



# CONTRA COSTA COUNTY

## AGENDA

### Economic Development Committee

Supervisor Diane Burgis, Chair

Supervisor Candace Andersen, Vice Chair

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**Monday, December 1, 2025**

**10:30 AM**

**3361 Walnut Boulevard, Suite 140,  
Brentwood, CA 94513 |**

**309 Diablo Road, Danville, CA 94526**

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#### **ZOOM LINK**

**<https://cccounty-us.zoom.us/j/88506560273> |**

**Call in: 888 278 0254 US Toll-free Access code: 841892**

**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. Introductions
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. REVIEW and APPROVE Meeting Record from October 6, 2025 [25-4934](#)  
**Attachments:** [DRAFT Economic Development Committee 10.6.25](#)
4. DIRECT Staff to Convene a Series of Contra Costa Business Collaborative Series of Business Round tables in 2026 [25-4935](#)
5. RECEIVE Presentation on Findings from the Unincorporated Spring Business Survey, and DIRECT Staff to Coordinate with Application Permit Center (APC) [25-4936](#)  
**Attachments:** [10.6.25 Econmic Development Presentation BluDot](#)
6. RECEIVE Report From and/or Provide Direction to Staff Regarding County Economic Development Work Program [25-4937](#)
7. The next meeting is currently scheduled for February 2026
8. 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](http://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: Alyson Greenlee 925-655-2783 or [Alyson.Greenlee@dcd.cccounty.us](mailto:Alyson.Greenlee@dcd.cccounty.us)



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-4934

**Agenda Date:** 12/1/2025

**Agenda #:** 3.

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Advisory Board: Economic Development Committee

Subject: REVIEW and APPROVE Meeting Record from October 6, 2025

Presenter: County Staff

Contact: Alyson Greenlee, Economic Development Manager, 925-655-2783

### Information:

This is a recurring item of this committee.

### Referral History and Update:

See attachment.

### Recommendation(s)/Next Step(s):

REVIEW and APPROVE meeting record from October 6, 2025.

# **CONTRA COSTA COUNTY ECONOMIC DEVELOPMENT COMMITTEE– Meeting Record**

**October 6, 2025 10:30 A.M. In Person/Via Zoom**

**Supervisor Candace Andersen, District II**

**Supervisor Diane Burgis, District III**

## **1. Welcome and Introductions**

Supervisor Andersen called the meeting to order at 10:30 AM. Supervisors Andersen and Burgis introduced themselves.

## **2. Public comment on any item not listed on this agenda.**

No public comments.

## **3. REVIEW and APPROVE meeting record of August 7, 2025, Contra Costa County Economic Development Committee**

Sup. Burgis approved of the meeting minutes, as did Sup. Andersen. Will pass on to the BOS.

## **4. RECEIVE presentation on the Northern Waterfront Priority Production Areas Project (Joanna Jansen, Placeworks)**

- PPAs Program began in 2019 by MTC
- Informs Plan Bay Area
- Purpose of PPA work is to identify supporting clusters of industrial, commercial, and logistical businesses
- The program is intended to preserve existing areas that can add jobs and ignite economic growth
- The BOS and/or City Council's nominate a site within their boundaries to be included within the program
- Contra Costa's PPAs are located along the Northern Waterfront

- This work is building upon the 2019 Northern Waterfront Economic Development Strategic Action Plan
- Project Scope
  - Inventory of Industrial Land
  - Infrastructure Capacity Analysis
  - Update NWEDI Plan
  - Develop Web-ready economic roadmap
  - Development and/or implementation of tools and materials across PPAs
- Joanna Jansen demoed the web-tool that will power various layers focused on industrial lands within the PPAs
  - Local jurisdiction general plans and zoning ordinances will be incorporated into the web-tool
  - Other layers will provide info on energy providers and environmental hazards
- Upcoming Work
  - Transportation and Goods Movement Analysis
  - Infrastructure Capacity Analysis
  - Review of how regional and global economic conditions are affecting the Northern Waterfront
  - Update five core industry clusters of the NWEDI Strategic Plan
  - Evaluate Northern Waterfront Communities market conditions
  - Conduct at least 10 site studies and assess their suitability for various industries that would best fit into the region

## **5. RECEIVE report from and/or PROVIDE direction to staff regarding County Economic Development Work Program**

- County received notification of \$1.2 million grant from the EPA for Brownfield Assessments
- County staff participated in the California Creative Land Recycling Conference and
- The County responded to the U.S. EDA with a signed request to carry forward the application for a \$1.2 million grant to support the pre-development strategy for high-performance battery manufacturing on the Northern Waterfront
- TeamCA MTC 2025 event planning coming to a close as the November event nears. County Staff are finalizing bus tour details and creating

- Economic Development staff coordinated with the 19 cities in addition to Workforce Development of Contra Costa County on August 20, 2025
- County Staff responded to an RFI from Go-Biz

#### **6. Committee Member Comments**

- The committee asked for a district breakdown for bludot business owner inquires. Where are these businesses located that are requesting assistance from County Staff
- The committee requested county staff to compare YoY business movement in and throughout the unincorporated county

#### **7. Adjourn to the next meeting (December 1, 2025)**

Sup. Burgis adjourned the meeting.



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-4935

**Agenda Date:** 12/1/2025

**Agenda #:** 4.

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Advisory Board: Economic Development Committee

Subject: DIRECT Staff to Convene a Series of Contra Costa Business Collaborative Series of Business Round tables in 2026

Presenter: County Staff

Contact: Alyson Greenlee, Economic Development Manager, 925-655-2783

Information:

See staff report.

Referral History and Update:

At its meeting on February 20, 2025, the Committee received a presentation from the City of Antioch's Antioch Business Collaborative. At its meeting on August 4, 2025, the Committee received a presentation from George E. Carter III on the Business Enhancement Support Team (BESTeam), a program that was an Award of Excellence Winner from the California Association of Local Economic Development (CALED) for the Workforce Development Board of Contra Costa County. In that meeting, Committee members provided direction to County Staff to bring a recommendation back to the Committee.

The recommendation is for the ED Committee to direct staff to convene a series of roundtables for a "Contra Costa Business Collaborative" to take place in 2026. These roundtables would be held in various locations within Contra Costa County over 2026, with the first roundtables to be held in Districts III and II.

Recommendation(s)/Next Step(s):

DIRECT Staff to Convene a Series of Contra Costa Business Collaborative Series of Business Round tables in 2026



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
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## Staff Report

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**File #:** 25-4936

**Agenda Date:** 12/1/2025

**Agenda #:** 5.

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Advisory Board: Economic Development Committee

Subject: RECEIVE Presentation on Findings from the Unincorporated Spring Business Survey, and DIRECT Staff to Coordinate with Application Permit Center (APC)

Presenter: County Staff

Contact: Alyson Greenlee, Economic Development Manager, 925-655-2783

Information:

See presentation attached.

Referral History and Update:

At its meeting on October 6, 2025, the Committee requested that staff provide a breakdown for Bludot business owner enquiries by supervisorial district. Where are these businesses located that are requesting assistance from County staff, and YoY business movement in and throughout the unincorporated county.

Recommendation(s)/Next Step(s):

RECEIVE presentation on Findings from the Unincorporated Spring Business Survey, and DIRECT Staff to Coordinate with Application Permit Center (APC)

# Contra Costa County Unincorporated Areas Business Survey -Update

Alyson Greenlee

October 6, 2025

# How Can the Public Contact Us?

## OPENING A BUSINESS

Congratulations on making the decision to open a business in Contra Costa County! We welcome your business and look forward to seeing you open your doors.

### Preparing for Success

When starting a new business, there are many important decisions to make along with the requirements that must be addressed. This page is provided to assist you in the local permitting components of starting your business in the unincorporated communities of Contra Costa County.

The County offers business development and tailored referrals through ombuds-services. Contact [George](#) or [Salvador](#) for more information or fill out the [Contact Us form](#).



Contra Costa County

### Business Assistance Form

Please provide your contact information and a brief response. Thank you.

#### 1. Contact Info\*

Enter short answer

#### 2. How may the Economic Development team assist you, today?\*

Enter paragraph

Submit

► NEWS AND EVENTS

► RESOURCES FOR BUSINESS

▼ CONTACT US

For information about the opportunities for businesses to grow in our region, contact us today:

**Alyson Greenlee**

Economic Development Manager

[Email Alyson](#)

**George Carter**

Economic Development Project Manager

[Email George](#)

**Salvador Morales**

Economic Development Planner

[Email Salvador](#)

# Business Breakdown



According to County Tax  
Collector

4,378 businesses are active in  
unincorporated Contra Costa  
Approximately employing 23,720  
employees



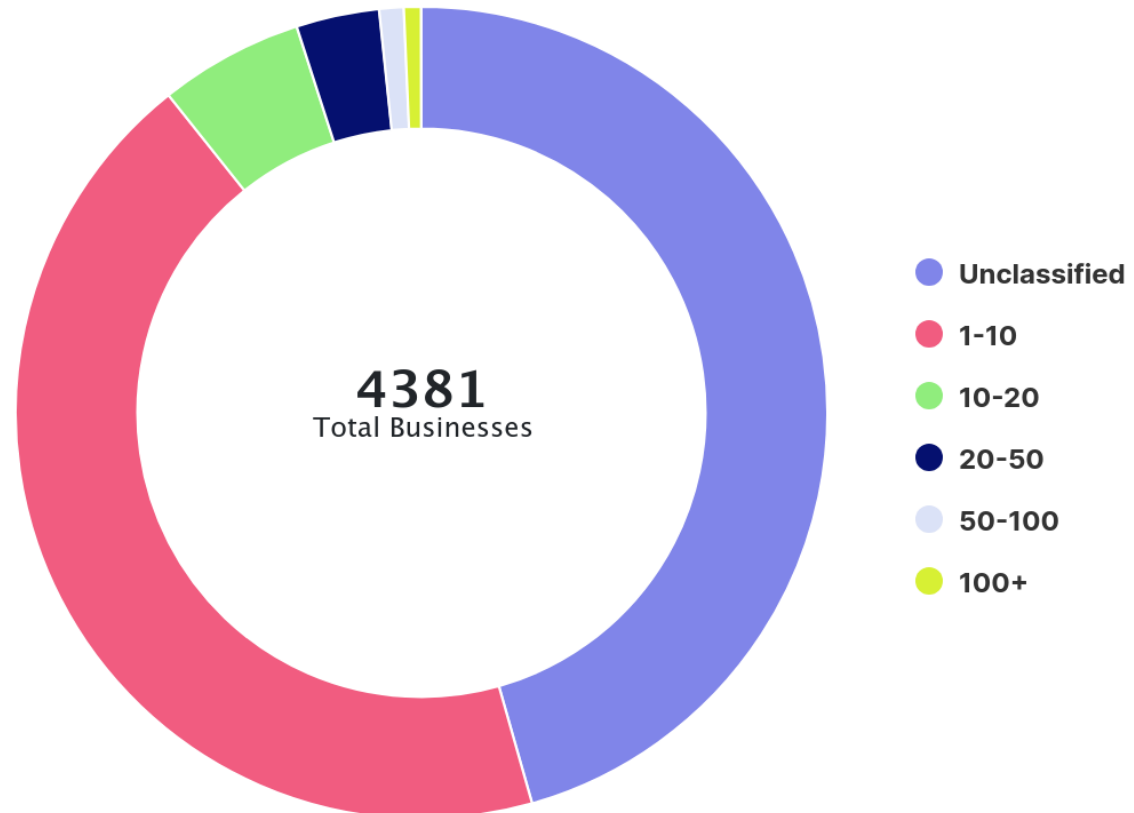
Businesses are employing an average of 10 people



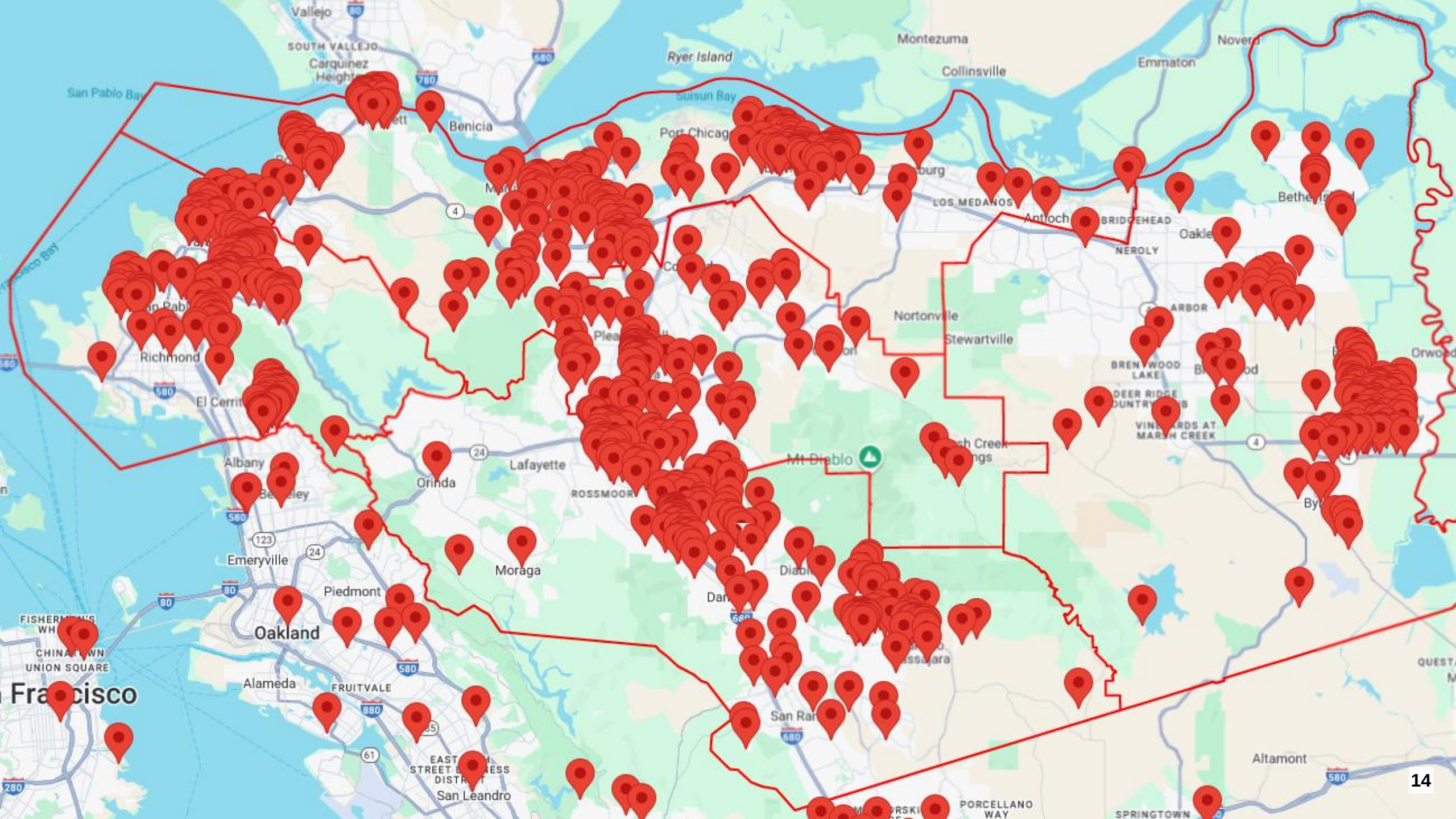
1,801 businesses have emails  
attached to their business

Email is not a requirement on the  
Business License application which leads  
to missing pivotal contact information

# Business Size



# Supervisory Districts

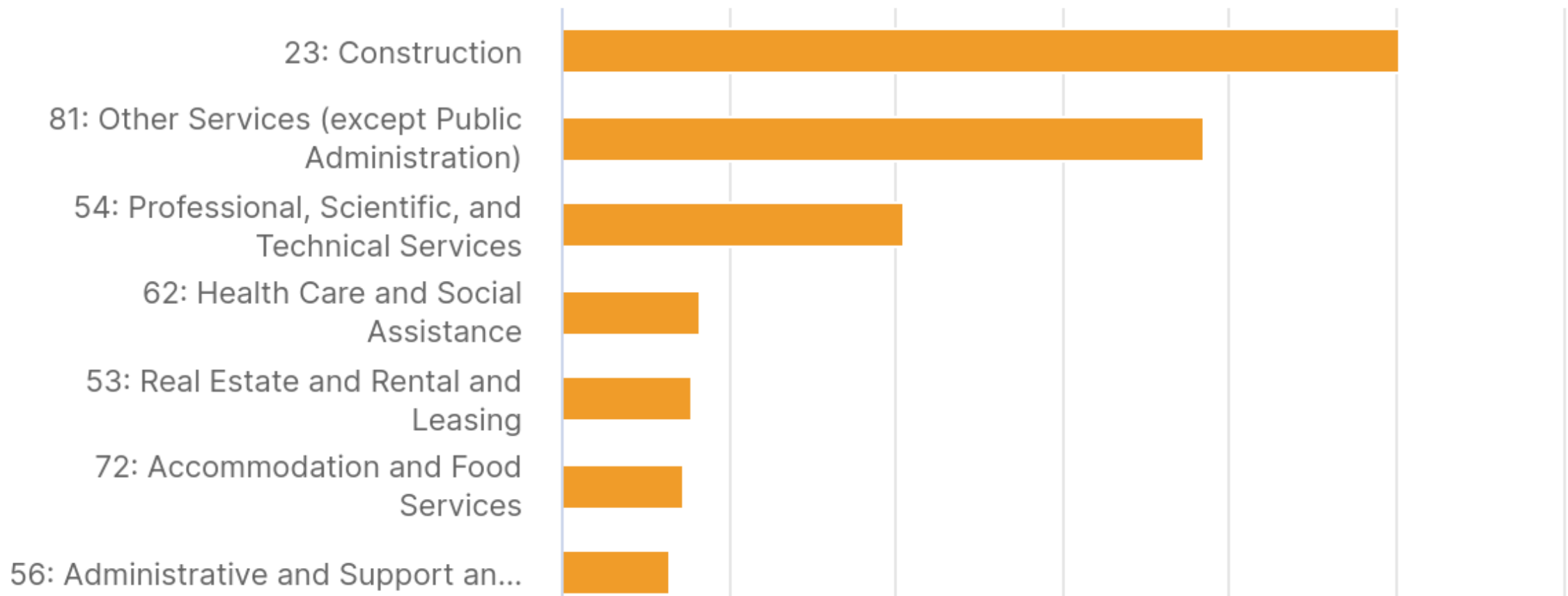


Contra  
Costa is  
home to a  
diverse set  
of  
businesses

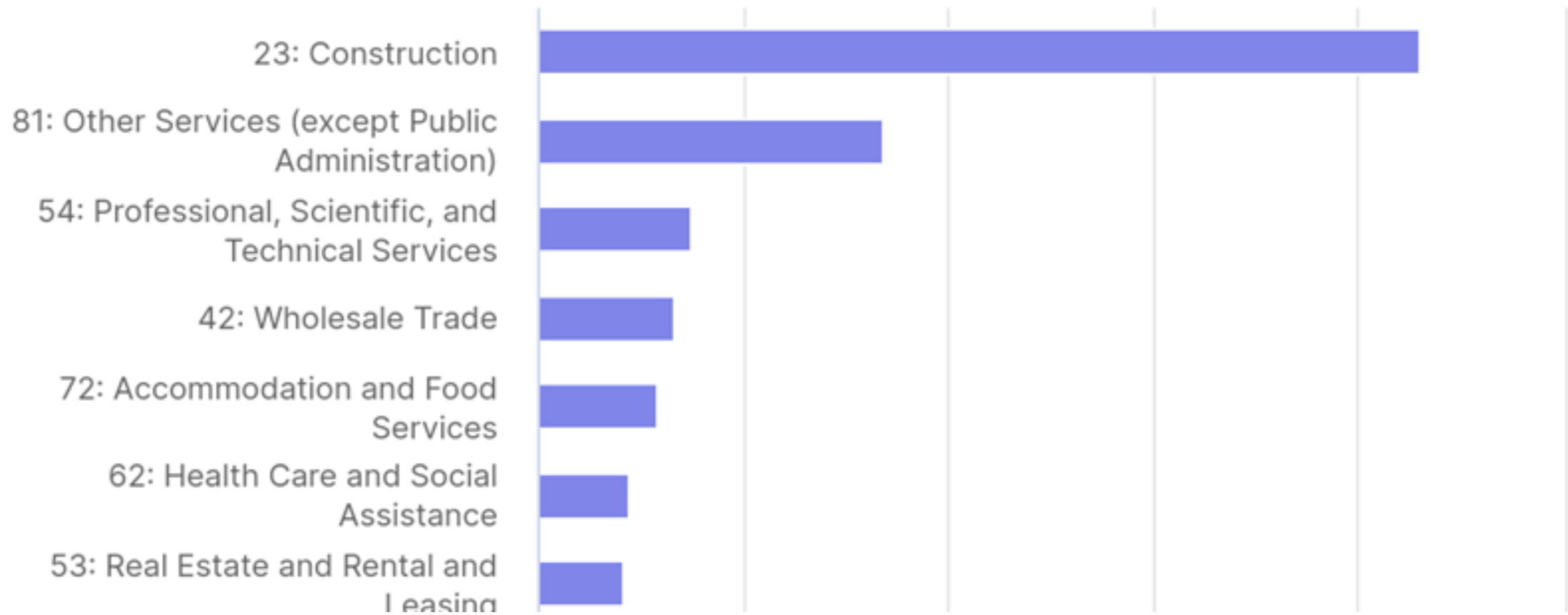
## Top 4 Sectors of Employment

- Construction
- Professional, Scientific, and Technical Services
- Other includes services not classified elsewhere (ex. dry cleaning and pet care)
- Healthcare and Social Assistance





## Business Distribution by NAICS



## Employee Distribution by NAICS

# What is BluDot?



BluDot is a Customer Relationship Management (CRM) tool



Designed to manage and analyze business interactions and data throughout the business's lifetime



Primary goals are to improve business relationships, enhance retention efforts, and drive growth



Utilized by over 200 communities across the nation



BluDot is a local company that started in Walnut Creek with the city economic development department as its partner

# BluDot Survey 2025 Update

Distributed  
through business  
database, partner  
organizations,  
social media, and  
County and DCD  
Newsletters

## How did We Get Here?



September 2024: County contacted partner cities and organizations to review survey options



December 2024: County Contracted with BluDot for a yearly subscription to the CRM system on 12/3/24



January 2025: Collaborated with partner cities on how to best integrate Business License data into database



March 2025: County Staff integrated data of 4,378 businesses into BluDot

# The Process of the County's Economic Development Business Profile Survey and BluDot Integration

## How did We Get Here?



May 2025: Staff Began Drafting Profile Survey

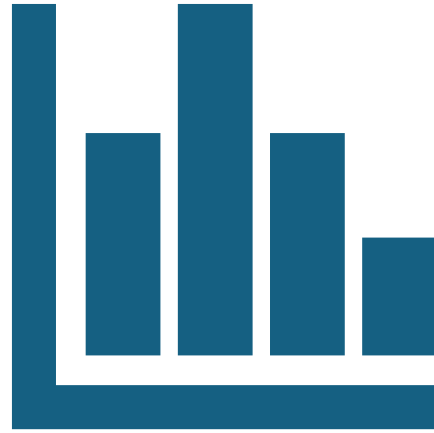


June 2025: County Staff Sent Out Finalized Survey To over 1,800 Businesses With An Active Email



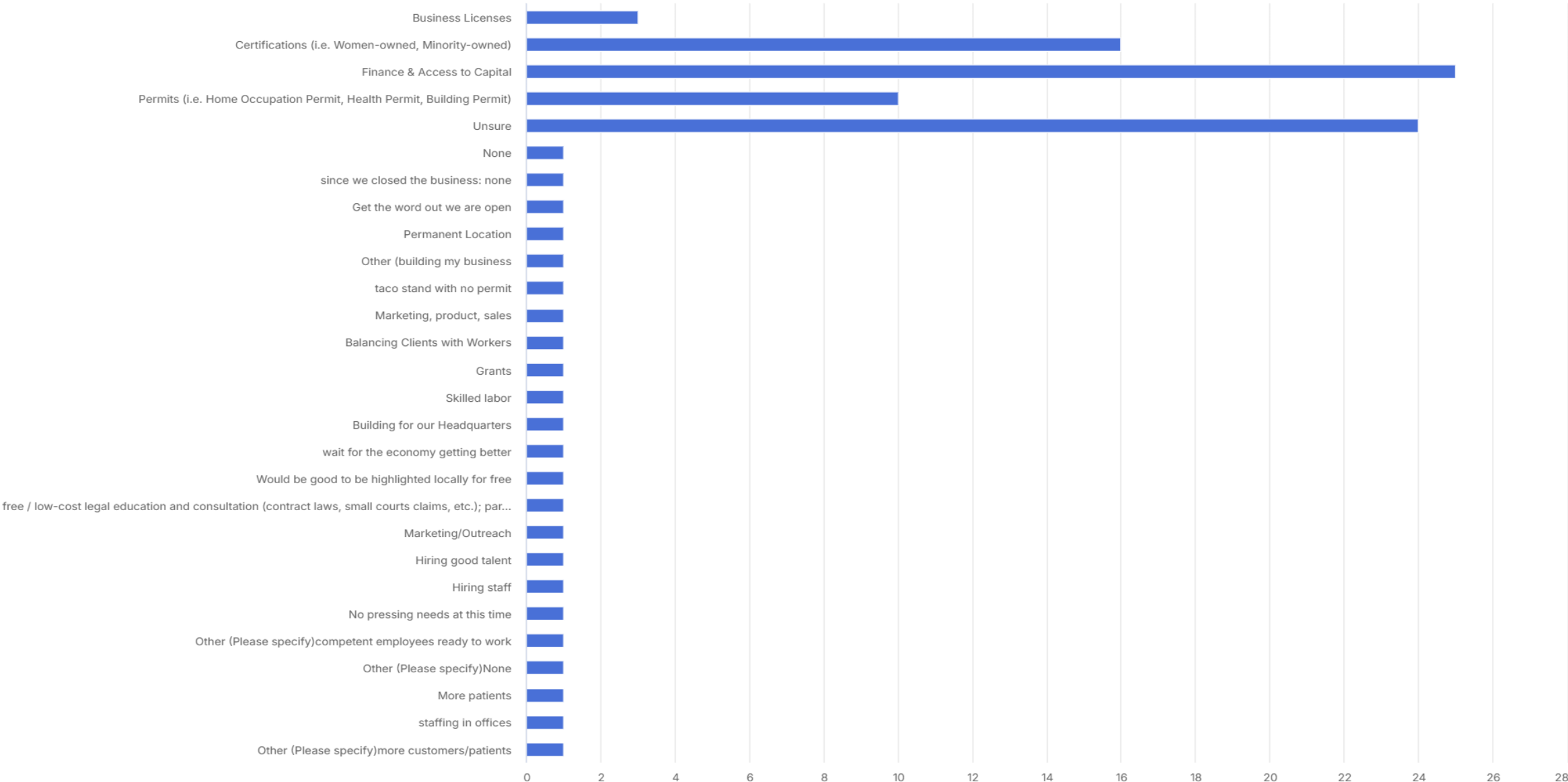
October 2025: Current Email Open Rate Is 67% of Businesses With An Email. The Survey Response Rate Is 7%

# The Process of the County's Economic Development Business Profile Survey and BluDot Integration

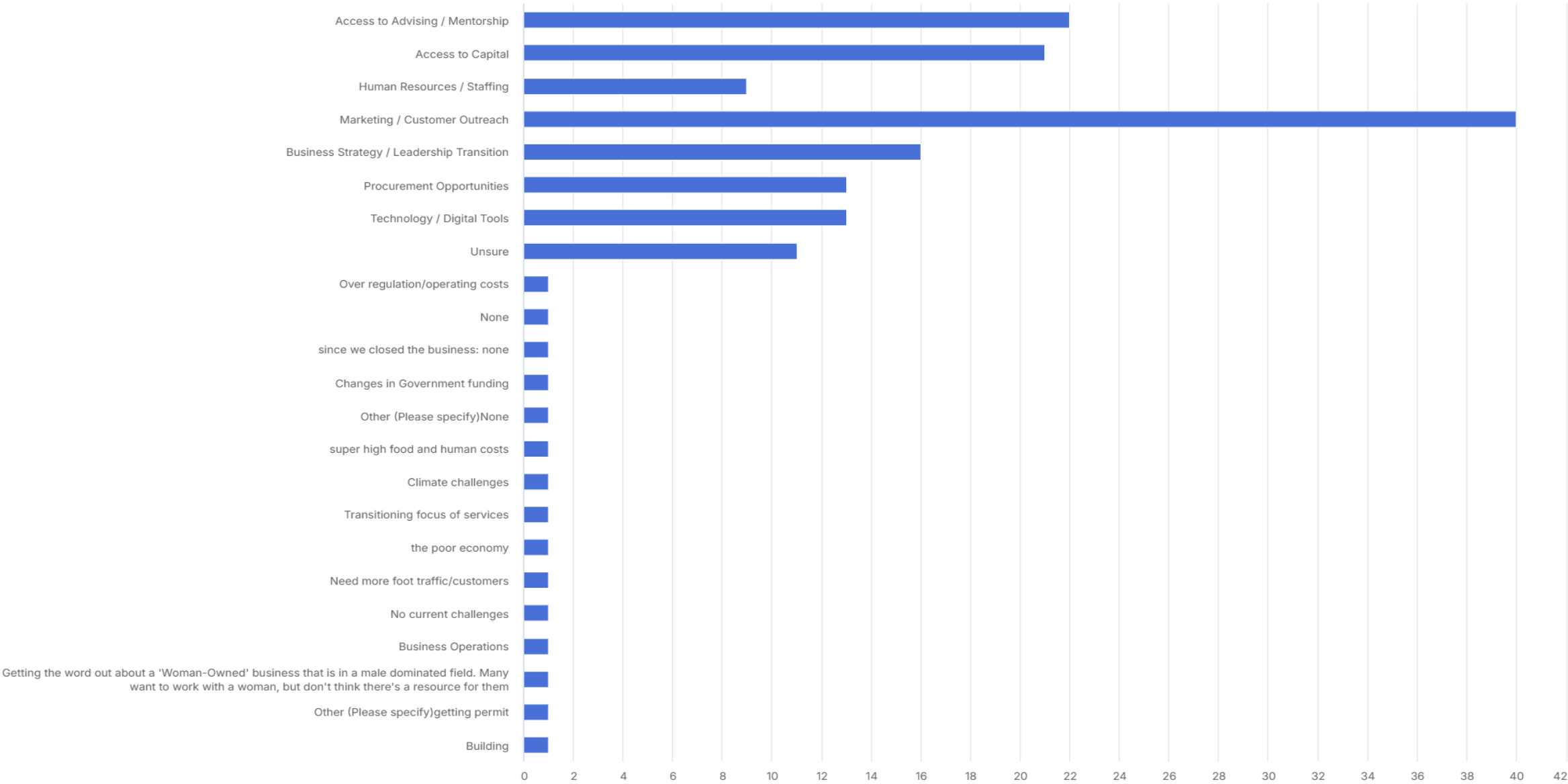


# 2025 BluDot Survey Responses

What are your business's most pressing needs currently?



What are the greatest challenges your business is currently facing?



## Permitting Example

### Dental Office

- The practice changed ownership as the original owners were planning a transition out of state. The new owner contacted our team for next steps.
- Assistance was requested to determine what permits are needed to begin the process of becoming in compliance.

# Permitting Example

## Dental Office

- Staff conducted local permit and zoning research, as well as potentially applicable state licenses needed. Staff utilized CCmap and the zoning ordinance
- Result: Owner gained certainty in the initial county permitting process (ex. business license and fictitious business name process). Staff also recommended contacting the appropriate State agencies to ensure the business is approved for necessary certifications and permits. Staff educated the owner on CalGold to begin the State process.

# Access to Advising Example

## Medical Office

- Discussed their need to improve marketing and high patient costs. The business has multiple locations but struggles to gain traction without referrals. Staff directed the owner to the East Bay SBDC and local Rotary clubs as a quick effective way to improve awareness. Staff offered to share information with appropriate groups. In addition, the cost of hearing aid equipment was a key point that hinders many county residents. This issue is difficult to address due to limited funding options.

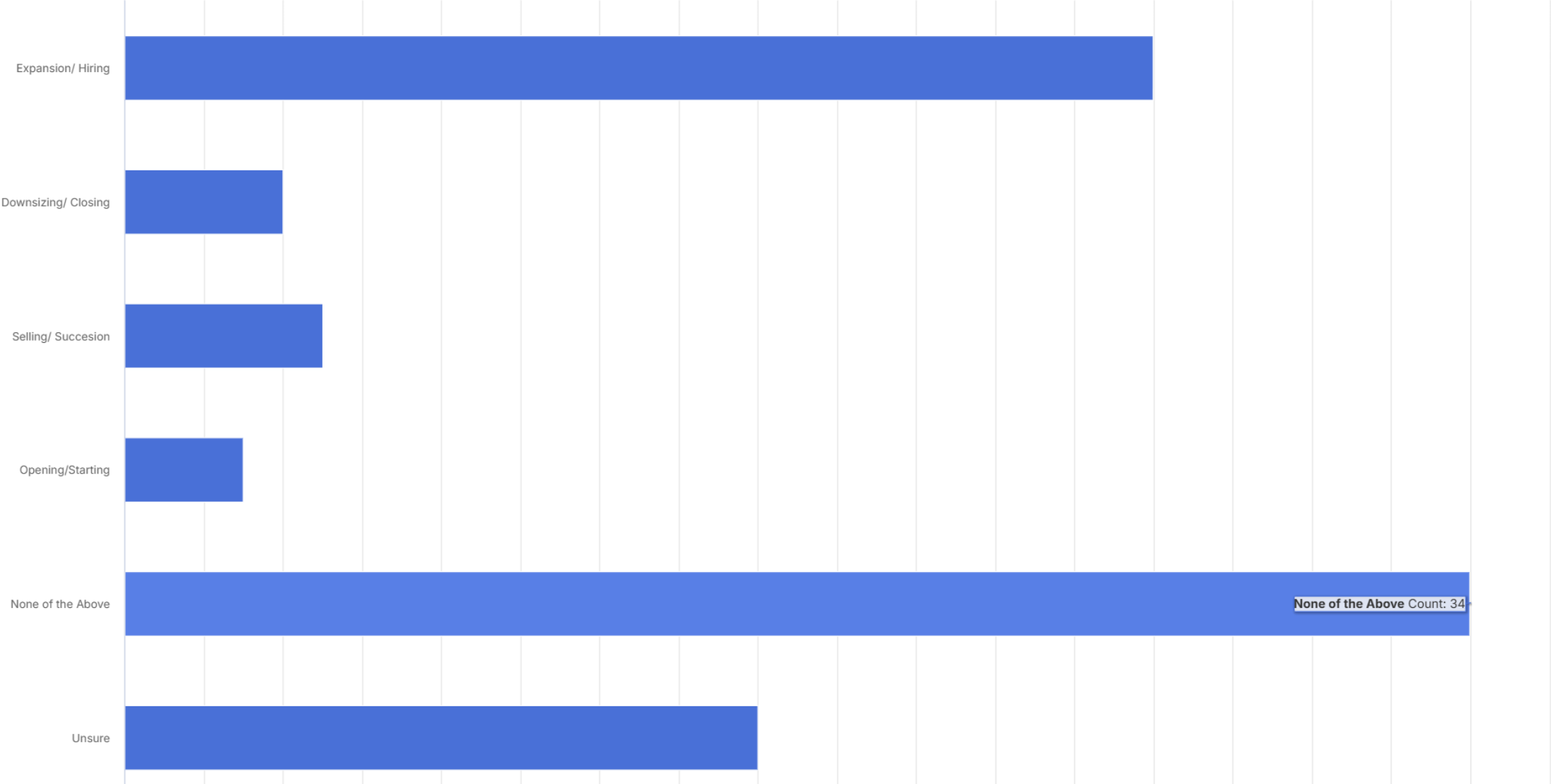
# Access to Advising Example

## Medical Office

- Staff provided a walkthrough of the opportunities that East Bay SBDC could provide the business
- Staff recommended communicating with the CCC EHSD Volunteer and Emergency Services to address client needs
- A follow up meeting is being scheduled to receive an update

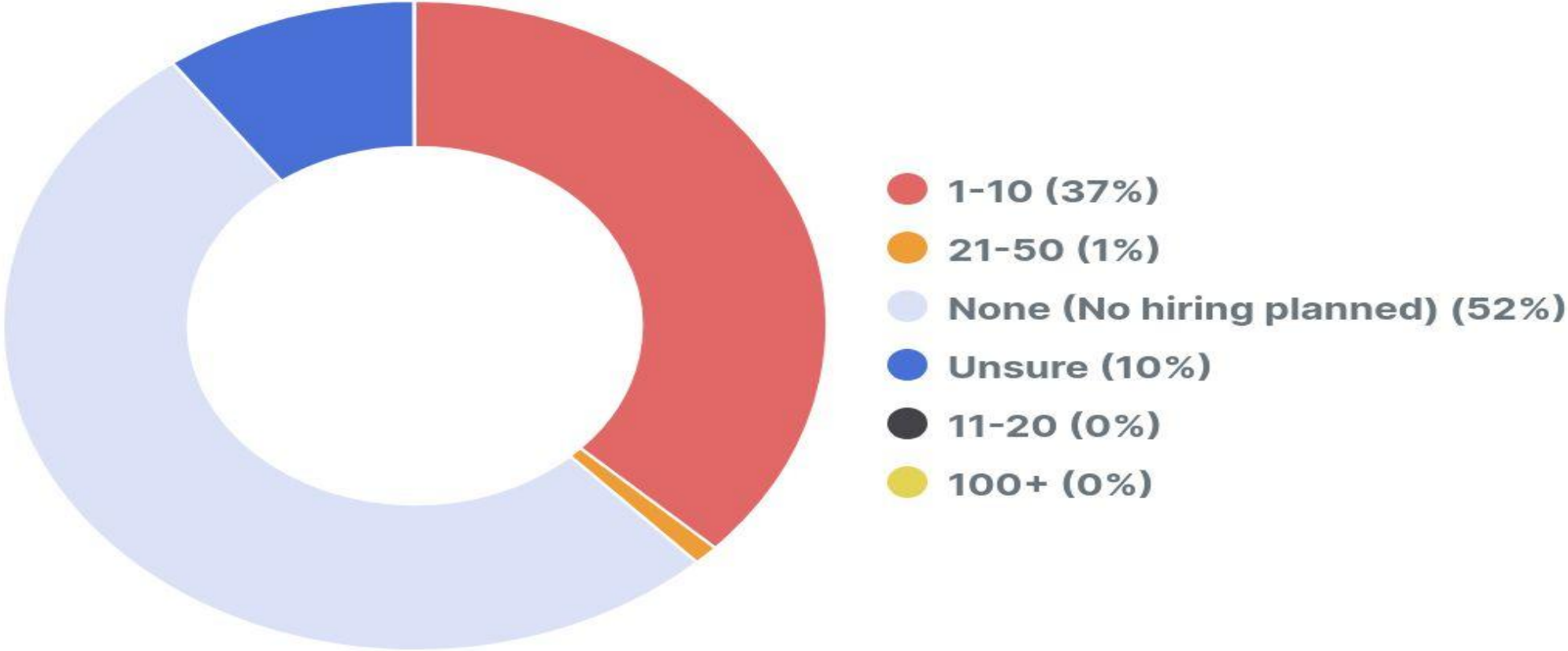
Which of the following actions is your company or organization considering within the next year?

Responses: 82



How many employees does your business plan to hire within the next 12 months?

Responses: 82



# Workforce Development Partnership

To best support employers as they plan to expand their staff, we utilize our relationship with the WDB

The WDB offer services such as On Job Training subsidies, Incumbent Work Training, and Customized Hiring Events

By leveraging our relationship with the WDB, we can be a part of the solution for employers in Contra Costa as they reduce recruitment overhead, tap into underutilized talent pools, and build workforce tailored to their specific needs

# Recommendations for the Committee's Consideration

Recommend that ED Staff work with the Permitting Center staff to integrate the business survey to become more impactful in outreach to early-stage businesses.

Direct Staff to collaborate with the Current Planning team to investigate how to incorporate BluDot into Accela permitting software. To improve DCD's first contact with businesses, request that an additional business survey be included in the Property Use Verification permit



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

**File #:** 25-4937

**Agenda Date:** 12/1/2025

**Agenda #:** 6.

Advisory Board: Economic Development Committee

Subject: RECEIVE Report From and/or Provide Direction to Staff Regarding County Economic Development Work Program

Presenter: County Staff

Contact: Alyson Greenlee, Economic Development Manager, 925-655-2783

### Information:

Since the last meeting of the Economic Development Committee on August 7, 2025, various elements of the economic development work program have proceeded. This report includes updates on multiple efforts.

### Referral History and Update:

- On October 28, 2025, a Countywide Economic Development meeting was held with a specific focus on Preparation for the TeamCalifornia Site Selector's Economic Development Forum. Welcome, coffee, and pastries were provided by the City of Pleasant Hill, and after a round of introductions, there was round-robin information sharing and updates with a discussion that focused on preparations for the TeamCalifornia Site Selection and Economic Development Forum on the Northern Waterfront of Contra Costa County. Staff reported that this was a one-time meeting due to the unique nature of hosting the conference and will return to hosting the regular countywide economic development meeting in 2026.
- On November 5-7, 2025, the TeamCalifornia Site Selection and Economic Development Forum was held at the Concord Hilton with Contra Costa County as the host county, and over 150 developers, brokers, site selection consultants, workforce partners, and other providers in attendance. Prior to the start of the conference, East Bay Economic Development Alliance (East Bay EDA) partnered with TeamCalifornia and Contra Costa County and the Cities of Antioch, Brentwood, Concord, Oakley, and Pittsburg to conduct a bus tour that included stops at the various points in the cities and the Byron Airport, and at which Chair Supervisor Diane Burgis spoke along with Director of Airports Greg Baer, and CEO Andrew Clare and Founder David Merrill of Elroy Air. Supervisor Candace Andersen as Chair of East Bay EDA participated at various stops on the bus tour. District IV Supervisor Ken Carlson opened the conference with welcome remarks on November 6, 2025, and introduced a video with several CEOs from around the County-including Austin Sharp of Headlands Brewing Company with locations in District II and Keith Miao of Birdstop with testing at Byron Airport in District III. Several partner organizations were sponsors of the event, including the Contra Costa Transportation Authority, Workforce Development Board of Contra Costa County, Contra Costa Building and Construction Trades Council, Brookfield Residential, MCE, City of Concord, Skylinks at Buchanan Fields, Visit Concord, and East Bay EDA. Additional partners on the bus tour included: the Crockett Chamber of Commerce, the Crockett Historical Museum, and Lucia's Craft Sandwich (District V).
- The site selection consultants topics included a focus on industrial land: long term planning and acquisition best practices (Newmark); location decisions, shifting inventory and tariffs (Stream Realty Partners); Mythbusters Site Selection Edition - California vs. the Rest (Hickey and Associates); From

Broad to Focused; how Leading Organizations Turn Analytics Into Influence (Capital Rivers); Economic Outlook (Beacon Economics); and Roundtables with Each Consultant Participating in Roundtable Discussions for Open Dialogue and Questions with Attendees to Answer More Specific Questions about Site Selection. A special dinner for sponsors that was invitation-only with transportation provided allowed more time with site selection consultants while other attendees enjoyed an evening tasting event.

- Additional topics on November 7 included Economic Development, Land Use and Tools (Kosmont Companies); Retail; What to Watch, Who to Chase in Times of Uncertainty (Gallelli Real Estate).
- Staff have worked with Contra Costa Television (CCTV) to finalize videos for the Economic Development website (<<https://www.contracosta.ca.gov/4805/Economic-Development>>):
  - o Video of TeamCalifornia Site Selectors' Northern Waterfront Bus Tour
  - o Business Leaders Welcome TeamCalifornia Site Selectors' Conference
- Staff are continuing to follow up on the various business attraction and site selection leads that the forum afforded.

Recommendation(s)/Next Step(s):

RECEIVE Report From and/or Provide Direction to Staff Regarding County Economic Development Work Program.