



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: May 21, 2019

Subject: APPROVE an Amendment to the MOU between Contra Costa County, City of San Ramon and Contra Costa Community College District, San Ramon area.

**RECOMMENDATION(S):**

APPROVE the Tenth Amendment to the Memorandum of Understanding (MOU) between the County of Contra Costa, the City of San Ramon and the Contra Costa College District for the operation of the Dougherty Station Library located at 17017 Bollinger Canyon Road, San Ramon for Fiscal Year 2019/2020.

AUTHORIZE the County Librarian, or designee, to execute subsequent annual amendments to the MOU to adjust hours of operation and the administrative cost of providing those hours.

**FISCAL IMPACT:**

100% County Library Funds, Org #3798

**BACKGROUND:**

The County, City and College are parties to an MOU dated June 26, 2007, which allows the County to provide library services at the Dougherty Station Library located at 17017 Bollinger Canyon Road in San Ramon. The MOU provides that the County is reimbursed for its costs in providing those services. The MOU has been amended every year since 2009

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **05/21/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor

Candace Andersen, District II Supervisor

Diane Burgis, District III Supervisor

Karen Mitchoff, District IV Supervisor

Federal D. Glover, District V Supervisor

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

ATTESTED: May 21, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Stacey Sinclair,  
925-957-2464

cc:

to provide for the County's reimbursement based on each year's costs and cost allocation.

## BACKGROUND: (CONT'D)

The Tenth Amendment sets forth the hours of operation and associated costs to be reimbursed to the County for library services at the Dougherty Station library in fiscal year 2019/20.

The County provides 35 “base” hours to all City-owned, County-operated libraries. Each City is responsible for the cost of hours in excess of the base hours. Determining the cost is an administrative function carried out by the County Librarian. Before the start of each fiscal year, the County Librarian communicates the applicable cost to each city and each city has an opportunity to modify the number of extra hours, if any, that it receives. Pursuant to a board order dated November 2, 2010, this is an administrative function that does not require the approval of the Board of Supervisors.

Because the MOU was put in place before the standard library lease came into being, and because it is a three-party agreement between the County, the City and the College District, the MOU has been amended every year to reflect the cost of extra hours in the upcoming fiscal year. By allowing the County Librarian, or designee, to execute amendments that affect only the hours of operation and associated costs to be reimbursed to the County for library services at the Dougherty Station in the next fiscal year, this board order will enable the County Librarian to administer this agreement in the same manner that the County Librarian administers all other City-owned, County-operated libraries.

## CONSEQUENCE OF NEGATIVE ACTION:

Failure to approve the Amendment to the MOU may reduce library services at the Dougherty Station Library, and the County will not be reimbursed for services provided in Fiscal Year 2019/2020.

## ATTACHMENTS

MOU