



CONTRA COSTA COUNTY

AGENDA

Abandoned Vehicle Abatement Services Authority

Wednesday, December 4, 2024

10:00 AM

30 Muir Road, Zoning Administration
Room, Martinez, CA

Zoom Link

<https://cccouny-us.zoom.us/j/82933861216?pwd=99aGEj5tKc23DkhB2P00m5MM5ui7Qv.1>

Call In 888 278 0254

Access Code 198675

Agenda Items: Items may be taken out of order based on the business of the day and preference of the Authority. To view staff reports click on the number to the right of the agenda item.

1. Roll Call and Introductions
2. Public comment on any item under the jurisdiction of the Authority and not on this agenda (speakers may be limited to two minutes).
3. Review and Approve the meeting minutes from the December 6, 2023 meeting [24-3944](#)
Attachments: [Draft AVAP Annotated Minutes Dec 2023](#)
4. Receive staff report reviewing procedure for selecting individuals to serve on the Board of Directors as described in the Authority's Joint Powers Agreement [24-3945](#)
 - 4a. Board opens meeting to general membership and receives nominations
 - 4b. Vote - General membership
 - 4c. New Board members are selected and impaneled
 - 4d. Board of Directors to select a Chairperson

- 5** Receive staff report describing expenditures for costs of services provided to the Authority by the Contra Costa County Department of Conservation and Development (DCD), and County Auditor-Controller in FY 23-24 and Approve reimbursement to DCD, and County Auditor-Controller for Administrative Costs of services provided to the Authority in the Amount of \$45,697.86 [24-3946](#)
- Attachments:** [Attachment 5A_AVAP Admin Costs FY2023-24](#)
[Attachment 5B_Final Totals for cities & unincorp](#)
- 6** Approve reimbursement to DCD and County Auditor-Controller for administrative costs for services provided to the Authority for FY24-25 in an amount not to exceed \$55,000.00 which represents 5% of Authority's estimated gross revenues for FY 24-25 [24-3947](#)
- Attachments:** [Attachment #6A_Estimated Admin Costs 24-25 for Annual Meeting](#)

The next meeting is currently scheduled for December 2025.

Adjourn

The Authority will provide reasonable accommodations for persons with disabilities planning to attend the Authority 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 Authority less than 96 hours prior to that meeting are available for public inspection at 30 Muir Road, Martinez, during normal business hours. Staff reports related to items on the agenda are also accessible online at www.contracosta.ca.gov. 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 authority will continue the meeting in person without remote access. Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact: Jason Crapo, 925-655-2800



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-3944

Agenda Date: 12/4/2024

Agenda #: 3

Advisory Board: Abandoned Vehicle Abatement Authority

Subject: REVIEW and APPROVE meeting minutes from December 6, 2023

Information:

This is an ongoing item of the Authority

Referral History and Update:

See Attached

Recommendation(s)/Next Step(s):

Approve meeting minutes from the December 6, 2023 annual meeting.

**The Cities and County of Contra Costa
Abandoned Vehicle Abatement Service Authority**

**December 6, 2023
10:00 a.m.**

30 Muir Road Martinez, CA

Access the meeting live online at:

<https://ccccounty-us.zoom.us/j/81147026602>

Meeting ID: 811 4702 6602

ACCESS THE MEETING BY TELEPHONE AT (888) 278 0254 FOLLOWED BY ACCESS CODE 198675##.

Persons who wish to address the Authority Board during public comment or with respect to an item that is on the agenda may do so either in person, online or by telephone. If accessing the meeting online, request to speak by clicking the “raise hand” function. If accessing the meeting by telephone, request to speak by dialing #2. Public comments may also be submitted before the meeting by email at

Trish.Dominguez@dcd.cccounty.us

MEETING AGENDA

- 1. CALL TO ORDER**
(Chairman, Jason Crapo)
- 2. INTRODUCTIONS**
Roll: Jason Crapo, Chris Peart (Brentwood), Myla Rivers (Pittsburg), Steve Borbely (Moraga), Officer Elerick for Dave Hoff (San Pablo), Alma Causey (Richmond), Katrina O'Brien (San Ramon) and introductions
- 3. PUBLIC COMMENT: Items not on the agenda (3 minutes/speaker)**
No Comments
- 4. APPROVAL OF MINUTES: Authority meeting held on December 7, 2022**
Attachment 4A: Minutes of December 7, 2022, meeting

*Motion made by Steve Borbely to Receive and approve Minutes from Annual Meeting on December 8, 2021.
Motion was 2nd by Chris Peart and unanimously approved by Board 7 Ayes 0 Nays 0 Abstentions*
- 5. Accept CCAVASA 2021-2022 Independent Audit Report for years ending June 30, 2022 and 2021 (Victoria Isip)**
 - a. Receive staff report on the Independent Audit Report**

Attachment 5A: Memorandum on Internal Control for the Years ended June 30, 2022 and 2021
Attachment 5B: Contra Costa County Abandoned Vehicle Abatement Service Authority Required Communications for the Years ended June 30, 2022 and 2021
Attachment 5C: Basic Financial Statements for the Years ended June 30, 2022 and 2021

Motion made by Chris Peart to Receive the Staff Report describing the Independent Audit Report Motion 2nd by Katrina O'Brien and approved unanimously by Board 7 Ayes 0 Nays 0 Abstentions

6. Approve reimbursement to the Contra Costa County Department of Conservation and Development (DCD) and County Auditor-Controller for Administrative Costs in the amount of \$19,126.31 for services provided to the Authority in FY 22 – 23.

(Jason Crapo)

a. Receive staff report describing expenditures for costs of services provided to Authority by the County in FY 22 – 23

Attachment 6A: Administrative Costs for AVAP FY 22– 23

Attachment 6B: Trust Fund Allocation to Member Agencies – Final 2022-2023

Motion made by Myla Rivers to Approve reimbursement to the Contra Costa County Department of Conservation and Development (DCD) and County Auditor-Controller for Administrative Costs in the amount of \$19,126.31 for services provided to the Authority in FY 22 – 23.

Motion 2nd by Steve Borbely and unanimously approved by 7 Ayes 0 Nays 0 Abstentions

7. Approve reimbursement to DCD and County Auditor-Controller for administrative costs for services provided to the Authority for FY 23– 24 in an amount not to exceed \$55,000.00 which represents 5% of Authority's estimated gross revenues for FY 23 - 24. (Jason Crapo)

a. Receive staff report describing anticipated administrative expenditures in support of the Authority for FY 23-24

Attachment 7A: Projected Cost Estimates/Administrative Budget for FY 23 – 24

Motion made by Chris Peart to Approve reimbursement to the Contra Costa County Department of Conservation and Development (DCD) and County Auditor-Controller for Administrative Costs in an amount not to exceed \$55,000 for services provided to the Authority in FY 23 – 24.

Motion 2nd by Myla Rivers and unanimously approved by 7 Ayes 0 Nays 0 Abstentions

8. ADJOURN



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-3945

Agenda Date: 12/4/2024

Agenda #: 4

Advisory Board: Abandoned Vehicle Abatement Authority

Subject: Election of Members of the Service Authority to serve on the Board of Directors

Presenter: Larry Tolson

Information:

Receive staff report reviewing procedure for selecting individuals to serve on the Board of Directors as described in the Authorities Joint Powers Agreement.

Referral History and Update:

Article 5.c of the Service Authority's Joint Powers Agreement describes the process for selecting representatives from the general membership to serve on the Service Authority's Board of Directors.

Pursuant to Article 6 of the Joint Powers Agreement, each member of the Authority shall be entitled to one vote in forming the Authority and selecting the Board of Directors. Each city and the County shall have one vote.

The Board of Directors is composed of seven members. Every other year, the Authority membership must nominate and elect the Board members.

The seven-member Board of Directors shall be selected as follows:

1. One representative each, from two west county cities comprising El Cerrito, Hercules, Pinole, Richmond, and San Pablo. The representatives shall be elected on a majority vote of Authority members from those cities.
2. One representative each, from two central county cities comprising Concord, Danville, Lafayette, Martinez, Moraga, Orinda, Pleasant Hill, San Ramon, and Walnut Creek. The representatives shall be elected on a majority vote of Authority members from those cities.
3. One representative each, from two east county cities comprising Antioch, Brentwood, Clayton, Oakley, and Pittsburg. The representatives shall be elected on a majority vote of Authority members from those cities.
4. A county representative shall be appointed by the Board of Supervisors.

Recommendation(s)/Next Step(s):

Staff recommends that the current Board open and accept nominations for Board members from the general membership, and that open voting take place to select new Board members consistent with Articles 5 and 6.

Thereafter, the new Board members should be impaneled and a Chairperson selected.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-3946

Agenda Date: 12/4/2024

Agenda #: 5

Advisory Board: Abandoned Vehicle Abatement Service Authority

Subject: Reimbursement of Administrative Costs of Services Provided to the Authority by Contra Costa County in FY 2023-24

Presenter: Jason Crapo

Information:

Since its inception, staff support for the Contra Costa County Abandoned Vehicle Abatement Service Authority (Authority) has been provided by Contra Costa County (County), and the Authority has reimbursed the County for the cost of these administrative support services. This report recommends the Authority continue this practice and reimburse the County for services it provided to the Authority in FY 2023-24.

In 1991, the County Sheriff's Office recommended that the County and the Cities within the County, establish an Abandoned Vehicle Abatement Service Authority, as allowed under legislations newly enacted at the time, AB 4114. Under that law, a vehicle registration surcharge is collected and used to fund such authorities, which administer the abatement of abandoned vehicles on public and private properties within their jurisdictions.

The Sheriff recommended that the County provide administrative support to the Authority, maintaining county-wide records of abatement activities and preparing documentation as required by State law and regulation through the use of appropriate County personnel and equipment. The Board of Supervisors agreed. The Authority has been in continuous operation since 1992 and the County has provided administrative support to the Authority for the past 32 years.

Each quarter, the Contra Costa County Auditor Controller's Office (CCCACO) receives a disbursement from the Office of the State Controller and deposits the revenue into the Authority's fund. The County Department of Conservation and Development (DCD) receives reports from each of the participating member agencies and an accountant reviews each report and recovers statistical information. This information is required for a quarterly report which must be submitted to the Office of the State Controller and the CCCACO. The quarterly report is then sent to the CCCACO and their staff enters the data into the County Finance system to generate payments to each Authority member agency. Records of reports, funding received by the State and disbursements from the Authority fund to member agencies are maintained by the CCCACO. The CCCACO conducts audits of the DCD finances, including accounting practices and procedures relating to the financial services provided to the Authority. The DCD Fiscal Officer is responsible for ensuring the accurate and timely preparation of the quarterly reports. The Fiscal Officer ensures that all Authority funds and transactions are accurately recorded, reported and transmitted as required by law. The Fiscal Officer conducts end of the year audits of the Authority funds. In accordance with State law, every other year the DCD Fiscal Officer contracts with a third party auditing firm to conduct an independent audit of the Authority finances. The results of the audit are reported to the Authority, the CCCACO, and the State of California.

The DCD Code Enforcement Division provides the Authority with technical advisors (TAs). County Code Enforcement staff possess a thorough knowledge and understanding of the Government and Vehicle Code sections authorizing and governing operation of the Authority. Legal mandates, changes to law and policy and interpretations of law and policy are frequently reviewed by the TAs and disseminated to the member agencies. The TAs must maintain close contact with representatives in the California Highway Patrol and the State Controller's Office to remain current on the issues of law, policy and procedure. Member agencies have direct access to TAs for questions regarding policy, procedure, law, reporting and finances. The TA's are responsible for researching answers to questions and providing timely responses to member agencies.

A DCD Deputy Director is the County's representative to the Authority and Chair of the Board of Directors and serves as the Administrator for the Authority. The Chair calls for the annual meetings, coordinates the efforts of the County staff providing services to the Authority, and ensures all legal requirements are met and reports are presented to the Board of Directors on matters affecting the Authority. County staff prepare notices and advisories, schedule and prepare agendas for Authority meetings, and maintain records of meetings, agreements, policies and handbooks.

During its last annual meeting on December 6, 2023, the Authority Board of Directors authorized reimbursement to the County in an amount not to exceed \$55,000 for administrative costs in support of the Authority in FY2023-24, representing an estimated 5% of the Authority's anticipated gross revenues for the fiscal year.

Staff has provided a spreadsheet attached to this staff report that identifies the Administrative costs of \$45,697.86 for services provided to the Authority by the County for FY2023-24. Since administrative costs were less than the 5% of revenues previously authorized by the Board of Directors, the balance of the 5% of revenue held in reserve for such costs was distributed to all member agencies on October 2, 2024.

FINAL ADMINISTRATIVE COSTS FOR AVAP FY 2023-24

EXPENSES:

ADMINISTRATIVE SUPPORT	HOURS	EMPLOYEE HOURL RATE	AMOUNT
CLERK - EXPERIENCED LEVEL	0	\$101.31	\$0.00
CLERK - SPECIALIST LEVEL	0	\$147.91	\$0.00
ACCOUNTANT III	128.5	\$220.61	\$28,348.39
FISCAL OFFICER	1	\$266.11	\$266.11
ADMINISTRATOR	1.5	\$362.68	\$544.02
SECRETARY - ADVANCED LEVEL	1	\$146.17	\$146.17
PRINCIPAL BUILDING INSPECTOR	0	\$243.59	\$0.00
TOTAL	132		\$29,304.69
OUTSIDE AUDITOR (MAZE & ASSO.)			\$12,310.00
FY23-24 CCC AUDITOR'S OFFICE COSTS			\$4,083.17
ANNUAL MEETING			\$0.00
TOTAL EXPENSES			\$45,697.86
TOTAL REVENUE:			
\$	1,035,170.49		\$51,758.53
BALANCE			\$6,060.67

**Contra Costa County Abandoned Vehicle Abatement
Trust Fund Allocation Figures - Final 2023-2024**

<u>Auditor's Vendor #</u>	<u>City</u>	<u>50% Allocation Amount (based on population)</u>	<u>50% Allocation Amount (based on % Towed/Tagged/V oluntary removal)</u>	<u>Total Allocation</u>	
00147	Antioch	49,770.48	30,439.09	80,209.57	
12731	Brentwood	27,804.18	6,105.49	33,909.67	
10839	Clayton	4,601.06	0.00	4,601.06	
01985	Concord	52,639.94	43,652.36	96,292.30	
10184	Danville	18,453.66	986.15	19,439.81	
02120	El Cerrito	10,983.14	0.00	10,983.14	
06943	Hercules	11,329.46	27,967.77	39,297.23	
07863	Lafayette	10,785.25	356.66	11,141.91	
02380	Martinez	15,732.61	0.00	15,732.61	
02069	Moraga	7,272.63	0.00	7,272.63	
10132	Oakley	19,393.66	61,909.07	81,302.73	
00884	Orinda	8,311.57	9,031.28	17,342.85	
04007	Pinole	7,866.31	40,376.64	48,242.95	
05534	Pittsburg	32,256.80	53,398.15	85,654.95	
10821	Pleasant Hill	14,396.82	15,788.56	30,185.38	
04048	Richmond	48,929.43	10,911.50	59,840.93	
01679	San Pablo	13,506.31	69,011.08	82,517.39	
00376	San Ramon	35,719.95	7,832.79	43,552.74	
08405	Walnut Creek	29,832.60	0.00	29,832.60	
	Unincorp	75,150.46	116,969.73	192,120.19	
		<u>494,736.32</u>	<u>494,736.32</u>	<u>989,472.64</u>	\$ 989,472.64
Total Administrative Cost for FY 23/24					<u>\$ 45,697.86</u>
Total AVAP Apportionment Received for FY 23/24					<u>\$ 1,035,170.49</u>



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-3947

Agenda Date: 12/4/2024

Agenda #: 6

Advisory Board: Abandoned Vehicle Abatement Authority

Subject: Receive staff report describing anticipated administrative expenditures in support of the Authority for FY 24-25 Approve reimbursement to DCD and County Auditor-controller

Presenter: Jason Crapo

Information:

Receive staff report describing anticipated administrative expenditures in support of the Authority for FY 24-25

Recommendation(s)/Next Step(s):

Approve reimbursement to DCD and County Auditor-controller for administrative costs for services provided to the Authority for FY 24-25 in an amount not to exceed \$55,000.00 which represents 5% of Authority's estimated gross revenue for FY 24-25

ESTIMATED ADMINISTRATIVE COSTS FOR AVAP FY2024-25

EXPENSES:

ADMINISTRATIVE SUPPORT	HOURS	EMPLOYEE HOURL RATE	AMOUNT
CLERK - EXPERIENCED LEVEL	10	\$106.38	\$1,063.76
CLERK - SPECIALIST LEVEL	10	\$155.31	\$1,553.06
ACCOUNTANT III	130	\$231.64	\$30,113.27
FISCAL OFFICER	1	\$279.42	\$279.42
ADMINISTRATOR	4	\$380.81	\$1,523.26
SECRETARY - ADVANCED LEVEL	4	\$153.48	\$613.91
PRINCIPAL BUILDING INSPECTOR	4	\$255.77	\$1,023.08
TOTAL	163		\$36,169.74

ESTIMATED CCC AUDITOR'S OFFICE COSTS	\$4,200.00
OUTSIDE AUDITOR - MAZE & ASSOCIATES	\$13,000.00

TOTAL EXPENSES: **\$53,369.74**

TOTAL REVENUES:

\$1,100,000.00 *5%	\$55,000.00
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BALANCE **\$1,630.26**