



CONTRA COSTA COUNTY

AGENDA

Finance Committee

Supervisor Candace Andersen, Chair
Supervisor Diane Burgis, Vice Chair

<https://cccounty-us.zoom.us/j/88490291697?>
(888) 278-0254 Conference code: 894519

Tuesday, February 18, 2025

4:00 PM

SPECIAL MEETING
309 Diablo Rd, Danville |
13361 Walnut Blvd, Suite 140,
Brentwood

Zoom Link:

<https://cccounty-us.zoom.us/j/88490291697?>

Call In:

(888) 278-0254 Conference code: 894519

1. 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.
2. Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee.
3. Introductions
4. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two (2) minutes).
5. RECEIVE and APPROVE the Record of Action for the December 2, 2024 Finance Committee meeting [25-450](#)
Attachments: [Record of Action Draft 12.2.24](#)
6. CONSIDER staff recommendations for the reallocation of Community Development Block Grant (CDBG) funds (Gabriel Lemus, Assistant Deputy Director, Department of Conservation and Development) [25-449](#)
Attachments: [FY24-25 CDBG Reallocations Memo](#)
7. The next meeting is currently scheduled for March 3, 2025.
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.

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:

Adam Nguyen
925-655-2048



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-450

Agenda Date: 2/18/2025

Agenda #: 5.

FINANCE COMMITTEE

Meeting Date: February 18, 2025

Subject: Receive the Record of Action for the Finance Committee

Submitted For: Finance Committee

Department: County Administrator

Referral No: N/A

Referral Name: Record of Action

Contact: Adam Nguyen, (925) 655-2048

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 draft Record of Action for the December 2, 2024 Finance Committee meeting.

Recommendation(s)/Next Step(s):

RECEIVE and APPROVE the Record of Action for the December 2, 2024 Finance Committee meeting.

Fiscal Impact (if any):

None



Meeting Minutes

CONTRA COSTA COUNTY Finance Committee

Monday, December 2, 2024

9:30 AM @ 110 East 4th Street, Pittsburg | 11780 San Pablo
Avenue, Suite D El Cerrito |
[https://cccounty-us.zoom.us/j/89949627722?
pwd=a33Knb5Ru4jOk8MHjyNMzuK7srwW1f.](https://cccounty-us.zoom.us/j/89949627722?pwd=a33Knb5Ru4jOk8MHjyNMzuK7srwW1f.1)
1 | Call in: (888) 278-0254 Conference code:
894519

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

There were no requests for public comment.

5. RECEIVE and APPROVE the Record of Action for the November 4, 2024 Finance Committee meeting [24-4162](#)

Attachments: [Finance Committee Record of Action_Draft_11.4.24](#)

The record of action was approved as received.

6. RECEIVE report on Capital Projects Updates [24-4163](#)

Attachments: [2024 Capital Projects Presentation](#)
[2024 Capital Projects Report](#)

Jeff Acuff, Capital Projects Manager for the Public Works Department, presented the Capital Projects Update on recently completed, currently active, and upcoming capital projects. The report and presentation were received and discussed by the committee. There were no requests for public comment.

7. Adjourn

The meeting adjourned at 10:24 AM.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-449

Agenda Date: 2/18/2025

Agenda #: 6.

FINANCE COMMITTEE

Meeting Date: February 10, 2025

Subject: CDBG Reallocations

Department: Conservation and Development

Referral No: CDBG Policy

Referral Name: CDBG Funding

Presenter: Gabriel Lemus, CDBG Program Manager; Daniel Davis, Senior Planner

Contact: Gabriel Lemus (925) 674-7882; Daniel Davis (925) 655-2884

Referral History:

It is standard policy that Community Development Block Grant (CDBG) funding decisions and policies be reviewed by the Finance Committee prior to consideration by the full Board of Supervisors.

Referral Update:

See attached staff recommendations regarding projects.

Recommendation(s)/Next Step(s):

- 1. APPROVE** staff's recommendation to reallocate \$72,000 of FY 2024/25 Community Development Block Grant (CDBG) funds to Lions Center for the Visually Impaired (LCVI), for the improvement/rehabilitation of bathrooms to address ADA accessibility within LCVI's facility, located at 175 Alvarado Avenue, Pittsburg.
- 2. APPROVE** staff's recommendation to reallocate \$60,000 of recaptured CDBG funds, from previously completed or cancelled projects, to Nurturing Independence through Artistic Development (NIAD) for the modernization of the fire alarm system within NIAD's facility, located at 551 23rd Street, Richmond.
- 3. DIRECT** Conservation and Development staff to prepare a staff report on Committee recommendations to be considered by the Board of Supervisors on February 25, 2025.

Fiscal Impact (if any):

No general fund impact.



CONTRA COSTA COUNTY
DEPT. OF CONSERVIATION & DEVELOPMENT
30 Muir Road
Martinez, CA 94553
Telephone: (925) 655-2885

MEMORANDUM

DATE: February 10, 2025

TO: Finance Committee
Supervisor Candace Andersen, Chair
Supervisor Diane Burgis, Vice Chair

FROM: Gabriel Lemus, Assistant Deputy Director

SUBJECT: Staff Recommendations for the Reallocation of Community Development Block Grant (CDBG) funds to Lions Center for the Visually Impaired (LCVI) and Nurturing Independence Through Artistic Development (NIAD)

RECOMMENDATION

1. **APPROVE** staff's recommendation to reallocate \$72,000 of FY 2024/25 Community Development Block Grant (CDBG) funds to Lions Center for the Visually Impaired (LCVI), for the improvement/rehabilitation of bathrooms to address ADA accessibility within LCVI's facility, located at 175 Alvarado Avenue, Pittsburg.
2. **APPROVE** staff's recommendation to reallocate \$60,000 of recaptured CDBG funds, from previously completed or cancelled projects, to Nurturing Independence through Artistic Development (NIAD) for the modernization of the fire alarm system within NIAD's facility, located at 551 23rd Street, Richmond.

3. **DIRECT** Conservation and Development staff to prepare a staff report on Committee recommendations to be considered by the Board of Supervisors on February 25, 2025.

BACKGROUND

1. Lions Center for the Visually Impaired (LCVI)

On May 9, 2023, the Board of Supervisors approved the Contra Costa County CDBG Action Plan for the use of FY 2023/24 CDBG funds. Under the Infrastructure/Public Facilities (IPF) category, LCVI was awarded \$95,000 of CDBG funds to assist with the improvement/rehabilitation of the restrooms to make ADA compliant within LCVI's facility, located at 175 Alvarado Avenue, Pittsburg.

LCVI is a 70-plus year, Pittsburg-based nonprofit, and is the only organization in Contra Costa County, providing living skills training for the visually impaired community. LCVI's program provides services for blind and visually impaired throughout all of Contra Costa County and have served the vulnerable population of seniors that are at or below poverty level and often are managing other chronic illnesses. Three program service areas included are:

- In-Home Assessment/Individual Services
- Group Classes/Activities
- Early Detection/Intervention

LCVI's bathroom renovation project was put out to bid in December 2024 and the lowest most responsible bidder/contractor was selected. However, the bids were all higher than the original construction estimate, leaving a project gap of \$72,000. LCVI does not have the reserves to cover the unanticipated funding gap; however, on June 25, 2024, the Board approved the FY 2024/25 CDBG Action Plan in which LCVI was awarded additional CDBG funds, \$112,500, to assist with a kitchen remodel.

To not adversely impact LCVI's reserves, LCVI requests, and CDBG staff is recommending, to reallocate \$72,000 of \$112,500 that was awarded to LCVI, out of the Board Approved FY 2024/25 CDBG Action Plan for LCVI's bathroom remodel project to help cover the higher construction cost of the project.

2. Nurturing Independence Through Artistic Development (NIAD)

On June 25, 2024, the Board of Supervisors (Board) approved the Contra Costa County Annual Action Plan for FY 2024/25 CDBG funds. As part of that Action Plan, the Board approved allocating \$369,196 to four (4) community partners, through the Infrastructure and Public Facilities (IPF) funding category.

On December 5, 2024, during the FY 2025/26 CDBG application cycle, Nurturing Independence Through Artistic Development (NIAD) submitted a CDBG application requesting \$60,000 in CDBG funds to assist with a shovel-ready project: the modernization of their fire alarm system at their service facility, located at 551 – 23rd Street, Richmond. NIAD’s current system is outdated and is now required to be updated to a system that can be remotely monitored and that features both visual and auditory alerts. The application was timely, eligible, and competitive.

NIAD is a 30-plus year, Richmond-based nonprofit, dedicated to providing arts programs that promote creative expression, independence, dignity and community integration for persons with disabilities. NIAD is the only five-day arts provider serving those with intellectual/developmental disabilities in Contra Costa County. NIAD program participants are typically consumers of the Regional Center of the East Bay in Contra Costa County, a regional non-profit organization that works in partnership with many individuals and agencies to plan and coordinate services and supports for people with developmental disabilities, family members and community leaders in Contra Costa County. NIAD currently serves over 60 adults with disabilities with an arts studio program that imparts both artistic and independent living skills.

Due to the proposed timeline for NIAD’s fire alarm system project, CDBG staff is recommending that \$60,000, in recaptured CDBG funds from previously completed or cancelled projects, be allocated to this project, for use during the current fiscal year (FY 2024/25). Therefore, if the requested amount of \$60,000 in CDBG funds for this project is approved by the Board of Supervisors, the total number of approved FY 2024/25 CDBG projects in the IPF category will be five (5), and \$429,196 will be the total amount of approved CDBG funds in the IPF category.

Recommendation:

1. Lions Center for the Visually Impaired (LVCVI)

Given that the \$112,500 in FY 2024/25 CDBG funds was awarded to LCVI and will not impact any other organization’s previously awarded CDBG funds, staff recommends reallocating the \$72,000 from the \$112,500 FY 2024/25 CDBG funds that was awarded to LCVI to assist with the kitchen remodel project. The remaining \$40,500 of FY 2024/25 CDBG funds will be recaptured and reallocate to a shovel ready project. LCVI will have another opportunity to reapply for CDBG funds in the next application cycle.

2. Nurturing Independence through Artistic Development (NIAD)

Given that the \$60,000 in FY 2024/25 CDBG funds was recaptured from previously completed or cancelled projects and will not impact any other organization’s

previously awarded CDBG funds, staff recommends re-allocating the \$60,000 of recaptured funds to NIAD, a shovel ready project.

Public Hearing and Transmittal of Recommendations: The Committee recommendation will be forwarded to the full Board of Supervisors to be considered, as a consent item, at the public meeting that is scheduled for February 25, 2025.

cc: John Kopchik, Director, Department of Conservation and Development