



# CONTRA COSTA COUNTY

## Committee Meeting Minutes

### Internal Operations Committee

Supervisor Diane Burgis, Chair  
Supervisor Candace Andersen, Vice Chair

<https://cccouny-us.zoom.us/j/85280600959>  
Call In: 888-278-0254 Conference code: 845965

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**Monday, September 9, 2024**

**11:00 AM**

**309 Diablo Rd, Danville  
3361 Walnut Blvd, Suite 140, Brentwood  
<https://cccouny-us.zoom.us/j/85280600959> |  
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1. Call to Order

*Chair Burgis called the meeting to order at 11:01 a.m. The following individuals were in attendance: Pat Gomez, Rick Stein, Lara DeLaney, District 3 Office, Emlyn Struthers, Jenny Balisle, Jas Samra, Alicia Nuchols, Esther Rojas Soto, John Kopchik, Dorina Moraida, Jill Ray, Eric Angstadt, Carrie Ricci, Ben Miyaji, and Julie Enea.*

**Present:** Diane Burgis and Candace Andersen

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 CONSIDER approving the Record of Action for the July 8, 2024 Internal Operations Committee meeting. (Julie Enea, County Administrator's Office)

**Attachments:** [DRAFT IOC Record of Action for 7-8-24](#)

**Aye:** Chair Burgis and Vice Chair Andersen

**Result:** Passed

4. CONSIDER approving the proposed County public art policy or directing modifications to the policy for final recommendation to the Board of Supervisors. (Lara DeLaney, County Administrator's Office)

**Attachments:** [CCC Art Policy Draft - 8-30-24 \(2\)](#)  
[Chart-COUNTY-INITIATED PUBLIC ART PROJECTS \(2\)](#)  
[Sample Utility Box Program Guidelines \(City of Costa Mesa\)](#)  
[Chart-COMMUNITY INITIATED PUBLIC ART PROPOSALS](#)  
[Sample Art Donation Form \(City of San Diego\)](#)  
[Public Comment Ben Miyaji 9-6-24](#)

*CAO Sr. Deputy Lara DeLaney summarized the process used to develop the draft policy and procedures, identified the policy consultant Rick Stein of Arts Orange County,*

*introduced the staff working group that reviewed and edited the policy, and indicated that, with the IOC's feedback, staff's goal is to bring the policy to the Board of Supervisors on November 5 for discussion.*

*Rick Stein reviewed the policy scope and characterized the policy as flexible and not committing the County budgetarily to any project or program funding, but merely providing a framework and process should the County receive donated art, community-funded art, or decide to sponsor or allocate County funds toward public art.*

*The Committee appreciated the comprehensive draft policy and asked for more information regarding the number of utility boxes within each unincorporated County community and how much funds were allocated by other jurisdictions for their utility box art programs and whether those allocations were found to be sufficient.*

*The Committee was also interested in learning if there was any data available to suggest that public art results in less graffiti or other vandalism.*

*Vice Chair Andersen suggested that the draft policy be brought to the Board for either discussion or a workshop, and that staff be prepared to present estimates on Public Works staffing and budget augmentation that would be necessary should the Board be desirous of establishing/sponsoring a County public art program. They also requested Eric Angstadt to be prepared to suggest how public art could be incorporated into new County construction of public assets through some level of voluntary and mandatory builder fee. Rick Stein mentioned 1-2% as an industry benchmark, but Eric said it would depend on the value of each project. Rick also mentioned Arts in CA Parks <<https://artsincaliforniaparks.org/local-parks-grant-program/>>, a three-year program through FY 25/26 that provides art grant opportunities to local jurisdictions for art in local parks as well as State parks.*

*Pat Gomez commented that the policy was drafted to suit Contra Costa County but there are numerous decision points that can be considered, for example, the preferred medium for utility box art: paint vs. wrapping. Chair Burgis prefers maintaining flexibility within the policy rather than limit the medium for utility boxes. Vice Chair Andersen suggested that staff could provide the pros and cons of each method for further consideration, noting that one advantage to wrapping is that the quality of artwork can be vetted prior to being applied to the utility box.*

*Jenny Balisle expressed her thanks and excitement about the thoughtful approach being taken by the County.*

*The Committee acknowledged the written comments submitted by Ben Miyaji. No one else requested to comment.*

*The Committee identified next steps:*

- *Estimate Public Works staff and budgetary resources to implement the policy, at least in terms of the utility box portion.*
- *Suggest an appropriate builder fee to support future public art on new County projects.*
- *Identify policy questions requiring BOS input.*
- *Bring the draft policy to the Board in fall of this year for either discussion or a workshop.*

**Aye:** Chair Burgis and Vice Chair Andersen

**Result:** Passed

5. The next meeting is currently scheduled for October 14, 2024.

**This was read into the record.**

Adjourn

*Chair Burgis adjourned the meeting at 11:40 a.m.*

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: