

CONTRA COSTA COUNTY

BOARD CHAMBERS, 1025 ESCOBAR STREET
MARTINEZ, CA 94553



AGENDA

SPECIAL MEETING

Thursday, November 30, 2023

9:00 AM

BOARD OF SUPERVISORS

Supervisor 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

Clerk of the Board (925) 655-2000
clerkoftheboard@cob.cccounty.us

The public may attend the Board meeting in person and remotely via call-in or Zoom. Board meetings are televised live on Comcast Cable 27, ATT/U-Verse Channel 99, and WAVE Channel 32, and can be seen live online at www.contracosta.ca.gov. Meetings of the Board are closed-captioned in real time.

Persons who wish to address the Board during public comment or with respect to an item on the agenda may comment in person or may call in during the meeting by dialing 888-278-0254 followed by the access code 843298#. A caller should indicate they wish to speak on an agenda item by pushing "#2" on their phone. Persons who wish to address the Board in person should complete the form provided for that purpose. Access via Zoom is also available using the following link: <https://cccounty-us.zoom.us/j/87344719204>. Those participating via Zoom should indicate they wish to speak on an agenda item by using the “raise your hand” feature in the Zoom app. To provide contact information, please contact Clerk of the Board at clerkoftheboard@cob.cccounty.us or call 925-655-2000. A Spanish language interpreter is available to assist Spanish-speaking callers. If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the Board will continue the meeting in person without remote access.

Public comments generally will be limited to two minutes per speaker. In the interest of facilitating the business of the Board, the total amount of time that a member of the public may use in addressing the Board on all agenda items is 10 minutes. Your patience is appreciated.

A lunch break or closed session may be called at the discretion of the Board Chair. Staff reports related to open session items on the agenda are also accessible online at www.contracosta.ca.gov.

1. CALL TO ORDER; ROLL CALL

2. PLEDGE OF ALLEGIANCE

D. DISCUSSION ITEMS

D.1 CONSIDER reviewing applications for the position of Treasurer-Tax Collector; DETERMINE which candidates will be invited to interview at the December 12, 2023 Board of Supervisors meeting; and ADOPT Resolution No. 23-628 authorizing the County Administrator to obtain criminal history and other background information on candidates selected for interview and take related actions. (Nicole Bilich, Human Resources Department) [RES 23-628](#)

- Attachments:** [Treasurer-Tax Collector Recruitment Flyer](#)
[Edith Barsotti Application Packet](#)
[Lulis Lopez Application Packet](#)
[Daniel Mierzwa Application Packet](#)
[Nicholas Spinner Application Packet](#)
[Syed Farhan Zamil Application Packet](#)
[Belinda Zhu Application Packet](#)

D.2 PUBLIC COMMENT (2 Minutes/Speaker)

3. ADJOURN

GENERAL INFORMATION

The Board meets in all its capacities pursuant to Ordinance Code Section 24-2.402.

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

All matters listed under CONSENT ITEMS are considered by the Board to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a member of the Board before the Board votes on the motion to adopt. Each member of the public will be allowed two minutes to comment on the entire consent agenda.

Persons who wish to speak on matters set for PUBLIC HEARINGS will be heard when the Chair calls for public testimony. Each speaker during public testimony will be limited to two minutes. After public testimony, the hearing is closed and the matter is subject to discussion and action by the Board. Comments on matters listed on the agenda or otherwise within the purview of the Board of Supervisors can be submitted to the office of the Clerk of the Board via mail: Board of Supervisors, 1025 Escobar Street, First Floor, Martinez, CA 94553 or to clerkoftheboard@cob.cccounty.us.

In the interest of facilitating the business of the Board, the total amount of time that a member of the public may use in addressing the Board on all agenda items is 10 minutes.

Time limits for public speakers may be adjusted at the discretion of the Chair.

The County will provide reasonable accommodations for persons with disabilities planning to attend Board meetings who contact the Clerk of the Board at least 24 hours before the meeting, at (925) 655-2000.

Anyone desiring to submit an inspirational thought nomination for inclusion on the Board Agenda may contact the Office of the County Administrator or Office of the Clerk of the Board, 1025 Escobar Street, Martinez, California.

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

www.contracosta.ca.gov

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

Pursuant to Government Code section 84308, members of the Board of Supervisors are disqualified and not able to participate in any agenda item involving contracts (other than competitively bid, labor, or personal employment contracts), franchises, discretionary land use permits and other entitlements if the Board member received, since January 1, 2023, more than \$250 in campaign contributions from the applicant or contractor, an agent of the applicant or contractor, or any financially interested participant who actively supports or opposes the County's decision on the agenda item. Members of the Board of Supervisors who have received, and applicants, contractors or their agents who have made, campaign contributions totaling more than \$250 to a Board member since January 1, 2023, are required to disclose that fact for the official record of the subject proceeding. Disclosures must include the amount of the campaign contribution and identify the recipient Board member, and may be made either in writing to the Clerk of the Board of Supervisors before the subject hearing or by verbal disclosure at the time of the hearing.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: RES 23-628

Agenda Date: 11/30/2023

Agenda #: D.1

To: Board of Supervisors

From: Ann Elliott, Human Resources Director

Report Title: REVIEW OF APPLICATIONS FOR TREASURER-TAX COLLECTOR

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

1. REVIEW applicants for the position of Treasurer-Tax Collector; and
2. DETERMINE which candidates will be invited to interview at the December 12, 2023 Board of Supervisors meeting; and
3. ADOPT Resolution No. 23-628 authorizing the County Administrator to obtain criminal history and other background information on candidates selected for interview and take related actions.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

On September 25, 2023, Russell V. Watts informed the Board of Supervisors and County Administrator in writing that he is retiring from the office of County Treasurer-Tax Collector, effective December 31, 2023. The current term of office for Treasurer-Tax Collector began on January 2, 2023, and expires on January 4, 2027. Government Code section 25304 requires the Board of Supervisors to appoint someone to fill the vacancy. The person appointed to fill the vacancy will hold the office for the unexpired term; that is, until noon on January 4, 2027.

On October 24, 2023 the Board of Supervisors established a timeline for eliciting a search for qualified candidates for appointment to the position of Treasurer-Tax Collector upon the retirement of Mr. Watts. The search included an extensive outreach plan with advertisements placed beginning October 27, 2023 and concluding on November 22, 2023 on the Counties website and social media outlets, in addition to with the following agencies:

- Government Finance Officers Association (GFOA)
- Municipal Management Association of Northern California (MMANC)
- California Municipal Treasurers Association (CMTA)
- California State Association of Counties (CSAC)

- International City/County Management Association (ICMA)
- Government Investment Officers Association (GIOA)

Today's action is to transmit applications, supplemental questionnaires and supporting documentation received from the Treasurer-Tax Collector search to the Board of Supervisors for review and determination as to which candidates will be invited to the December 12, 2023 regular meeting of the Board for interviews. The following six (6) candidates are to be reviewed:

- Edith "Patti" Patricia Barsotti
- Abdula "Lulis" Lopez
- Daniel Mierzwa
- Nicholas Spinner
- Syed Farhan Zamil
- Binbin Belinda Zhu

In addition, the Board is being requested to adopt Resolution No. 23-628 authorizing the County Administrator to request certain criminal history and other background information about candidates for that position, as well as to secure a Fair Political Practices Commission (FPPC) Form 700 from each candidate. The FPPC Form 700 documents will be attached to the staff report for the December 12, 2023 meeting to assist the Board in determining whether candidates may have any potential conflicts of interest upon appointment to the position of Treasurer-Tax Collector with Contra Costa County.

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA

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

IN THE MATTER OF OBTAINING CRIMINAL HISTORY AND OTHER BACKGROUND INFORMATION RELATED TO CANDIDATES FOR THE POSITION OF TREASURER-TAX COLLECTOR

WHEREAS, on September 25, 2023, Treasurer-Tax Collector Russell V. Watts notified the Board of Supervisors of his intent to retire effective December 31, 2023; and

WHEREAS, on October 24, 2023, the Board of Supervisors established a timeline for appointment to the position of Treasurer-Tax Collector upon the retirement of Mr. Watts and, among other things, directed staff to obtain criminal history and other background information related to candidates identified for interview by the Board of Supervisors; and

WHEREAS, on November 30, 2023, the Board of Supervisors will identify candidates to be invited to the December 12, 2023 Board of Supervisors meeting to interview for the position of Treasurer-Tax Collector; and

WHEREAS, the Board of Supervisors, as appointing authority for the position of Treasurer-Tax Collector, finds that it is necessary to obtain criminal history and other background information about candidates for that position; and

WHEREAS, this information is necessary to assist the Board of Supervisors in fulfilling its duties with respect to the appointment of the Treasurer-Tax Collector, and to assure that candidates for the office are not disqualified from holding office by the Constitution or statutes of the State of California.

NOW, THEREFORE, BE IT RESOLVED by the Contra Costa County Board of Supervisors:

1. Criminal History Check. The County Administrator is authorized pursuant to Penal Code section 11105(b)(11) to seek and obtain from the California Attorney General state summary criminal history information on the candidates invited to interview for the position of Treasurer-Tax Collector.

- a) The County Administrator is authorized to require that candidates be fingerprinted for the purpose of obtaining summary criminal history records once candidates are identified on November 30, 2023 for interview.
- b) The County Administrator shall maintain custody and control of criminal history records obtained to carry out this resolution.
- c) The records shall be accessible only to the following:
 - i) Members of the Board of Supervisors;
 - ii) County Administrator;
 - iii) County Counsel; and
 - iv) Candidates to whom the records pertain.
- d) The County Administrator shall destroy records containing criminal history information 30 days after the appointment of the Treasurer-Tax Collector.

2. Statement of Economic Interests (FPPC Form 700). The County Administrator, or designee, shall request of each candidate scheduled for interview a current and completed Statement of Economic Interests (FPPC Form 700), which shall be disclosed and made public at the December 12, 2023 Board of Supervisors meeting to assist in evaluating candidates scheduled for interview.

3. Other Background Information. The County Administrator is authorized to conduct the following additional background checks on each candidate scheduled for interview:

- a) Social Media check
- b) Department of Motor Vehicles (DMV) check
- c) Credit check



Treasurer-Tax Collector



SALARY RANGE

\$122.55 Hourly

\$ 21,241.77 Monthly

\$ 254, 901.24 Annually

The Contra Costa County is currently searching for qualified candidates for appointment as the County's Treasurer-Tax Collector. The successful candidate will be appointed by the Board of Supervisors to serve in this capacity for the remainder of the current term, expiring on January 4, 2027. Qualified candidates should send a completed application and all supporting documents to jobs@hrd.cccounty.us. Applications will be accepted beginning Friday, October 27, 2023, through Wednesday, November 22, 2023, at 11:59 pm. A link to the application is included below:

Treasurer-Tax Collector Application

<https://www.contracosta.ca.gov/DocumentCenter/View/80926/Treasurer-Tax-Collector-2023-PDF>

**Note: applications and attachments provided are public documents, subject to the California Public Records Act (CA Gov. Code § 6250-6270), and will be posted online.*

Information on the Contra Costa County Treasurer-Tax Collector's Office can be found at: [Contra Costa County Treasurer -Tax Collector | Contra Costa County, CA Official Website](#).

Learn more about the Treasurer-Tax Collector's Budget, Goals, and Performance Measures here: [ClearGov | Treasurer-Tax Collector](#)

Requirements

The Treasurer-Tax Collector is required to be a registered voter of Contra Costa County at the time of appointment by the Board of Supervisors. To qualify for appointment to the office, a person must also meet at least one of the four criteria:

- The person has served in a senior financial management position in a county, city, or other public agency dealing with similar financial responsibilities for a continuous period of not less than three years, including, but not limited to, treasurer, tax collector, auditor, auditor-controller, or the chief deputy or an assistant in those offices.
- The person possesses a valid baccalaureate, masters, or doctoral degree from an accredited college or university in any of the following major fields of study: business administration, public administration, economics, finance, accounting, or a related field, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance.
- The person possesses a valid certificate issued by the California Board of Accountancy pursuant to Chapter 1 (commencing with Section 5000) of Division 3 of the Business and Professions Code, showing that person to be, and a permit authorizing that person to practice as, a certified public accountant.

- The person possesses a valid charter issued by the Institute of Chartered Financial Analysts showing the person to be designated a Chartered Financial Analyst, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance.

Contra Costa County is committed to racial equity, inclusion, and social justice within all County operations and is dedicated to the advancement of key initiatives and efforts in support of this essential mission. The ideal candidate will also possess a value system that engenders trust and confidence and embodies a commitment to racial equity, diversity, and inclusion.

Timeline:

- 10/27/2023 Recruitment commences
- 11/22/2023 Recruitment closes (4 weeks)
- 11/27/2023 Applications Disclosed/Board of Supervisors Agenda Published for 11/30/23
- 11/30/2023 Special Meeting: Board of Supervisors Consider Applicants for Interview
- 12/12/2023 Regular Meeting: Board of Supervisors Interview Applicants and Make Appointment
- 12/14/2023 Special Meeting: Continuation of Interviews (if needed)

***Please note that application reviews, interviews and appointments will be made during meetings of the Contra Costa County Board of Supervisors meeting and will be open to the public. All information provided will be public documents and posted online.*

Please direct any questions to the Contra Costa County Human Resources Department at (925) 655-2100 or jobs@hrd.cccounty.us.

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve as the County Treasurer-Tax Collector. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) From <u> </u> To <u> </u> 3/20/17 Current</p> <p>Total: <u>Yrs.</u> <u>Mos.</u> 6 years 8 months</p> <p>Hrs. per week <u>varys</u>. Volunteer <input type="checkbox"/></p>	<p>Title City of Concord Treasurer</p> <hr/> <p>Employer's Name and Address 1950 Parkside Concord, CA</p>	<p>Duties Performed City's portfolio & IP - Effect. M:</p>
<p>B) Dates (Month, Day, Year) From <u> </u> To <u> </u></p> <p>Total: <u>Yrs.</u> <u>Mos.</u></p> <p>Hrs. per week <u> </u>. Volunteer <input type="checkbox"/></p>	<p>Title Continued from above</p> <hr/> <p>Employer's Name and Address Please see attached resume.</p>	<p>Duties Performed Cashflow monitoring & reports</p>
<p>C) Dates (Month, Day, Year) From <u> </u> To <u> </u> 1984 2019</p> <p>Total: <u>Yrs.</u> <u>Mos.</u> 35 years</p> <p>Hrs. per week <u>40 ++</u>. Volunteer <input type="checkbox"/></p>	<p>Title VP and Manager MechanicsBan</p> <hr/> <p>Employer's Name and Address Walnut Creek and Other Banks</p>	<p>Duties Performed Managed from 5 -35 employees</p>
<p>D) Dates (Month, Day, Year) From <u> </u> To <u> </u> 1990 Current</p> <p>Total: <u>Yrs.</u> <u>Mos.</u> 33</p> <p>Hrs. per week <u>varys</u>. Volunteer <input checked="" type="checkbox"/></p>	<p>Title Kiwaniis International</p> <hr/> <p>Employer's Name and Address Global</p>	<p>Duties Performed Many Leadership/Training duti</p>

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

No Yes

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

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that any misstatements / omissions of material fact may cause forfeiture of my rights to appointment as the Treasurer-Tax Collector.

Sign Name: E.P. Barsotti Date: 11/18/2023

Important Information

1. Your application and any attachments you provide are public documents and are subject to the California Public Records Act (CA Gov. Code §6250-6270), and will be posted online.
2. The completed application and supplemental questionnaire must be received by 11:59 PM on Wednesday, November 22, 2023 by email to jobs@hrd.cccounty.us.
3. Applicants must complete the Supplemental Questionnaire (below). Attach pages for Supplemental Questionnaire. A resume or other relevant information may be submitted with this application.
4. Applicants may be required to complete a Statement of Economic Interests (California Fair Political Practices Commission Form 700) and authorize the County to conduct a background check, including but not limited to a social media/internet check, credit check and Live Scan fingerprinting.

Supplemental Questionnaire

1. Are you a United States Citizen?
2. Are you registered to vote in the State of California?
3. Are you a resident of Contra Costa County?
4. Describe specific public service or private sector positions you have held which you believe best qualify you for the position of Treasurer Tax Collector. Indicate major accomplishments in each position. Please identify each role by employer, job title, and length of time held.
5. Are you prepared to seek election to this office in 2026?
6. Do you consider this job to be full-time or part-time?
7. In addition to the foregoing, please indicate any special qualifications, skills, training, or achievements you possess which are relevant to consideration for this position.

Supplemental Questionnaire: Patti Barsotti, City of Concord – Elected Treasurer

1. Are you a United States Citizen? **Yes**
2. Are you registered to vote in the State of California? **Yes**
3. Are you a resident of Contra Costa County? **Yes**
4. Describe specific public service or private sector positions you have held which you believe best qualify you for the position of Treasurer - Tax Collector. Indicate major accomplishments in each position. Please identify each role by employer, job title and length of time held.

Answer to 4.

1. City of Concord, Elected Treasurer, 6 years.

In March 2017, the Concord City Council appointed me to complete the remaining term of the departing City Treasurer, Tim McGallian. Following this appointment, I secured an electoral mandate in 2018, earning a four-year term. Remarkably, I was re-elected in November 2022 amidst strong competition, securing an impressive 74% of the votes.

As the elected Treasurer, my role primarily involves providing advisory services and oversight, while the Senior Financial Analyst, a city employee in the Finance Department, prepares reports for the office of the City Treasurer. Key areas of focus and responsibility include:

- Effectively managing the city's investment portfolio with a focus on safety, liquidity, and return. The portfolio is managed by PFM, and quarterly in-person meetings with portfolio managers from PFM keep me well-informed about market trends and our portfolio's performance.
- Monitoring cash flow requirements to ensure sufficient liquidity for the city's financial needs.
- Providing timely quarterly investment portfolio reports to the City Council within 45 days of each quarter-end.
- Reviewing and updating the city's investment policy annually before submission to the City Council.

Major accomplishments in this role include providing input to the Investment Policy, enhancing the safety of the city's portfolio, and upgrading cash flow requirements for improved reporting.

2. Mechanics Bank, Vice President/Business Development, 14 years

In 2019, I departed from Mechanics Bank, where I held the roles of Certified Financial Planner (CFP®) and Certified Wealth Strategist (CWS®), though these certifications were not renewed.

Over the last decade in banking, I achieved numerous learning credits and certifications in investment management. I collaborated with the investment team to transition high-value clients to invest within the Bank's investment department. My professional growth is underscored by assuming additional responsibilities over the years, including leadership roles. Notably, I excelled as a top sales producer and managed branches with varying numbers of employees.

5. Are you prepared to seek election to this office in 2026? **Yes**
6. Do you consider this job to be full-time? **Yes**

7. In addition to the foregoing, please indicate any special qualifications, skills, training, or achievements you possess which are relevant to consider for this position.

Answer to 7.

Special qualifications, skills, and training included above.

Summary of demonstrated applicable skills and experience, during banking career.

(Please see my attached resume.)

- A. Communication Skills
- B. Investment and financial acumen
- C. Analytical Analysis
- D. Professionalism
- E. Collaboration/team player
- F. Critical Thinking
- G. Adaptability
- H. Time Management
- I. Management skills
- J. Relationship management
- K. Emotional Intelligence
- L. Sense of humor

Summary of Education and Community Service

I attained my Bachelor of Arts in Business from San Francisco State University and completed the Professional Financial Planning Course at the University of California, Berkeley Extension. Over the course of three-plus decades, I held various positions at different banks, each move driven by the acceptance of roles with increasing responsibilities.

In addition to my financial qualifications, I have garnered recognition as a dedicated volunteer, leader, motivator, and community service provider. Throughout my 30+ years of involvement with Kiwanis International, I have assumed numerous leadership roles, including serving as the governor of its California-Nevada-Hawaii district and as a Kiwanis International Trustee from 2013 to 2016. I also held the position of past president of the Kiwanis Club of Concord.

My additional community engagement extends to serving on the Education Committee for the California Municipal Treasures Association, past board of directors for both the Greater Concord Chamber of Commerce and the Walnut Creek Chamber of Commerce. I have also had the honor of being the past president of the National Speakers Association, Northern California. Having resided in Concord for the majority of the last 44 years, my husband and I are deeply rooted in the local community.

Prepared 11/20/23.

Patti Barsotti



November 20, 2023

Board of Supervisors
Contra Costa County
625 Court St.
Martinez CA 94553
jobs@hrd.cccounty.us

Dear Supervisor John M. Gioia,
Supervisor Candace Andersen,
Supervisor Diane Burgis,
Supervisor Ken Carlson,
Supervisor Federal D. Glover,

I am writing to express my interest in the Treasurer-Tax Collector position with Contra Costa County, as advertised. With a comprehensive background in finance, extensive experience in leadership roles, and a proven track record of success, I am confident in my ability to contribute effectively to the County's financial management and strategic goals.

My current role as the Treasurer for the City of Concord has equipped me with a thorough understanding of the responsibilities associated with overseeing financial matters. I have successfully overseen the city's investment portfolio, ensuring safety, liquidity, and optimal returns. In addition to providing quarterly investment reports to the City Council, I have played a key role in updating and implementing the city's investment policy to enhance overall financial security.

My previous experience as a Vice President in Wealth Management at Mechanics Bank, where I held the titles of CFP® and CWS®, allowed me to develop a strong foundation in financial planning and investment strategy. Worked with individuals, business and municipalities. I have a proven ability to facilitate cultural change within organizations, as demonstrated by my success in educating branch offices and fostering a collaborative environment that resulted in a significant increase in referral activities.

Throughout my career, I have held various leadership positions in reputable financial institutions such as Union Bank of California, Heritage Bank, California Bank & Trust, and others. These roles have provided

me with diverse experiences in risk management, business development, relationship management, and team leadership.

In addition to my professional achievements, I am deeply committed to the values of racial equity, diversity, and inclusion. My involvement in community and business development activities, including my role as a Trustee for Kiwanis Children's Fund and Kiwanis International, further underscores my dedication to social responsibility and community engagement.

I am a registered voter of Contra Costa County and meet the criteria outlined in the job summary. My educational background includes a Bachelor of Arts in Business from San Francisco State University, and I have furthered my expertise through certifications as a Certified Financial Planner (CFP®) and Certified Wealth Strategist (CWS®).

I am excited about the opportunity to bring my skills, experience, and commitment to Contra Costa County as Treasurer-Tax Collector. I have attached my resume for your reference, and I look forward to the possibility of discussing how my qualifications align with the needs of the County.

Thank you for considering my application. I am available at your earliest convenience for an interview.

Sincerely,

Patti Barsotti

Treasurer City of Concord

Professional Experience

Self Employed Realtor®

Weichert Real Estate Broker #01485818

DRE #01005341 | NMLS #1188903

December 2019 - Present

- Developed a comprehensive business plan encompassing mortgage lending and real estate sales.
- Continuously pursued education to enhance skills and offer holistic client services.
- Maintained a full-time work commitment while incorporating flexibility.
- Provided business consultation and coaching on personal financial education for individuals and business growth.

City of Concord Treasurer

March 2017 - Present

- Appointed by the Concord City Council in March 2017 to fill the remaining term as Treasurer.
- Successfully elected to serve a four-year term in 2018 and re-elected in November 2022 with a 74% majority vote.
- Advise on managing the city's investment portfolio, focusing on safety, liquidity, and return.
- Oversee quarterly investment portfolio reports to the City Council, ensuring compliance with established timelines.
- Collaborated with the Finance Department's Senior Financial Analyst to review and update the city's investment policy annually.
- Joined and attended California Municipal Treasurers Association, CMTA. On the Education Committee.

Mechanics Bank

Vice President, Wealth Management Trust and Investments, CFP®, CWS® Private Banker

January 2008 - December 2019

- Educated branch offices on wealth management, emphasizing trust and investment services.
- Implemented cultural change, fostering collaboration and partnership with staff across 25 retail offices.
- Achieved a significant increase in referral activities from two to over 400+ in the first year.
- As a Certified Wealth Strategist (CWS®), conducted client meetings to assess personal financial situations and provide tailored recommendations.
- Collaborated with businesses and municipalities to review investment policies and address 401k and investment needs.

Mechanics Bank

Vice President Manager, Danville Office

August 2005 - January 2008

- Led all aspects of the Danville office, including staffing, customer satisfaction, business development, and sales goals.
- Transferred from the Retail lending group as VP Sr. Commercial Loan Officer, responsible for developing loan business and managing credit facilities.
- Accepted the Danville office manager position in February 2006.

Education

- **Certified Financial Planner (CFP®)**, 2011-2019
- **Certified Wealth Strategist (CWS®)**, 2011-2019
- **Bachelor of Arts in Business**, San Francisco State University
- **Personal Financial Planning Certificate**, UC Berkeley Extension
- **Commercial Lending Training Program**, Bank of America

Community and Business Development Activities

- Kiwanis International Trustee for Kiwanis Children's Fund 2018-2021
- Kiwanis International Membership Chair worldwide 2019-2021
- Past Kiwanis International Trustee 2013-2016
- Past Governor Kiwanis International – California Nevada Hawaii district
- Super Distinguished, With Honors and Hall of Fame, Lt. Governor,
- Member of Kiwanis Clubs in East Bay
- Past VP Finance Greater Concord Chamber of Commerce
- Past Board Member Danville Chamber of commerce
- Past Board Member Walnut Creek Chamber of Commerce
- Toastmaster Member

E. Patricia Barsotti “Patti”

- Past Board Member Kiwanis District Foundation
- Past Distinguished President Kiwanis Club of Oakland
- Elected City Treasurer of Concord-Current position – Since 2017
- Kiwanis Governor Cabinet for 2024-2025



**Contra
Costa
County**

For Office Use Only
Date Received:

EMAIL TO:
Contra Costa County
Human Resources Department
jobs@hrd.cccounty.us

PLEASE TYPE OR PRINT IN INK

TREASURER TAX COLLECTOR APPLICATION

1. Name: LOPEZ OBDULIA "LULIS"
(Last Name) (First Name) (Middle Name)

2. Address: [Redacted]

3. Phones: [Redacted]

4. Email Address: [Redacted]

5. EDUCATION: Check the appropriate box if you possess one of the following:

High School Diploma G.E.D. Certificate California High School Proficiency Certificate

College or other advanced education/training

Give Highest Grade or Educational Level Achieved: Bachelor of Arts

Names of colleges / universities attended		Course of Study / Major	Degree Awarded	Degree Type
A)	College of Sequoias	Business emphasis in Accounting	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Associate of Arts (AA)
B)	Fresno Pacific University	Business Management	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Bachelor of Arts (BA)
C)			Yes <input type="checkbox"/> No <input type="checkbox"/>	
D) Other schools / training completed: 1. CSAC -Senior Exec credentials (2017) 2. IPMA-HR (2015)		Course Studied foundations of leadership and policy competencies HR certification	Hours Completed	Certificate Awarded: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve as the County Treasurer-Tax Collector. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) <u>From</u> <u>To</u> 10/31/2016 present</p> <p>Total: <u>Yrs.</u> <u>Mos.</u> 7 yrs 1 mos</p> <p>Hrs. per week <u>40+</u> . Volunteer <input type="checkbox"/></p>	<p style="text-align: center;">Title Assistant County Tax Collector</p> <hr/> <p style="text-align: center;">Employer's Name and Address Contra Costa County- Treasurer Tax Collector 625 Court St Room 100 Martinez, CA 94553</p>	<p style="text-align: center;">Duties Performed</p> <p>Plan, organize, supervise Tax and Casiering staff. Review policies & procedures and make changes based on Revenue & Taxation Code. Analyze new legislations and monitor all Tax Contracts. Prepare tax unit budget. Oversight of Business License, Transient Occupancy Tax and Cannabis Tax. Annually collection rate of over 99% of Property Taxes, special levies for cities, school district, special district, and county government. Mail out over 45k unsecured tax bills with collection rate of 96%. Oversight of annual Public Auction. Member of Bankruptcy and Tax Manual Committee for the last 6 years. In the absence of TTC, attend the CCCERA Retirement Board Meeting.</p>
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u> 08/01/2010 10/30/2016</p> <p>Total: <u>Yrs.</u> <u>Mos.</u> 6 yrs 2 mos</p> <p>Hrs. per week <u>40+</u> . Volunteer <input type="checkbox"/></p>	<p style="text-align: center;">Title Fiscal Manager</p> <hr/> <p style="text-align: center;">Employer's Name and Address Tulare County - CAO - General Services 5953 S Mooney Blvd Visalia, CA 93277</p>	<p style="text-align: center;">Duties Performed</p> <p>Manage Administration office staff, operations and General Fund and Internal Service Funds. Work with Department Head or fiscal staff to review departmental ISF budget. Responsible for Human Resources recruitment, conduct discipline process, payroll, training, safety and planning. Oversight of Capital Projects Fiscal responsibilities. Work with CAO for mid-year budget review. Work with Risk management to complete necessary OSHA reporting requirements. Work with County IT Client Specialist to meet departmental goals and special needs. Prepare year end report for Auditor's for ACFR and Countywide Cost Allocation Plan. Oversight of Capital Projects fiscal responsibilities.</p>
<p>C) Dates (Month, Day, Year) <u>From</u> <u>To</u> 03/15/2008 07/30/2010</p> <p>Total: <u>Yrs.</u> <u>Mos.</u> 2 yrs 4 mos</p> <p>Hrs. per week <u>40+</u> . Volunteer <input type="checkbox"/></p>	<p style="text-align: center;">Title Administrative Services Officer II</p> <hr/> <p style="text-align: center;">Employer's Name and Address Tulare County - Health and Human Services Agency (HHS)A 5957 S Mooney Blvd Visalia, CA 93277</p>	<p style="text-align: center;">Duties Performed</p> <p>Manage 50+ staff in Account receivable unit. Of HHS. Direct, monitor billing for various. Financial classes. Work with IT staff to make updates or changes to billing systems. Make changes to Procedures based on State regulations. Monitor Petty cash in county clinics and made quarterly cash audits to all HHS. clinics and Human Services Offices.</p>
<p>D) Dates (Month, Day, Year) <u>From</u> <u>To</u> 11/01/2001 03/14/2008</p> <p>Total: <u>Yrs.</u> <u>Mos.</u> 6 yrs 4 mos</p> <p>Hrs. per week <u>40+</u> . Volunteer <input type="checkbox"/></p>	<p style="text-align: center;">Title Accountant I - III</p> <hr/> <p style="text-align: center;">Employer's Name and Address Tulare County - Health and Human Services Agency 5957 S Mooney Blvd Visalia, CA 93277</p>	<p style="text-align: center;">Duties Performed</p> <p>Responsible for various Grant billing for State and Federal Grants with a budget of 20k to 3 million, Trust Funds, Realignment Report for Human Services, Mental Health And Health, Statement of Fees, CFDA reporting, Quarterly cash audit for all county clinics, ACFR reporting to the Auditor's, Agency Allocation Cost. Budget Adjustments. Part of team to implement new County finance system -AFIN. Bank reconciliation of various Agency bank accounts. Review internal service funds charges for HHS. that included over 100 agency Units. Monitor 300 million Agency budget, monthly reconciliation of revenue and expense report. Annual review of all trust funds for compliance with Welfare and Institution Codes. Set up new bank accounts at County bank branch.</p>

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

No Yes

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

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that any misstatements / omissions of material fact may cause forfeiture of my rights to appointment as the Treasurer-Tax Collector.

Sign Name: Obdulia "Lulis" Lopez Date: 11/20/2023
Obdulia "Lulis" Lopez (Nov 20, 2023 18:17 PST)

Important Information

1. Your application and any attachments you provide are public documents and are subject to the California Public Records Act (CA Gov. Code §6250-6270), and will be posted online.
2. The completed application and supplemental questionnaire must be received by 11:59 PM on Wednesday, November 22, 2023 by email to jobs@hrd.cccounty.us.
3. Applicants must complete the Supplemental Questionnaire (below). Attach pages for Supplemental Questionnaire. A resume or other relevant information may be submitted with this application.
4. Applicants may be required to complete a Statement of Economic Interests (California Fair Political Practices Commission Form 700) and authorize the County to conduct a background check, including but not limited to a social media/internet check, credit check and Live Scan fingerprinting.

Supplemental Questionnaire

1. Are you a United States Citizen?
2. Are you registered to vote in the State of California?
3. Are you a resident of Contra Costa County?
4. Describe specific public service or private sector positions you have held which you believe best qualify you for the position of Treasurer Tax Collector. Indicate major accomplishments in each position. Please identify each role by employer, job title, and length of time held.
5. Are you prepared to seek election to this office in 2026?
6. Do you consider this job to be full-time or part-time?
7. In addition to the foregoing, please indicate any special qualifications, skills, training, or achievements you possess which are relevant to consideration for this position.

TREASURER- TAX COLLECTOR APPLICATION

SUPPLEMENTAL QUESTIONNAIRE

1. Are you a United States Citizen? Yes
2. Are you registered to vote in the State of California? Yes
3. Are you a resident of Contra Costa County? Yes
4. Describe specific public service or private sector positions you have held which you believe best qualify you for the position of Treasurer Tax Collector. Indicate major accomplishments in each position. Please identify each role by employer, job title, and length of time held.

Employer	Job Title	Length of Time	Major Accomplishments
Contra Costa County – Treasurer- Tax Collector	Assistant County Tax Collector	October 2016 – present	<ul style="list-style-type: none"> • Over 99% collection rate of Secured Property Taxes • Over 96% collection rate of Unsecured Taxes • Request for Proposal for a new tax system • Annual Public Auctions • Continue services during Pandemic and over 99% collection rate. • Oversight of HR – recruiting and discipline
County of Tulare County – CAO General Services	Fiscal Manager	August 2010 – October 2016	<ul style="list-style-type: none"> • Implemented various systems for Internal Service Funds (ISF) billing to county departments. • Internal Service Fund rate book • Meet with county departments to meet ISF budget goals. • Human Resources- recruitment, discipline, safety, training • Accounts payable and receivable • Facilities phone line for all work order request
County of Tulare – Health and Human Services Agency	Administrative Services Officer II	March 2008 – July 2010	<ul style="list-style-type: none"> • Oversight of 50+ employees in account receivable • Billing of various financial classes and over issuance food stamps and cash aid • Cash audit of county clinics and Human Services offices

OBDULIA “LULIS” LOPEZ

			<ul style="list-style-type: none"> • Responsible for Accounting System and implement changes. • Prepare budget for Account Receivable Unit
County of Tulare – Health and Human Services Agency	Accountant III	December 2005 – March 2008	<ul style="list-style-type: none"> • Oversight of Accountant I/II to assign and evaluate work performance. • Grant Invoicing of various State and Federal Programs with a budget of 20k to 3 million • Bank Reconciliations • Monthly expense and revenue reconciliation • Outside Auditor’s liaison
County of Tulare – Health and Human Services Agency	Accountant II	November 2002 – December 2005	<ul style="list-style-type: none"> • Realignment Report • Trust funds reconciliation • Monitor 300 mill budget. • CFDA reporting • Set up new bank accounts. • Annual review of Agency trust funds for compliance with Welfare & Institution Codes
County of Tulare – Health and Human Services Agency	Accountant I	November 2001 – November 2002	<ul style="list-style-type: none"> • Redistribute internal service funds expenses. • Statement of fees • State/federal funding • Bank reconciliation • Revenue/expense monthly reconciliation
County of Tulare – Treasurer – Tax Collector	County Financial Technician II	December 1997 -October 2001	<ul style="list-style-type: none"> • Daily Deposits of cash/checks • Balance trust funds • Public Auction • Liaison with State Controller Office •
County of Tulare – Department of Child Support	Senior Account Clerk	August 1997 – December 1997	<ul style="list-style-type: none"> • Set up accounts base on court orders. • File liens • Time study • Monthly state reports • Fastest to set up bank accounts
County of Tulare – Treasurer – Tax Collector	Account Clerk/County Financial Technician I	March 1995 – August 1997	<ul style="list-style-type: none"> • First bilingual staff member • Translated all Tax Collector literature. • Process all shortage/overage payments. • Tax Sale • Implement new tax sale system

5. Are you prepared to seek election to this office in 2026? Yes

6. Do you consider this job to be full-time or part-time? The position is a full-time position with 40+ hours per week.

7. In addition to the foregoing, please indicate any special qualifications, skills, training, or achievements you possess which are relevant to consideration for this position?

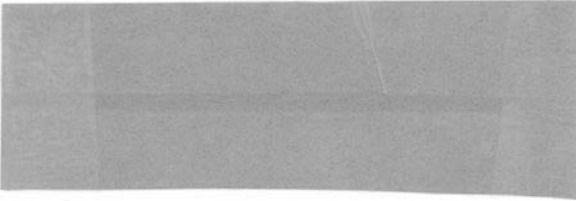
During my 29-year tenure as a government employee, I have the privilege of serving in various capacities within the Treasurer-Tax Collector Office (TTC) of both Contra Costa County and Tulare County for a total of 14 years. Over the past 15 years, my experience has been in management positions, which greatly contributes to the Treasurer- Tax Collector position. Throughout my career, I have successfully handled county budgets, including internal service funds budget and Capital Projects Fund, while closely collaborating with Human Resources, Risk, and County Counsel departments. Additionally, my experience in General Services has allowed me to work closely with department heads in meeting their budgetary needs despite constraints.

I have always embraced opportunities to expand my skill set, leading to my certifications in Human Resources from the International Public Management Association of Human Resources (IMPA-HR) and Senior Executive Credentials from the County State Association of Counties (CSAC). My proactive and determined nature has enabled me to thrive within the organization, as I confidently tackle new challenges to achieve departmental goals and objectives.

Furthermore, I have actively represented the TTC Office by delivering presentations at Contra Costa Taxpayers Association, O'Hara Park School Career Day, Advisory Council on Equal Employment Opportunity, Hercules Democratic Club, and West County Forum. In the absence of the Treasurer-Tax Collector, I recently attended the CCCERA Retirement Meeting as a representative. To gain knowledge and prepare for CCCERA trustee, I have completed the State Association of County Retirement Systems (SACRS) Public Pension Investment Management Program at UC Berkeley and the California Association of Public Retirement Systems (CALAPRS) Principal Pension Governance at Pepperdine University.

Over the past three years, significant improvements have been made within the TTC office. We successfully implemented a new cashiering system, introduced a user-friendly online platform for public auctions, and adapted our processes to comply with Wells Fargo's policy changes in Property Tax payments. Currently, I am actively involved in developing a Request for Proposal (RFP) for a modernized tax system, aiming to replace the outdated one. This collaborative effort with the Auditor's Office is driven by the shared goal of enhancing efficiency and effectiveness in our operations.

Obdulia “Lulis” Lopez



Board of Supervisors of Contra Costa County
1025 Escobar Street
Martinez, CA 94553

Dear Board of Supervisors:

I am pleased to present my application for the position of Treasurer – Tax Collector, which I consider a great honor and privilege. I am also grateful for the recommendation I have received from the current Treasurer-Tax Collector, Russell Watts. Having accumulated over 29 years of valuable government experience, including 14 years specifically with the Treasurer – Tax Collector Office, I am confident in my ability to make a meaningful contribution to the ongoing success and effectiveness of the office and continue with the critical project of the RFP for a new tax system.

Throughout my career, I have developed a strong service-oriented approach, consistently striving to provide outstanding customer service. As Assistant County Tax Collector, I have interacted with a diverse range of taxpayers, helping them navigate complex tax-related processes and addressing their concerns. This experience has honed my customer service skills and reinforced the importance of empathy and effective communication in resolving issues.

Furthermore, my decision-making abilities are another asset that makes me well-suited for this position. As Assistant County Tax Collector, I am entrusted with the responsibility of making well-informed decisions based on Revenue & Taxation Codes, Government Codes, and County policies. This necessitates extensive research, critical analysis, and a comprehensive understanding of the legal framework surrounding these Codes. These decision-making skills will directly translate to the role of Treasurer – Tax Collector, where I will be required to evaluate tax-related and Treasury matters to make sound judgments, ensuring compliance and optimizing revenue collection for Contra Costa County.

Effective leadership requires collaboration, which is one of my strengths. I work closely with my colleagues, Auditor and Assessor’s Office to tackle complex tax matters, simplify procedures, and introduce enhancements. I firmly believe that transparent communication, attentive listening, and teamwork is essential for the department's triumph.

As an Assistant County Tax Collector and public servant for over 29 years, I have gained the essential skills and strengths required to thrive as a Treasurer-Tax Collector. With my emphasis on

customer service, adept decision-making skills, and collaborative approach, I am confident that I can continue to make a positive impact on the Contra Costa County Treasurer-Tax Collector's Office.

I am excited about the opportunity to continue the mission and vision of Contra Costa County Treasurer- Tax Collector Office. Thank you for considering my application and look forward to hearing from you.

Sincerely,

Obdulia "Lulis" Lopez

Obdulia "Lulis" Lopez (Nov 20, 2023 15:01 PST)

Lulis Lopez

Assistant County Tax Collector

Obdulia "Lulis" Lopez



Objective

Over 29 years of government experience, looking to obtain the Treasurer-Tax Collector position to fully utilize my training and skills, while making a significant contribution to the success of the county and its constituents. I am committed to fulfill the obligations of the office, which is to bill, collect, invest, borrow, and safeguard and disburse monies and properties.

Education

Fresno Pacific University, Fresno, CA

November 2007, Bachelor of Arts: Business Management

College of Sequoias, Visalia, CA

May 1994, Associate of Arts: Business/Accounting

Experience

Contra Costa County -Treasurer-Tax Collector | 625 Court St Room 100, Martinez, CA 94553

Assistant County Tax Collector – October 2016 – current

Manage the billing and collections of over 380k property taxes and special levies for cities, school district, special district, and county government with an overall collection rate of 99.14%, 45k unsecured tax bills with collection rate of 96%, Supplemental bills, over 5k business license, Cannabis and Transient Occupancy Tax. Oversight of the Public Tax Auction. Oversight of department HR. Prepare and monitor Tax Unit budget. Member of Bankruptcy and Tax Manual Committee. In the absence of TTC, attend the CCCERA Retirement Board meeting.

Tulare County – County Administrative Office – General Services

Fiscal Manager – August 2010 – October 2016

Responsible for Business Office that include Budgets, payroll, Human Resources, Accounts Payable/Receivable. Plan, assign, schedule, monitor and evaluate task to staff based on department needs. Prepared the departmental budget of General Fund and Internal Service Funds, submissions and payment reports and implement the plan to meet department goal and objectives. Worked closely with managers to review Internal Service Fund and General Fund Budget, Personnel issues, and Resolution. Work with County IT Client Specialist to meet department goals and special needs. Prepared Year End report for Auditor's reporting for ACFR and COWCAP information. Oversight of Capital Projects Fiscal responsibilities.

Obdulia "Lulis" Lopez

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Tulare County|- Health and Human Services Agency (HHSA)

Administrative Services Officer II March 2008- August 2010

Oversight of over 50+ employees in Accounts Receivables for Health, Human Services and Mental Health. Responsible for the billing of Health, Mental Health and over Human Services issuance of cash/food stamps and various financial classes. Prepare budget and forecast bi-annual budget. Make changes to procedures based on State regulations. Monitor Petty cash in County clinics and perform quarterly cash audits for all HHSA clinics and Human Services Offices.

Tulare County – Health and Human Services Agency

Accountant III – December 2005- March 2008

Oversight to Accountant I and II to assign, schedule, monitor and evaluate. Responsible for Agency reconciliation and disbursement of trust funds, realignment report, accruals, reconciliation of monthly revenue and expense reports, Statement of fees, Mental Health Service Act funding reporting, AB8 reporting, Grant Accounting for various Federal and State Grants with a budget of 20k to 3 million and prepare the Single Audit Reporting. Work with outside Auditor's to gather all the data for the annual audit. Work with Internal Auditors to provide the data for the Comprehensive Annual Financial reporting for the agency.

Tulare County – Health and Human Services Agency

Accountant II – November 2002 – December 2005

Responsible for monthly reconciliation of Agency revenue and expense, trust funds reconciliation, monitor all HHSA accruals, statement of fees and quarterly reporting of agency's realignment. Review internal services funds charges for HHSA that included over 100 agency units, grant invoicing for Mental Health and Health Programs. Monitor the 300 million agency budget. Work with outside Auditor's to during the transition of Agency director. Set up new bank accounts with banking institute for various programs. Annually review trust funds for compliance with Welfare and Institution Codes.

Tulare County – Health and Human Services Agency

Accountant I – November 2001- November 2002

Redistribute general services cost to each agency unit, statement of fees, responsible for agency cost allocation disbursement to each HHSA program, State and federal grant invoicing for various Health, Mental Health, and Human Services programs with a budget of over 50k. Bank reconciliation of various agency bank accounts.

Tulare County – Treasurer – Tax Collector Office

County Financial Technician II - December 1997 – October 2001

Responsible for daily deposits of cash/checks, trust funds, payment vouchers, returned checks, tax sale and business licenses. Prepare journal vouchers. Translator for the Tax and Assessor's Office. Process all shortages/overages tax bill payments. Liaison to State Controller's office.

Obdulia "Lulis" Lopez

• • •

Tulare County – Department of Child Support Services

Senior Account Clerk – August 1997 – December 1997

Set up new accounts for non-custodial parent based on court order, file liens, weekly balancing, bank reconciliation, balance suspense accounts, monthly time study for each task to invoice state, monthly state reports, take cash/check payments in the office. Skip tracing to find non-custodial parent utilizing various private, State, and Federal systems.

Tulare County – Treasurer- Tax Collector Office

Account Clerk - March 1995 – August 1997

Customer Service for front counter and phones. Handle all phone messages and return calls, keep the phone system updated with recording of Spanish and English messages. Only Spanish translator for office and at times helped the Auditor's and Assessor's Office with Spanish speaker customers. Process overage and shortage payments for all tax payments. Assist with Tax Sale and development and implementation of a new tax sale system.

Skills

- Bilingual – Spanish- read, speak, write.

Credentials

- Credentialed California County Senior Executive, California State Association of Counties - 2017
- International Public Management Association of Human Resources (IPMA-HR) Certification - 2015-current
- State Association of County Retirement Systems (SACRS) Public Pension Investment Management Program – UC Berkeley Hass School of Business Executive Education – 2023
- California Association of Public Retirement Systems (CALAPRS) Principle of Pension Governance - 2023

Committee

- Bankruptcy Committee member – 2021- current
- Tax Manual Committee member – 2018- current

References

Mary Lindsay – Retired Assistant County Administrative Officer Tulare County

Linda McCauley – Chief Accounting Officer – College of Sequoias

Kyria Martinez – County Administrative Officer - Kings County

Brice Bins – Retired Chief Deputy Treasurer-Tax Collector – Contra Costa County

November 16, 2023

Board of Supervisors of
Contra Costa County
1025 Escobar Street
Martinez, CA 94553

To Whom It May Concern:

It is a privilege to recommend Lulis Lopez for the Contra Costa County Treasurer – Tax Collector position. As the former Assistant County Administrative Officer for Tulare County, I had the opportunity to work with Lulis for almost two years as her supervisor. In Tulare County, the General Services operations consisted of Administration, Capital Projects, Facilities, Custodial Services, Fleet Services, Parks and Grounds, Property Management and Mail/Copier/Print/Courier services. Lulis was one of eight managers in the General Services department under the guidance of the County Administrative Office.

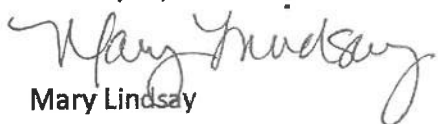
What consistently impressed me with Lulis was her willingness to accept responsibility and her willingness to learn. Lulis was always the first to ask, "How can I help you?" when the department was faced with a challenge. Her in depth knowledge of the financial aspects of General Services and familiarity with departmental budgets, internal service funds and the general fund allowed her to provide workable and relevant solutions. As a result of her proficiency, the high regard with which she was held in, and her problem-solving abilities, she was promoted from an Administrative Services Officer II to Fiscal Manager.

Lulis is a genuinely attentive person. She kept her finger on the pulse on the departmental operations, and as a result was fully trusted by her fellow managers and myself particularly for her discretion in assisting with fiscal issues and sensitive departmental matters. She works incredibly hard and is unassuming. During the time I worked with Lulis she demonstrated strong ethical values, honesty, integrity and an open communication style that helped us, as a department, to improve our services.

Thank you for considering Lulis for the Treasurer-Tax Collector position with Contra Costa County. I am confident she will provide exemplary services and will rise to the challenge of this new role.

You may contact me directly at [REDACTED] should you have any questions.

Thank you,


Mary Lindsay



**Contra
Costa
County**

For Office Use Only
Date Received:

EMAIL TO:
Contra Costa County
Human Resources Department
jobs@hrd.cccounty.us

PLEASE TYPE OR PRINT IN INK

TREASURER TAX COLLECTOR APPLICATION

1. Name: _____
 (Last Name) (First Name) (Middle Name)

2. Address: _____

3. Phones: _____

4. Email Addr _____

5. EDUCATION: Check the appropriate box if you possess one of the following:

High School Diploma G.E.D. Certificate California High School Proficiency Certificate

College or other advanced education/training

Give Highest Grade or Educational Level Achieved: _____

Names of colleges / universities attended		Course of Study / Major	Degree Awarded	Degree Type
A)			Yes <input type="checkbox"/> No <input type="checkbox"/>	
B)			Yes <input type="checkbox"/> No <input type="checkbox"/>	
C)			Yes <input type="checkbox"/> No <input type="checkbox"/>	
D) Other schools / training completed:		Course Studied	Hours Completed	Certificate Awarded: Yes <input type="checkbox"/> No <input type="checkbox"/>

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve as the County Treasurer-Tax Collector. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) <u>From</u> <u>To</u></p> <hr/> <p>Total: <u>Yrs.</u> <u>Mos.</u></p> <hr/> <p>Hrs. per week _____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <hr/> <p>Employer's Name and Address</p>	<p>Duties Performed</p>
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u></p> <hr/> <p>Total: <u>Yrs.</u> <u>Mos.</u></p> <hr/> <p>Hrs. per week _____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <hr/> <p>Employer's Name and Address</p>	<p>Duties Performed</p>
<p>C) Dates (Month, Day, Year) <u>From</u> <u>To</u></p> <hr/> <p>Total: <u>Yrs.</u> <u>Mos.</u></p> <hr/> <p>Hrs. per week _____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <hr/> <p>Employer's Name and Address</p>	<p>Duties Performed</p>
<p>D) Dates (Month, Day, Year) <u>From</u> <u>To</u></p> <hr/> <p>Total: <u>Yrs.</u> <u>Mos.</u></p> <hr/> <p>Hrs. per week _____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <hr/> <p>Employer's Name and Address</p>	<p>Duties Performed</p>

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

No Yes

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

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that any misstatements / omissions of material fact may cause forfeiture of my rights to appointment as the Treasurer-Tax Collector.

Sign Name: _____ Date: _____

Important Information

1. Your application and any attachments you provide are public documents and are subject to the California Public Records Act (CA Gov. Code §6250-6270), and will be posted online.
2. The completed application and supplemental questionnaire must be received by 11:59 PM on Wednesday, November 22, 2023 by email to jobs@hrd.cccounty.us.
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4. Applicants may be required to complete a Statement of Economic Interests (California Fair Political Practices Commission Form 700) and authorize the County to conduct a background check, including but not limited to a social media/internet check, credit check and Live Scan fingerprinting.

Supplemental Questionnaire

1. Are you a United States Citizen?
2. Are you registered to vote in the State of California?
3. Are you a resident of Contra Costa County?
4. Describe specific public service or private sector positions you have held which you believe best qualify you for the position of Treasurer Tax Collector. Indicate major accomplishments in each position. Please identify each role by employer, job title, and length of time held.
5. Are you prepared to seek election to this office in 2026?
6. Do you consider this job to be full-time or part-time?
7. In addition to the foregoing, please indicate any special qualifications, skills, training, or achievements you possess which are relevant to consideration for this position.

Treasurer & Tax Collector Application Supplemental Questionnaire

1. Are you a United States Citizen?

Yes

2. Are you registered to vote in the State of California?

Yes

3. Are you a resident of Contra Costa County?

Not presently, however I will move back to my home in Contra Costa County prior to appointment.

4. Describe specific public service or private sector positions you have held which you believe best qualify you for the position of Treasurer Tax Collector. Indicate major accomplishments in each position. Please identify each role by employer, job title, and length of time held.

I believe that the best indicator of my qualifications for the job of Treasurer Tax Collector is my current role as Treasurer & Tax Collector for the County of Yuba, a position I've held since January of 2010. The laws governing these positions are identical as are duties, responsibilities, and complexities of the job. While ordinances do differ from jurisdiction to jurisdiction, my involvement in a variety of boards and organizations will complement the locally specific tasks and responsibilities of the office. As an elected Treasurer-Tax Collector I oversee the operations of the treasury, tax collections, general collections, business licenses, and debt functions for the County. Each function requires unique knowledge, yet with the are so intertwined that many of their functions are closely related. In addition, in this role I serve on the deferred compensation committee, budget committee, debt committee, and retirement oversight. I also serve on the retirement board for the Yuba Community College District which I understand would be similar to the responsibilities and duties that this position currently serves in Contra Costa County. As the Treasurer & Tax Collector I am very proud to have worked with the State Controller and California Finance Housing Agency to help re-establish the procedures that have brought back several statewide tax payment programs administered by the State of California, for the benefit of all qualified tax payers. These programs have been able to keep our most vulnerable home owners in their properties and brought their taxes current. Truly win-win scenarios that we strive for as public servants. I would count the largest accomplishment in my tenure as Treasurer & Tax Collector to be the recognition I received as the Treasurer & Tax Collector of the year in 2018-2019. I am one of four recipients of this award in the State of California in the last thirty years.

Working chronologically in reverse from my last 13 years as elected Treasurer & Tax Collector, the next job that would qualify me for the role of Contra Costa County Treasurer Tax Collector would be my time spent as the Assistant Treasurer & Tax Collector for the County of Yuba from June 2007 to December 2009. The major accomplishments in that role and specifically during that time was the management and oversight of our debt and investment portfolios. Our portfolios had zero losses during the great recession and banking crisis nor did our debt experience issues with the bankruptcies of the major bond insurers and the investments held in their trusts. In addition to this accomplishment, I was also in charge of changing our investment software and processes as well as overseeing the modernization of our tax system and general policy and procedures.

My time spent as a fixed income trader and sales coverage of institutional accounts including California municipal entities with Cantor Fitzgerald Debt Capital Markets (1/06-5/07), CIBC World Markets (6/03-1/06), Merrill Lynch, Specialized Institutional Group (2/00-6/03) prepared me for mastery of the treasury, investment, debt and retirement account oversight. During this tenure I held Series 7, 63 and 65 certifications as a registered investment advisor. During these jobs I was responsible for daily trading activity in excess of billions of dollars a day on top of establishing cash flow models and assisting with the creation and execution of investment plans for my clients.

5. Are you prepared to seek election to this office in 2026?

Yes

6. Do you consider this job to be full-time or part-time?

A public servant is a full-time position. Even more so when it is an elected officer's position, so yes I do consider the role of the Treasurer & Tax Collector to be a full-time position and as such I treat the position with the duty and care that the oath of office obligates by upholding the oath when sworn in.

7. In addition to the foregoing, please indicate any special qualifications, skills, training, or achievements you possess which are relevant to consideration for this position.

I have been fortunate to serve on several statewide boards that have further enhanced my ability to serve in the role as Treasurer Tax Collector. In my current role as Treasurer on the board of directors for CalTRUST I oversee the general operations of this Joint Powers investment authority that manages \$3.25 billion for more than 100 California public agencies. As a trustee I have access to daily economic data and fixed income market updates. This helps me manage the County's investment pool efficiently and effectively mitigating risk and achieving safe, secure returns by applying this market insight to the County's investment plan.

In addition to my role as a Trustee for CalTRUST for investment expertise, I also have served on a board of directors for Sierra Central Credit Union (SCCU). This role gives me direct insight into the inner workings of the banking system, banking laws, cash handling, electronic fund transfers, transactional procedures and risks presented to banking institutions, their clients and ultimately individuals. As a trustee I have annual trainings on banking topics, cyber security and current laws. This has allowed me to continually update the County's Treasury operations to maintain efficiency and utilize cutting edge risk mitigation measures to better protect the County Treasury and the public's funds.

On the tax collector's side, I have been honored to serve as the chair of the State Controller's Property Tax Collections Committee since it's re-inception under State Controller John Chiang in 2015 as well as leading this committee under Controller Betty Yee and currently Malia Cohen. This committee is charged with advising, instructing, directing and maintaining the policies, manuals and procedures for local property tax collection across the State of California.

I also have been the legislative chair for the California Association of County Treasurers and Tax Collectors (CACTTC) since 2018 and a member of the committee since 2010. This committee is the body that reviews all legislative proposals and testifies on matters that impact the tax collection and treasury operations of Counties in California. This has allowed me to proactively align the operations of the County of Yuba with the upcoming legal changes. It also has allowed me to leverage the knowledge and expertise of the other 57 County experts regarding the laws

that govern our operations. This collaboration has been critical to the success of our operations and is the backbone of successful public service. With this in mind I have remained active with several professional organizations comprised of Treasurers, Tax Collectors and Finance Officers from around the state as well as around the country.

My years of investment experience prior to joining public service provided my knowledge and certifications as a registered investment advisor. I have continued to increase my knowledge through trainings and certification with my service to the State Treasurer's Office through their California Debt and Investment Advisory Commission's steering committee on their training programs. Further I have a certification as a Certified California Municipal Treasurer (CCMT). Understanding that the Treasurer Tax Collector also serves on the County's retirement board, I too have experience doing so as a member of the Yuba Community College District's Retirement Board.

I would also like to submit a list of references of my peers and colleagues with whom I have worked closely with as a member of these various organizations and are also fellow County Treasurer and Tax Collectors themselves.

*Russell Watts, Contra Costa County
Treasurer- Tax Collector
Russell.watts@tax.cccounty.us*



*Sandie Arnott, San Mateo County
Treasurer- Tax Collector
sarnott@smcgov.org*



*Mary A. Zeeb, Monterey County
Treasurer- Tax Collector
zeebm@co.monterey.ca.us*



*Jose Cisneros, City and County of San Francisco
Treasurer- Tax Collector
Jose.cisneros@sfgov.org*



*Charles A. Lomeli, Solano County
Treasurer-Tax Collector-County Clerk
calomeli@solanocounty.com*



Dan M. Mierzwa



November 21, 2023

Contra Costa County Human Resources Department

RE: Treasurer-Tax Collector Recruitment

Dear Hiring Manager,

As an experienced elected County Treasurer & Tax Collector, the recruitment for the Treasurer-Tax Collector position with Contra Costa County has sparked my interest. When reviewing the position requirements and your organization's website, I was excited to find that my qualifications and personal strengths align with your needs and mission. This opportunity also provides me the ability to return home and serve the community where I grew up and started my career and family.

I bring a comprehensive set of skills that I believe will be valuable to Contra Costa County. In my current role as the Yuba County Treasurer & Tax Collector, I am intimately familiar with the state statutes and codes that govern the management of public funds as well as the tax collection activities across the spectrum of property taxes. With over two decades of experience in investment management, I have developed the skills and knowledge to be a trustworthy steward of public funds. My collaboration, people-oriented, and compassionate approach has also enhanced my leadership abilities.

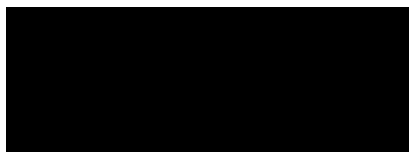
I am eager to contribute my talents and critical thinking skills toward your team's effort. As a proven leader of a county treasury and tax collection department, I have demonstrated skills in effective communication and building strong professional relationships. I hope to bring these assets to Contra Costa County.

Please review my enclosed resume, application, and supplemental questionnaire for a more in-depth illustration of my work history and accomplishments. I believe my experience as a California Treasurer-Tax Collector makes me the perfect candidate for the position as I have the unique ability to step in and immediately get to work serving the community and its constituents. I would appreciate the opportunity to be considered for the position of Treasurer-Tax Collector and look forward to your reply.

Thank you for your time and consideration of my candidacy.

Sincerely,
Dan Mierzwa

Dan M. Mierzwa



SUMMARY

A seasoned professional and influential leader with an adept ability to find consensus and efficiently carry out governmental and regulated mandates while still maintaining the customer centric approach. Over twenty years in investment management, initially as an investment advisor and then as a portfolio manager and investment officer.

Strong leader with conflict resolution skills. Proven ability to implement strategic changes and employee development.

SKILLS

- Strategic Planning and Execution
- Fiscal Accountability
- Prime Negotiator by Building Consensus and Commonality
- High Productivity with Collaborative Approachability
- Talent Training, Development, and Mentoring
- Customer Service Centric Approach
- Budget Management
- Risk Management and Performance Metrics
- Government Code and Revenue & Taxation Expertise
- Investment Expertise in a Variety of Markets
- Legislative Policy Development and Integration
- Governance Leadership Experience

WORK EXPERIENCE

County of Yuba, Treasurer & Tax Collector, 1/10- Current

Treasurer & Tax Collector

Responsible for managing both the Treasury and Tax Collection functions of the office. Provide pooled treasury services for all participants within the county, special districts, and schools. Manage and invest the county's pooled funds in a prudent and safe manner. Keep up-to-date with the latest changes to Revenue and Taxation as well as Government codes, economic forecasts, Federal Reserve policies and the state budget disbursements. Provide insight and advice for bond issuance for the county, schools, and the pooled participants, as well as managing the reinvestment of those proceeds. Responsible for the billing, collection, and oversight of all secured, unsecured, supplemental, and transient occupancy taxes as well as various licenses issued by the County as governed by the California Revenue and Taxation Code, Government Code, Code of Civil Procedures as well as local ordinances. Led a training program for staff to develop their skills and grow their careers inside our organization.

County of Yuba, Treasurer & Tax Collector's Office, 6/07-12/09

Assistant Treasurer & Tax Collector

Responsible for overseeing both the Treasury and Tax Collection functions of the office. Provided pooled treasury services for all participants within the county, special districts, and schools. Verified and processed deposit receipts. Cleared county, special district, and school warrants issued by those entities. Handled the daily cash flow needs of the county and special districts to help determine the liquidity necessary to maintain working capital for all depositors. Managed and invested the county's pooled funds in a prudent and safe manner. Administered the billing, collection, and reporting of property tax revenues. Oversaw the Tax Defaulted Property Tax Sales. Provided insight and advice for bond issuance for the county, schools, and the pooled participants, as well as managed the reinvestment of those proceeds.

Cantor Fitzgerald, Debt Capital Markets, 1/06 – 5/07

Assistant Vice President

Grew existing account relationships and prospected new clients. Recommended fixed income products for clients' portfolios and introduced accounts to a range of investment options. Proactively proposed swap ideas for portfolios based upon account-specific investment policies and beliefs about the yield curve and future rate changes. Sold and purchased all fixed income products with an emphasis on investment grade debt, federal agencies, and government securities. Prepared presentations for swap proposals as well as providing current market economic indicators for accounts review. Advised clients on portfolio management and helped facilitate cash flow analysis for specific accounts fiscal needs.

CIBC World Markets, Debt Capital Markets, 6/03 – 1/06

Institutional Fixed Income Sales

Covered clients needs for money market investments out to five years on all fixed income products. Managed all pending offer and bid transactions between the sales desk and the trading desk. Designed swap proposal investment ideas for accounts based on their individual portfolio needs. Focused on short duration investments and structured products, such as floating rate notes and Step-up coupon bonds, based upon the yield curve and Federal Reserve's consistent and measure pace to raising the Fed Funds Rate. Charted various products yields as the fed funds rate raised, as well as maintain clients' portfolios in one central location to enable one location to find all the accounts positions and enhance swap proposals between clients and supplement the firms and streets current positions.

Merrill Lynch, Specialized Institutional Group, 2/00 – 6/03

Trading and Fixed Income Sales

Responsible for maintaining the sales group's account base and daily transactions. Conducted over \$5 billion in fixed income transactions on an average daily basis. Provided lead coverage on all money market products as well as all odd-lot inquiries from accounts in longer maturity investments. Directed trading and sales on all fixed income products in support of the trading and sales desks respectively. In addition to daily calls and transactions with accounts, set-up a daily economic update list to keep accounts informed of all of the latest financial market indicators and notes from the Federal Reserve meetings. Tracked all transactions and inquiries to set-up account profiles to help the desk better identify what the account was interested in, in addition to knowing when the clients' portfolios had upcoming maturities and called securities. Created and maintained all the records and files regarding the accounts from authorized individuals to trade to investments that met their investment policies and specific strategies.

EDUCATION

University of Puget Sound, Tacoma, WA

Bachelor of Arts in Economics with Finance and Business Administration minors

Member of Omicron Delta Epsilon, Economics International Honor Society

Certified California Municipal Treasurer (CCMT) certification

PROFESSIONAL AFFILIATIONS

California Association of County Treasurers and Tax Collectors (CACTTC), 6/07-current

President 6/14-6/15, Legislative Chair 6/18-current, Executive Committee member 6/10-current

California Bond Oversight Committee (CalBOC), 1/13-12/20

Director

California Credit Union League (CCUL) 5/10-current

Member

California Debt and Investment Advisory Commission (CDIAC), 6/18-current

Steering Committee advisor

California Municipal Treasurers Association (CMTA), 7/15-current

Member

California Society of Municipal Finance Officers (CSMFO), 7/23-current

Member

California Statewide Communities Development Authority (CSCDA), 1/10-current

Commissioner 1/10-current, Secretary 3/21-current

CalTRUST, Board of Directors, 3/22-current

Trustee, 3/22-current, Treasurer 4/23-current

Financial Industry Regulatory Authority, NASD member 2/00-7/07

Member

National Association of County Collectors, Treasurers & Finance Officers (NACCTFO), 7/14-current

Member

Sierra Central Credit Union (SCCU), Board of Directors, 5/10-current

Chairman 5/18-5/20

State Controller's Property Tax Collections Committee, 1/15-current

Chairman 1/15-current

Yuba Community College District Retirement Board (YCCD), 2/13-current

Director

Yuba Levee Finance Authority (YLFA), 1/10-current

Vice Chair

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve as the County Treasurer-Tax Collector. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

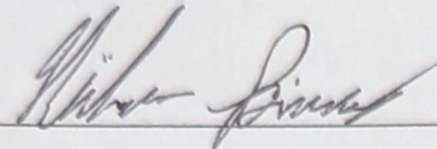
<p>A) Dates (Month, Day, Year) From <u> </u> To <u> </u> July 2022 Present</p> <p>Total: Yrs. <u> </u> Mos. <u> </u> 1 Yrs 5 Mos</p> <p>Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title Property Information and Business Systems Manager</p> <p>Employer's Name and Address Treasurer-Tax Collector Contra Costa County 625 Court Street, Suite 100 Martinez, CA 94553</p>	<p>Duties Performed</p> <ul style="list-style-type: none"> - Modernize IT systems for the Treasurer-Tax Collector's Office, enhancing efficiency and security. - Conduct system analysis, change management, and operational reengineering. - Develop IT security programs, including business continuity and recovery strategies.
<p>B) Dates (Month, Day, Year) From <u> </u> To <u> </u> Oct 2024 July 2022</p> <p>Total: Yrs. <u> </u> Mos. <u> </u> 7 Yrs 10 Mos</p> <p>Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title Information Systems Programmer/Analyst I, II, III, IV</p> <p>Employer's Name and Address Department of Information Technology (DoIT) Contra Costa County 30 Douglas Drive Martinez, CA 94553</p>	<p>Duties Performed</p> <ul style="list-style-type: none"> - Supported several departments. - Maintain and modernize county department systems, ensuring efficiency and security. - Lead disaster recovery, manage cyber attacks, and assist in technical decision-making. - Develop and update advanced, user-friendly websites like the Tax Lookup/Payment site.
<p>C) Dates (Month, Day, Year) From <u> </u> To <u> </u> Nov 2013 Oct 2024</p> <p>Total: Yrs. <u> </u> Mos. <u> </u> 1 Yr</p> <p>Hrs. per week <u>20</u> . Volunteer <input type="checkbox"/></p>	<p>Title Computer Programmer Student Intern</p> <p>Employer's Name and Address Department of Information Technology (DoIT) Contra Costa County 30 Douglas Drive Martinez, CA 94553</p>	<p>Duties Performed</p> <ul style="list-style-type: none"> - Develop online tools for Tax Collector/Assessor/Auditor, including a Java servlet for taxbill forms. - Create MS Access Application for XML-to-mainframe file conversion and automate FTP server uploads. <p>Additional Information on Attached Resume...</p>
<p>D) Dates (Month, Day, Year) From <u> </u> To <u> </u> Dec 2022 Present</p> <p>Total: Yrs. <u> </u> Mos. <u> </u> 1 Yr</p> <p>Hrs. per week <u>1</u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title Director Board Vice President</p> <p>Employer's Name and Address Crockett Community Services District 850 Pomona Street Crockett, CA 94525</p>	<p>Duties Performed</p> <ul style="list-style-type: none"> - Vice President of Crockett Community Services District's board, guiding strategic and policy decisions. - Manage financial planning on the Budget and Finance committee, ensuring fiscal responsibility. - Lead evaluations and restructuring of district leadership, including general manager performance reviews. - Advocate for increased transparency and public communication to enhance community trust. - Support district leadership restructuring for improved governance and efficiency.

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

No Yes

If Yes, please identify the nature of the relationship: As a board member of the Crockett Community Services District, we maintain a financial relationship with Contra Costa County.

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that any misstatements / omissions of material fact may cause forfeiture of my rights to appointment as the Treasurer-Tax Collector.

Sign Name:  Date: 11/22/2023

Important Information

1. Your application and any attachments you provide are public documents and are subject to the California Public Records Act (CA Gov. Code §6250-6270), and will be posted online.
2. The completed application and supplemental questionnaire must be received by 11:59 PM on Wednesday, November 22, 2023 by email to jobs@hrd.cccounty.us.
3. Applicants must complete the Supplemental Questionnaire (below). Attach pages for Supplemental Questionnaire. A resume or other relevant information may be submitted with this application.
4. Applicants may be required to complete a Statement of Economic Interests (California Fair Political Practices Commission Form 700) and authorize the County to conduct a background check, including but not limited to a social media/internet check, credit check and Live Scan fingerprinting.

Supplemental Questionnaire

1. Are you a United States Citizen?
2. Are you registered to vote in the State of California?
3. Are you a resident of Contra Costa County?
4. Describe specific public service or private sector positions you have held which you believe best qualify you for the position of Treasurer Tax Collector. Indicate major accomplishments in each position. Please identify each role by employer, job title, and length of time held.
5. Are you prepared to seek election to this office in 2026?
6. Do you consider this job to be full-time or part-time?
7. In addition to the foregoing, please indicate any special qualifications, skills, training, or achievements you possess which are relevant to consideration for this position.

Contra Costa County Treasurer-Tax Collector Application Supplemental Questionnaire

1. Are you a United States Citizen?

Yes

2. Are you registered to vote in the State of California?

Yes

3. Are you a resident of Contra Costa County?

Yes

4. Describe specific public service or private sector positions you have held which you believe best qualify you for the position of Treasurer Tax Collector. Indicate major accomplishments in each position.

Please identify each role by employer, job title, and length of time held.

Contra Costa County, CA Nov 2013 - Present (10 Yrs 1 Mo)

Property Information and Business Systems Manager

Treasurer-Tax Collector

Aug 2022 - Present (1 Yr 5 Mos)

- Migration of tax payment website from on-site to the cloud, saving tens of thousands of dollars a year while increasing reliability and adaptability.
- Implemented staff phishing tests to actively monitor and evaluate security risk.
- Regularly monitor and update Treasurer-Tax Collector website, ensuring accurate and up to date information.
- Active participant in the RFP process to replace the county's legacy tax system.

Information Systems Programmer/Analyst I, II, III, IV

Department of Information Technology

Oct 2014 - Aug 2022 (7 Yrs 10 Mos)

- Rebuilt county tax payment website. One of the most intuitive and user friendly sites of its kind. <https://taxcolp.cccttc.us/lookup/>
- The Electronic Deposit Permit application is used by all county departments, school districts, and some special districts.
 - Added major import feature, saving staff hours and reducing human error.
 - Rebuilt the entire system in 4 days after the server was compromised by ransomware which was only possible due to the business continuity plan I had previously implemented.
- Maintained office evidence inventory database for District Attorney's office.
- Maintained investigation management system for Public Defender's Office.
- Built and Maintained docket number interface between the courts and law enforcement.
- Updated and created custom reports for Animal Services.

Computer Programming Student Intern

Department of Information Technology

Nov 2013 - Oct 2014 (1 Yr)

- Implemented Unsecured and Redemption Online PDF Tax Bills.

Crockett Community Services District, Crockett, CA

Board of Directors - Vice President Dec 2022 - Present (1 Yr)

- As a member of the Personnel Committee, I played a key role in conducting the first comprehensive review of the district's general manager since the onset of the COVID pandemic.
- Contributed to the substantial restructuring of district leadership.

5. Are you prepared to seek election to this office in 2026?

Yes, I was already preparing to run for Treasurer-Tax Collector in 2026.

6. Do you consider this job to be full-time or part-time?

As with any of the elected positions in the county, it is my opinion that this position should be more than a full time job. Overseeing department operations on the clock while engaging with communities and advocating for county residents off the clock.

7. In addition to the foregoing, please indicate any special qualifications, skills, training, or achievements you possess which are relevant to consideration for this position.

Technical Expertise in Governance Context: My technical background is particularly relevant in today's rapidly digitizing governmental landscape. This expertise equips me to understand and implement digital solutions for efficient governance, improve public sector services through technology, and address cybersecurity concerns, all of which are increasingly important in modern administration.

Analytical Problem-Solving for Policy Development: My experience in software engineering has refined my analytical thinking, a skill I apply to policy development and decision-making. This ability to dissect complex issues and devise effective solutions is crucial for tackling the diverse challenges a public office faces.

Community Engagement for Informed Decision-Making: My active involvement in community advocacy ensures that I am always in tune with the constituents' needs. This direct line to community insights is invaluable for making informed, empathetic decisions that truly reflect the people's will and needs.

Public Sector Experience for Effective Governance: Having worked in local government, I have an intimate understanding of its inner workings. This experience is vital for navigating the intricacies of public administration and enacting policies that are both practical and impactful.

Collaborative Leadership for Team Building: My progression to a management role demonstrates my capacity for leadership and collaboration. These skills are essential for leading diverse teams, fostering a cooperative work environment, and driving forward communal goals within the public sector.

Commitment to Equity and Inclusion in Policy Implementation: My dedication to social justice and equity is directly relevant to policymaking. It guides my approach to ensuring that all policies are inclusive, equitable, and aimed at uplifting every community member, particularly those from marginalized groups.

Each of these qualities directly contributes to my ability to serve effectively in this position. They not only demonstrate my readiness for the role but also my commitment to leveraging these skills for the betterment of our community.

Dear Contra Costa County Board of Supervisors,

I am writing to express my interest in the Treasurer-Tax Collector position for Contra Costa County. With over a decade of focused service for the Treasurer-Tax Collector's Office, complemented by notable contributions to various county departments, my career has been marked by a deep commitment to public service and community welfare.

My journey in public service began as an Eagle Scout with Boy Scout Troop 180 in Martinez, California, fostering an early dedication to community involvement. I pursued a Bachelor of Science in Computer Science from California State University - East Bay, leading to a decade-long professional tenure with Contra Costa County, primarily doing work for the Treasurer-Tax Collector's Office. Here, I have spearheaded numerous initiatives, notably modernizing operations for increased efficiency and security, and playing a critical role in managing cybersecurity challenges, including a major ransomware crisis.

In my role as Vice President on the Crockett Community Service District Board of Directors, I actively engage in various aspects of governance. My involvement includes significant contributions to two key committees: the Budget and Finance Committee and the Personnel Committee. In these roles, I focus on strategic financial planning and management, as well as shaping important human resource policies. Additionally, my participation recently extended to playing a crucial role in a major reorganization of the district's leadership structure. This experience underscores my adaptability, commitment to effective governance, and my capacity for leading and contributing to vital organizational changes.

My candidacy for Contra Costa County Clerk-Recorder in 2022 further exemplifies my strong connection with the community. Receiving 38,849 votes (20% of the total) as a new entrant in the political arena highlights the considerable support I have among Contra Costa County residents, a testament to my ability to engage and connect with constituents.

As a homeowner in Crockett, my dedication to our county is both professional and personal. My extensive experience, particularly for the Treasurer-Tax Collector's Office, combined with my transparent and effective approach to governance, positions me as an ideal candidate for this role. If selected, I am enthusiastic about bringing innovative solutions and continuing to modernize government operations, while advocating for the well-being of all residents in Contra Costa County.

Thank you for considering my application. I look forward to the opportunity to discuss how my blend of technical skills, leadership experience, and community engagement can contribute to the success of Contra Costa County.

Sincerely,

Nick Spinner

Nick Spinner



Objective

Innovative and civic-minded leader seeking to serve as Treasurer-Tax Collector for Contra Costa County. Leveraging extensive experience in system modernization, a commitment to environmental stewardship, and a demonstrated passion for public service to enhance fiscal responsibility and transparency within the county.

Professional Experience

Contra Costa County, CA Nov 2013 - Present

Property Information and Business Systems Manager

Treasurer-Tax Collector

Aug 2022 - Present

- Lead information technology systems management and modernization for the Treasurer-Tax Collector's Office.
- Direct and oversee business automation and re-design projects to enhance operational efficiency.
- Develop and implement comprehensive cybersecurity strategies, including staff training and system defenses.
- Design and launch the Tax Lookup/Payment Responsive Website, enhancing user experience and accessibility.
- Conduct in-depth system application analysis, change management, and operations reengineering.
- Supervise project teams, ensuring adherence to project goals, budgetary guidelines, and regulatory standards.
- Provide expert consulting services for revenue and finance systems, optimizing performance and compliance.
- Perform quality assurance roles, including the development of test strategies for business process improvements.
- Collaborate with various departments and vendors to ensure seamless implementation of IT projects.
- Establish and manage departmental IT security programs, business continuity, and recovery strategies.

Information Systems Programmer/Analyst I, II, III, IV

Department of Information Technology

Oct 2014 - Aug 2022

- Salaried position funded through a Service Level Agreement (SLA) with the Treasurer-Tax Collector's Office, reflecting a key collaboration between departments.
- Specialized in modernizing critical systems for the Treasurer-Tax Collector's Office, enhancing efficiency and security.
- Instrumental in disaster recovery operations, demonstrating exceptional problem-solving abilities.

- Provided technical expertise to support decision-making processes in management and departmental operations.
- Engaged with the following departments in varying capacities: Alcohol and Other Drug Services, Animal Services, Assessor's Office, Board of Supervisors, Child Support Services, Courts, Department of Information Technology, District Attorney's Office, Probation Department, Public Defender's Office.
- Led the installation, maintenance, and troubleshooting of application software and computer systems across these departments.
- Offered technical support and training for system users, ensuring effective use and understanding of new systems and applications.
- Enhanced security and quality assurance practices related to computer applications and information systems.
- Managed project planning, monitoring, and delivery, ensuring projects were completed on time and within budget.
- Developed and maintained software applications tailored to the specific needs of each department.
- Participated in professional meetings and workshops to stay updated with the latest trends and innovations in information systems.

Computer Programming Student Intern

Department of Information Technology

Nov 2013 - Oct 2014

Crockett Community Services District, Crockett, CA

Board of Directors - Vice President Dec 2022 - Present

- Serve as Vice President of the Crockett Community Services District's board of directors, guiding strategic and policy decisions.
- Oversee financial planning and management on the Budget and Finance committee, emphasizing fiscal responsibility and transparency.
- Lead critical evaluations and restructuring of district leadership, including the general manager's performance review.
- Champion increased transparency and public communication, strengthening community engagement and trust.
- Direct and support the successful restructuring of the district's leadership, fostering improved governance and operational efficiency.

West Contra Costa Sierra Club, San Francisco Bay Area, CA

Executive Committee Member Oct 2022 - Present

- Advocate for environmental stewardship, engaging in local and regional conservation efforts.

Educational Background

California State University - East Bay 2010 - 2013

Bachelor of Science, Computer Science

Diablo Valley College 2005 - 2010

Transfer Studies

Honors & Awards

- Eagle Scout, Boy Scouts of America, Jan 2005

Additional Achievements

- Secured substantial constituent support in the June 2022 Contra Costa County Clerk-Recorder Primary election, receiving 38,849 votes (20% of the total), as a self-managed candidate

Nicholas Spinner

11/22/2023

Subject: Declaration of Compliance with California Government Code 27000.7

To Whom It May Concern,

I, Nicholas Spinner, hereby declare and affirm that I meet the qualifications and requirements as stipulated in California Government Code 27000.7. This declaration is made with full understanding of my obligations and responsibilities under the said code.

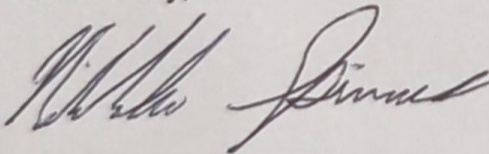
I understand that California Government Code 27000.7 stipulates certain professional experience or educational qualifications in financial management, and I specifically affirm that I meet these requirements.

Furthermore, I am prepared to provide proof of compliance and any supporting documentation upon request by the appropriate authorities or as required by law. I recognize the importance of maintaining compliance with all relevant legal standards and am committed to upholding these standards in my professional and personal conduct.

This declaration is made in good faith, and I understand that any false statements or misrepresentations may result in legal consequences.

Please do not hesitate to contact me should you require any further information or clarification.

Sincerely,



Nicholas Spinner

Subject: Recommendation for Nick Spinner as Contra Costa County Treasurer-Tax Collector

November 22nd, 2023

John Gioia, District I Supervisor, Chairman
11780 San Pablo Avenue, Suite D
El Cerrito, CA 94530

CC: Federal Glover, District V Supervisor, Vice-chair
Candace Andersen, District II Supervisor
Diane Burgis, District II Supervisor
Ken Carlson, District IV Supervisor

Dear Chairman Gioia and Honorable Board of Supervisors,

I am writing to wholeheartedly recommend Mr. Nick Spinner for the esteemed position of Contra Costa County Treasurer-Tax Collector. In my capacity as the President of the Crockett Community Services District Board of Directors, I have had the pleasure of working closely with Nick over the past year, and it is with great confidence that I offer my endorsement.

Despite his relatively short tenure on our Board of Directors, Nick has made a profound impact on our community. Since joining us in December 2022, he has exhibited a remarkable dedication to the well-being of our constituents. Nick's commitment to the community's welfare is exemplified by his active engagement with residents. He consistently goes above and beyond to ensure that the voices and concerns of our community are heard and addressed.

One of Nick's most notable attributes is his unwavering trustworthiness. He conducts himself with the utmost integrity and transparency, earning the respect and confidence of both his colleagues and the community at large. His ethical approach to governance and financial stewardship has been a welcome addition to our board, and I have no doubt that he will bring the same level of integrity to the role of Treasurer-Tax Collector.

Nick's experience on our district's finance committee, though relatively brief, has been invaluable. His keen financial acumen and ability to navigate complex fiscal decisions have been instrumental in ensuring sound financial practices within our district. Nick's expertise in budgetary matters, combined with his commitment to responsible financial management, make him an excellent candidate for the Treasurer-Tax Collector position.

In conclusion, I believe that Nick Spinner possesses the qualities, dedication, and expertise required to excel in the role of Contra Costa County Treasurer-Tax Collector. His exceptional contributions to our community and his demonstrated commitment to public service make him a standout candidate.

I wholeheartedly recommend Nick Spinner for this pivotal role, and I am confident that his appointment would be a tremendous asset to the county. Should you require any further information or wish to discuss this recommendation in more detail, please do not hesitate to contact me.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Luigi Barassi', with a stylized flourish at the end.

Luigi Barassi, President
Crockett Community Services District Board of Directors

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve as the County Treasurer-Tax Collector. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

A) Dates (Month, Day, Year) <u>From</u> <u>To</u>	Title	Duties Performed
Total: <u>Yrs.</u> <u>Mos.</u>	Employer's Name and Address	
Hrs. per week _____ . Volunteer <input type="checkbox"/>		
B) Dates (Month, Day, Year) <u>From</u> <u>To</u>	Title	Duties Performed
Total: <u>Yrs.</u> <u>Mos.</u>	Employer's Name and Address	
Hrs. per week _____ . Volunteer <input type="checkbox"/>		
C) Dates (Month, Day, Year) <u>From</u> <u>To</u>	Title	Duties Performed
Total: <u>Yrs.</u> <u>Mos.</u>	Employer's Name and Address	
Hrs. per week _____ . Volunteer <input type="checkbox"/>		
D) Dates (Month, Day, Year) <u>From</u> <u>To</u>	Title	Duties Performed
Total: <u>Yrs.</u> <u>Mos.</u>	Employer's Name and Address	
Hrs. per week _____ . Volunteer <input type="checkbox"/>		

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

No Yes

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

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that any misstatements / omissions of material fact may cause forfeiture of my rights to appointment as the Treasurer-Tax Collector.

Sign Name: _____ Date: _____

Important Information

1. Your application and any attachments you provide are public documents and are subject to the California Public Records Act (CA Gov. Code §6250-6270), and will be posted online.
2. The completed application and supplemental questionnaire must be received by 11:59 PM on Wednesday, November 22, 2023 by email to jobs@hrd.cccounty.us.
3. Applicants must complete the Supplemental Questionnaire (below). Attach pages for Supplemental Questionnaire. A resume or other relevant information may be submitted with this application.
4. Applicants may be required to complete a Statement of Economic Interests (California Fair Political Practices Commission Form 700) and authorize the County to conduct a background check, including but not limited to a social media/internet check, credit check and Live Scan fingerprinting.

Supplemental Questionnaire

1. Are you a United States Citizen?
2. Are you registered to vote in the State of California?
3. Are you a resident of Contra Costa County?
4. Describe specific public service or private sector positions you have held which you believe best qualify you for the position of Treasurer Tax Collector. Indicate major accomplishments in each position. Please identify each role by employer, job title, and length of time held.
5. Are you prepared to seek election to this office in 2026?
6. Do you consider this job to be full-time or part-time?
7. In addition to the foregoing, please indicate any special qualifications, skills, training, or achievements you possess which are relevant to consideration for this position.

1. Are you a United States Citizen? **Yes**
2. Are you registered to vote in the State of California? **Yes**
3. Are you a resident of Contra Costa County? **Yes**
4. Describe specific public service or private sector positions you have held which you believe best qualify you for the position of Treasurer Tax Collector. Indicate major accomplishments in each position. Please identify each role by employer, job title, and length of time held.

I have managed multi billion dollars for various pensions and endowments. In addition, I was also a risk manager at a large multinational bank as well as a government sponsored enterprise.

5. Are you prepared to seek election to this office in 2026? **Yes**
6. Do you consider this job to be full-time or part-time? 7. In addition to the foregoing, please indicate any special qualifications, skills, training, or achievements you possess which are relevant to consideration for this position.

Full time, given the important of the position. I have the Chartered Financial Analyst Charterholder certification which is consists of specialized training in the field of finance, investments which would be very valuable in this position.

FARHAN ZAMIL, CFA

PROFESSIONAL PROFILE:

CFA Charterholder and multi-asset class investment, credit, and risk professional. Progressive experience across banking, real estate investments, market/credit risk management, economic forecasting & stress testing, credit policy review, and portfolio analytics. Experience includes tenures at two large asset owners administering an investment program, 2 years at a Government-sponsored enterprise (GSE), as well as a multinational commercial bank. Well versed in multi-factor risk models and analytic systems such as BlackRock Aladdin, MSCI Barra, Black Knight, QRM, and Bloomberg.

EXPERIENCE:

Head of Investment Risk Management / Portfolio Risk Manager, 2022 – Present **Kaiser Permanente, Oakland, CA**

- Prepare and present investment and risk updates to the investment committee. Explain drivers of total and relative risk including factor exposures, interest rate volatility, changes in yield curves, as well as movements from an asset/liability perspective.
- Perform rigorous due diligence on prospective managers via qualitative and quantitative analysis
- Built a portfolio optimization tool via R to complement factor-based risk analytics
- Assist various asset classes in sourcing investment opportunities and perform due diligence.
- Build out investment reporting structures to proactively capture and monitor risks and exposures both on a cross-sectional and time-series basis.
- Conduct plan level stress testing to assess portfolio resiliency across a various market periods.
- Perform pro-forma analysis on the portfolios to assess changes in exposures and risk due to rebalancing and/or new investments. Assess impacts from various stress testing exercises on the portfolio.

Vice President – Macroeconomic Forecasting & Stress Testing - Credit Strategies, 2018 – 2021 **MUFG Union Bank, N.A., San Francisco, CA**

- Monitor real estate capital markets environment and continually assess emerging risks to the portfolio and presented quarterly economic updates to the credit committee.
- Active ongoing oversight, surveillance, and reporting of a \$40+ billion residential mortgage portfolio.
- Conduct research on key real estate and economic variables to aid in producing economic forecasts.
- Participated in the development of an early warning indicator on both the secured and unsecured portfolios by analyzing correlations between delinquency and charge-off rates to economic variables.
- Produce stress testing economic scenarios for CECL and CCAR activities including leading the economic forecast working group.
- Produce monitoring reports to assess emerging credit concerns such as delinquency rates, roll rates, ARM resets, LTV, etc.
- Review credit authority requests for underwriters for recommendation to the Retail Chief Risk Officer.
- Create quarterly performance summary for the Managing Director of Residential Lending Oversight.
- Prepared executive level risk reports and dashboards covering mortgage portfolios.
- Provide monthly bank-wide macroeconomic forecasts for 150+ variables over a 5-year time horizon.
- Prepared quarterly risk appetite metrics and escalated breaches as needed. Researched potential new concentration metrics for inclusion as part of the risk appetite triggers to facilitate prudent oversight.
- Built tool to automate monthly presentations via VBA, resulting in a 90% reduction in processing time.

FARHAN ZAMIL, CFA

Senior Credit / Market Risk Analyst, 2016 – 2018

Federal Home Loan Bank of San Francisco, San Francisco, CA

- Utilized mortgage prepayment and default models such as Black Knight AFT to forecast loan behavior in various interest rate scenarios across various mortgage instruments including MBS and whole loans.
- Primary analyst in charge of monthly risk modeling and reporting of the Bank's balance sheet. This includes market risk, recon to GL, benchmarking (e.g. QRM vs. PolyPaths), compliance, various stress scenario analysis, sensitivity analysis, volatility shocks, Value-at-Risk, basis risk, and attribution. The portfolio consisted of a variety of fixed income products including: whole loans, CMBS/MBS, as well as derivatives such as swaps, forwards, etc.
- Calculated and evaluated the VaR and interest rate sensitivity for the Bank and presented monthly updates to ALCO.
- Conducted counterparty risk assessments for Banks, Credit Unions, and CDFI's; Reviewed credit ratings assigned by agencies and utilized an implied ratings model for non-public counterparties by examining income statement and balance sheet data.
- Kept abreast of commercial and residential mortgage market metrics including, LTV, DTI, cap rates, rental/lease rates, fund flows, delinquencies, etc.
- Initiated a quarterly report to provide an independent and objective view of the financial markets as it pertains to Real Estate, Banks, and Mortgages. Utilized a plethora of external research sources in conjunction with my in-depth real estate and markets background. Issues covered included current events, market valuations, analysis of real estate cap rates, loan/mortgage underwriting standards, etc.
- Undertook an in-depth margin benchmarking study as part of a regulatory initiative. Results were provided to the Federal Housing Finance Authority (FHFA) and presented internally within the Bank.

Real Estate Investments / Financial Analyst, 2007 – 2016

University of California – Investment Office, Oakland, CA

- Active oversight of a \$4 billion real estate portfolio consisting of core, value-added, and opportunistic strategies. This included 25+ funds and 9 separate account managers (50+ investments across a multitude of property types).
- Assisted Managing Director in constructing, sourcing, and monitoring of a \$1 billion public REIT portfolio. This included reviewing RFI's, holdings, performance, risk, as well as on-site due diligence prior to funding.
- Assisted pacing model updates to project cash flows as well as expected returns/yield to maturity.
- Prepared due diligence and monitoring reports for the Senior Managing Director of public equity and the CIO on three public equity portfolios totaling \$30+ billion (U.S., Non-U.S. Developed, and Emerging Markets) and 35 equity managers on a monthly basis. This included factor exposure analysis such as size, style, currency, momentum, sector, country, debt-equity, and other factors by examining historical holdings/performance and analyzing RFI's.
- Conducted a rigorous analysis of each prospective investment manager prior to selection and funding to determine sources of alpha and consistency of investment process.
- Monitored the risk and exposures across numerous asset classes and made recommendations for risk modeling techniques for derivative instruments utilizing the BARRA model.

EDUCATION:

Master of Business Administration — University of California – Davis, Graduate School of Management

Bachelor of Arts, Economics — University of California - Berkeley



**Contra
Costa
County**

For Office Use Only
Date Received:

EMAIL TO:
Contra Costa County
Human Resources Department
jobs@hrd.cccounty.us

PLEASE TYPE OR PRINT IN INK

TREASURER TAX COLLECTOR APPLICATION

1. Name:

(Last Name)	(First Name)	(Middle Name)
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2. Address:

3. Phones:

4. Email Addr

5. EDUCATION: Check the appropriate box if you possess one of the following:

High School Diploma G.E.D. Certificate California High School Proficiency Certificate

College or other advanced education/training

Give Highest Grade or Educational Level Achieved: _____

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Degree Type
A)		Yes <input type="checkbox"/> No <input type="checkbox"/>	
B)		Yes <input type="checkbox"/> No <input type="checkbox"/>	
C)		Yes <input type="checkbox"/> No <input type="checkbox"/>	
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes <input type="checkbox"/> No <input type="checkbox"/>

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve as the County Treasurer-Tax Collector. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

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Hrs. per week _____ . Volunteer <input type="checkbox"/>		
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7. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

No Yes

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

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that any misstatements / omissions of material fact may cause forfeiture of my rights to appointment as the Treasurer-Tax Collector.

Sign Name: _____ Date: _____

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3. Are you a resident of Contra Costa County?
4. Describe specific public service or private sector positions you have held which you believe best qualify you for the position of Treasurer Tax Collector. Indicate major accomplishments in each position. Please identify each role by employer, job title, and length of time held.
5. Are you prepared to seek election to this office in 2026?
6. Do you consider this job to be full-time or part-time?
7. In addition to the foregoing, please indicate any special qualifications, skills, training, or achievements you possess which are relevant to consideration for this position.

Supplemental Questionnaire

1. Are you a United States Citizen?

Yes.

2. Are you registered to vote in the State of California?

Yes.

3. Are you a resident of Contra Costa County?

I am not a resident of Contra Costa County currently. However, I will relocate and become a resident of Contra Costa County if appointed as the Treasurer-Tax Collector.

4. Describe specific public service or private sector positions you have held which you believe best qualify you for the position of Treasurer Tax Collector. Indicate major accomplishments in each position. Please identify each role by employer, job title, and length of time held.

(I)

Employer: Contra Costa County Treasurer-Tax Collector's Office

Job Title: Assistant County Treasurer

Duration of Time: June 2011--present

Length of Time Held: 12 years and 6 months

I have been working in Contra Costa County Treasurer-Tax Collector's Office as the Assistant County Treasurer for the past 12+ years. In that role, I am responsible for all aspects of the business operations of the County Treasurer's Office. During my tenure, I built an outstanding performance track record and achieved the following accomplishments:

- Under my leadership, the total assets of the County Treasury Investment Pool have grown more than three-fold from \$1.6 billion to \$5.7 billion. A historical high of \$7 billion was reached in April 2023. The total number of security holdings has doubled to more than 550. The total number of annual investment transactions has also doubled to more than 2,000.
- The Treasury Pool has generated a total of approximately \$500 million interest income in the past 10 years for the Pool participants despite the persistent historically low interest rate environment and the unprecedented COVID-19 pandemic.
- The Treasury Pool has been rated AAf/S1+ by S&P Global Ratings, indicating that the Pool has been managed with the highest credit quality with the lowest risk. There has been zero security default in the Pool under my management against recent bank failure.
- I have been managing the quarterly Treasury Oversight Committee (TOC) meetings since I joined the County. The TOC consists of seven statutory members and three alternates representing the County, the School Districts, the Special Districts, and public at large. I present quarterly investment reports and County Treasurer's Investment Policy for the

Committee's review, update the Committee with the general economic conditions and our investment activities, and improve our operations based on the Committee's constructive suggestions. Even though the establishment of TOC is no longer subject to CA Government Code, maintaining TOC and facilitating the meetings reflect my commitment to uphold the highest standards of transparency and accountability.

- With the goal of maximizing value while minimizing costs, upon completion of the manager structure study of the Treasury Pool in 2012, I eliminated one underperforming manager and reduced the management fee of another portfolio manager by 50%.
- In 2013, I issued a comprehensive RFP and initiated a search for a financial bank. Working with the County Counsel, I successfully negotiated a contract with the selected bank. The new fee schedule cut the banking fees by more than 50% without compromising the level and quality of the services. In 2019, I re-negotiated the contract that had saved the county additional 10-15% in annual banking fees.
- In 2013, the County's custodian bank went through a series of organizational changes, which resulted in service quality deterioration and significant client loss. I took the opportunity to work with the custodian bank patiently and restored the quality of its services while maintaining the contracted substantially below-market service fees. As a result of my efforts, the County has been paying the same favorable flat annual fees to the custodian bank for the past 13 years.
- Similar to the investment activities, the financial banking activities have grown significantly as well under my leadership. In fiscal year 2022-2023, more than \$10 billion deposit permits were processed by the treasury team, compared to \$5.6 billion 12 years ago. More than \$9.8 billion county warrants were funded compared to \$5.5 billion 12 years ago. Note that the ever-increasing activities in both investments and financial banking operations have been managed by the same size of treasury staff. I achieved these significant productivity gains through streamlining processes, improving the efficiency, conducting cross-trainings, boosting morale, and re-structuring the treasury team.
- To improve further the County's treasury operations and increase efficiency by embracing the modern technology, I began a major undertaking by searching for and identifying a new treasury management system to replace the outdated one in late 2020. I coordinated closely all the steps of the new system adoption and transition, ranging from conducting due diligence on the new system providers, to negotiating the contact, to migrating data from the legacy system to the new system, to conducting staff trainings, to organizing parallel testing, to finally going live with and stabilizing the new system. The transition went smoothly without any disruption of daily operations.
- To streamline the operational processes and enhance internal control, I have developed various policies and procedures to govern the treasury functions such as investments, cash handling, electronic fund transferring, requesting bank accounts, fund withdrawal from the treasury pool, credit evaluation of bond issuers, selection of brokers/dealers, among others. The Treasurer's Annual Investment Policy is certified by California

Municipal Treasurers Association. As a direct result, the Treasurer's Office has received a clean audit report without any material recommendations every year under my tenure.

- I have provided oversight to more than 60 financing and re-financing activities initiated by the county school districts with one goal in mind -- protecting taxpayers' interest while helping with these school districts' financial conditions. Additionally, working with the Auditor-Controller's Office, I completed three temporary transfers of funds to the county school districts. The short-term lending helped the districts cover temporary cash shortages and meet the obligations incurred for maintenance purposes including payroll.
- The COVID-19 pandemic was an unprecedented challenge to the treasury team and the team came out stronger than ever. The treasury cashiering window remained open for deposits throughout the entire pandemic while many commercial banks closed their branches. The treasury team funded all county's expenditures in a timely manner and provided uninterrupted banking and investment services to all county departments, school districts, and special districts.
- Most importantly, all my accomplishments were achieved with strong support from the Treasurer-Tax Collector, Russell Watts, Treasurer-Tax Collector's Office staff, various county departments and districts, as well as key service providers. I have built a strong and cohesive treasury team and fostered a collaborative working environment with a commitment to racial diversity, equality, and inclusion. I have also established excellent rapport with many county departments, such as County Auditor-Controller's Office, County Counsel's Office, County Administrator's Office, County Office of Education, Human Resources Office, among others. I am proud of my team and feel fortunate to work for and represent Contra Costa County.

(II)

Employer: Alameda County Employees' Retirement Association (ACERA)

Job Title: Investment Officer

Duration of Time: September 2009--May 2011

Lenth of Time Held: 1 year and 9 months

As the Investment Officer of ACERA, I managed and led a team of investment analysts to assist the Chief Investment Officer (CIO) of ACERA in providing administrative oversight to the ACERA's \$5.4 billion retirement trust fund, which has more than 40 investment managers. I was responsible for daily investment operations and activities, development of policies and procedures, investment manager searches, contract negotiations, and making recommendations to the CIO. My major accomplishments were as follows:

- ACERA's total fund performance was consistently ranked in the upper quartile among public funds greater than \$100 million as of March 31, 2011.
- During the extended absence of ACERA's Chief Investment Officer, I led the investment department, managed the daily operations, conducted quantitative evaluation of

performance, monitored compliance of ACEAR's portfolio managers, and facilitated the Investment Committee meetings.

(II)

Employer: Alameda County Employees' Retirement Association (ACERA)

Job Title: Investment Analyst

Duration of Time: July 2000--August 2009

Lenth of Time Held: 9 years and 2 months

As the sole Investment Analyst directly reporting to the CIO, I had broad responsibilities over the ACERA's investment portfolio, assisting the CIO in every aspect of the investment department's functions.

- I coordinated and participated in more than 20 Request for Proposal (RFP) searches for the general investment consultant, real estate consultant, and investment managers crossing all asset classes, such as fixed income, domestic and international equities, and private equity/alternatives. These search processes included developing and issuing RFPs, reviewing RFP responses, selecting final candidates, conducting on-site visits, making recommendations to the Investment Committee for its final selection, and negotiating the contact with the final selection.
- As a result of periodic asset allocation and manager structure studies, I coordinated close to 10 asset transitions on a large scale. Each asset transition was well above \$100 million in value, across different asset classes and investment styles.
- To implement the Board of Retirement's decision of adding Private Equity and Alternatives asset class into the ACEAR portfolio, I drafted the initial version of ACERA's Private Equity and Alternatives Return Leading Strategies Policy (the "PEARLS Policy".) The PEARLS Policy was adopted by the Board to govern all ACERA's alternative investments.
- I developed the initial ACERA Monthly Performance Report, a snapshot investment report summarizing the market value, asset allocation, and performance of ACERA's total fund and each investment manager. ACEAR continues to produce this report and publish it on its website even now.
- I designed a formal workflow for the investment team in an effort to streamline the entire preparation process for ACEAR's monthly Investment Committee meeting.
- Working with other investment staff, ACERA's legal counsel, and investment consultants, I researched and implemented ACERA's very first Directed Brokerage program, drafted the Directed Brokerage Policy, and procured a third-party administrator to manage the program.

5. Are you prepared to seek election to this office in 2026?

Yes, I am prepared to seek election to this office in 2026.

6. Do you consider this job to be full-time or part-time?

Full-time.

7. In addition to the foregoing, please indicate any special qualifications, skills, training, or achievements you possess which are relevant to consideration for this position.

- I have been deputized as a trustee to attend CCCERA's Board meetings on behalf of and in absence of Mr. Russell Watts, Contra Costa County Treasurer-Tax Collector, for the past 12 years. Drawing from my experience in ACERA, I have always advocated for providing the best quality in customer services for retirees, minimizing investment and operational costs, and achieving highest return within risk tolerance.
- I have participated in Post Retirement Health Benefits Trust Agreement Advisory Body meetings on behalf and in absence of Mr. Watts, making contributions to the investment policy, asset allocation study, construction of manager structure, and the reporting of PARS portfolio.
- I am an active member of various state level associations, such as California Association of County Treasurer-Tax Collectors (CACTTC), Treasurer's Committee of CACTTC, Investment Managers of Public Agencies Council (IMPAC), Government Finance Officers Association (GFOA), and California Municipal Treasurers Association (CMTA). I routinely exchange information with and learn new ideas from peer counties and promote the awareness of Contra Costa County. I participated in reviewing and updating California County Treasurer Reference Manual. I recently revived the California County Treasury Survey which will provide comprehensive treasury-related data to all California counties for reference.
- For continuing education, I regularly attend trainings, seminars, and webinars, which have helped sharpen my leadership and customer service skills. My 20+ years of working experience also helped. The following lists a few training courses I have taken:
 - "Credentialed California County Senior Executive," The CSAC Institute
 - "Conducting Employee Performance Evaluations," Rockhurst University CEC, Inc.
 - "How to Become a Better Communicator," SkillPath
 - "Team Effectiveness Training and Time Management Module," The York Consulting Team, Inc.
 - "Smart Customer Service," All five series by Target Solutions
- I am fluent in Mandarin and am the only Mandarin interpreter in the Treasurer-Tax Collector's Office. I regularly assist the Mandarin speaking taxpayers with their tax bills and answer other customer-service related questions.
- I have been performing cultural art activities in various festivals and events hosted by schools, local communities, city recreation departments, senior centers, churches, among others. My passion outside the job has allowed me to not only make connection with diversified ethnic groups of people but also gain a deep understanding of the essence of diversity, equality, and inclusion.

Binbin Belinda Zhu



Leadership • Vision • Management • Operations • Service

PROFESSIONAL PROFILE

- Assistant County Treasurer responsible for Contra Costa County’s day-to-day treasury operations for 12+ years.
- Experienced leader with a transformational leadership style focusing on change and innovation, people and team building, efficiency, and effectiveness.
- Seasoned investment professional with in-depth understanding of the California Government Code and Contra Costa County Investment Policy.
- Strong advocate for best business practices, highest quality customer service, diversity, equality, and inclusion.
- Effective liaison among county departments, school districts, special districts, financial institutions, and various vendors.
- Motivated self-starter and fast learner with a passion for applying knowledge and driving for excellence.

AREAS OF EXPERTISE

Leadership	Operations	Service
<ul style="list-style-type: none">• Organizational Vision• Creative Thinking• People and Talent Management• Accountable & Reliable Leader• Strong Organizational Influence• Clear Communicator• Trusted by Peers & Direct Reports	<ul style="list-style-type: none">• Treasury and Cash Management• Investment and Finance• Banking & Bond Issuance• Revenue & Cost Management• Daily Operations Improvement• Contract Negotiations & Vendor Selections	<ul style="list-style-type: none">• Customer Service Management• Vendor Relationship Building• Committee Management• Time and Due Date Management• Treasury Business Knowledge• Dedication & Diligence

PROFESSIONAL EXPERIENCE

Assistant County Treasurer, Contra Costa County, Martinez, CA, 2011 to Present

- Manage investment of Contra Costa County Treasury Pool. During my tenure, Pool assets have grown from \$1.6 billion to \$5.7 billion, reaching a historical high of \$7 billion in April 2023.
- Manage credit rating of the Contra Costa County Treasury Pool. The Pool has been rated AAf/S1+ by S&P Global Rating, the highest credit rating with the lowest risk.
- Establish policies, guidelines, and procedures to protect the County’s investments, streamline daily operations, and enhance quality of services.
- Manage daily treasury operations including cash forecast, liquidity management, bank reconciliations, and end-of-day balancing. Under my management, the treasury division has received clean annual audit reports for the past 12 years.
- Manage banking services for all county departments, school districts, community college districts, and special districts including receiving, disbursing, and safeguarding funds.
- Assist all county school districts and community college districts in financing and re-financing activities.
- Maintain long-term business relationships with financial institutions to seek best services at lowest costs.
- Prepare regular investment and financial reports in accordance with applicable laws and regulations.
- Monitor and analyze applicable laws and regulations related to banking, investments, and financing activities, and implement changes to the County investment policy and operating procedures accordingly.
- Manage quarterly Treasury Oversight Committee meetings to promote transparency and accountability.
- Build a cohesive team and cultivate a positive working environment by coaching and developing employees.
- Prepare budget for the Treasury division and assist in developing the departmental budget.

- Organize regular meetings and prepare related agenda packets for the Treasury Oversight Committee.
- Act as the appointing authority during CCCERA and OPEB meetings in the absence of the Treasurer-Tax Collector.
- Participate regularly in various continuing professional development conferences, exchange ideas with management from other governmental entities, and promote awareness of Contra Costa County.

Investment Officer, Alameda County Employees Retirement Association, Oakland, CA, 2009 to 2011

- Manage, lead, and train a team of investment analysts.
- Research, develop, and evaluate investment-related policies, guidelines, and procedures, and make recommendations to the Chief Investment Officer (CIO) of ACERA.
- Supervise and participate in monthly reconciliations between ACERA’s custodian banks and investment managers.
- Supervise ACERA’s daily cash management, analyze daily anticipated cash flows from various investment managers and vendors, and manage daily reconciliations with custodian banks.
- Provide administrative oversight of bond, equity, real estate, and private equity managers.
- Lead the preparation of annual departmental budgets.
- Lead the investment team in researching, developing, and evaluating all investment-related policies, guidelines, and procedures, as well as making related recommendations.
- Work with the legal department to ensure the investments and administration of the funds comply with all applicable federal and state laws and regulations, as well as with ACERA’s investment policies, guidelines, and procedures.

Investment Analyst, Alameda County Employees Retirement Association, Oakland, CA, 2000 to 2009

- Research, analyze, and evaluate ACERA’s investment portfolio performance, and make recommendations regarding portfolio management, asset allocation, manager structure, and other related topics.
- Assist the Chief Investment Office (CIO) to implement investment decisions made by ACERA’s Board and Investment Committee, as well as implement and administer ACERA’s various investment programs.
- Conduct extensive RFP manager searches for various investment styles.
- Coordinate ACERA daily cash management and analyze daily anticipated cash flows from various investment managers and vendors.
- Estimate funds required for cash reserve and expenditures, with the goal of keeping the minimum balance in cash accounts.
- Represent the investment department when conducting business with investment managers, consultants, and custodian banks.
- Assist in the preparation of annual departmental budgets.
- Prepare investment, statistical, and operational reports and correspondence.

EDUCATION

Master of Business Administration, School of Business, Robert Morris University, Pittsburgh, PA, USA, 1995 - 1997

Bachelor of Science in Library and Information Science, Central China Normal University, Wuhan, China, 1986 – 1990

MEMBERSHIPS AND CERTIFICATES

Member of California Association of County Treasurer-Tax Collectors (CACTTC)

Member of Treasurer’s Committee of CACTTC

Member of Investment Managers of Public Agencies Council (IMPAC)

Member of Government Finance Officers Association (GFOA)

Member of California Municipal Treasurers Association (CMTA)

“Credentialed California County Senior Executive,” The CSAC Institute

“Conducting Employee Performance Evaluations,” Rockhurst University CEC, Inc.

“How to Become a Better Communicator,” SkillPath

“Team Effectiveness Training and Time Management Module,” The York Consulting Team, Inc.