



CONTRA COSTA COUNTY

AGENDA

Internal Operations Committee

Supervisor Candace Andersen, Chair
Supervisor Diane Burgis, Vice Chair

Monday, June 23, 2025

10:30 AM

**309 Diablo Rd, Danville
3361 Walnut Blvd, Suite 140, Brentwood
<https://cccouny-us.zoom.us/j/810798429>**

19

**Call in: (888) 278-0254, Conference
code: 845965**

The public may attend this meeting in person at either above location. The public may also attend this meeting remotely via Zoom or call-in.

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

1. Call to Order
 2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two (2) minutes).
 3. RECEIVE and APPROVE the Record of Action for the May 27, 2025 Internal Operations Committee meeting. (Laura Strobel, County Administrator's Office) **[25-2405](#)**
Attachments: [DRAFT IOC Record of Action for 5-27-25](#)
 4. CONSIDER draft guidelines and PROVIDE direction to the Public Works Department on the Public Art Program on County-Owned Utility Boxes, for recommendation to the Board of Supervisors. (Warren Lai, Public Works Director; Larry Theis, Consultant) **[25-2406](#)**
Attachments: [Guidelines for Public Art Program on County -Owned Utility Boxes FINAL DRAFT \(6-23-25\)](#)
 5. CONSIDER draft policy on use of County parks and PROVIDE direction to the Public Works Department on any revisions to the policy for future consideration by the Board of Supervisors. (Rochelle Johnson, Public Works Department) **[25-2407](#)**
Attachments: [Park Use Policy DRAFT 6.23.25](#)
 6. The next meeting is currently scheduled for July 28, 2025.
-

7. Adjourn

General Information

This meeting provides reasonable accommodations for persons with disabilities planning to attend a the meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 1025 Escobar St., 4th Floor, Martinez, during normal business hours. Staff reports related to items on the agenda are also accessible on line at www.co.contra-costa.ca.us.

HOW TO PROVIDE PUBLIC COMMENT:

Persons who wish to address the Committee during public comment on matters within the jurisdiction of the Committee that are not on the agenda, or who wish to comment with respect to an item on the agenda, may comment in person, via Zoom, or via call-in. Those participating in person should offer comments when invited by the Committee Chair. Those participating via Zoom should indicate they wish to speak by using the “raise your hand” feature in the Zoom app. Those calling in should indicate they wish to speak by pushing *9 on their phones.

Public comments generally will be limited to two (2) minutes per speaker. In the interest of facilitating the business of the Board Committee, the total amount of time that a member of the public may use in addressing the Board Committee on all agenda items is 10 minutes. Your patience is appreciated.

Public comments may also be submitted to Committee staff before the meeting by email or by voicemail. Comments submitted by email or voicemail will be included in the record of the meeting but will not be read or played aloud during the meeting.

For Additional Information Contact: Julie.Enea@cao.cccounty.us or Laura.Strobel@cao.cccounty.us



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-2405

Agenda Date: 6/23/2025

Agenda #: 3.

INTERNAL OPERATIONS COMMITTEE

Meeting Date: June 23, 2025

Subject: RECORD OF ACTION FOR THE MAY 27, 2025 MEETING

Submitted For: Monica Nino

Department: County Administrator

Referral No:

Referral Name:

Presenter: Julie Enea

Contact: julie.enea@cao.cccounty.us

Referral History:

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

Referral Update:

Attached is the Record of Action for the May 27, 2025 Internal Operations Committee meeting.

Recommendation(s)/Next Step(s):

RECEIVE and APPROVE the Record of Action for the May 27, 2025 Internal Operations Committee meeting.

Fiscal Impact (if any):

None.



CONTRA COSTA COUNTY

Committee Meeting Minutes

Internal Operations Committee

Supervisor Candace Andersen, Chair
Supervisor Diane Burgis, Vice Chair

<https://cccouny-us.zoom.us/j/81079842919>

Call In: 888-278-0254 Conference code: 845965

Tuesday, May 27, 2025

10:30 AM

309 Diablo Rd, Danville
3361 Walnut Blvd, Suite 140, Brentwood

1. Call to Order

The meeting was called to order at 10:33 a.m. by Vice Chair Burgis. Chair Andersen was in attendance while in transit from the airport. In attendance were Jami Morritt, Lauren Hill, Mario DiPrisco, Scott Gordon, Alicia Nuchols, Jill Ray, Chrystine Robbins, District 2 Supervisor's Office, District 3 Supervisor's Office, Shauna Polk, Christina Dunn, and Julie Enea.

Present: District II Supervisor Candace Andersen and District III Supervisor Diane Burgis

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

No one requested to speak during the general public comment period.

3. RECEIVE and APPROVE the Record of Action for the March 24, 2025 Internal Operations Committee meeting. (Julie Enea, County Administrator's Office)

Attachments: [DRAFT IOC ROA 3-24-25](#)

The Committee unanimously approved the minutes from the March 24, 2025 meeting.

Aye: Chair Candace Andersen and Vice Chair Diane Burgis

Result: Passed

4. CONSIDER recommending to the Board of Supervisors the reappointment of Sarah Birdwell to the County Representative seat on the County Connection Advisory Committee to a new term that will expire on June 30, 2028. (Julie Enea, County Administrator's Office)

Attachments: [Birdwell Sarah \(CC CAC\) 05-01-25 D4 Redacted PRESS PUBLICATION COUNTY CONNECTION VACANCY 3-31-25](#)

Aye: Chair Candace Andersen and Vice Chair Diane Burgis

Result: Passed

5. INTERVIEW applicants for the pending vacant seat on the Retirement Board and determine recommendation for Board of Supervisors consideration on June 10, 2025.

(Julie Enea, County Administrator's Office)

Attachments:

[PRESS PUBLICATION Seeking Retirement Board Applicants 3-31-25](#)
[Retirement Board Time Commitment Updated 2025](#)
[DiPrisco, Mario \(CCCERA\) 04-11-25 \[D2\]](#)
[Fernandes, Larry \(CCCERA\) 04-09-25 \[D4\]](#)
[Gordon, Scott \(CCCERA\) 03-31-25 \[D5\]](#)
[Sadowski, Nathan \(CCCERA\) 04-11-25 \[D4\]](#)

Staff introduced the item and noted that all of the eligible applicants were in attendance except for Nathan Sadowski, who, it was later learned, was called out of town to attend to a family matter.

The Committee interviewed Mario DiPrisco, Larry Fernandes, and Scott Gordon and decided to recommend Scott Gordon for reappointment. The Committee commented on the excellence of all of the applicants and referred them to other County advisory bodies that require similar skills and financial acumen, and noted that the County would be recruiting one year from now for three Retirement Board seats.

Aye: Chair Candace Andersen and Vice Chair Diane Burgis

Result: Passed

6. CONSIDER accepting the 2024-25 Triennial Review Phase II, Cycle 4 Report and approving specific recommendations; REVIEW advisory body appointee training requirements for possible modification. (Lauren Hull, Clerk of the Board's Office; Julie Enea, County Administrator's Office)

Lauren Hull presented the Triennial Advisory Body Review report and recommendations. Julie Enea presented the current status and staff recommendations on advisory body training. The Committee accepted the reports and unanimously approved the staff's recommendations, which will be forwarded to the Board of Supervisors for consideration.

Vice Chair Burgis also commented that all Department Heads should receive training on the Brown Act so that they are cognizant of the open meeting act requirements under which the Board of Supervisors operates.

Aye: Chair Candace Andersen and Vice Chair Diane Burgis

Result: Passed

7. RECEIVE report on the activities of the Contra Costa County Commission for Women and Girls. (Shauna Polk, Commission Chairperson)

Attachments:

[Commission for Women-Girls - 2025 Presentation](#)

Commission Chair Shauna Polk presented the status report. She reported that they have a high number of applicants for membership because the meetings have become more meaningful and where Herstory educational presentations are made. The community are invited to nominate Herstory presenters. Shauna discussed gender one-on-one workshops, discussions about women in non-traditional roles, and women league workshops. As Commission Chair, Shauna said she leads from behind and encourages the Commissioners to choose which areas they will work on. They are forming ad hoc

committees covering different subject areas and policy/legislation will be a priority this year if they can find enough Commissioners who are interested. The Committee emphasized that that advocacy needs to align with the County's legislative platform, so there needs to be communication with the County's legislative program. The Committee also emphasized the importance of having the Commissioners meet with their respective County Supervisors to ensure they are hearing and promoting the issues important to the District Supervisors.

The Committee was appreciative of the Commission's progress in growing and stabilizing its membership, achieving a meeting quorum and following open meeting procedures, the Herstories, and other innovative activities. She encouraged the Commission to bring to the BOS requests for policy or legislative support and assistance. The Committee welcomes the Commission's voice in policy development for women's services such a health and child care, and suggested meeting with County department heads to learn about the issues from the department's perspectives in addition to the community perspective.

Shauna mentioned using the balance of their grant funds to conduct a community needs survey at local events such as farmer's markets.

Larry Fernandes suggested that the Commission might want to consult with Trish Costello from San Mateo who runs an organization called Portfolio, which does venture capital investing predominantly in women's health. He noted a trend in the increasing amount of wealth under the responsibility of women.

Chair Andersen confirmed with Shauna that the Commission was doing its banking with the County, generating revenue through grants and event admission fees. Chair Andersen clarified that the County is not in a position to provide annual budgets for its nearly 80 advisory bodies but can sometimes find funds for one-time needs. Similarly, there are many philanthropic foundations that could be sponsors for specific events. The Committee also suggested reaching out to ORESJ.

Received

8. The next meeting is currently scheduled for June 23, 2025.

The Committee confirmed the next meeting date. Julie Enea advised that Sr. Deputy CAO Jason Chan would staff that meeting in Julie's absence.

Adjourn

Vice Chair Burgis adjourned the meeting at 11:43 a.m.

For Additional Information Contact: Julie.Enea@cao.cccounty.us



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-2406

Agenda Date: 6/23/2025

Agenda #: 4.

INTERNAL OPERATIONS COMMITTEE

Meeting Date: June 23, 2025

Subject: Draft of Guidelines for Public Art Program on County-Owned Utility Boxes
(Traffic Signal Boxes) - Review and Recommendation to Board of Supervisors

Submitted For: Warren Lai, Director

Department: Public Works Department

Referral No: IOC 25/**

Referral Name: County Public Art Policy

Presenter: Larry Theis, Theis Engineering and Warren Lai, Public Works Department

Contact: warren.lai@pw.cccounty.us <<mailto:warren.lai@pw.cccounty.us>>

Referral History:

On February 6, 2024, the Board of Supervisors referred to the Internal Operations Committee the development and recommendation of a policy and procedures governing placement of art on County property.

On September 9, 2024, the County Administrator's Office presented a draft County Public Art Policy to the Internal Operations Committee. The County Public Art Policy was approved by the Board of Supervisors on December 3, 2024, which included direction for the development of a program for public art on county owned utility boxes.

Referral Update:

The Public Works Department contracted with Theis Engineering to develop the attached Guidelines for Public Art Program on county-owned utility boxes. Theis Engineering reviewed several public agencies art programs on utility boxes.

Staff requests the Internal Operation Committee review and provide feedback on the draft guidelines to implement a Public Art Program on County-Owned Utility Boxes (Traffic Signal Boxes). The program is being established to provide guidelines for artists to submit their proposed artwork for a specific utility box location to the District Supervisor's Public Art Selection Committee (DPASC) for initial review and recommendation to the Countywide Public Art Advisory Committee. Once both committees have approved the proposed artwork, then the artist will apply to the Public Works Department for a special encroachment permit (specifically for Public Art on County-Owned Utility Boxes). This permit is proposed to be a no-fee permit and will not require the typical liability insurance or cash bond requirements to avoid discouraging artists from providing the art due to the out-of-pocket cost of permit fees or obtaining insurance coverage. The permit will specify the amount of time the artist will have to complete the artwork.

The guidelines provide specific details about who may apply for a permit, the length of time the artwork may remain in place, the process for requesting time extensions for artwork being displayed, restrictions on the type of dark color paint or use of vinyl wraps that increase heat buildup in the equipment cabinet, and restrictions on

what can be included in the artwork. The The Public Works Department will maintain the record of the artwork on County-owned utility boxes when the permits are issued.

Recommendation(s)/Next Step(s):

Consider draft guidelines and provide direction to the Public Works Department on any revisions to place on a future Board of Supervisors agenda for consideration.

Fiscal Impact (if any):

The Public Works Department received a general fund allocation of \$25,000 for FY 25-26 to fund the development of the program. There will be a modest fiscal impact to implement this Program. The staff costs of administering the Art Approval process and issuing an encroachment permit, including inspection costs, will be funded by the Public Works Building Maintenance Budget. In an effort to promote the program, the County will not seek to recover actual costs from artists.

The County Public Art Policy states the Public Art Program on County-Owned Utility Boxes includes artist design stipends. The initial Board allocation of \$25,000 will not be available to provide artist stipends. The Public Works Department proposes stipends are at the discretion of Board members and available funding.

Attachments:

Guidelines for Public Art Program on County-Owned Utility Boxes (PDF)



Contra Costa County
Public Works
Department

GUIDELINES FOR PUBLIC ART PROGRAM ON COUNTY-OWNED UTILITY BOXES



June 23, 2025

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I. PURPOSE

The Public Art on County-Owned Utility Box Program aims to foster partnerships among community organizations, neighborhoods, and residents by beautifying Contra Costa County's owned utility boxes. This initiative, identified in the County Public Art Policy, brings vibrant, colorful artwork to the streetscape, enhancing the visual appeal of our community.

II. OBJECTIVE

The Public Art on County-owned Utility Box Program supports initiatives to promote public art and facilitates the process of beautifying Contra Costa County-owned traffic signal boxes.

III. OVERVIEW

Contra Costa County (County) supports the incorporation of public art on County owned utility boxes. County-owned utility boxes include but are not limited to traffic signal boxes, irrigation controller boxes, and others. The majority of the County-owned utility boxes are traffic signal boxes. The County owns approximately 155 traffic signal boxes throughout the unincorporated area of the County. Each Supervisory District has approximately 15-45 traffic signal boxes. The Department of Public Works, which operates and maintains these boxes, will allow beautification displays (for a limited time) under this program. An Encroachment Permit from Public Works is required to install public art on County-owned utility boxes. These guidelines outline the considerations for developing a public art project, art/artist requirements, and the application and review process to obtain an encroachment permit.



IV. PUBLIC ART ON COUNTY-OWNED UTILITY BOX CONDITIONS

1. Artist-Applicants must reside in Contra Costa County. If an interested person is under 18 years old, that person must have a parent/guardian provide signatures to apply for the art approval process and to eventually apply for a permit.
2. County retains ownership of the utility box, whether or not the cabinet is painted.
3. The County shall not be liable for any costs incurred by the applicant/artist.
4. The public art on county-owned utility box is considered a Temporary Public Art. A Temporary Public Art means an artwork intended to be exhibited for a limited period of time, 5 years or less. Artwork created under this program will be the sole property of the County. As such, the County retains the right and sole discretion to remove, modify, or replace the artwork.

The availability of the County-owned boxes for public art will be determined by a first-come, first-serve basis. The order will be based on the approval sequence by the Public Art Advisory Committee. Once an artwork is approved, the artist-applicant will have six months to obtain the encroachment permit from Public Works and complete the artwork; otherwise, the artist will need to reapply. The initial approval duration will be for 3 years. The 3-year period commences with the issuance of the Encroachment Permit. The artist must assume responsibility for maintenance, including but not limited to, addressing vandalism, graffiti, environmental exposure, dilapidation, etc. of the artwork during these 3 years. Public Works is not responsible for maintaining or refreshing the artwork. At the sole discretion of the Public Works Director, Public Works may remove or cover the artwork. After 3 years, the artist can choose to resubmit the existing artwork for a new 3-year renewal or others may submit a different artwork to replace the existing artwork on a first come, first serve basis. If after 3 years, the artist does not resubmit the artwork for renewal through the encroachment permit process, at the sole discretion of the County, the County may repaint the County-owned utility box or continue to leave the artwork on the County-owned utility box indefinitely.

At any time, at the sole discretion of Public Works, the County-owned utility box may be replaced. Public Works will not replace any existing artwork. The new County-owned utility box will be eligible for new artwork.

County will retain the right to use the final artwork otherwise as needed and reserve the right to modify artwork if necessary. County will reserve the right to use the image on social media or for other purposes.

5. County-owned utility boxes vary in size. The artist is responsible for providing all supplies to complete the project, including but not limited to, sanding, priming, and painting.
6. The artwork may only be painted directly on the outside of the County-owned utility boxes. The artwork may **NOT** be applied to the County-owned utility boxes as vinyl wraps (except in District I where the weather is more moderate and there is a less chance of equipment overheating). Paint must be rated for outdoor. Spray paint is prohibited. Artwork must be painted in fade-resistant acrylic paint.
7. To prevent heat buildup, light-colors are encouraged for artwork on County-owned boxes. No more than 25% of the surface area should be covered with dark colors. Light colors are defined as those with high reflectance, such as white, light gray, pastel shades, and other colors that reflect more light than they absorb. Dark colors, on the other hand, include black, dark gray, deep reds, blues, and other hues that absorb more light than they reflect. Light Reflectance Value (LRV) quantifies the lightness and brightness of a color on a scale from 0% (absolute black) to 100% (perfect white). Colors with a LRV of 60% or higher are generally considered light colors, while those below 60% are considered dark colors.

Below is the reference table to help determine if a color is considered light or dark based on its LRV.

Light Colors	LRV (%)	Dark Colors	LRV (%)
White	85-100	Medium Gray	40-60
Light Gray	70-85	Dark Gray	20-40
Pastel Shades	60-70	Black	0-20

8. Anti-graffiti coating must be applied to all County-owned utility box artwork.

9. Paint shall NOT be applied over keyholes, warning labels, box ID number, codes, meters, handles, or other restrict function of or access to the County-owned utility box.
10. The artwork cannot restrict any vents or airflow through the boxes, during or after installation. County crews must always be able to fully access the components inside the County owned utility box.
11. Any masking tape or prep materials must be removed upon completion. Any spilled paint on the sidewalk, pedestal, or adjacent ground must be cleaned immediately.
12. Use of heat guns or heat lamps is prohibited.
13. Artwork must be:
 - a. Appropriate for all ages.
 - b. Original (not identical to another artwork on any utility box, County-owned or not).
14. The artwork must **NOT** contain:
 - a. Brands, copyrighted, intellectual property, or trademarked material.
 - b. Plagiarized, stolen, or copied from any other sources.
 - c. Logos, words, letters, or numbers that could be constituted as a sign.
 - d. Written materials (words/sentences)
 - e. Promotional or advertising material for any community group, organization, or business
 - f. Promote violence, nudity, alcohol, cannabis, illegal drugs, or any illegal activity.
 - g. Explicit material
 - h. Political messaging (statement, or person)
 - i. Religious messaging (references, symbols, or numbers)
 - j. Discriminatory matter
 - k. Portrays obscene, vulgar, profane, or scatological acts.
 - l. Resemble a traffic control device or regulatory sign.
 - m. Contain reflective material, mirror, or cause a glare.
 - n. Defame any person, alive or deceased.
 - o. Addresses, phone numbers, email addresses, URL's social media handles/tags/links

15. The name of the artist may be included on the artwork but shall be limited to no more than 2" tall x 10" wide letter block, located on no more than two sides of any traffic signal box, and placed in the lower one-third of the artwork. Artist name shall not detract from the artwork.
16. All County roads shall remain open in all directions at all times. The work shall not require any lane closures.
17. Artists may use traffic cones, barricades, or signs to outline the work area but may not interfere with pedestrian and vehicular traffic. The use of these traffic control devices shall not obscure existing traffic signs, encroach onto the traveled way, or impede the movement of traffic.
18. The County strongly recommends that each artist-applicant has their own insurance coverage (medical, liability) for his/her own protection.

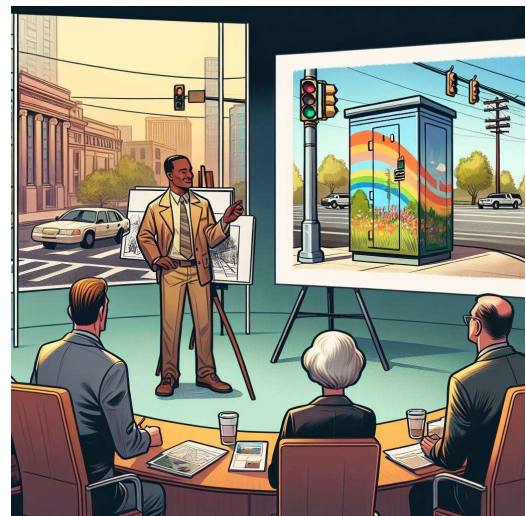
V. PROCESS

1. County-owned Utility Box Availability

If there is existing artwork on the County-owned utility box, contact the Public Works Permit Center to inquire if the box is available for repainting. Although a County-owned utility box can be repainted three years from the date the encroachment permit was issued, the County highly recommends that Artists look for a County-owned utility box without artwork before considering painting over existing artwork.

2. Design Review Package

Each District Supervisor will establish a District Public Art Selection Committee (DPASC). The Artist-Applicant will submit the proposed artwork to the District's Public Art Selection Committee for initial review, approval, and recommendation to the Public Art Advisory Committee (PAAC). The Artist will contact the respective District Supervisor office to submit the Design Review Package (Attachment A). A copy of the review package is attached to these guidelines. If the artwork proposal is recommended by DPASC, the District Supervisor office will forward the artwork



proposal to the PAAC for review and approval. After the PAAC approves the artwork proposal, the Artist-Applicant will contact Public Works to apply for an Encroachment Permit.

3. Public Works Encroachment Permit

The Artist-Applicant will contact County Public Works to apply for a Public Works Encroachment Permit. The Artist-Applicant will attach the approved design review package as part of the Encroachment Permit submittal (Attachment B). Once the encroachment permit is issued, the Artist-Applicant will become a Permittee approved to install their art.

The County will waive all fees, bonds, and insurance requirements for this type of Encroachment Permit. The permittee will not be required to submit an insurance certificate; however, the County strongly recommends that each permittee has some type of liability and/or medical insurance for his/her own protection.



VI. RECORD

Public Works will maintain the record of the artwork on the County-owned utility boxes via an on-going status spreadsheet which will be kept on file by the Permit Center technician.

Attachment A: Design Review Package

PUBLIC ART ON COUNTY-OWNED UTILITY BOX PROGRAM



Review Package for District Public Art Selection Committee Review (DPASC) and Public Art
Advisory Committee (PAAC)

DPASC Application

Supervisor District: _____

Permittee Name: _____

Address: _____

Home phone: _____

Cell Phone: _____

Email: _____

Proposed County-owned utility box location (cross streets or address): _____

Title of Artwork: _____

Waiver and Release

I represent that I am the author of and owner of all rights in and to the Artwork and that I have the sole and exclusive right to make within the grant of rights, including but not limited to moral rights, that neither I nor anyone else has any contractual or other arrangements which will interfere with rights herein granted and warrant that the rights herein granted will not infringe on the rights of any third party and that the consent or permission of no other party is required by Contra Costa County (County) in connection with the use of the Artwork. I agree to indemnify and hold County harmless from and against any and all liability, damages, claims and demands of whatever kind and nature, either in law or in equity, which arises or may hereafter arise from the County's use or display of the Artwork or in connection with the breach or alleged breach of my representation and/or warranty made hereunder.

Permittee Signature: _____

Name (print): _____

Date: _____

District Public Art Selection Committee Review

DPASC Recommendation: ☐ **Recommended**

☐ **Not Recommended**

Review comments from the DPASC Review:

DPASC committee chair signature: _____

Name (print): _____

Date: _____

Additional notes, if any, from District Supervisor Office:

District Supervisor/Staff signature: _____

Name (print): _____

Date: _____

Public Art Advisory Committee (PAAC) Review

PAAC Approval: ☐ **Approved**

☐ **Not Approved**

Review comments from the PAAC Review:

PAAC committee chair signature: _____

Name (print): _____

Date: _____

Additional notes, if any, from PAAC Staff:

PAAC Staff signature: _____

Name (print): _____

Date: _____

[illegible]

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Attachment B: Encroachment Permit



Contra Costa County
Public Works
Department

Construction Inspector:

Permit No.: _____

Road No.: _____

Area _____

TBM _____

USA No.: _____

Fed Tax ID No.: _____

APPLICATION AND PERMIT CENTER

ENCROACHMENT PERMIT: PUBLIC ART ON COUNTY-OWNED UTILITY BOX

Rev 02/21/25

For Office Use Only

Type of Encroachment Permit: ☒ Small ☐ Large ☐ Utility

Permit Violation ☐

Permit Fee \$ **Waived** Inspection Fee \$ **Waived** Cash Bond \$ **None** Receipt No.: G- N/A

Permit to do work in accordance with Title 10 of the Ordinance Code of Contra Costa County, County Standard Plans and Specifications, and any Special Requirements shown or listed herein. ***Read both sides of this Permit and all the attachments carefully. Keep this Permit at the work site.***

Permittee

: _____

Contact Person:

Address: _____

Telephone No.: _____

City/State/Zip: _____

Fax No.: _____

Email Address: _____

Cell Phone No.: _____

Expiration Date: All work described in this permit, including clean-up, shall be completed on _____
If all work covered by this permit, including clean-up is not completed by this date, you must acquire a new permit.

Permitted Activity: Public Art on County-owned Utility Boxes

Location:

Intersection _____

GPS Coordinates _____

Latitude/Longitude _____

Emergency Contact: _____

Cell Phone No.: _____

Items Attached or Referred to Herein and Made Part Hereof:

Design Review Package (with Public Art Advisory Committee approval)

The Permittee agrees to save, indemnify and hold harmless the County of Contra Costa, its officers, employees and agents from all liabilities imposed by law by reason of injury to or death of any person(s) or damage to property, including without limitation liability for trespass, nuisance or inverse condemnation, which may arise out of the work covered by this permit and does agree to defend the County, its officers, employees and agents against any claim or action asserting such a liability. Accepting this permit or starting any work hereunder shall constitute acceptance and agreement to all of the conditions and requirements of this permit and the ordinance and specifications authorizing issuance of such permit.

Signature of Permittee: _____

Date: _____

Print Name: _____

By: _____

Date: _____

Robert B. Hendry III, Senior Engineering Technician

For: Warren Lai, Public Works Director, Contra Costa County

☐ Work Completed

☐ Expired

☐ APPLY PENALTY – No Inspection Requested

Inspector: _____ Date: _____

Date:

Date:

Date:

G:\grpdata\engsvc\Permit Center\Permit Forms\Encroachment Permit Forms\Encroachment Permit Bike-Foot Race Master 24.docx

" Accredited by the American Public Works Association "

255 Glacier Drive, Martinez, CA 94553-4825

Main Office (925) 313-2000 • Direct (925) 374-2136 • Fax (925) 313-2021 • email: pw.permits@pw.cccounty.us

www.cccpublicworks.org

STANDARD PUBLIC ART ON COUNTY-OWNED UTILITY BOX PROGRAM PERMIT CONDITIONS

1. **ARRANGE** for an **INSPECTION** by phoning _____ or email _____ **@pw.cccounty.us** *at least* two working days before you begin the artwork. If you cannot reach the inspector contact the construction office at (925) 313-2320. **STARTING ARTWORK WITHOUT NOTIFICATION IS SUBJECT TO A PENALTY OF \$100.**
2. You must schedule a **FINAL INSPECTION** by phoning your inspector.
3. THE INSPECTOR may modify this permit to meet field conditions.
4. All painting and art work installation shall be performed during daylight hours only (between sunrise and sunset).
5. No paint shall be applied when the ambient temperature is below 50 degrees F or during precipitation/rain.
6. The applicant shall ensure that no paint or runoff from the cleanup reaches the gutter and/or storm drain inlet. No rinsing or spraying down the sidewalk or ground is allowed.
7. <<<ADD MORE - Copy from the program section IV when the program doc has been finalized>>>



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-2407

Agenda Date: 6/23/2025

Agenda #: 5.

INTERNAL OPERATIONS COMMITTEE

Meeting Date: June 23, 2025
Subject: Use of County Parks Policy
Submitted For: Warren Lai, Director
Department: Public Works Department
Referral No: IOC 25/
Referral Name: Parks Policy
Presenter: Rochelle Johnson
Contact: Rochelle.johnson@pw.cccounty.us

Referral History:

The County Ordinance Code includes parks use restrictions, hours of use, and required permits, however there is not a comprehensive County policy that includes all park rules. At the June 10, 2025, Board of Supervisors meeting, the Public Works Director recommended a referral to this committee to develop a parks use policy.

Referral Update:

Public Works and County Counsel staff researched other public agencies' park policies and developed the draft policy for Internal Operations Committee review. The draft policy includes references to rules already codified in the County Ordinance Code.

Approval of the parks policy will assist County staff with communicating all park rules in one document and eliminate confusion for park users. The Public Works Department will be responsible for the park policy, communicating the policy to park users, and will work with the appropriate department when enforcement concerns arise.

Recommendation(s)/Next Step(s):

CONSIDER draft policy on use of County parks and PROVIDE direction to the Public Works Department on any revisions to the policy for future consideration by the Board of Supervisors.

Fiscal Impact (if any):

There is no fiscal impact associated with a policy.

Attachment:

Draft Use of County Parks Policy

CONTRA COSTA COUNTY

Use of County Parks Policy

1.0 PURPOSE

The purpose of this policy is to provide rules and regulations for the use of County parks to ensure park visitor safety and preserve the parks.

2.0 POLICY

This policy covers all Contra Costa County-owned parks. The County Ordinance Code codifies additional park rules, many of which are referenced in this policy.

3.0 BACKGROUND

Parks are an important community resource providing green spaces that promote recreation and enhance the quality of life for the community and park users. Park policies must balance rules and regulations that preserve park benefits for present and future generations while acknowledging and respecting the public's use of parks for expressive activity.

4.0 RULES AND REGULATIONS

- A. Hours of Use. No person may remain in a county park at any time between the hours of ten p.m. and six a.m. the following day. (CCC Ord. Code, Art. 1110-2.8.)
- B. Prohibitions on Use.
 - 1. No person may consume or sell alcohol in a county park without prior written permission from the public works director. (CCC Ord. Code, Art. 1110-2.6.)
 - 2. No person may use tobacco, cannabis, or narcotics of any form in a county park. (CCC Ord. Code, Art. 1110-2.7.)
 - 3. Littering is prohibited. Only garbage generated from activities within a county park may be deposited in garbage, compost, or recycling bins within the county park. All garbage must be deposited in any available garbage, compost, or recycling bins. If no bins are available, or if all bins are full, visitors must remove their garbage from the park.
 - 4. No person may sell, offer for sale, or distribute to the public generally, any food or drink without prior permission and all required Environmental Health permits or other authorizations.
 - 5. No person shall operate a motor vehicle in a county park without prior written permission from the public works director, except authorized emergency or maintenance vehicles. (CCC Ord. Code, Art. 1110-2.4.)
 - 6. Use of skateboards, electric scooters, and ebikes is prohibited.
 - 7. Camping is prohibited.
 - 8. Nothing may be posted on county buildings, benches, trees, bulletin boards, or other areas within a county park without prior permission.
 - 9. Sound amplification is prohibited without prior permission.

10. Glass bottles, beverage glasses, and other breakable glass containers are prohibited.
 11. Tumbling, re-bounding, jumpers, bounce houses, inflatables, and trampoline-like devices are prohibited.
 12. Barnyard animals such as ponies or petting zoo animals are prohibited.
 13. Dogs must be leashed while in a county park, using a leash that is no longer than six feet in length.
 14. Dangerous dogs, as defined in County Ordinance Code, Chapter 416-18, are prohibited in county parks.
 15. Tents, umbrellas, canopies, awnings, and other removable structures are prohibited without prior permission.
 16. The use of stakes or other devices that pierce the turf or landscape areas is prohibited.
 17. Open flames are prohibited except in designated barbecue areas. No outside barbecues or grills may be used without prior permission. All coals must be properly smothered and removed. Dumping of coals in garbage bins or on the ground is prohibited.
 18. Explosives (defined in Health & Safety Code, Section 12000), fireworks (defined in Health & Safety Code, Section 12511) and firearms (defined in Penal Code, Section 12001), air guns, bows and crossbows, slingshots, paintball guns, blowguns, and throwing knives and stars, are prohibited in county parks.
- C. Permit Requirements. Groups of 20 or more persons and organized sports leagues may use a county park only pursuant to a permit issued by the public works director. Use of a county park under a permit is subject to the terms and conditions of the permit, as well as this bulletin, and may incur costs to permittee for insurance, permits, and outdoor restroom and hand washing facilities. (CCC Ord. Code, Art. 1110-2.10.)
- D. Unauthorized Commercial Activity During County Events. During a county-sponsored event held in a county park, no person shall conduct business, display merchandise, conduct any occupation or profession, or provide services in the county park except as may be authorized in advance by, and within the location designated by, the public works director.
- E. Expressive Activity.
1. Expressive activity includes all forms of speech and expression including the distribution of information, solicitation of funds, collection of signatures, and performances.
 2. The County is committed to providing the right to engage in expressive activity on public property as protected by both the United States

Constitution and the California Constitution. County parks serve as traditional forums for expressive activity.

3. Expressive activity may not obstruct the use of the county park or obstruct the safe flow of pedestrians through a county park or its surrounding walkways or streets.
 4. Expressive activity may not block emergency ingress or egress to a county park.
- F. Prior Permission. Any written request for prior permission or a permit required under this policy must be submitted to the Public Works Department at least 30 days prior to the activity for which permission or a permit is sought.