



CONTRA COSTA COUNTY

AGENDA - PUBLISHED

County Service Area P-5 (Roundhill) Citizens Advisory Committee

Tuesday, December 9, 2025

7:00 PM

**Round Hill Country Club - 3169 Round
Hill Drive**

Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee

1. Roll Call and Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).
3. Review and Approve Prior Meeting Minutes [25-5018](#)
Attachments: [November 2025 Minutes](#)
4. Review November P5 Activity Report [25-5019](#)
5. Financial Report [25-5020](#)
Attachments: [P5 Roundhill FY25-26 Period 4](#)
6. P5 Meeting Day Change
7. The next meeting is currently scheduled for January 13, 2026.

Adjourn

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee meetings. Contact the staff person listed below at least 72 hours before the meeting. 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 Committee less than 96 hours prior to that meeting are available for public inspection at 309 Diablo Road, Danville, during normal business hours. Staff reports related to items on the agenda are also accessible online at www.contracosta.ca.gov.

For Additional Information Contact: Cameron Collins at Cameron.Collins@bos.cccounty.us



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-5018

Agenda Date: 12/9/2025

Agenda #: 3.

Advisory Board: P5 Round Hill Police Committee

Subject: November 2025 Record of Actions



CITIZEN'S POLICE ADVISORY COMMITTEE
Round Hill (P-5)
Alamo, California

Minutes of Meeting on November 11, 2025

Committee Members in Attendance: Lee Mlejnek, Mark Cordone, Corey Berla, Bernard Corey, Mark Young, Rich Johnson

Committee Members Absent: Jason Hill, Jason Dudum

Guests in Attendance: Deputy Shanks, Cameron Collins (Field Representative for the Supervisor's Office)

The P-5 Advisory Committee was held at Round Hill Country Club. Lee Mlejnek acting for Jason Hill called the meeting to order at 7:00 PM. The October Minutes were approved by unanimous motion with no corrections.

Public Comment: none

Financial Report: Mark Young discussed the new County financial report and how it is impacting his reporting. He is forecasting that the Reserve Account will rise at the end of the FY 25/26 by approximately 10%. There was also some discussion about the interest return on funds in the Reserve Account. Corey Berla asked Cameron Collins if she could look into how these funds are managed and to whose benefit any interest accrues.

P-5 Activity Report: Deputy Shanks reported that there were no significant incidents in October. Alarm Calls, Area Checks, Patrol Requests and Medical Calls were performed as usual.

In October there were 97 hours of overtime primarily due to the absence of Deputy Smith. There were no hours of outside assistance.

Old Business: The meeting with Sheriff Livingston and Candace Andersen to address the consolidation of the Police Districts in Alamo will occur in mid December.

New Business: none

The meeting was adjourned at 7:28

Respectfully submitted by Lee Mlejnek



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-5019

Agenda Date: 12/9/2025

Agenda #: 4.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-5020

Agenda Date: 12/9/2025

Agenda #: 5.

Advisory Board: Round Hill Police Advisory Committee
Subject: Financial Report

Financial Status Report Roundhill P5 FY 2025-2026														
FY 2025-2026 Fund 265500 Org 7655		Period 1 7/12-8/12	Period 2 8/13-9/11	Period 3 9/12-10/10	Period 4 10/11-11/13	Period 5 11/14-12/10	Period 6 12/11-1/13	Period 7 1/14-2/11	Period 8 2/12-3/11	Period 9 3/12-4/10	Period 10 4/11-5/12	Period 11 5/13-6/10	Period 12 6/11-7/13	Current Total
Beginning Fund Balance		761,337.60	1,039,534.29	984,907.97	1,308,511.62	1,254,035.70	1,254,035.70	1,254,035.70	1,254,035.70	1,254,035.70	1,254,035.70	1,254,035.70	1,254,035.70	1,254,035.70
REVENUE	Sub Obj.													
Taxes Current Property	9000	0.00	914.05	9,991.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,905.39
1% Property Tax Alloc. (Estimated Advance)	9010	329,161.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	329,161.80
Voter Approved Parcel Tax (Est. Adv.)	9100	0.00	0.00	355,353.30	-28.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	355,324.82
Prop Tax Relief	9385	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Vehicle Code Fines	9150	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
In Lieu Taxes	9580	0.00	9.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.84
Total Revenue		329,161.80	923.89	365,344.64	-28.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	695,401.85
EXPENDITURES	Sub Obj.													
Personnel Salary & Benefit Costs	1000	50,312.20	42,498.66	35,155.46	43,430.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	171,396.40
Officer Fixed Costs (liability ins, equip/supplies, comm charges)	3611	0.00	5,930.64	5,932.62	5,946.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,809.72
Uniform Allowance	2160	145.34	145.34	145.34	145.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	581.36
Service & Supplies	2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Membership	2200	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00
Property Tax Admin	3611	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Vehicles- Fleet Chgs	5011	0.00	4,468.00	0.00	3,543.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,011.24
Fire Dist. Emer Prep.	2200	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Misc Svcs/Supplies	3622	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
I.T Dept. Data Processing	3615	507.57	507.57	507.57	507.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,030.28
Depreciation	3560	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Spec Dept'l Exp	3612	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Spec Dept'l Exp	2479	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Assessor's Levy Fees	3530	0.00	0.00	0.00	874.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	874.75
I.T. Dept. Info Security	3626	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Taxes & Assessments	3630	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures		50,965.11	55,550.21	41,740.99	54,447.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	202,703.75
Estimated Ending Fund Balance		#####	984,907.97	1,308,511.62	1,254,035.70	1,254,035.70	1,254,035.70	1,254,035.70	1,254,035.70	1,254,035.70	1,254,035.70	1,254,035.70	1,254,035.70	1,254,035.70

Monthly Officer Fixed Cost Detail Report Roundhill P5 FY 2025-2026														
FY 2025-2026 Fund 265500 Org 7655		Period 1 7/12-8/12	Period 2 8/13-9/11	Period 3 9/12-10/10	Period 4 10/11-11/13	Period 5 11/14-12/10	Period 6 12/11-1/13	Period 7 1/14-2/11	Period 8 2/12-3/11	Period 9 3/12-4/10	Period 10 4/11-5/12	Period 11 5/13-6/10	Period 12 6/11-7/13	Current Total
Personnel Fixed Costs	Sub Obj.													
Retiree Health Cost	3611	0.00	2,588.20	2,590.18	2,604.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,782.40
Other Post Emp Benefits	3611	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Operational Fixed Costs														
Communications Costs	3611	0.00	854.28	854.28	854.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,562.84
Liability Insurance	3611	0.00	2,238.16	2,238.16	2,238.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,714.48
Supplies/Svcs Costs	3611	0.00	250.00	250.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	750.00
Total Expenditures		0.00	5,930.64	5,932.62	5,946.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,809.72

Notes to Fixed Costs:
 Retiree Health cost, Communication Charges and Liablilty Insurance cost is calculated monthly based on total cost/current count of total sworn officers
 Other Post Employee Benefits (OPEB) is a rate set by the County
 Supplies/Services cost is a annual set rate based on the Contract Cities Managers Book

Traffic Safety Fund Report

Roundhill P5

FY 2025-2026

FY 2025-2026 Fund 113900 Org 3685		Period 1 7/12-8/12	Period 2 8/13-9/11	Period 3 9/12-10/10	Period 4 10/11-11/13	Period 5 11/14-12/10	Period 6 12/11-1/13	Period 7 1/14-2/11	Period 8 2/12-3/11	Period 9 3/12-4/10	Period 10 4/11-5/12	Period 11 5/13-6/10	Period 12 6/11-7/13	Current Total
Beginning Fund Balance		13,777.63	13,777.63	13,777.63	13,777.63	13,777.63	13,777.63	13,777.63	13,777.63	13,777.63	13,777.63	13,777.63	13,777.63	13,777.63
REVENUE	<u>Sub Obj.</u>													
Traffic Fines	9150	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Drivers Education	9684	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Fines	9161	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest	9181	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXPENDITURES	<u>Sub Obj.</u>													
Gov. to Gov. fund tnsf	5011	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Estimated Ending Fund Balance		13,777.63	13,777.63	13,777.63	13,777.63	13,777.63	13,777.63	13,777.63	13,777.63	13,777.63	13,777.63	13,777.63	13,777.63	13,777.63

Notes to Traffic Safety Fund:

Interest revenues are distributed once annually in Period 12

Expenditures are approved individual purchases or are related to investment costs