in several recommendations to modernize our procurement policies, including:

1. Consolidate nine (9) Administrative Bulletins in one single, comprehensive Bulletin;
2. Amend the County Ordinance Code to remove the need for County Administrator review and approval of service contracts at or below \$200,000; and
3. Increase the threshold for certain, ministerial payments via Warrant Request from \$1,000 to \$5,000.



Major Revisions

1. Transactions Under \$200,000.

- Require approval by the Purchasing Agent only
- Contracts above \$50,000 require County Counsel approval
- This streamlines the review workflow for departments and effectively delegates further discretion to department heads to recommend service contracts for approval directly to the Purchasing Agent

2. Services Included Under a Purchase Order.

- Provides that services may be procured under a purchase order in conjunction with the purchase or lease of equipment or goods in certain circumstances

3. Minimum Bid Solicitation Requirements.

- Establishes a common bid solicitation requirement between procurement of materials/supplies and service contracts tiered by denomination
- Departments must still comply with solicitation requirements for federal, state or other local policies, such as the SBE Program & Environmentally Preferable Purchasing Policy
- Provides flexible solicitation options such as the use of continuous Requests for Qualifications (RFQs) to keep a pool of qualified vendors current at all times



Major Revisions

4. Minimum Contract Monitoring Requirements.

- Establishes monitoring requirements for Service contracts by departments, including a requirement to document contract noncompliance and establish Corrective Action Plans with noncompliant vendors
- Corrective Action Plans are to be filed with the Purchasing Agent for tracking purposes; however, it is the responsibility of departments to ensure that contractors take steps to achieve compliance

5. Digital Signatures.

- Allows for all purchasing documents, including contracts, to be executed with digital signatures
- Discontinues the requirement for a notarization on Long Form contracts since digital signatures are being used through DocuSign CLM effective May 30, 2023



Next Steps

- **Phase 1:** Update to Admin. Bulletin 600 for consideration today.
- **Phase 2:** Create new SBE/Outreach Program Administrative Bulletin that similarly consolidates all SBE/Outreach policies into one document
- **Phase 3:** Updates to Purchasing Manual and Contract Administration Guides
- **Phase 4:** Develop series of training webinars that can be posted and available for use by County departments
- **Phase 5:** Develop Triennial Review process to ensure all procurement related documents (policies, manuals, etc.) are reviewed at least every three years





Questions/Discussion



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

8.

Meeting Date: 06/12/2023
Subject: Purchasing
Submitted For: Monica Nino, County Administrator
Department: County Administrator
Referral No.: IOC 23/13
Referral Name: County Purchasing Policies Update
Presenter: Timothy Ewell, Chief Asst CAO **Contact:** Timothy Ewell (925) 655-2043

Referral History:

County Ordinance Code Section 24-4.008 requires the County Administrator to develop a system of Administrative Bulletins, which are designed to provide guidance to County departments to ensure compliance with County policy and practices. From time-to-time it is necessary to review Administrative Bulletins for potential updates to the underlying policy or to make sure that the guidance being provided to departments reflects current best practices. Depending on the subject and materiality of the proposed policy, Administrative Bulletins can be updated administratively or submitted for review by the Board of Supervisors, including its standing committees.

The County maintains policies outlining procedures for the procurement of materials, supplies and services to assist departments in their service delivery goals. Over the past 50+ years these policies and procedures have been codified in a patchwork of ordinances, resolutions, administrative bulletins and simple memorandums with no consistent review and update process. At times, it is difficult to find supporting documentation for procurement processes that County departments work through day-to-day.

On April 24, 2023, the Board of Supervisors referred to the Internal Operations Committee a review of several, dated Administrative Bulletins, including Administrative Bulletin No. 600, "Purchasing Policy and Procedures" at the recommendation of the County Administrator. A copy of the Board referral is included for reference as Attachment A.

Referral Update:

Since 2021, the County Administrator's Office, County Counsel's Office and Public Works – Purchasing Services division have been working to identify and understand the various policies governing procurement within the County. The primary goal has been to establish a baseline procurement policy that can be easily understood by employees working to secure goods and services for County departments for the benefit of our residents. In crafting a modern, baseline procurement policy, the guiding principles have been twofold:

1. Reduce bureaucracy and provide greater flexibility to department heads to operate their respective departments; and
2. Establish accountability measures to ensure that minimum standards for procurement equity and proper contract oversight are observed.

This process has resulted in several recommendations to modernize the County's procurement policies, including:

1. Consolidation of nine (9) Administrative Bulletins in one single, comprehensive Bulletin – Administrative

Bulletin No. 600, “Purchasing Policies and Procedures” (included as Attachment B);

2. Amending the County Ordinance Code to remove the need for County Administrator review and approval of service contracts at or below \$200,000; and
3. Increase the threshold for certain, ministerial payments via Warrant Request from \$1,000 to \$5,000.

The desired outcome is that these updates bring our procurement process closer to a more contemporary state consistent with other large, urban counties.

Summary of Primary Revisions

The proposed revisions to Administrative Bulletin No. 600, include the following:

- *Transactions Under \$200,000.* All procurement transactions, including service contracts, under \$200,000 would require approval by the Purchasing Agent only – Board of Supervisors and County Administrator review and approval are not needed. This streamlines the review workflow for departments and effectively delegates further discretion to department heads to recommend service contracts for approval directly to the Purchasing Agent. County Counsel review is still required on transactions that modify the County’s general conditions and service contracts above \$50,000.
- *Services Included Under a Purchase Order.* Provides that services may be procured under a purchase order in conjunction with the purchase or lease of equipment or goods in certain circumstances. A common scenario is the procurement of equipment that also requires a service plan to be executed for maintenance, such as a copy machine lease. Currently, a purchase order is required to procure equipment (such as the copy machine) and a separate service contract is required for the vendor to provide maintenance on the proprietary equipment (such as maintenance on the copy machine). This practice essentially creates two transactions to effectuate one procurement event resulting in double the work for departments and a corresponding loss of productivity.
- *Minimum Bid Solicitation Requirements.* Establishes a common bid solicitation requirement between procurement of materials/supplies and service contracts tiered by denomination. This results in all procurement activities being subject to the same set of solicitation requirements. Departments must still comply with solicitation requirements for federal, state or other local policies, such as the SBE Program, that may require additional outreach over and above the minimum bid solicitation requirements. Also, the proposed policy allows for flexible solicitation options such as the use of continuous Requests for Qualifications (RFQs) to keep a pool of qualified vendors current at all times. A good example of this would be keeping an continuous solicitation in place to qualify Board and Care providers serving Contra Costa Health Plan (CCHP) members. The list remains dynamic and available for use by the department to meet changing needs.
- *Minimum Contract Monitoring Requirements.* Establishes monitoring requirements for service contracts by departments, including a requirement to document contract noncompliance and establish Corrective Action Plans with noncompliant vendors. Corrective Action Plans are to be filed with the Purchasing Agent for tracking purposes; however, it is the responsibility of departments to ensure that contractors take steps to achieve compliance.
- *Exemptions Maintained and Expanded.* The proposed policy maintains certain exemptions previously granted for specific procurement situations or for specific departments. For example, the policy encourages the use of Cooperative Purchasing Contracts for goods and services in lieu of defaulting to a local solicitation process for every procurement need. This method helps to ensure solicitation while expediting the procurement process and providing flexibility to departments. This is already a common practice in larger departments, such as Health Services and the Contra Costa County Fire Protection District, but the proposed policy attempts to encourage the use of Cooperative Purchasing Contracts by all departments where appropriate.

Invitation for Department Comment

On April 14, 2023, the County Administrator's Office opened a four-week, Invitation for Comment period for department heads to review and provide feedback on the proposed policy updates. A copy of the correspondence sent to Department Heads is included as Attachment C. The County Administrator's Office received a total of 78 comments from seven (7) departments.

Of that figure, 72 were technical comments for which a response was provided and six (6) were editorial comments for which no response was provided but logged for transparency. Of the 72 technical comments, 59 were incorporated into the final draft policy and 13 were not incorporated into the final draft policy. A summary of comments received in response to the Invitation for Comment and disposition of those comments are included as Attachment D for reference.

Recommendation(s)/Next Step(s):

Today's action is seeking approval of modifications to Administrative Bulletin No. 600, "Purchasing Policies and Procedures", including any edits from the Internal Operations Committee, and directing the County Administrator to prepare all necessary actions to implement the updated policy for consideration by the Board of Supervisors.

Recommendations

1. ACCEPT report from the County Administrator on process undertaken to update Administrative Bulletin No. 600, "Procurement Policies and Procedures".
2. APPROVE Administrative Bulletin No. 600, "Procurement Policies and Procedures" and DIRECT the County Administrator to prepare all necessary actions to implement the policy for consideration by the full Board of Supervisors.
3. PROVIDE any additional direction to staff as needed.

Attachments

Purchasing Policies Powerpoint Presentation

ATTACHMENT A - Referral to IOC - 2023 Admin Bulletins 4-24-23

ATTACHMENT B - Admin Bulletin 600 Revisions - Final 6-6-2023 w Workroup Final Comments

ATTACHMENT C - Invitation for Comment Packet - Admin Bulletin 600 Revisions 4-14-23 (005)

ATTACHMENT D - Department Comment Submission Form - Admin Bulletin 600 - All Departments 5-15-23

Minutes Attachments

No file(s) attached.
