



CONTRA COSTA COUNTY

AGENDA - PUBLISHED

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

Tuesday, November 11, 2025

7:00 PM

Round Hill Country Club

3169 Round Hill Road, Alamo

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

1. Roll Call and Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).
3. Review and Approve Prior Meeting Minutes [25-4704](#)
Attachments: [P5 - October 2025 Minutes](#)
4. Financial Report [25-4705](#)
Attachments: [P5 Roundhill FY25-26 Period 3](#)
5. P5 October 2025 Report [25-4706](#)
Attachments: [P5 - October 2025 Report](#)
6. Adjourn

The next meeting is currently scheduled for December 9, 2025.

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 309 Diablo Road, during normal business hours. Staff reports related to items on the agenda are also accessible online at www.contracosta.ca.gov.

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



CONTRA COSTA COUNTY

Staff Report

1025 ESCOBAR STREET
MARTINEZ, CA 94553

File #: 25-4704

Agenda Date: 11/11/2025

Agenda #: 3.



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

Minutes of Meeting on October 21, 2025

Committee Members in Attendance: Jason Hill, Lee Mlejnek, Mark Cordone, Corey Berla, Jason Dudum

Committee Members Absent: Bernard Corey, Mark Young, Rich Johnson

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

The P-5 Advisory Committee was held at Round Hill Country Club. Jason Hill called the meeting to order at 7:05 PM. The September Minutes were approved with no corrections.

Public Comment: none

Financial Report: Mark Young was not in attendance at the meeting but had included financial reports in the most recent email from Cameron Collins.

P-5 Activity Report: Deputy Shanks reported on three incidents in September including a domestic violence between a married couple and a grand theft from an unlocked vehicle.

Lieutenant Dickerson informed the Committee that there has been a surge in home burglaries in the San Ramon area and historically these surges can move north although Danville's statistics do not yet show increasing rates. As the holidays approach this trend could affect the P-5 jurisdiction. Mark Cordone requested that Lt. Dickerson and Deputy Shanks issue an official statement on the Sheriff's letterhead concerning this potential trend which Mark can distribute to Round Hill Property Owners to serve as a warning to all residents to remain

vigilant and safeguard their property and belongings. It was proposed that Corey Berla could convey a similar message to homeowners residing in Round Hill North Estates.

Lt. Dickerson advised the Committee that the Sheriff's office has engaged Peregrine which is an online searchable data base that will improve data reporting. He also advised the Committee that Deputy Shanks will be getting Radar and Lidar training early next year. The fee for this training will be \$529.00. Jason Hill made a motion to use P-5 funds to cover the \$529.00 tuition. It was seconded by Jason Dudum and carried unanimously.

In September there were 105 hours of overtime primarily due to the absence of Deputy Smith. There were no hours of outside assistance.

Old Business: The single Alamo Police District issue is on hold until Supervisor Andersen meets with Sheriff Livingston for a sign off on the merger.

New Business: The Committee will soon be considering a meeting day change to better conform with the availability of space to meet at the Round Hill Country Club.

The meeting was adjourned at 7:38

Respectfully submitted by Lee Mlejnek



CONTRA COSTA COUNTY

Staff Report

1025 ESCOBAR STREET
MARTINEZ, CA 94553

File #: 25-4705

Agenda Date: 11/11/2025

Agenda #: 4.

Financial Status Report Roundhill P5 FY 2025-2026														
FY 2025-2026 Fund 265500 Org 7655		Period 1 7/12-8/12	Period 2 8/13-9/11	Period 3 9/12-10/10	Period 4 10/11-11/13	Period 5 11/14-12/10	Period 6 12/11-1/13	Period 7 1/14-2/11	Period 8 2/12-3/11	Period 9 3/12-4/10	Period 10 4/11-5/12	Period 11 5/13-6/10	Period 12 6/11-7/13	Current Total
Beginning Fund Balance		761,337.60	1,039,534.29	984,907.97	1,308,511.62	1,308,511.62	1,308,511.62	1,308,511.62	1,308,511.62	1,308,511.62	1,308,511.62	1,308,511.62	1,308,511.62	1,308,511.62
REVENUE	Sub Obj.													
Taxes Current Property	9000	0.00	914.05	9,991.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,905.39
1% Property Tax Alloc. (Estimated Advance)	9010	329,161.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	329,161.80
Voter Approved Parcel Tax (Est. Adv.)	9100	0.00	0.00	355,353.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	355,353.30
Prop Tax Relief	9385	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Vehicle Code Fines	9150	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
In Lieu Taxes	9580	0.00	9.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.84
Total Revenue		329,161.80	923.89	365,344.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	695,430.33
EXPENDITURES	Sub Obj.													
Personnel Salary & Benefit Costs	1000	50,312.20	42,498.66	35,155.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	127,966.32
Officer Fixed Costs (liability ins, equip/supplies, comm charges)	3611	0.00	5,930.64	5,932.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,863.26
Uniform Allowance	2160	145.34	145.34	145.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	436.02
Service & Supplies	2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Membership	2200	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00
Property Tax Admin	3611	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Vehicles- Fleet Chgs	5011	0.00	4,468.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,468.00
Fire Dist. Emer Prep.	2200	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Misc Svcs/Supplies	3622	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
I.T Dept. Data Processing	3615	507.57	507.57	507.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,522.71
Depreciation	3560	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Spec Dept'l Exp	3612	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Spec Dept'l Exp	2479	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Assessor's Levy Fees	3530	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
I.T. Dept. Info Security	3626	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Taxes & Assessments	3630	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures		50,965.11	55,550.21	41,740.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	148,256.31
Estimated Ending Fund Balance		#####	984,907.97	1,308,511.62	1,308,511.62	1,308,511.62	1,308,511.62	1,308,511.62	1,308,511.62	1,308,511.62	1,308,511.62	1,308,511.62	1,308,511.62	1,308,511.62

Monthly Officer Fixed Cost Detail Report Roundhill P5 FY 2025-2026														
FY 2025-2026 Fund 265500 Org 7655		Period 1 7/12-8/12	Period 2 8/13-9/11	Period 3 9/12-10/10	Period 4 10/11-11/13	Period 5 11/14-12/10	Period 6 12/11-1/13	Period 7 1/14-2/11	Period 8 2/12-3/11	Period 9 3/12-4/10	Period 10 4/11-5/12	Period 11 5/13-6/10	Period 12 6/11-7/13	Current Total
Personnel Fixed Costs	Sub Obj.													
Retiree Health Cost	3611	0.00	2,588.20	2,590.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,178.38
Other Post Emp Benefits	3611	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Operational Fixed Costs														
Communications Costs	3611	0.00	854.28	854.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,708.56
Liability Insurance	3611	0.00	2,238.16	2,238.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,476.32
Supplies/Svcs Costs	3611	0.00	250.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
Total Expenditures		0.00	5,930.64	5,932.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,863.26

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

Traffic Safety Fund Report

Roundhill P5

FY 2025-2026

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

Notes to Traffic Safety Fund:

Interest revenues are distributed once annually in Period 12

Expenditures are approved individual purchases or are related to investment costs



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4706

Agenda Date: 11/11/2025

Agenda #: 5.

Advisory Board: P5 Round Hill Police Committee

Subject: October 2025 Report

Presenter: Deputy Shanks

Round Hill



October 2025

Monthly Report

Table of Contents

Page 1: Patrol Schedule

2: Activity Log

3: Incident Summary

4: Information Sheet

5: Traffic Info

2025
October

ROUNDHILL PATROL SCHEDULE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
			SHANKS	SHANKS		
					NONE	SHANKS
						13.33
5	6	7	8	9	10	11
	SHANKS	SHANKS	SHANKS	SHANKS		
SHANKS					HOFFMAN	SHANKS
8.5					10	13.33
12	13	14	15	16	17	18
	SHANKS	SHANKS	SHANKS	SHANKS		
SHANKS					NONE	SHANKS
12.67						12.67
19	20	21	22	23	24	25
	SHANKS	SHANKS	SHANKS	SHANKS		
SHANKS					HOFFIE	NONE
13.33					13.33	
26	27	28	29	30	31	
	SHANKS	SHANKS	SHANKS	SHANKS		
NONE					NONE	

Organization #2531

Overtime Hours
Holiday Pay OT
Training OT
Court OT

97.16

Total	97.16
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OCTOBER 2025 ACTIVITY REPORT

ALARM CALLS- 16

AREA CHECKS -27

PATROL REQUEST- 33

SUSPICIOUS VEHICLE-1

VEHICLE STOP WITH CITE -1

VEHICLE STOP NO CITE-5

SERVICE TO CITIZEN -2

VACATION HOUSE CHECK -5

MEDICAL CALLS - 7

BURGLARY-O

THEFT-0

OTHER FELONY-O

OTHER MISD -0

Incident Summary

No significant events occurred in the month of October.

Month: September2025

OVERTIME/PATROL VEHICLE/OUTSIDE ASSISTANCE

TOTAL OVERTIME: 97 Hrs

40 Hrs Patrol / 0 Hrs Holiday / 0 Hrs Training / 0 Hrs Court

PATROL VEHICLE:

Unit: #3313

2020 Chevy Tahoe, (CA/1613298)

