



INTERNAL OPERATIONS COMMITTEE

February 9, 2015
2:30 P.M.

651 Pine Street, Room 101, Martinez

Supervisor Karen Mitchoff, Chair

Supervisor John Gioia, Vice Chair

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 three minutes).
3. RECEIVE the Record of Action for the December 1, 2014 Internal Operations Committee meeting. *(Julie DiMaggio Enea, IOC Staff)*
4. CONSIDER nominations for appointment to the following Board advisory bodies:
 - a. Nolan Armstrong to the Member of the Bar seat on the Law Library Board of Trustees to a new one-year term expiring December 31, 2015. *(Julie DiMaggio Enea, IOC Staff)*
 - b. Paul Seffrood to the Business #1 Alternate and Henry Alcaraz to the Labor #1 seats on the Hazardous Materials Commission. *(Michael Kent, Hazardous Materials Ombudsman)*
 - c. Irene Alonzo-Perez to the County #1 seat on the Affordable Housing Finance Committee. *(Julie DiMaggio Enea, IOC Staff, on behalf of Kara Douglas, Department of Conservation and Development)*
5. CONSIDER accepting report on the Auditor-Controller's audit activities for 2014 and approving the proposed schedule of financial audits for 2015. *(Elizabeth Verigin, Asst. Auditor-Controller)*
6. CONSIDER report from the Public Works Director regarding the status of the Internal Services Fund for the County Fleet and on low mileage vehicles. *(Carlos Velasquez, Fleet Services Manager)*
7. CONSIDER approving 2015 Committee meeting schedule and work plan. *(Julie DiMaggio Enea, IOC Staff)*

ADJOURN

THE NEXT MEETING IS CURRENTLY SCHEDULED FOR MARCH 9, 2015

The Internal Operations Committee will provide reasonable accommodations for persons with disabilities planning to attend Internal Operations 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 Internal Operations Committee less than 96 hours prior to that meeting are available for public inspection at 651 Pine Street, 10th floor, during normal business hours.

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:

Julie DiMaggio Enea, Committee Staff
Phone (925) 335-1077, Fax (925) 646-1353
julie.enea@cao.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

3.

Meeting Date: 02/09/2015

Subject: RECORD OF ACTION FOR DECEMBER 1, 2014 IOC MEETING

Submitted For: David Twa, County Administrator

Department: County Administrator

Referral No.: N/A

Referral Name: RECORD OF ACTION

Presenter: Julie DiMaggio Enea, IOC
Staff

Contact: Julie DiMaggio Enea (925)
335-1077

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 Record of Action for the December 1, 2014 IOC meeting.

Recommendation(s)/Next Step(s):

RECEIVE the Record of Action for the December 1, 2014 IOC meeting.

Fiscal Impact (if any):

None.

Attachments

Record of Action for 12/1/14 IOC Meeting



Agenda

INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR
December 1, 2014
10:30 A.M.

651 Pine Street, Room 101, Martinez

Supervisor Karen Mitchoff, Chair
Supervisor Candace Andersen, Vice Chair

Present: Karen Mitchoff, Chair
Candace Andersen, Vice Chair

Staff Present: Julie DiMaggio Enea, Staff

Attendees: Tanya Drlik, Health Services Department
Maureen Parkes, Conservation & Development Dept
Joe Doser, Environmental Health
Krystal Hinojosa, District IV Supervisor's Office
Sonce de Vries, IPM Candidate
Tom Geiger, Assistant County Counsel
Abby Fateman, Conservation & Development Dept
Jeff Skinner, F&W Candidate
Derek Jansen
Scott Stephan, F&W Candidate
Walter Pease, F&W Candidate

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

No public comment was offered.

3. Staff recommends approval of the Record of Action for the November 3, 2014 IOC meeting.

The Committee approved the Record of Action for the November 3, 2014 IOC meeting as presented.

AYE: Chair Karen Mitchoff, Vice Chair Candace Andersen
Passed

4. CONSIDER nominations for reappointment to the following governing bodies:

- a. APPROVE the Contra Costa Resource Conservation District nomination to reappoint Tom Bloomfield and Bethallyn Black to the District Board of Directors to new four-year terms ending on November 30, 2018.

The Committee approved the Contra Costa Resource Conservation District nomination to reappoint Tom Bloomfield and Bethallyn Black to the District Board of Directors to new four-year terms ending on November 30, 2018, and directed staff to forward this nomination to the Board of Supervisors on December 9.

AYE: Chair Karen Mitchoff, Vice Chair Candace Andersen
Passed

- b. APPROVE the nomination to reappoint James Pinckney to the Contra Costa Mosquito & Vector Control District Board of Trustees to a new four-year term ending on January 2, 2019.

The Committee approved the Contra Costa Mosquito & Vector Control District nomination to reappoint James Pinckney to the District Board of Trustees to a new four-year term ending on January 2, 2019, and directed staff to forward the nomination to the Board of Supervisors on December 9.

AYE: Chair Karen Mitchoff, Vice Chair Candace Andersen
Passed

5. INTERVIEW candidate Sonce de Vries for the Environmental Organization seat for a two-year term ending on December 31, 2016, and DETERMINE nomination for Board of Supervisors consideration.

The Committee interviewed Sonce de Vries and directed staff to forward to the Board of Supervisors her nomination for appointment to the Environmental Organization seat on the Integrated Pest Management Advisory Committee to a two-year term ending on December 31, 2016. The Committee also directed IPM staff to return to the IOC with a plan to convert the terms of office for IPM seats from two to four years and to stagger the new term expiration dates.

AYE: Chair Karen Mitchoff, Vice Chair Candace Andersen
Passed

6. INTERVIEW the following candidates for the At Large #3, At Large #4, and At Large Alternate seats for two-year terms ending on December 31, 2016, and DETERMINE nominations for Board of Supervisors consideration:

Derek Jansen (Brentwood)
Walter Pease (Pleasant Hill)
Jeff Skinner (Martinez)
Scott Stephan (San Ramon)

The Committee interviewed Derek Jansen, Walter Pease, Jeff Skinner, and Scott Stephan in a group setting and determined the following nominations to two-year terms ending on December 31, 2016, which it directed staff to forward to the Board of Supervisors on December 9:

<u>Candidate</u>	<u>Seat</u>
Jeff Skinner	At Large #3
Scott Stephan	At Large #4
Derek Jansen	At Large Alternate

The Committee directed F&WC staff to develop a plan to convert the current two-year terms of office to four-year terms and to stagger the term expiration dates.

The Committee also expressed a need for multilingual signage and better collaboration with law enforcement agencies, the court, and community cultural organizations on enforcement issues and education surrounding fish and wildlife practices of people of different cultures that may be in violation of local fish and game laws.

AYE: Chair Karen Mitchoff, Vice Chair Candace Andersen
Passed

7. ACCEPT report on the status of the development of a waste hauler ordinance.

The Committee accepted the Health Services Department report on the status of development of a waste hauler ordinance.

AYE: Chair Karen Mitchoff, Vice Chair Candace Andersen
Passed

8. RECEIVE staff report and CONSIDER determining action to be taken on the matters of promoting ethical conduct of County employees who are involved in the selection of contractors that may also be potential employers, and the potential poaching of County employees by contractors.

The Committee received the results of the survey of County departments, which indicated that neither inappropriate employment negotiations/arrangements between County employees and prospective contractors nor "poaching" of County employees by current contractors has been a problem. Consequently, the Committee decided to take no further action at this time and to terminate the referral.

AYE: Chair Karen Mitchoff, Vice Chair Candace Andersen
Passed

9. REVIEW the Committee's work for 2014 and identify issues to be referred to the 2015 Internal Operations Committee

The Committee approved the year-end report and recommendations on the disposition of referrals, and directed staff to forward the final report to the Board in December.

AYE: Chair Karen Mitchoff, Vice Chair Candace Andersen
Passed

10. Adjourn

The Chair adjourned the meeting at 11:19 a.m.

No additional meetings are scheduled for the 2014 Internal Operations Committee.
The 2015 Committee schedule will be developed and made available in January 2015.

For Additional Information Contact:

Julie DiMaggio Enea, Committee Staff
Phone (925) 335-1077, Fax (925) 646-1353
julie.enea@cao.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

a.

Meeting Date: 02/09/2015

Subject: NOMINATION FOR APPOINTMENT TO THE LAW LIBRARY BOARD OF TRUSTEES

Submitted For: David Twa, County Administrator

Department: County Administrator

Referral No.: IOC 15/5

Referral Name: ADVISORY BODY RECRUITMENT

Presenter: Julie DiMaggio Enea, IOC Staff **Contact:** Carey Rowan (925) 646-2783

Referral History:

In June, the IOC review Board Resolution Nos. 2011/497 and 2011/498, which stipulate that applicants for At Large/Non Agency-Specific seats on specified bodies are to be interviewed by a Board subcommittee. The Resolutions further permit a Board Committee to select a screening committee to assist in interviewing applicants for appointment. Upon review of the eligible seats, the IOC made a determination that it would conduct interviews for At Large seats on the following bodies: Retirement Board, Fire Advisory Commission, Integrated Pest Management Advisory Committee, Planning Commission, Treasury Oversight Board, Airport Land Use Commission, Aviation Advisory Committee and the Fish & Wildlife Committee; and that screening and nomination fill At Large seats on all other eligible bodies would be delegated each body or a subcommittee thereof.

Referral Update:

The Public Law Library Board of Trustees was established by State law and County Ordinance to maintain a law library in Martinez and a branch library in Richmond. The Board of Trustees is the governing body for the Law Library with the authority to determine personnel, fiscal, and administrative policies to fulfill the legal information needs of the community. The Internal Operations Committee annually reviews the appointment to the Member of the Bar seat, which term expires each December 31.

The IO Committee is asked to consider appointing Nolan Armstrong to the Member of the Bar seat to a one-year term expiring December 31, 2015. The Law Librarian recruited for the seat and received interest only from Mr. Armstrong.

Recommendation(s)/Next Step(s):

APPROVE nomination to appoint Nolan Armstrong to the Member of the Bar seat on the Law Library Board of Trustees to a new one-year term expiring December 31, 2015.

Fiscal Impact (if any):

None.

Attachments

Candidate Application Nolan Armstrong Law Library Bd of Trustees

McNAMARA, NEY, BEATTY, SLATTERY, BORGES & AMBACHER LLP
ATTORNEYS AT LAW

THOMAS G. BEATTY
ROBERT M. SLATTERY
GUY D. BORGES
MARTIN J. AMBACHER
R. DEWEY WHEELER
PETER J. HIRSH
WILMA J. GRAY
JAMES V. FITZGERALD, III
ROBERT W. HODGES
PAUL B. WALSH
ANN H. LARSON

RICARDO A. MARTINEZ
DENISE BILLUPS-SLOAN
JAMES E. ALLEN
DENISE J. SERRA
NOAH G. BLECHMAN
MICHAEL P. CLARK
PETER W. SEKELICK
NOLAN S. ARMSTRONG
LUANNE RUTHERFORD
NATHANIEL A. SMITH
TIMOTHY J. RYAN

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PARTNERS EMERITUS
WILLIAM K. HOUSTON, JR.
DOUGLAS C. McCURE
THOMAS E. PFALZER

MICHAEL J. NEY
(Private Mediator)

DANIEL J. McNAMARA
(1923 - 2011)

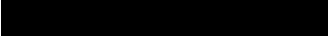
RICHARD E. DODGE
(1941 - 2000)

OF COUNSEL
ROBERT W. LAMSON
LISA R. ROBERTS

MATTHEW P. SULLIVAN
WILLIAM L. McCASLIN
ARA S. ALIKIAN
JOHN C. ADAMS
ERIC M. FRIEDMAN
JACQUELINE N. PHAM
ERIC A. ORTIZ

HELENAZ MOTEABED
ADAM G. KHAN
LAURA A. COX
BRENDON L.S. HANSEN
JAMES J. KIM
ZACHARY E. COLBETH

December 18, 2014

Nolan S. Armstrong


Board of Supervisors
Office of the Clerk of the Board
651 Pine Street
Martinez, CA 94553

Re: Contra Costa County Public Law Library Board of Directors

Dear Members of the Board of Supervisors:

This letters serves as my request for appointment to serve on the Contra Costa County Public Law Library Board of Directors. I was born and raised in Contra Costa County and currently reside in Walnut Creek. Since 2005, I have been employed as an attorney in the Walnut Creek office of McNamara, Ney, Beatty, Slattery, Borges & Ambacher LLP. Enclosed please find a copy of my current curriculum vitae.

As a practitioner in Contra Costa County for more than 9 years, I have a strong interest in the law library. While there has obviously been a shift towards electronic legal research over the past decade, law libraries remain a critical source of legal information for many practitioners, judges, and members of the public given the significant costs associated with services such as Westlaw or LexisNexis. I look forward to the opportunity of working to preserve the vital resources provided by the Contra Costa County Law Library.

Thank you for your time and consideration of my application. If you have any questions, please do not hesitate to call.

Very truly yours,


Nolan S. Armstrong

NSA:klm

NOLAN S. ARMSTRONG

EDUCATION

THE GEORGE WASHINGTON UNIVERSITY LAW SCHOOL, WASHINGTON, D.C.

Juris Doctorate, *with honors*, May 2005

- Thurgood Marshall Scholar 2004-2005 (top 16%-35% of class)

UNIVERSITY OF CALIFORNIA, SANTA BARBARA, SANTA BARBARA, CA

Bachelor of Arts, Political Science, Minor in History, May 2001

- Dean's Honor List 2000-2001 (quarterly G.P.A. of 3.75 or higher)

WORK EXPERIENCE

MCNAMARA, NEY, BEATTY, SLATTERY, BORGES & AMBACHER, LLP

Walnut Creek, CA

Associate Attorney, November 2005 – December 2011; *Partner*, January 2012 – present

- Gained substantive experience in all types of civil matters, with specialization in personal injury and property damage defense, real estate litigation, professional negligence, and defense of public entities in personal injury, dangerous condition of public property, and inverse condemnation claims
- Second chair for jury trial in *Johnson v. Pikkarainen*, tried to verdict in Marin County Superior Court in June 2014
- Personally taken over 500 depositions of plaintiffs as well as percipient and expert witnesses
- Argued discovery motions and appeared at pre-trial conferences in California Superior Court and United States District Court
- Handled trial preparation tasks for approximately 50 cases, including preparation of trial briefs, pre-trial Motions in Limine, jury instructions, and voluminous trial exhibits
- Sole defense attorney for multiple arbitrations throughout Northern California

R. JACK CLAPP & ASSOCIATES

Washington, D.C.

Law Clerk, November 2004 – April 2005

- Investigated facts and conducted legal research to evaluate liability in aviation accidents
- Prepared discovery motions and petitions for documents under the Freedom of Information Act

AMERICAN BAR ASSOCIATION, DEATH PENALTY REPRESENTATION PROJECT

Washington, D.C.

Intern, January – April 2004

- Gathered and analyzed statistical data regarding death penalty convictions, for inclusion in *amicus* briefs filed in Federal Circuit Courts of Appeals and the United States Supreme Court

BAR ADMISSIONS

- Admitted to practice in California, 2005
- United States District Court for the Northern District of California, 2005

PROFESSIONAL MEMBERSHIPS/DISTINCTIONS

- Association of Defense Counsel of Northern California and Nevada
- Contra Costa County Bar Association
- Super Lawyers – Young Rising Star, 2012 and 2013.



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

b.

Meeting Date: 02/09/2015

Subject: NOMINATIONS TO THE HAZARDOUS MATERIALS COMMISSION

Submitted For: William Walker, M.D., Health Services Director

Department: Health Services

Referral No.: IOC 13/5

Referral Name: ADVISORY BODY RECRUITMENT

Presenter: Michael Kent, Hazardous Materials
Ombudsman

Contact: Michael Kent (925)
313-6587

Referral History:

The IOC reviews nominations made by the Hazardous Materials Commission for appointments all Commission seats except the City seats.

On December 31, 2014, the terms of office for the Business #1 Alternate and Labor #1 seats expired.

Referral Update:

Attached is a memo from the Hazardous Materials Ombudsman seeking approval of two nominations to terms expiring on December 31, 2018. All supporting documents are attached for reference.

Recommendation(s)/Next Step(s):

APPROVE the following actions as requested by the Hazardous Materials Commission:

<u>Action</u>	<u>Nominee</u>	<u>Seat</u>	<u>Nominator</u>
APPOINT	Paul Seffrood	Business #1 Alternate	Council of Industries
RE-APPOINT	Henry Alcaraz	Labor #1	CC Building and Trades Council

Fiscal Impact (if any):

None.

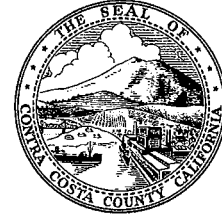
Attachments

Ltr HazMat Commission

Candidate Application Paul Seffrood HazMat Commission

Nomination Ltr Paul Seffrood

CONTRA COSTA COUNTY **HAZARDOUS MATERIALS COMMISSION**



January 20, 2015

MEMO

To: Internal Operations Committee

From: Michael Kent, Executive Assistant to the Hazardous Materials Commission *mk*

Re: Appointment Recommendations to the Hazardous Materials Commission

The Hazardous Materials Commission was established in 1986 to advise the Board, County Staff and the mayor's council members, and staffs of the cities within the County, on issues related to the development, approval and administration of the County Hazardous Waste Management Plan. Specifically, the Board charged the Commission with drafting a Hazardous Materials Storage and Transportation Plan and Ordinance, coordinating the implementation of the Hazardous Materials Release Response Plan and inventory program, and to analyze and develop recommendations regarding hazards materials issues with consideration to broad public input, and report back to the Board on Board referrals.

The bylaws of the Commission provide that the Business Seat #1 Alternate be nominated by the Council of Industries, screened by the Internal Operations Committee and appointed by the Board of Supervisors. This seat expired on December 31, 2014. The Council of Industries has nominated Paul Seffrood to fill this seat. Their letter of nomination and Mr. Seffrood's application are attached. The term of this seat expires on December 31, 2018.

The bylaws of the Commission also provide that two labor representatives be named by labor organizations, screened by the Internal Operations Committee and appointed by the Board of Supervisors. Labor seat #1 expired on December 31, 2014. The Contra Costa Building and Construction Trades Council has recommended that Henry Alcaraz be reappointed to this seat. Their letter of nomination and Mr. Alcaraz's application are attached. The term of this seat expires on December 31, 2018.

Members: George Smith, Chair, Rick Alcaraz, Don Bristol, Matthew Buell, Henry Clark, Lara DeLaney, Frank Gordon, Fred Glueck, Steven Linsley, Jim Payne, Ralph Sattler, Leslie Stewart, Don Tatzin

597 Center Ave., Suite 200 Martinez, CA 94501 (925) 313-6712



Contra
Costa
County

For Office Use Only
Date Received:

For Reviewers Use Only:
Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:

Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292
PLEASE TYPE OR PRINT IN INK
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Contra Costa Hazardous Materials Commission

Alternate for Seat #1

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name:	Seffrood	Paul	Jonathan
	(Last Name)	(First Name)	(Middle Name)
2. Address:	[REDACTED] Larkspur, CA 94939		
	(No.)	(Street)	(Apt.) (City) (State) (Zip Code)
3. Phones:	[REDACTED]		
	(Home No.)	(Work No.)	(Cell No.)
4. Email Address:	[REDACTED]		

5. **EDUCATION:** Check appropriate box if you possess one of the following:

High School Diploma ☐ G.E.D. Certificate ☐ California High School Proficiency Certificate ☐

Give Highest Grade or Educational Level Achieved Bachelor of Arts Degree in Chemistry

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Luther College, Decorah, IA	Chemistry	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			BA	May 1990
B)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div>Sep 2011</div> <div>Current</div> Total: <u>Yrs.</u> <u>Mos.</u> <div>3</div> <div>4</div> Hrs. per week <div>60+</div> . Volunteer <input type="checkbox"/></p>	<p>Title <div>Branch Manager</div> Employer's Name and Address <div>Brenntag Pacific 860 Wharf Street Richmond, CA 94804</div></p>	<p>Duties Performed P&L Responsibility for a 25 person/\$30 MM chemical distribution branch covering Northern California.</p>
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div>Jul 2007</div> <div>Sep 2011</div> Total: <u>Yrs.</u> <u>Mos.</u> <div>4</div> <div>2</div> Hrs. per week <div>60+</div> . Volunteer <input type="checkbox"/></p>	<p>Title <div>Industry Manager - ACES</div> Employer's Name and Address <div>Brenntag Pacific 10747 Patterson Place Santa Fe Springs, CA 90670</div></p>	<p>Duties Performed Ran the Brenntag Pacific \$30 MM ACES business (Adhesives, Coatings, Elastomers, Inks and Sealants).</p>
<p>C) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div>2005</div> <div>2006</div> Total: <u>Yrs.</u> <u>Mos.</u> <div>1</div> <div>6</div> Hrs. per week <div>60+</div> . Volunteer <input type="checkbox"/></p>	<p>Title <div>Vice President Sales & Marketing NA</div> Employer's Name and Address <div>Alberdingk Boley Greensboro, NC</div></p>	<p>Duties Performed Ran sales, technical service and customer service for this \$12 MM business. Grew the business from \$5 MM during my tenure.</p>
<p>D) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div>2004</div> <div>2005</div> Total: <u>Yrs.</u> <u>Mos.</u> <div>2</div> <div></div> Hrs. per week <div></div> . Volunteer <input type="checkbox"/></p>	<p>Title <div>Associate Sales Representative</div> Employer's Name and Address <div>Eastman Chemical Kingsport, TN</div></p>	<p>Duties Performed Managed a \$35 MM California Coatings Territory. Business was sold to Apollo Management and was renamed as Resolution Specialty Materials and then Hexion Specialty Chemicals.</p>

7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☒ Other Fred Glueck/Katrinka Ruk

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

No ☐ Yes ☒

If Yes, please identify the nature of the relationship:

Municipal Commodity Chemicals

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name:

[REDACTED]

Date:

01.19.2015

Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA and for
Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution
no. 2011/55 on 2/08/2011 as follows:**

IN THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE APPOINTING AUTHORITY

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;

NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

- I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.
- II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships:
1. Mother, father, son, and daughter;
 2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
 4. First cousin;
 5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
 7. Registered domestic partner, pursuant to California Family Code section 297.
 8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
 9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.



THE COUNCIL OF INDUSTRIES

**P.O. BOX 70088
Pt. Richmond, CA 94807
(510)215-9325 office (510)260-4820 cell (510)215-9029 fax
www.councilofindustries.org**

January 13, 2015

Michael Kent
Contra Costa Health Services
Hazardous Materials Ombudsman
597 Center Ave., Suite 100
Martinez, CA 94553

RE: Nomination of MR. PAUL SEFFROOD to the Hazardous Materials
Commission, Business Seat #1, as Alternate to Mr. Fred Glueck

On behalf of the Council of Industries I would like to request that Mr. Paul Seffrood of Brenntag be nominated to the Contra Costa County Hazardous Materials Commission Business Seat #1 as an Alternate to Mr. Fred Glueck, in representation of the business membership at the Council of Industries.

Please consider our request for Mr. Seffrood's nomination for the Alternate position..

Should you have any questions, contact the undersigned

Regards,

Katrinka Ruk
Executive Director
kpruk@sbcglobal.net



Contra
Costa
County

For Office Use Only
Date Received:

For Reviewers Use Only:
Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:

Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292
PLEASE TYPE OR PRINT IN INK
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Hazardous Material Commission
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

Member of Commission
PRINT EXACT SEAT NAME (if applicable)

1. Name: Alcaraz Henry Robert
(Last Name) (First Name) (Middle Name)
2. Address: [Redacted] Richmond Calif. 94803
(No.) (Street) (Apt.) (City) (State) (Zip Code)
3. Phones: [Redacted]
(Home No.) (Work No.) (Cell No.)
4. Email Address: [Redacted]

5. **EDUCATION:** Check appropriate box if you possess one of the following:

High School Diploma ☒ G.E.D. Certificate ☐ California High School Proficiency Certificate ☐

Give Highest Grade or Educational Level Achieved 2 yrs Community College

	Names of colleges / universities attended	Course of Study / Major	Degree Awarded Yes No <input type="checkbox"/> <input type="checkbox"/>	Units Completed		Degree Type	Date Degree Awarded
				Semester	Quarter		
A)	<u>San Pablo Contra Costa College</u>	<u>Bus</u>	Yes No <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B)	<u>UC, Berkeley</u>	<u>Lab Law Certs</u>	Yes No <input type="checkbox"/> <input type="checkbox"/>	<u>Certified</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C)	<input type="checkbox"/>	<u>Medical Gas Pure Water</u>	Yes No <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D)	Other schools / training completed: <u>Local 393 Safety & Quality Class</u>	Course Studied: <u>Certification</u>	Hours Completed: <input type="checkbox"/>		Certificate Awarded: Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		

THIS FORM IS A PUBLIC DOCUMENT

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div style="display: flex; justify-content: space-around;"><div style="border: 1px solid black; width: 40px; height: 30px;"></div><div style="border: 1px solid black; width: 40px; height: 30px;"></div></div> <p>Total: <u>Yrs.</u> <u>Mos.</u> <div style="display: flex; justify-content: space-around;"><div style="border: 1px solid black; width: 40px; height: 30px;"></div><div style="border: 1px solid black; width: 40px; height: 30px;"></div></div> <p>Hrs. per week <div style="border: 1px solid black; width: 30px; height: 15px;"></div> . Volunteer <input type="checkbox"/></p> </p></p>	<p style="text-align: center;">Title</p> <div style="border: 1px solid black; padding: 5px;"> <i>Contra Costa Bld Trades Political Director</i> </div> <p style="text-align: center;">Employer's Name and Address</p> <div style="border: 1px solid black; padding: 5px;"> <i>I am a Retired Plumber w/42 yrs Exp.</i> </div>	<p style="text-align: center;">Duties Performed</p> <div style="border: 1px solid black; height: 150px;"></div>
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div style="display: flex; justify-content: space-around;"><div style="border: 1px solid black; width: 40px; height: 30px;"></div><div style="border: 1px solid black; width: 40px; height: 30px;"></div></div> <p>Total: <u>Yrs.</u> <u>Mos.</u> <div style="display: flex; justify-content: space-around;"><div style="border: 1px solid black; width: 40px; height: 30px;"></div><div style="border: 1px solid black; width: 40px; height: 30px;"></div></div> <p>Hrs. per week <div style="border: 1px solid black; width: 30px; height: 15px;"></div> . Volunteer <input type="checkbox"/></p> </p></p>	<p style="text-align: center;">Title</p> <div style="border: 1px solid black; height: 30px;"></div> <p style="text-align: center;">Employer's Name and Address</p> <div style="border: 1px solid black; height: 100px;"></div>	<p style="text-align: center;">Duties Performed</p> <div style="border: 1px solid black; height: 150px;"></div>
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7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☒ District Supervisor ☐ Other John Gielice

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name



Date:

Jan 5th 2015

Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

THIS FORM IS A PUBLIC DOCUMENT

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA and for
Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution
no. 2011/55 on 2/08/2011 as follows:**

IN THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE APPOINTING AUTHORITY

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;
NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

- I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.
- II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships:
1. Mother, father, son, and daughter;
 2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
 4. First cousin;
 5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
 7. Registered domestic partner, pursuant to California Family Code section 297.
 8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
 9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

Contra Costa Building and Construction Trades Council

2727 Alhambra Ave. Suite 5
Martinez, CA 94553
FAX (925) 372-7414



Greg Feere
C.E.O.
Phone (925) 228-0900

November 17, 2014

Michael Kent
Contra Costa County Hazardous Materials Commission
50 Douglas Drive, Suite 310-A
Martinez, CA 94553

Dear Mr. Kent:

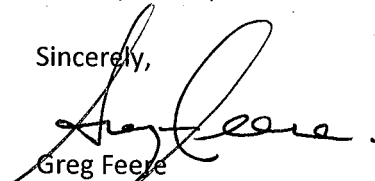
On behalf of the Contra Costa Building and Construction Trades Council and the thirty trade unions that we represent with approximately 30,000 plus Building Trades men and women. I would like to recommend Rick Alcaez be re-appointed to the Contra Costa County Hazardous Materials Commission.

I have worked with Rick for over 20 years and I have been deeply impressed with his commitment and dedication. He has exhibited the kind of leadership and integrity needed to succeed as a member of the Hazardous Materials Commission. He is a leader, skilled communicator, and a problem solver. I feel he has all of the assets that are needed to create a positive impact on the Commission.

I would hope you would give Rick Alcaez your utmost consideration. I am convinced that his re-appointment will significantly increase the likelihood that this unique panel will successfully resolve the many difficult issues it faces.

Thank you for your time and consideration,

Sincerely,


Greg Feere
Contra Costa Building and
Construction Trades Council



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

c.

Meeting Date: 02/09/2015
Subject: NOMINATION TO THE AFFORDABLE HOUSING FINANCE COMMITTEE
Submitted For: John Kopchik, Interim Director, Conservation & Development Department
Department: Conservation & Development
Referral No.: IOC 15/5
Referral Name: ADVISORY BODY RECRUITMENT
Presenter: Julie DiMaggio Enea **Contact:** Kara Douglas, DCD, (925) 674-7205

Referral History:

The IOC reviews nominations made by the Affordable Housing Finance Committee for appointments to all Committee seats except the City seats.

On June 30, 2014, the term of office for the County #1 seat expired.

Referral Update:

Attached is a letter transmitting the Affordable Housing Finance Committee's nomination to reappoint Irene Alonzo-Perez to the County #1 seat.

Recommendation(s)/Next Step(s):

CONSIDER approving nomination by the Affordable Housing Finance Committee to reappoint Irene Alonzo-Perez to the County #1 seat to a new three-year term expiring on June 30, 2017.

Fiscal Impact (if any):

None.

Attachments

AHFC Transmittal of Nomination

Candidate Application AHFC Irene Alonzo-Perez



CONTRA COSTA COUNTY
Department of Conservation and Development
Community Development Division
30 Muir Road
Martinez, CA 94553
Telephone: 674-7205 Fax: 674-7257

DATE: February 9, 2015

TO: Internal Operations Committee

FROM: Kara Douglas, Affordable Housing Program Manager

SUBJECT: Recommended Appointment to the Affordable Housing Finance Committee

The purpose of this memorandum is to forward the following recommendation from the Affordable Housing Finance Committee (AHFC):

Re-appoint Irene Alonzo-Perez to a County representative seat. Ms Perez has been an active member of the AHFC for over 10 years. Her back ground working in community lending with Bank of America brings an important perspective to the committee.

Background

The Affordable Housing Finance Committee advises the Board of Supervisors on the annual allocation of approximately \$1.5 million in HOME Investment Partnership Act (HOME) and \$1.3 million in Community Development Block Grant (CDBG) funds for affordable housing development in Contra Costa County. These funds are allocated to the County on an annual basis by formula through the U.S. Department of Housing and Urban Development.

The Committee consists of nine members, including:

- three city representatives (one each from East, Central and West County)
- three county representatives; and
- three community representatives.

The three city representatives are nominated by the cities in each subregion of the County and approved by the Board of Supervisors. Nominations for county and community representatives are solicited by the Department of Conservation and Development. All county and community representative appointments to the AHFC are reviewed by the Internal Operations Committee (IOC) and referred to the Board of Supervisors for approval. AHFC terms are for three years. A current AHFC roster is attached for your information (Attachment A).

Current Status of Appointments

A recommendation from the east County cities to re-appointment Eric Brown to a three year term will be considered by the Board of Supervisors on March 3, 2015. If both of these candidates are appointed to the committee, there will not be any vacancies until June 2015.

Vacancies will be posted on the Department of Conservation and Development webpage.

Attachments

AHFC roster

Irene Alonzo-Perez application



Contra
Costa
County

For Office Use Only
Date Received:

For Reviewers Use Only:
Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:

Contra Costa County
CLERK OF THE BOARD

651 Pine Street, Rm. 106
Martinez, California 94553-1292

PLEASE TYPE OR PRINT IN INK

(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Irene Alonzo-Perez

Advisory Committee Member

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Alonzo-Perez: Irene
(Last Name) (First Name) (Middle Name)
2. Address: [REDACTED] Concord, CA 94521
(No.) (Street) (Apt.) (State) (Zip Code)
3. Phones: [REDACTED]
(Home No.) (Work No.) (Cell No.)
4. Email Address [REDACTED]

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma ☐ G.E.D. Certificate ☐ California High School Proficiency Certificate ☒

Give Highest Grade or Educational Level Achieved Paralegal Certificate

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) CSUS	Business Administration	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>				
B) DVC	Misc	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>				
C) CSUH	Paralegal	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

THIS FORM IS A PUBLIC DOCUMENT

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) <u>From</u> <u>To</u> 1985 Present</p> <p>Total: <u>Yrs.</u> <u>Mos.</u> 24</p> <p>Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title Loan Administrator/Vice President</p> <hr/> <p>Employer's Name and Address Bank of America 2001 Clayton Road, 2nd Floor Concord, CA 94521</p>	<p>Duties Performed: Loan administration for Commercial and Affordable Housing construction loans.</p>
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u></p> <p>Total: <u>Yrs.</u> <u>Mos.</u></p> <p>Hrs. per week _____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <hr/> <p>Employer's Name and Address</p>	<p>Duties Performed</p>
<p>C) Dates (Month, Day, Year) <u>From</u> <u>To</u></p> <p>Total: <u>Yrs.</u> <u>Mos.</u></p> <p>Hrs. per week _____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <hr/> <p>Employer's Name and Address</p>	<p>Duties Performed</p>
<p>D) Dates (Month, Day, Year) <u>From</u> <u>To</u></p> <p>Total: <u>Yrs.</u> <u>Mos.</u></p> <p>Hrs. per week _____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <hr/> <p>Employer's Name and Address</p>	<p>Duties Performed</p>

7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☒ Other Incumbent

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No ☒ Yes ☐

If Yes, please identify the nature of the relationship: N/A

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name:  Date: 8-18-14

Important Information

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Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution
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2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
4. First cousin;
5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
7. Registered domestic partner, pursuant to California Family Code section 297.
8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

5.

Meeting Date: 02/09/2015

Subject: REPORT FROM THE AUDITOR-CONTROLLER'S OFFICE ON THE SCHEDULE OF FINANCIAL AUDITS FOR 2014

Submitted For: Robert Campbell, Auditor-Controller

Department: Auditor-Controller

Referral No.: IOC 15/2

Referral Name: Review of the Annual Audit Schedule

Presenter: Elizabeth Verigin, Asst
Auditor-Controller

Contact: Joanne Bohren
925-646-2233

Referral History:

The Internal Operations Committee was asked by the Board in 2000 to review the process for establishing the annual schedule of audits, and to establish a mechanism for the Board to have input in the development of the annual audit schedule and request studies of departments, programs or procedures. The IOC recommended a process that was adopted by the Board on June 27, 2000, which called for the IOC to review the schedule of audits proposed by the Auditor-Controller and the County Administrator each December. However, due to the preeminent need during December for the Auditor to complete the Comprehensive Annual Financial Report, the IOC, some years ago, rescheduled consideration of the Auditor's report to February of each year.

Referral Update:

Attached is a report from the Auditor-Controller reviewing the department's audit activities for 2014 and transmitting the proposed schedule of financial audits for 2015, which are already in progress. Also attached is a list showing all audits performed by the Auditor and the current cycle for each audit.

Assistant Auditor-Controller Elizabeth Verigin and Chief of Internal Audits Joanne Bohren will present the report.

Recommendation(s)/Next Step(s):

ACCEPT report on the Auditor-Controller's audit activities for 2014 and APPROVE the proposed schedule of financial audits for 2015.

Fiscal Impact (if any):

There is no fiscal impact related to providing input into the annual audit schedule. The financial auditing process may result in positive and negative fiscal impacts, depending on the audit findings.

Attachments

Auditor Report on 2015 Audit Plan

2014 Audit Status

2015 Audit Plan

2015 Master Audit Cycle

Office of the Auditor-Controller
Contra Costa County

Robert R. Campbell
Auditor-Controller

625 Court Street
Martinez, California 94553-1282
Phone (925) 646-2181
Fax (925) 646-2649



Elizabeth A. Verigin
Assistant Auditor-Controller

Harjit S. Nahal
Assistant Auditor-Controller

February 9, 2015

TO: Internal Operations Committee
FROM: Robert R. Campbell, Auditor-Controller
By: Joanne M. Bohren, CPA
SUBJECT: Internal Audit – Annual Report

A handwritten signature in blue ink, appearing to be "R", is written over the "FROM" line.

The Board of Supervisors adopted a policy on June 27, 2000, directing the Auditor-Controller to annually report to the Internal Operations Committee on the proposed schedule of Internal Audit examinations for the following calendar year. The attached "*Schedule of Internal Audit Examinations*" provides the proposed schedule for 2015 and the attached "*Schedule of Internal Audit Examinations for 2014*" summarizes the status of the 2014 examinations.

In 2014, the Internal Audit division completed twenty-seven (27) of the twenty-eight (28) scheduled examinations. The remaining examination will be completed by the end of February, 2015.

General Findings:

Departmental Examinations

There is an overall lack of adherence to several of the County's Administrative Bulletins, which results in many of our departmental examination findings as follows:

- comply with the Administrative Bulletins established for the cash collection process, issuance of gift cards, and other incentives;
- segregate duties;
- certify equipment; and
- reconcile variances between inventory records and the Finance System.

Approximately twenty-five percent (25%) of the 2014 examination findings were repeated findings from previous examinations. In order to timely correct issues and mitigate repetitive findings, the Internal Audit division conducts a follow-up with auditees six months after the issuance of the final examination report to determine if the recommendations were implemented. Since that follow-up process occurs mostly in the beginning three (3) months of the calendar year, there is no data currently available on the status of the 2014 findings. For calendar year 2013, eighty-one percent (81%) of the finding recommendations had been implemented.

Procurement Card

The quarterly procurement card review continues to reflect compliance issues in the use of the card for recurring payments and meal payments. Per the Procurement Card Manual, Section III.H., the use of a procurement card for recurring payments, such as FastTrack deposits, and for meal payments is prohibited. Additionally, the required supporting documentation for payments often is missing or inadequate. The Internal Audit staff believes this is directly related to the discontinuation of the procurement card training program that was previously in existence.

2015 Scheduled Examinations

The Chief Auditor and the Assistant Auditor-Controller performed a thorough review of existing and recurring examinations as well as identifying potential new examinations that should be incorporated in the 2015 schedule. The emphasis and priority in scheduling examinations is based on the perceived risk to the County. The schedule is composed of legally required examinations, such as the Treasury cash counts, reoccurring examinations, and new examinations.

Legally required examinations have their basis in government code. Reoccurring examinations have a preferred cycle attached to them based on their perceived amount of inherent risk. If a concern comes to the attention of the Chief Auditor or the Assistant Auditor-Controller, a reoccurring examination may be planned prior to it being due based on the preferred cycle. For example, an examination of the Health Services department's "Mental Health" contracts is included in the 2015 schedule based on the Board of Supervisor's input.

The County's financial operations are subject to audit by a firm of independent external auditors, Macias Gini & O'Connell, LLP, Certified Public Accountants (MGO). The external auditors are responsible for performing an annual audit of the general-purpose financial statements of the County and the Public Financing Authority. The external auditors also perform an annual "Single Audit" of the County's federal financial-assistance programs. Other independent auditors perform annual audits of the Contra Costa County Employees' Retirement Association, the County Housing Authority, state grant programs, and the FIRST 5 Contra Costa Children and Families Commission.

Other Projects

In addition to performing departmental examinations, the Internal Audit division is responsible for preparing the County's Comprehensive Annual Financial Report (CAFR) and providing assistance to other County departments and the County's external auditors. The CAFR process consumes approximately four months of staff time.

One of the reasons the preparation of the CAFR is so time consuming is due to the complexity of the annual implementation of new Governmental Accounting Standards Board (GASB) statements. In 2014, the most significant change in accounting statements was the implementation of GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, which added two new categories of "deferred outflows of resources" and "deferred inflows of resources" to the County's financial statements.

In 2015, GASB Statement No. 68, *Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27*, will be implemented. The significance of this statement will be the inclusion of the County's net pension liability (the total pension liability less plan assets) in the financial statements of the CAFR. The Contra Costa County Employees' Retirement System (CCCERA) accompanied by its auditors and actuary are working with CCCERA members and the County to provide numerical data to aid in the implementation of this statement. An estimate of the County's net pension liability at June 30, 2015, is not yet available.

Attachments

**Schedule of Internal Audit Examinations
Calendar Year 2014**

	Department	Last Done	Preferred	Scheduled	Estimated	Total
	Examination Description	Through	Cycle (yrs)	For	Hours	Examination
				2014	2014	Hours
<u>Completed Examinations</u>						
	<u>Board of Supervisors</u>					
1102	District 2 General Department (Including MACs)	6/13	4	X	10	115
	<u>Risk Management</u>					
0043	General Department	5/14	2	X	300	211
	<u>Auditor-Controller</u>					
0105	Revolving/Cash Diff. Fund & Shortage Report (fiscal year)	6/14	1 (Law)	X	60	80
0116	Medical & Dental Premium Payments	4/14	2	X	240	222
0037	Misc A-C duties (ie Petty Cash ICQ;Relief of Shortage;Increase/New Petty Cash; Recons)		1	X	60	-
	<u>Treasurer-Tax Collector</u>					
0151	Treasury Cash & Investments - 1st qtr	3/14	1/4 (Law)	X	100	89
0151	Treasury Cash & Investments - 2nd qtr	5/14	1/4 (Law)	X	100	89
0151	Treasury Cash & Investments - July 1	7/1/14	1/4 (Law)	X	100	88
0151	Treasury Cash & Investments - 3rd qtr (Auditor recommendation) - 2013	8/13	1/4 (Law)	X	100	88
0151	Treasury Cash & Investments - 3rd qtr (Auditor recommendation) - 2014	9/14	1/4 (Law)	X	100	88
0151	Treasury Cash & Investments - 4th qtr	12/13	1/4 (Law)	X	100	88
0153	Tax Collector's Special Trust (8314)	4/14	4	X	60	161
0154	Supplemental Tax Collection	12/13	2	X	180	211
0155	Duplicate payment trust (8315)	4/14	4	X	75	288
0172	Treasury Oversight Committee (calendar year)	12/13	1 (Law)	X	175	267
	<u>Purchasing</u>					
1491	Purchasing	3/14	4	X	175	160
1493	Procurement Card Program - 3rd qtr	9/14	1/4 (CAO)	X	40	112
1493	Procurement Card Program - 4th qtr	12/13	1/4 (CAO)	X	40	131
1493	Procurement Card Program - 1st qtr	3/14	1/4 (CAO)	X	40	111
1493	Procurement Card Program - 2nd qtr	6/14	1/4 (CAO)	X	40	61
	<u>Department of Information Technology</u>					
0147	General Department	4/14	3	X	100	107
	<u>Sheriff-Coroner</u>					
3005	Inmates'cash	12/13	2	X	500	385.5
	<u>Probation</u>					
3081	General Department	12/13	2(Law)	X	220	424
	<u>Health Services</u>					
4501	Public Health	12/13	2	X	275	388
5408	CCHP Vendor Payments	5/14	3	X	160	304

**Schedule of Internal Audit Examinations
Calendar Year 2014**

	Department	Last Done	Preferred	Scheduled	Estimated	Total
	Examination Description	Through	Cycle (yrs)	For	Hours	Examination
				2014	2014	Hours
	<u>Public Works</u>					
0791	Craft inventories and Custodial Supplies Inventory (combined)	6/14	3	X	150	121.5
1481	Print and Mail (Central Services) Inventory	6/14	3	X	120	132
	<u>Contra Costa Fire Protection District</u>					
9502	General Department	3/14	2	X	310	240
	<u>Examination in Progress</u>					
	<u>Employment and Human Services Department</u>					
	Trust Funds	Special		X	100	Not Complete

Schedule of Internal Audit Examinations
Calendar Year 2015

	Department Examination Description	Last Done Through	Preferred Cycle (yrs)	Scheduled For 2015	Estimated Hours 2015
	<u>Auditor-Controller</u>				
0105	Revolving/Cash Diff. Fund & Shortage Report (fiscal year)	6/14	1 (Law)	X	60
0037	Misc A-C duties (ie Petty Cash ICQ; Relief of Shortage; Increase/New Petty Cash; Recons)		1	X	60
	<u>Treasurer-Tax Collector</u>				
0151	Treasury Cash & Investments - 1st qtr	3/14	1/4 (Law)	X	100
0151	Treasury Cash & Investments - 2nd qtr	5/14	1/4 (Law)	X	100
0151	Treasury Cash & Investments - July 1	7/1/14	1/4 (Law)	X	100
0151	Treasury Cash & Investments - 3rd qtr (Auditor recommendation)	9/14	1/4 (Law)	X	100
0151	Treasury Cash & Investments - 4th qtr	12/13	1/4 (Law)	X	100
0156	Tax redemptions	12/05	3	X	240
0172	Treasury Oversight Committee (calendar year)	12/13	1 (Law)	X	180
	<u>Purchasing</u>				
1493	Procurement Card Program - 3rd qtr	9/14	1/4 (CAO)	X	40
1493	Procurement Card Program - 4th qtr	12/13	1/4 (CAO)	X	40
1493	Procurement Card Program - 1st qtr	3/14	1/4 (CAO)	X	40
1493	Procurement Card Program - 2nd qtr	6/14	1/4 (CAO)	X	40
	<u>Various Departments / Office of Revenue Collections A/R</u>				
	Continuation of examination of ORC A/R that was returned to depts (<i>special</i>)	(special)		X	400
	<u>Clerk-Recorder</u>				
3551	General Department	6/08	2	X	475
	<u>Sheriff-Coroner</u>				
3002	Inmate Welfare Fund (<i>2 yr law repealed</i>)	6/07	2	X	200
3003	Custody Alternative Programs	12/04	4	X	350
	<u>Conservation and Development (DCD)</u>				
	Keller Canyon - follow up to 2010 examination	2010		X	120

Schedule of Internal Audit Examinations
Calendar Year 2015

	Department	Last Done	Preferred	Scheduled	Estimated
	Examination Description	Through	Cycle (yrs)	For	Hours
	Health Services			2015	2015
4671	Mental Health Contracts (<i>special</i>)	(special)		X	200
5402	Hospital and Clinics (Collections and Petty Cash)	1/09	2	X	200
4510	Conservatorships/Guardianships	12/08	2	X	275
5401	Year End Inventory Control (Pharmacy)	6/09	3	X	115
5401	Year End Inventory Control (General Stores and Materials)	6/09	3	X	115
	Employment & Human Services				
	Trust Funds	Special		X	100
5005	In Home Supportive Services (IHSS)	12/08	3	X	175
	GASB 68 Implementation (40 X 2 employees)				80
	Single Audit assistance/wrap up (40 X 2 employees)				80
					4,085

MASTER EXAMINATION CYCLE
2015

	Department	Historical Estimated Hours	Last Done Through	Preferred Cycle (yrs)	Scheduled For 2015	Estimated Hours 2015
	Project Description					
	<u>Board of Supervisors</u>					
1101	District 1 General Department (Including MACs)	60	1/07	4		
1102	District 2 General Department (Including MACs)	60	6/13	4		
1103	District 3 General Department (Including MACs)	60	4/06	4		
1104	District 4 General Department (Including MACs)	60	3/11	4		
1105	District 5 General Department (Including MACs)	60	1/07	4		
	<u>County Administrator</u>					
0031	General Department	150	12/05	4		
	<u>Risk Management</u>					
0043	General Department	250	5/14	2		
	<u>Assessor</u>					
0016	General Department	150	1/07	4		
	<u>Auditor-Controller</u>					
0105	Revolving/Cash Diff. Fund & Shortage Report (fiscal year)	60	6/14	1 (Law)	X	60
0007	General Department	200	12/10	4		
	Fixed Assets Process	120	2013	5		
	Contracts Process	120	3/12	Special		
0112	Fund 8109	100	1/10	5		
0113	Miscellaneous Trust Funds	300	1/10	4		
0116	Medical & Dental Premium Payments	200	4/14	2		
0037	Misc A-C duties (ie Petty Cash ICQ;Relief of Shortage;Increase/New Petty Cash; Recons)	60		1	X	60

MASTER EXAMINATION CYCLE
2015

		Historical			Scheduled	Estimated
	Department	Estimated	Last Done	Preferred	For	Hours
	Project Description	Hours	Through	Cycle (yrs)	2015	2015
	<u>Treasurer-Tax Collector</u>					
0151	Treasury Cash & Investments - 1st qtr	100	3/14	1/4 (Law)	X	100
0151	Treasury Cash & Investments - 2nd qtr	100	5/14	1/4 (Law)	X	100
0151	Treasury Cash & Investments - July 1	100	7/1/14	1/4 (Law)	X	100
0151	Treasury Cash & Investments - 3rd qtr (Auditor recommendation)	100	9/14	1/4 (Law)	X	100
0151	Treasury Cash & Investments - 4th qtr	100	12/13	1/4 (Law)	X	100
0152	State of California trust (8011)	40	4/13	4		
0158	Partial Payments Trust (8313)	50	2/08	4		
0153	Tax Collector's Special Trust (8314)	50	4/14	4		
0154	Supplemental Tax Collection	150	12/13	2		
0155	Duplicate payment trust (8315)	65	4/14	4		
0156	Tax redemptions	200	12/05	3	X	240
0157	Secured Tax Collection	200	3/09	2		
	Unsecured Payment Trust	60	2/08	4		
0159	Unsecured Tax Collection	200	2/08	2		
0172	Treasury Oversight Committee (calendar year)	120	12/13	1 (Law)	X	180
0173	Transient Occupancy Tax	120	12/07	NEW		
	<u>Purchasing</u>					
0202	Sale of surplus equipment	120	12/04	4		
1491	Purchasing	175	3/14	4		
1493	Procurement Card Program - 3rd qtr	30	9/14	1/4 (CAO)	X	40
1493	Procurement Card Program - 4th qtr	30	12/13	1/4 (CAO)	X	40
1493	Procurement Card Program - 1st qtr	30	3/14	1/4 (CAO)	X	40
1493	Procurement Card Program - 2nd qtr	30	6/14	1/4 (CAO)	X	40
	<u>Department of Information Technology</u>					
0147	General Department	100	4/14	3		
0258	Communications equipment inventory	100	6/12	3		
	<u>Office of Revenue Collections</u>					
	Wrap up of Tom's audit of ORC A/R that was forwarded to depts (esp HSD who outsourced) <i>(special)</i>		(special)		X	400
	<u>County Counsel</u>					
	General Department	100	NEW?	5		
	<u>Human Resources</u>					
0351	General Department	150	4/06	5		

MASTER EXAMINATION CYCLE
2015

	Department	Historical Estimated Hours	Last Done Through	Preferred Cycle (yrs)	Scheduled For 2015	Estimated Hours 2015
	Project Description					
	<u>Child Support Services</u>					
2401	General Department	175	3/10	3		
	<u>Clerk-Recorder</u>					
3551	General Departmental	400	6/08	2	X	475
	GC27361(d)(4) project re: SSN truncation - Required to be performed by 12/2013 and 12/2017 (between 6/1/17 and 12/31/17)		2013	4		
	<u>District Attorney</u>					
2421	General Department	175	3/11	3		
3641	Public Administrator	100	3/10	2		
	<u>Public Defender</u>					
2431	General Department	100	4/09	5		
	<u>Sheriff-Coroner</u>					
2551	Escrow Fund (aka Sheriff's Civil)	300	12/10	2		
2552	Revolving Fund/Employee Compensation	100	5/12	2		
2553	Seized & Forfeited Property <i>including fund 836000 (CASE Asset Forfeitures)</i>	100	12/12	5		
3002	Inmate Welfare Fund (2 yr law repealed)	140	6/07	2	X	200
3003	Custody Alternative Programs	300	12/04	4	X	350
3005	Inmates'cash	400	12/13	2		
3591	Coroner	100	1/10	5		
2555	Sheriff Training Center	200	12/07	2		
	<u>Probation</u>					
3081	General Department	200	12/13	2(Law)		
	<u>Agriculture</u>					
3351	General Department	100	3/13	4		

MASTER EXAMINATION CYCLE
2015

	Department	Historical Estimated Hours	Last Done Through	Preferred Cycle (yrs)	Scheduled For 2015	Estimated Hours 2015
	Project Description					
	<u>Conservation and Development (DCD)</u>	split below	4/12	2		
	Keller Canyon - follow up to 2010 exam		2010		X	120
	<u>Building Inspection</u> (now part of Cons & Dev Dept)					
3401	General Department	350	4/12			
???	Inventories		6/07	3		
	<u>Community Development</u> (now part of Cons & Dev Dept)					
3571	General Department	400	4/12			
3572	Weatherization Division Business Process Review		6/10			
	<u>Animal Services</u>					
3661	General Department	300	4/10	2		
	<u>Health Services</u>					
4501	Public Health	250	12/13	2		
4521	Environmental Health-Hazardous Materials Div	250	3/10	2		
4671	Alcohol and Other Drugs	175	2/10	2		
4671	Mental Health	175	2/10	2		
4671	Mental Health Contracts (<i>special</i>)		(special)		X	200
5402	Hospital Timekeeping	100	12/08	2		
5402	Hospital and Clinics (Collections and Petty Cash)	150	1/09	2	X	200
4510	Conservatorships/Guardianships	250	12/08	2	X	275
5406	Patients Trust & Valuables	50	3/09	4		
	Materials Management		3/13	3		
5408	CCHP Vendor Payments	150	5/14	3		
5401	Year End Inventory Control (Pharmacy)	110	6/09	3	X	115
5401	Year End Inventory Control (General Stores and Materials)	110	6/09	3	X	115
	<u>Employment & Human Services</u>					
5001	General Department	700	1/09	2		
	Trust Funds	100	Special		X	100
5005	In Home Supportive Services (IHSS)	175	12/08	3	X	175
0111	Welfare Accounting (formerly w/Auditor Controller)	240	7/12	3		
	<u>Community Services (EHSD)</u>					
5883	General Department	400	5/11	2		
5882	Weatherization Projects Inventory <i>SEE DCD ABOVE</i>	←	6/07	3		
	<u>County Libraries</u>					
6201	General Department	200	12/12	4		

MASTER EXAMINATION CYCLE
2015

	Department	Historical Estimated	Last Done	Preferred	Scheduled	Estimated
	Project Description	Hours	Through	Cycle (yrs)	For 2015	Hours 2015
	Public Works					
6501	General Department (incl County Special Dist)	400	3/10	2		
6521	Inventories	50	6/12	3		
	(OLD) General Services:					
0631	Fleet Services Inventory	100	6/11	3		
0791	Craft inventories and Custodial Supplies Inventory (combined)	100	6/14	3		
1481	Print and Mail (Central Services) Inventory	120	6/14	3		
1492	Capital Leases	240	6/13	3		
0632	Vehicle Inventory	150	6/13	3		
	Veterans Affairs					
0580	General Department		NEW			
	Contra Costa Fire Protection District					
9502	General Department	300	3/14	2		
	Fleet Parts and Fuel Inventories	100	6/10	3		
	Other Supplies Inventory	80	6/13	3		
	Crockett-Carquinez FPD					
	General Department	100	12/09	5		



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

6.

Meeting Date: 02/09/2015

Subject: RECOMMENDATIONS FOR DISPOSITION OF LOW MILEAGE FLEET VEHICLES

Submitted For: Julia R. Bueren, Public Works Director/Chief Engineer

Department: Public Works

Referral No.: IOC 15/3

Referral Name: Review of Annual Master Vehicle Replacement List and Disposition of Low-Use Vehicles

Presenter: Joe Yee, Deputy Public Works Director **Contact:** Carlos Velasquez 925....

Referral History:

Each year, the Public Works Department Fleet Services Manager has analyzed the fleet and annual vehicle usage and made recommendations to the IOC on the budget year vehicle replacements and on the intra-County reassignment of underutilized vehicles, in accordance with County policy. In FY 2008/09, the Board approved the establishment of an Internal Services Fund (ISF) for the County Fleet, to be administered by Public Works (formerly by the General Services Department). The Board requested the IOC to review annually the Public Works department report on the fleet and on low-mileage vehicles.

On September 9, 2013, the IOC accepted a preliminary annual report from the Public Works department and requested the Fleet Manager to return in March 2014 with final recommendations on the disposition of low mileage vehicles. The new Fleet Manager in March 2014 identified 44 low mileage vehicles out of 893 vehicles in the Internal Services Fund Fleet and consulted with each department in the formulation of recommendations. The Committee approved the Fleet Manager's recommendation to install GPS telemetrics devices on 12 of the 44 low mileage vehicles.

Referral Update:

The Public Works Department has prepared the attached report, which provides a history and current status of the Internal Services Fund for the County's fleet of vehicles and an update on the analysis of low mileage vehicles.

Recommendation(s)/Next Step(s):

ACCEPT report from the Public Works Director regarding the status of the Internal Services Fund for the County Fleet and provide direction on low mileage vehicles.

Fiscal Impact (if any):

Reassigning underutilized vehicles would increase cost efficiency but the fiscal impact was not estimated.

Attachments

2014 Fleet Manager Report on ISF and Low Mileage Vehicles



February 2, 2015

TO: Internal Operations Committee
Supervisor Karen Mitchoff, District IV, Chair
Supervisor John Gioia, District I, Vice-Chair

FROM:  Julia R. Bueren, Public Works Director

SUBJECT: FLEET INTERNAL SERVICE FUND FY 2013/14 REPORT

Recommendation

Accept the Internal Service Fund (ISF) Fleet Services report for FY 2013-14.

Background

The Fleet Services Division has operated as an Internal Service Fund since 2008 to ensure stable and long-term vehicle replacement funding.

Fleet Services provides various services to County departments including the acquisition, preventative maintenance, repair, and disposal of fleet vehicles and equipment. The division services the County's fleet of over 1500 vehicles/equipment/trailers, of which, 859 vehicles are included in the ISF program.

ISF Rate Structure

There are three components to recover operational costs for vehicles in the ISF Fleet Services program which are charged to the departments. They are:

1. A fixed monthly cost to cover insurance, Fleet Services overhead, and vehicle depreciation / replacement
2. A variable cost based on miles driven to cover maintenance and repair costs
3. Direct costs for fuel

This rate structure enables the ISF to collect monthly payments from customer departments over the life-cycle of the units to fund operations and enable the systematic replacement of units at the end of a vehicle's useful life or when it becomes a cost-effective decision to do so.

The estimated fixed and variable rates are adjusted each year to develop ISF rates as close to actual costs as possible for each class of vehicle. Accordingly, the FY 2013-14 expenses were

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reviewed to develop new rates for FY 2014-15, which went into effect September 1, 2014. Please refer to Attachment B accompanying this report for the ISF Fleet Rates Schedule.

Fleet Services ISF Goals and Objectives

- Continue to provide cost-effective services that meet or exceed our customers' needs and expectations by evaluating additional services and new technologies to increase efficiencies.
- Continue to evaluate and recommend for replacement all vehicles and fleet equipment that are due for replacement based on a predetermined schedule and/or a time when it is most cost-effective to do so and in accordance with Administrative Bulletin 508.4. This increases vehicle availability through reduced down time associated with an older fleet.
- Continue to maintain a newer fleet focusing on preventative maintenance thus reducing repair costs typically associated with an older fleet.
- Continue to purchase clean air vehicles whenever feasible and to grow the number of electric vehicles in the fleet as existing equipment requires replacement. Fleet Services is currently working on the feasibility of an expanded electric vehicle charging station infrastructure to support County and personal vehicles.
- Continue to ensure that all County vehicles are maintained and repaired in a timely, safe, and cost effective manner in order to provide departments with safe, reliable vehicles and equipment.
- Continue to work with departments to identify vehicles and equipment that are underutilized in an effort to maximize fleet utilization, identify departmental actual needs, and reduce fleet costs.

Highlights

- In FY 2013-14, 89 new vehicles were purchased, 5% more than were purchased in FY 2012-13 and 31% more than in FY 2011-12.
- Sheriff's Office received 42 vehicles, 4 of which are additions to the fleet to be held as spares to facilitate a shorter wait time for vehicle replacement. Patrol cars account for 21 of the new vehicles. The overall number of replacements is up by one unit from last year. The number of Sheriff's Office vehicle replacements is projected to be about the same in fiscal year 2014-2015 as it was in fiscal year 2013-2014.
- Vehicle usage is continually reviewed in an effort to reduce underutilized vehicles according to Administrative Bulletin 508.4. During the most recent review in December 2014, nine were identified that required further analysis. Four of those have since met

the minimum utilization requirements, thus reducing the number of vehicles currently under analysis to five.

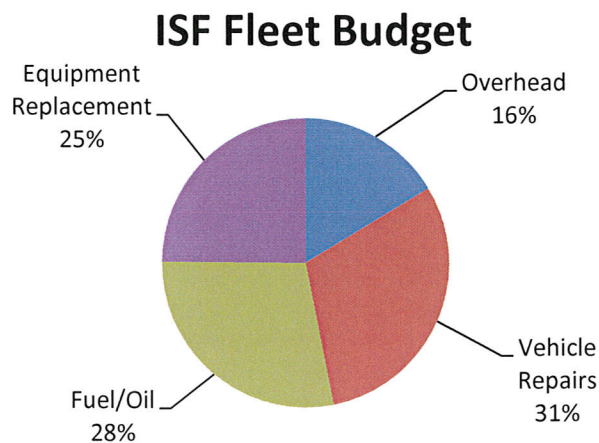
- Fleet Services continues to promote building a “Green Fleet.” In FY 2013-14 9 replacement vehicles, or 10% of purchases were hybrid vehicles.
- Fleet Services purchased and installed 64 asset management and locating devices in ISF vehicles bringing the total of ISF vehicles with these devices installed to 227. These devices help improve fleet utilization, identify vehicle locations in the event of an emergency, reduce costs by identifying and immediately reporting operational issues with the vehicle, and improve accuracy of mileage meter readings. Fleet Services intends to continue installing these devices to all ISF vehicles as appropriate.

Summary

The Fleet Services Division operates as an Internal Service Fund (ISF), providing services to a variety of County Departments. As an ISF, Fleet is responsible to fully recover the cost of providing services and the cost of capital purchases. Key responsibilities of the Division are vehicle preventative maintenance and repair, fueling, replacement analysis, specification review, acquisition, new vehicle preparation, and disposal.

In FY 2013-14, Fleet Services had a staff of 17 Administration and Operations employees. The Administration section consists of one Fleet Manager and one Fleet Equipment Specialist. The Operations section consists of one Lead Fleet Technician, four Equipment Services Workers, nine Equipment Mechanics, two Equipment Service Writers and one Student Worker.

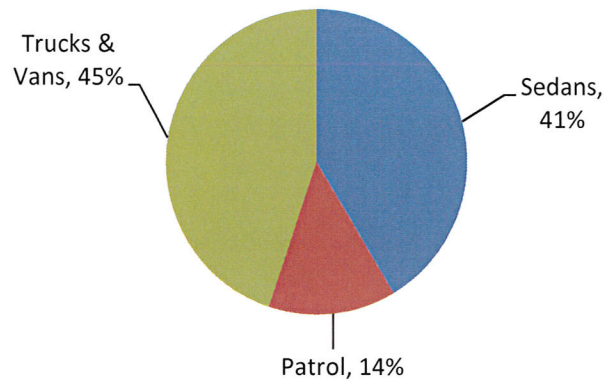
The FY 2013-14 budget of \$13,342,984 included \$1,859,730 for salaries; \$3,461,806 for vehicle repairs; \$3,209,237 for fuel/oil; and \$2,823,526 for the replacement of fleet vehicles and equipment. The ending net asset value of the Fleet ISF for FY 2013-14 is \$11,233,275 (Attachment D).



The ISF fleet has 859 vehicles, comprised of 356 sedans, 117 patrol vehicles, and 386

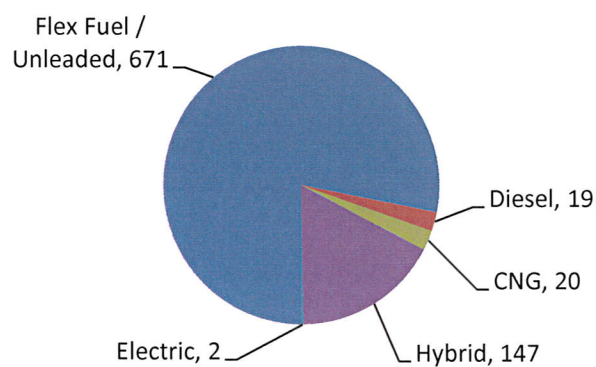
trucks/vans. There are 20 more vehicles in the ISF fleet than when the ISF was initiated in 2008 and 37 more than in FY 2012-13.

ISF Fleet by Vehicle Class



Fleet Services continues to purchase clean air vehicles whenever feasible and plans to grow the number of electric vehicles in the fleet as existing equipment requires replacement. All diesel vehicles use biodiesel fuel and all sedans must have a PZEV (Partial Zero Emissions Vehicle) rating or greater by the California Air Resources Board.

ISF Fleet by Fuel Type



Fleet Services continues to work to achieve the primary goals and objectives of providing County departments with vehicles and equipment that are safe, efficient, reliable and consistent with departmental needs and requirements at the lowest possible cost. The Division will continue to monitor vehicle use to optimize new vehicle acquisition and better utilize existing vehicle assets.

Attachments

- A ISF Vehicle Expenses by Department
- B ISF Rates Schedule
- C ISF Fund Balance
- D ISF Net Assets
- E Administrative Bulletin 508.4

**Internal Service Fund - Fleet Services
Expenses By Department
FY 2013/14**

Agency	2011/12 Actual				2012/13 Actual				2013/14 Actual			
	# of Vehicles Replaced	Purchase Cost	# of Units	Operating Expenses w/o Fuel	# of Vehicles Replaced	Purchase Cost	# of Units	Operating Expenses w/o Fuel	# of Vehicles Replaced	Purchase Cost	# of Units	Operating Expenses w/o Fuel
Agriculture	2	\$ 45,318	55	\$ 241,014	4	\$ 103,219	55	\$ 239,098	3	\$ 81,266	56	\$ 235,585
Animal Services	-	-	28	237,539	3	135,678	31	215,261	2	76,436	31	186,388
Assessor	-	-	3	14,391	-	-	3	13,650	1	23,634	3	14,229
CAO (Doit)	-	-	20	92,315	-	-	20	94,212	3	68,674	20	88,314
Co-op Extension	-	-	2	8,921	-	-	2	8,910	-	-	3	8,566
District Attorney	2	26,805	23	144,901	2	56,077	28	150,367	6	170,287	32	174,584
Elections	-	-	1	3,098	-	-	1	2,963	-	-	1	2,851
Employment & Human Services	3	83,907	52	216,800	7	186,314	55	214,929	4	91,698	56	217,621
Fleet Pool	4	146,820	26	108,558	3	70,219	25	100,663	5	120,750	27	106,559
General Services Department	6	123,852	97	457,063	-	-	102	-	-	-	105	474,902
Health Services	2	74,991	91	397,141	5	132,623	93	410,652	3	72,462	108	433,442
Housing Rehabilitation	-	-	1	4,218	-	-	1	4,270	-	-	2	3,875
Insurance & Risk Management	-	-	3	13,092	1	23,495	3	13,376	-	-	4	14,077
Probation	5	128,939	56	192,118	3	69,565	58	211,198	-	-	59	219,652
Public Defender	3	81,644	13	71,424	1	28,130	13	69,324	4	71,750	15	65,926
Public Works	2	40,959	37	151,564	15	353,165	36	635,429	16	499,828	37	157,767
Sheriff/OES	38	963,761	285	2,099,454	41	1,180,730	295	2,088,449	42	1,180,460	299	2,056,998
Treasurer-Tax Collector	1	21,719	1	1,547	-	-	1	3,301	-	-	1	3,262
Total ISF Operating Expenses By Department	68	\$ 1,738,715	794	\$ 4,455,157	85	\$ 2,339,215	822	\$ 4,476,052	89	\$ 2,457,244	859	\$ 4,464,596

Internal Service Fund - Fleet Services
ISF Fleet Rates Schedule
FY 2014/15

Category	FY 2011/12		FY 2012/13		FY 2013/14		FY 2014/15		Diff 2013/14 to 2014/15	
	Monthly Rate	Mileage Charge	Monthly Rate	Mileage Charge	Monthly Rate	Mileage Charge	Monthly Rate	Mileage Charge	Monthly Rate	Mileage Charge
ISF-Sedan	\$ 237.80	\$ 0.173	\$ 233.75	\$ 0.185	\$ 257.92	\$ 0.145	\$ 284.83	\$ 0.167	10.4%	15.2%
ISF-Cargo Van	199.80	0.242	194.75	0.366	205.92	0.249	239.75	0.290	16.4%	16.5%
ISF-Passenger Van	227.60	0.213	201.58	0.211	201.92	0.191	220.75	0.306	9.3%	60.2%
ISF-Patrol	710.80	0.252	637.08	0.318	454.83	0.393	427.33	0.462	-6.0%	17.6%
ISF-Sports Utility Vehicle	314.70	0.136	421.83	0.247	311.33	0.294	307.42	0.272	-1.3%	-7.5%
ISF-Truck, Compact	222.80	0.158	213.00	0.215	194.67	0.190	194.33	0.221	-0.2%	16.3%
ISF-Truck, Fullsize	259.30	0.198	246.92	0.200	238.25	0.249	233.50	0.388	-2.0%	55.8%
ISF-Truck, Utility	448.80	0.251	421.83	0.247	305.25	0.256	381.50	0.329	25.0%	28.5%

**Internal Service Fund - Fleet Services
Fund Balance
For the Year Ended June 30, 2014**

	<u>FY 2012/13</u>	<u>FY 2013/14</u>
Beginning Fund Balance	<u>\$ 10,362,583</u>	<u>\$ 11,164,010</u>
Expenses		
Salaries & Benefits	\$ 1,475,905	1,859,583
Services and Supplies, Other Charges	7,121,013	6,815,118
Depreciation	1,502,134	1,648,815
Total Expenses	<u>\$ 10,099,051</u>	<u>\$ 10,323,516</u>
Revenues		
Charges for services	\$ 10,421,317	\$ 10,080,382
Transfers In/(Out)*	187,662	-
Sale of Surplus Vehicles	206,855	250,932
Indemnifying Proceeds (Accidents)	84,644	61,468
Total Revenue	<u>\$ 10,900,478</u>	<u>\$ 10,392,781</u>
Change in Fund Balance	<u>\$ 801,427</u>	<u>\$ 69,265</u>
FY Ending Fund Balance	<u><u>\$ 11,164,010</u></u>	<u><u>\$ 11,233,275</u></u>

Internal Service Fund - Fleet Services
Net Assets (Fund 150100)
As of June 30, 2014

		<u>FY 2012/13</u>	<u>FY 2013/14</u>
Assets			
	Current Assets:		
0010	Cash	\$ 4,451,545	\$ 3,615,370
0100	Accounts Receivable	(8,600)	12,301
0170	Inventories	284,191	345,902
0180	Due From Other Funds	1,141,312	1,315,002
0250	Prepaid Expense	43,608	31,420
	Total Current Assets	<u>\$ 5,912,056</u>	<u>\$ 5,319,995</u>
	Noncurrent Assets:		
0340	Equipment	18,877,670	18,984,902
0360	Construction In Progress	723,308	1,386,351
0370	Reserve For Depreciation	(13,018,513)	(13,174,410)
	Total Noncurrent Assets	<u>\$ 6,582,466</u>	<u>\$ 7,196,843</u>
	Total Assets	<u>\$ 12,494,522</u>	<u>\$ 12,516,838</u>
Liabilities			
0500	Accounts Payable	\$ 502,043	\$ 379,201
0540	Due To Other Funds	767,424	832,682
0640	Employee Fringe Benefit Pay	61,045	71,680
	Total Liabilities	<u>\$ 1,330,512</u>	<u>\$ 1,283,563</u>
Net Assets			
	Capital Assets, Net of Debt	\$ 6,582,466	\$ 7,196,843
	Other	4,581,544	4,036,432
	Total Net Assets	<u>\$ 11,164,010</u>	<u>\$ 11,233,275</u>

CONTRA COSTA COUNTY
Office of the County Administrator
ADMINISTRATIVE BULLETIN

Number: 508.4
Date: October 24, 2008
Section: Property and Equipment

SUBJECT: County Vehicle and Equipment Acquisition and Replacement Policy, and
Clean Air Vehicle Policy and Goals

This bulletin sets forth County policy and guidelines for department requests for acquisition and replacement of County vehicles and equipment.

I. APPLICABILITY. This bulletin is applicable to addition and replacement vehicles and equipment to be acquired by County departments either through purchase, lease purchase or donation.

II. AUTHORITY. By Board Order, Item C.162, July 18, 2000, *proposed County Vehicle/Equipment Acquisition and Replacement Policy*

III. POLICY GUIDELINES

Additional and replacement vehicles and equipment to be acquired by County departments either through purchase, lease purchase or donation must be appropriate for the intended use, within the approved budget, safe to operate, and cost efficient both to operate and maintain. The expected annual use of any vehicle should be in excess of 3,000 miles. Dedicated Compressed Natural Gas (CNG) and battery electric vehicles with frequent and demonstrated short trip usage patterns may be exempted from the County minimum mileage requirement. Replacement priority will be given to vehicles and/or equipment that are determined by the Fleet Manager to be unsafe, in the poorest condition, uneconomical to operate or maintain, or have the highest program need.

- A. ACQUISITION OF REPLACEMENT VEHICLES/EQUIPMENT The acquisition of "replacement" vehicles or equipment may be approved by the Fleet Manager and County Administrator, provided that the vehicle being replaced meets or exceeds the minimum mileage criterion and/or the vehicle/equipment is damaged beyond economical repair as determined by the Fleet Manager.

Vehicles and equipment will be considered for replacement or, in the case of low utilization, reassignment to another function or department, when one or more of the following conditions exist as determined by the Fleet Manager.

1. Replacement parts are no longer available to make repairs
2. Continued use is unsafe
3. Damage has made continued use infeasible
4. Cost of repair exceeds the remaining value

5. Low utilization (usage does not exceed 3,000 miles per year) cannot justify ongoing maintenance and insurance costs

B. MILEAGE EVALUATION INTERVALS At the mileage intervals specified below, vehicles will be evaluated to determine their condition and expected life. The General Services Fleet Management Division is to make such evaluations in accordance with the following schedule. Evaluations may be conducted sooner under certain conditions, such as when a vehicle needs repairs more often than other vehicles of the same class and age, or when a vehicle has been damaged. After initial evaluations, a vehicle will be re-evaluated every 12,000 miles or until it reaches the end of its life, at which time it will be declared surplus.

VEHICLE TYPE	EVALUATION INTERVAL
Sedans	90,000 miles
Sheriff Patrol Sedans	90,000 miles
Passenger Vans	90,000 miles
Cargo Vans	90,000 miles
Sports Utility Truck	100,000 miles
Pickups and 4x4	100,000 miles
Medium/Heavy Duty Trucks	120,000 miles
Buses	180,000 miles
School Buses	8 years/(inspect every 45 days by law)
Miscellaneous Equipment	Depends on Condition

- C. EQUIPMENT ABUSE, NEGLIGENCE, AND MISUSE Departments utilizing County equipment shall be responsible for all costs associated with driver abuse, negligence, or misuse of County equipment. Determination of abuse, negligence, or misuse will be at the discretion of the GSD Fleet Manager. The GSD Fleet Manager shall notify the department using the equipment of any charges covered under this section.
- D. VEHICLE CITATIONS, PARKING TICKETS, AND TOLL EVASION NOTICES The department utilizing the equipment shall be responsible for ensuring payment of all citations, parking tickets, and toll evasion notices attributed to any equipment. Citations or tickets attributed to equipment due to administrative reasons (license, titling, registration, etc) will be the responsibility of GSD to resolve, with the exception of expired registration tabs on undercover vehicles. The department utilizing the equipment is responsible for ensuring undercover plated vehicles display a current registration tab.

- E. ACQUISITION OF ADDITIONAL VEHICLES/EQUIPMENT Departments requesting acquisition of an additional vehicle or piece of equipment must demonstrate the need and identify the source of funding for the acquisition and its ongoing maintenance. Funds for the acquisition of additional or replacement vehicles/equipment must be appropriated in the County budget before such acquisition can occur. This appropriation may be included in the annual County Budget adopted by the Board of Supervisors or may occur via a budget appropriation adjustment approved by the Board during the fiscal year. The attached form shall be used for each [vehicle/equipment acquisition request](#) and forwarded to the County Administrator's Office, Budget Division, upon whose approval the request will be sent to the General Services Fleet Management Division for a technical recommendation.

Any vehicle and/or equipment that is offered as a donation to the County must be inspected by the GSD Fleet Management Division and determined to be in good operating condition, safe, and efficient to operate and maintain prior to acceptance. If the vehicle does not meet these criteria, the donation is not to be accepted. Donated vehicles and equipment require a signed Board Order before the donated equipment may be accepted.

IV. CLEAN AIR VEHICLE POLICY AND GOALS

It is the intent of the County to procure the most fuel efficient and lowest emission vehicles and reduce petroleum fuel consumption. Vehicle and equipment purchases shall be operable on available County alternate fuel sources to the greatest extent practicable and must comply with all applicable clean air and vehicle emission regulations.

- A. EXEMPTION FROM CLEAN AIR VEHICLES POLICY Marked emergency response vehicles (e.g. police patrol, fire, paramedic, and other Code 3 equipped units), are exempt from the Clean Air Vehicle Policy. The GSD Fleet Manager may also grant exemptions for vehicles used primarily for prisoner transport or when no alternate fuel or low emission vehicle is available that meets the essential vehicle requirements or specifications. The intended use of the vehicle shall be the determining criteria for granting a Clean Air Vehicle Policy exemption.
- B. SEDAN PURCHASES Compressed Natural Gas (CNG) and hybrid electric sedans shall be procured to the greatest extent practicable. If a CNG sedan is not operationally feasible, a hybrid electric sedan shall be the next vehicle type considered for procurement. Sedan purchases other than CNG or hybrid electric require specific justification and approval by the GSD Fleet Manager and shall be rated no lower than Partial Zero Emission Vehicle (PZEV) by the California Air Resources Board. All County sedan purchases shall be alternate fuel, hybrid electric, or rated as PZEV or greater by the California Air Resources Board.

- C. VAN/LIGHT TRUCK PURCHASES Vans and light truck shall be alternate fuel or hybrid electric to the greatest extent practicable.
- D. SPORT UTILITY VEHICLE (SUV) PURCHASES Sport Utility Vehicles (SUVs) will not be purchased unless justified based on specific and verified work assignment and approved by the GSD Fleet Manager. When such vehicles are a necessity every effort should be made to purchase hybrid or alternative fuel vehicles. Any SUV purchases which are not for marked law enforcement or Code 3 emergency response shall be hybrid electric.

V. DEPARTMENT RESPONSIBILITY

A. Department Head or Designee assigned vehicles

1. Designate a department staff person to serve as the departments point of contact for all fleet related issues
2. Ensure safe operation of all vehicles
3. Budget appropriately for all expenses
4. Prepare and submit [Vehicle and Equipment Request Form](#) to the County Administrator's Office, Budget Division for approval of replacement and/or addition of vehicles
5. Enter correct mileage when purchasing fuel
6. Ensure vehicle meets minimum use guidelines
7. Notify GSD Fleet of any vehicle assignment changes

B. County Administrator's Office

1. Review requests for purchase of vehicles for operational need, compliance with County policy, and budgetary impact.

C. General Services Department

1. Administer and oversee the County Fleet
2. Budget for the acquisition and replacement of vehicles and/or equipment
3. Prepare annual report and summary of the distribution of light vehicles and heavy equipment by department for the current fiscal year, the two prior fiscal years, and the recommended distribution for the new fiscal year

4. Develop light duty vehicle and equipment specifications to accommodate alternate fuel, hybrid electric, and low emission vehicle purchases
5. Identify and procure suitable alternate fuels for use in County vehicles
6. Monitor and identify non-County alternate fuel locations for use by County vehicles

Originating Department(s):

County Administrator's Office
General Services Department

Information Contacts:

County Administrator's Office –Management Analyst Liaison
County Fleet Manager at 925.313.7072

Update Contact:

County Administrator Senior Deputy, Municipal Services

/s/

David Twa
County Administrator



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

7.

Meeting Date: 02/09/2015

Subject: 2015 WORK PLAN

Submitted For: David Twa, County Administrator

Department: County Administrator

Referral No.: N/A

Referral Name: N/A

Presenter: Julie DiMaggio Enea, IOC Staff **Contact:** Julie DiMaggio Enea 925.335.1077

Referral History:

The Committee members have selected the second Monday of each month at 2:30 p.m. as the standing meeting date/time for 2015.

The Board of Supervisors made the following referrals to the 2015 Internal Operations Committee:

Standing Referrals

1. Continued policy oversight and quarterly monitoring of the Small Business Enterprise and Outreach programs, and e-Outreach
2. Review of the annual audit schedule
3. Review of annual Master Vehicle Replacement List and disposition of low-use vehicles
4. Local Vendor Preference Program
5. Advisory Body Candidate Screening/Interview (See Attachment B)
6. Review of Process for allocation of funds by the Fish and Wildlife Committee
7. Special Recruitments

Non-Standing Referrals

8. Waste Hauler Ordinance
9. Social Media Policy Follow-up
10. Emergency Operations Plan Update
11. Evaluation of Establishing Property Assessed Clean Energy (PACE) Financing Districts within the County

Attachment C contains a brief summary and status of each of the referrals.

Referral Update:

Attached for the Committee's review is the proposed meeting schedule, developed in consultation with your schedulers, and the proposed work plan for hearing each of the 2015 referrals. Note that, due to conflicts with the NACo Annual Conference and the Board's summer break, the July and August meetings will need to be rescheduled or canceled.

Also, the 2014 IOC had approved a protocol designating those advisory bodies for which it would conduct in-person interviews vs. those bodies for which it would simply screen nominations. Attachment A provides the 2015 recruitment plan based on the prior-year protocol.

Recommendation(s)/Next Step(s):

APPROVE the proposed 2015 Committee meeting schedule and work plan and advisory body recruitment plan, or provide direction to staff regarding any changes thereto.

Fiscal Impact (if any):

None.

Attachments

Attachment A: Proposed 2015 IOC Meeting Schedule and Work Plan

Attachment B: Advisory Body Work Plan

Attachment C: Summary of 2015 IOC Referrals

ATTACHMENT “A”

2015 Internal Operations Committee Discussion Schedule

2nd Monday at 2:30 p.m.

As of February 2, 2015

Meeting Date	Subject	Staff Contacts
February 9	<ul style="list-style-type: none"> ◆ IOC Schedule and Work Plan for 2015 ◆ Law Library Nomination ◆ Internal Audit Work Plan for 2015 ◆ Fleet/Low Mileage Vehicle Disposition ◆ HazMat Nominations 	Julie Enea Julie Enea Elizabeth Verigin/Joanne Bohren Carlos Velasquez Pat Frost Michael Kent
March 9	<ul style="list-style-type: none"> ◆ Aviation Advisory Committee interviews ◆ EMS RFP Impartial Observer Interviews? ◆ SBE Outreach Annual Report ◆ PACE ◆ Emergency Operations Plan 	Natalie Oleson Pat Frost, HSD Vicky Mead; Antoine Wilson Jason Crapo, Bob Campbell, Rusty Watts Marcelle Indelicato 313-9609 minde@so.cccounty.us
April 13	<ul style="list-style-type: none"> ◆ Airport Land Use Comm interviews ◆ 2015/16 Fish & Wildlife Propagation Fund allocations ◆ Waste Hauler Ordinance – Status Report 	Jamar Stamps Maureen Parkes/Danny Pellegrini Joe Doser/Marilyn Underwood
May 11	<ul style="list-style-type: none"> ◆ Affordable Housing Finance Cte nominations ◆ Social Media Policy Follow-up 	Kara Douglas Betsy Burkhart
June 8		
July ?		
August ?		
September 14	<ul style="list-style-type: none"> ◆ 2014/15 Local Vendor Preference Program Report 	David Gould
October 12	<ul style="list-style-type: none"> ◆ SBE/Outreach Semi-Annual Report 	Antoine Wilson/Vicky Mead
November 9		
December 14	<ul style="list-style-type: none"> ◆ HazMat nominations ◆ Western CC Transit Auth Bd of Directors nominations ◆ Fish & Wildlife Cte interviews ◆ IPM Adv Cte interviews 	Michael Kent Jamar Stamps Maureen Parkes Tanya Drlik

ATTACHMENT "B"

Advisory or Regional Legislative Body	County "At Large" Seat	Staff Contact
Airport Land Use	Appointee 1 BOS	5/5/2015 Jamar Stamps, DCD
Airport Land Use	Appointee 2 BOS	5/5/2016 Jamar Stamps, DCD
Aviation Advisory	At Large 1	2/28/2015 Natalie Oleson, PW
Aviation Advisory	At Large 2	3/1/2017 Natalie Oleson, PW
Contra Costa County FPD Fire Advisory Commission	At Large 1	6/30/2016 Vicki Wisher
Contra Costa County FPD Fire Advisory Commission	At Large 2	6/30/2018 Vicki Wisher
County Connection Citizens Advisory	County seat	6/18/2015 Diane Bodon, 925-256-4720
East Bay Regional Parks District Advisory	Appointee 1	12/31/2016 Pfoehler Erich, EBRPD (510) 544-2006
East Contra Costa Fire Protection District Board of Directors	BOS Seat 1	2/4/2018 Hugh Henderson
East Contra Costa Fire Protection District Board of Directors	BOS Seat 2	2/4/2018 Hugh Henderson
Employees Retirement Assos. Bd of Trustees (CCCERA)	BOS Appointee 4	6/30/2016 Gail Strohl/Julie Enea
Employees Retirement Assos. Bd of Trustees (CCCERA)	BOS Appointee 5	6/30/2017 Gail Strohl/Julie Enea
Employees Retirement Assos. Bd of Trustees (CCCERA)	BOS Appointee 6	6/30/2017 Gail Strohl/Julie Enea
Employees Retirement Assos. Bd of Trustees (CCCERA)	BOS Appointee 9	6/30/2017 Gail Strohl/Julie Enea
Employees Retirement Assos. Bd of Trustees (CCCERA)	BOS Appointee Alternate	6/30/2017 Gail Strohl/Julie Enea
Fish & Wildlife	At Large 1	12/31/2015 Maureen Parkes, DCD
Fish & Wildlife	At Large 2	12/31/2015 Maureen Parkes, DCD
Fish & Wildlife	At Large 3	12/31/2016 Maureen Parkes, DCD
Fish & Wildlife	At Large 4	12/31/2016 Maureen Parkes, DCD
Fish & Wildlife	At Large Alternate	12/31/2016 Maureen Parkes, DCD
Integrated Pest Management	At Large 1	12/31/2015 Tanya Drlik
Integrated Pest Management	At Large 2	12/31/2015 Tanya Drlik
Integrated Pest Management	At Large 3	12/31/2015 Tanya Drlik
Integrated Pest Management	Public Member Alternate	12/31/2015 Tanya Drlik
Local Enforcement Agency Independent Hearing Panel (Solid Waste)	At Large	3/31/2018 Dorothy Sansoe
Local Enforcement Agency Independent Hearing Panel (Solid Waste)	Public Member	3/31/2018 Dorothy Sansoe
Local Enforcement Agency Independent Hearing Panel (Solid Waste)	Technical Expert	3/31/2018 Dorothy Sansoe
Planning Commission	At Large 1	6/30/2018 Hiliana Li, DCD
Planning Commission	At Large 2	6/30/2016 Hiliana Li, DCD
Treasury Oversight	BOS Member	4/30/2016 Rusty Watts
Treasury Oversight	Public 1	4/30/2018 Rusty Watts
Treasury Oversight	Public 2	4/30/2018 Rusty Watts
Treasury Oversight	Public 3	4/30/2016 Rusty Watts
Affordable Housing Finance	Community 1	6/30/2017 Kara Douglas, DCD
Affordable Housing Finance	Community 2	6/30/2015 Kara Douglas, DCD
Affordable Housing Finance	Community 3	6/30/2016 Kara Douglas, DCD
Affordable Housing Finance	County 1	6/30/2017 Kara Douglas, DCD
Affordable Housing Finance	County 2	6/30/2015 Kara Douglas, DCD
Affordable Housing Finance	County 3	6/30/2016 Kara Douglas, DCD
Bay Area Library & Info Sys Lay Adv Board	County Representative	1/31/2014 Corrinne Kelly, Library
BBK Union Cemetery District Bd of Trustees (if needed)	Trustee 1	12/31/2017 Lea Castleberry
BBK Union Cemetery District Bd of Trustees (if needed)	Trustee 2	12/31/2017 Lea Castleberry
BBK Union Cemetery District Bd of Trustees (if needed)	Trustee 3	12/31/2017 Lea Castleberry
Hazardous Materials	Env Engineering Firms	12/31/2017 Michael Kent
Hazardous Materials	Env Engineering Firms Alt	12/31/2017 Michael Kent
Hazardous Materials	Env Organizations 1	12/31/2017 Michael Kent
Hazardous Materials	Env Organizations 1 Alt	12/31/2017 Michael Kent
Hazardous Materials	Env Organizations 2	12/31/2015 Michael Kent
Hazardous Materials	Env Organizations 2 Alt	12/31/2015 Michael Kent
Hazardous Materials	Env Organizations 3	12/31/2016 Michael Kent
Hazardous Materials	Env Organizations 3 Alt	12/31/2016 Michael Kent
Hazardous Materials	General Public	12/31/2015 Michael Kent
Hazardous Materials	General Public Alt	12/31/2015 Michael Kent
Housing Authority Board of Commissioners	Tenant #1 (age 62 or above)	3/31/2016 Joseph Villarreal
Housing Authority Board of Commissioners	Tenant #2	3/31/2016 Joseph Villarreal
Law Library Bd of Trustees	Member of the Bar	12/31/2015 Carey Rowan, Sup Court
Mosquito & Vector Control District Bd of Trustees	At Large 1	1/2/2019 Allison Nelson or Craig Downs
Mosquito & Vector Control District Bd of Trustees	At Large 2	1/2/2017 Allison Nelson or Craig Downs
Mosquito & Vector Control District Bd of Trustees	At Large 3	1/2/2017 Allison Nelson or Craig Downs
Public & Environmental Health Adv Bd	Adolescent School Age	5/31/2017 No staff assigned
Public & Environmental Health Adv Bd	Central County At Large 1	5/31/2015 No staff assigned
Public & Environmental Health Adv Bd	Central County At Large 2	5/31/2015 No staff assigned
Public & Environmental Health Adv Bd	Consumer 1	5/31/2017 No staff assigned
Public & Environmental Health Adv Bd	Consumer 2	5/31/2017 No staff assigned
Public & Environmental Health Adv Bd	East County At Large 1	5/31/2016 No staff assigned
Public & Environmental Health Adv Bd	East County At Large 2	5/31/2017 No staff assigned
Public & Environmental Health Adv Bd	Environmental Health	5/31/2017 No staff assigned
Public & Environmental Health Adv Bd	Family & Children	5/31/2018 No staff assigned
Public & Environmental Health Adv Bd	General At Large 1	5/31/2015 No staff assigned
Public & Environmental Health Adv Bd	General At Large 2	5/31/2015 No staff assigned
Public & Environmental Health Adv Bd	Immigrant	5/31/2017 No staff assigned
Public & Environmental Health Adv Bd	Private Medical Community	5/31/2017 No staff assigned
Public & Environmental Health Adv Bd	Seniors Issues	5/31/2018 No staff assigned
Public & Environmental Health Adv Bd	Voluntary Health Agencies	5/31/2016 No staff assigned
Public & Environmental Health Adv Bd	West County At Large 1	5/31/2015 No staff assigned
Public & Environmental Health Adv Bd	West County At Large 2	5/31/2016 No staff assigned
Resource Conservation District Bd of Trustees	Director 1	11/30/2016 Hunter Teresa, RCD, (925) 672-6522
Resource Conservation District Bd of Trustees	Director 2	11/30/2018 Hunter Teresa, RCD, (925) 672-6522
Resource Conservation District Bd of Trustees	Director 3	11/30/2016 Hunter Teresa, RCD, (925) 672-6522
Resource Conservation District Bd of Trustees	President	11/30/2016 Hunter Teresa, RCD, (925) 672-6522
Resource Conservation District Bd of Trustees	Vice President	11/30/2018 Hunter Teresa, RCD, (925) 672-6522
Tri-Delta Transit Auth Bd of Directors	Member 1	12/31/2016 Jamar Stamps, DCD
Tri-Delta Transit Auth Bd of Directors	Member 1 Alt	12/31/2016 Jamar Stamps, DCD
Tri-Delta Transit Auth Bd of Directors	Member 2	12/31/2015 Jamar Stamps, DCD
Tri-Delta Transit Auth Bd of Directors	Member 2 Alt	12/31/2015 Jamar Stamps, DCD
Western CC Transit Auth Bd of Directors	Crockett	12/31/2015 Jamar Stamps, DCD
Western CC Transit Auth Bd of Directors	Crockett Alt	12/31/2016 Jamar Stamps, DCD
Western CC Transit Auth Bd of Directors	Rodeo	12/31/2015 Jamar Stamps, DCD
Western CC Transit Auth Bd of Directors	Rodeo Alt	12/31/2016 Jamar Stamps, DCD

2014 IOC designated these seats for in-person interview by IOC.

2014 IOC delegated interview responsibility to the respective advisory body, with a referral of the resultant nomination to the IOC.

Key:

currently vacant
will have a 2015 vacancy
filled

ATTACHMENT C

SUMMARY OF 2015 IOC REFERRALS

1. Small Business Enterprise (SBE) and Outreach Programs. The IOC accepted one semi-annual report in August from the County Administrator's Office, covering the period July-December 2013. The IOC accepted the report and forwarded it to the Board of Supervisors on December 2 with no recommendations for program modification.
2. County Financial Audit Program. In 2000, the Board of Supervisors directed that the IOC review each December the annual schedule of audits and best practices studies proposed by the County Administrator and the Auditor-Controller. Due to the exigent need to complete the County's Comprehensive Annual Financial Report by the prescribed deadline, the IOC agreed to change, henceforth, the Auditor-Controller's annual audit plan deadline to February. The Auditor-Controller's Office presented a report of their 2013 audits and the proposed 2014 Audit Schedule to the IOC at its February 3, 2014 meeting. The IOC accepted the 2014 work plan with a modification that the Auditor-Controller should additionally review prior-year contracts of the Health Services-Mental Health Division to ensure that payments to contractors were made in strict accordance with the contract payment provisions.
3. Annual Report on Fleet Internal Service Fund and Disposition of Low Mileage Vehicles. Each year, the Public Works Department Fleet Manager has analyzed the fleet and annual vehicle usage, and made recommendations to the IOC on the budget year vehicle replacements and on the intra-County transfer of underutilized vehicles, in accordance with County policy. In FY 2008/09, following the establishment of an Internal Services Fund (ISF) for the County Fleet, to be administered by Public Works, the Board requested the IOC to review annually the Public Works department report on the fleet and on low-mileage vehicles. The Fleet Manager, in a report on July 7, 2014, identified 44 low mileage vehicles out of 893 vehicles in the Internal Services Fund Fleet and consulted with each department having low mileage vehicles in the formulation of his recommendations. The Fleet Manager concluded that all but 12 of the 44 low mileage vehicles had compelling reasons to be maintained in the fleet and recommended that the Public Works Department install GPS telemetric devices in those vehicles to better inform any decision to reassign those vehicles and/or develop alternatives such as use of rental or personal vehicles. Based on the Fleet Manager's assurance that the installation and subscription costs for the GPS telemetric devices were included in the FY 2014/15 fleet rates, the IOC concurred with, and the Board of Supervisors on July 29 approved, the recommendation with direction that the next annual report to the Committee be scheduled for February 2015, in preparation for the 2015/16 budget.
4. Local Vendor Preference Program. In 2005, the Board of Supervisors adopted the local bid preference ordinance to support small local business and stimulate the local economy, at no additional cost to the County. Under the program, if the low bid in a commodities purchase is not from a local vendor, any responsive local vendor who submitted a bid over \$25,000 that was within 5% percent of the lowest bid has the option to submit a new bid. The local vendor will be

awarded if the new bid is in an amount less than or equal to the lowest responsive bid, allowing the County to favor the local vendor but not at the expense of obtaining the lowest offered price. Since adoption of the ordinance, the IOC has continued to monitor the effects of the program through annual reports prepared and presented by the Purchasing Agent or designee.

On April 14, 2014, the IOC accepted the FY 2013/14 Report from the Public Works department and reported the outcome to the Board on November 4.

5. Advisory Body Candidate Screening/Interview. On December 12, 2000, the Board of Supervisors approved a policy on the process for recruiting applicants for selected advisory bodies of the Board. This policy requires an open recruitment for all vacancies to At Large seats appointed by the Board. The IOC made a determination that it would conduct interviews for At Large seats on the following bodies: Integrated Pest Management Advisory Committee, Treasury Oversight Board, Airport Land Use Commission, Aviation Advisory Committee and the Fish & Wildlife Committee; and that screening and nomination to fill At Large seats on all other eligible bodies would be delegated to each body or a subcommittee thereof.

6. Process for Allocation of Propagation Funds by the Fish and Wildlife Committee. On November 22, 2010, the IOC received a status report from Department of Conservation and Development (DCD) regarding the allocation of propagation funds by the Fish and Wildlife Committee (FWC). The IOC accepted the report along with a recommendation IOC conduct a preliminary review of annual FWC grant recommendations prior to Board of Supervisors review. On April 14, 2014 the IOC received a report from DCD proposing, on behalf of the FWC, 2014/15 Fish and Wildlife Propagation Fund Grant awards. The IOC approved the proposal and, on April 22, recommended grant awards for 16 projects totaling \$140,605, which the Board of Supervisors approved unanimously.

7. Special Recruitments. This is a standing referral for the IOC to conduct recruitments for certain bodies, as designated by the Board of Supervisors. For example, in 2014, the IOC recruited to fill vacancies on the Retirement Board, Planning Commission, Contra Costa County Fire Protection District Fire Advisory Commission, East Contra Costa Fire Protection District Board of Directors, the Local (Solid Waste) Enforcement Agency Independent Hearing Panel, the Contra Costa Resource Conservation District, and the Law Library. The IOC has one special recruitment on referral at this time: for two independent observers for the Ambulance Service RFP Scoring.

8. Waste Hauler Ordinance. On May 8, 2012, the Board of Supervisors referred to the Internal Operations Committee a proposal to develop a waste hauler ordinance. The IOC received a preliminary report from the Environmental Health (EH) Division of the Health Services Department on May 14, 2012 and status report on November 13, 2013 showing substantial work and progress. The IOC requested EH staff to bring a final draft ordinance to the Committee for further consideration but staff subsequently identified issues with the interplay between the proposal and current franchise agreements that must be examined before the County can proceed with an ordinance.

9. Social Media Policy Follow-up. On June 26, 2012, the Board of Supervisors referred to the IOC the potential development of a policy governing the use of social media by County departments. The County Administrator's Office assigned the Office of Communications and Media (OCM) with the task of researching this issue and providing information to the IOC. The IOC began studying the issue in August 13, 2012 and received periodic updates over the subsequent 18 months, during which time work on the policy had to be tabled for several months due to other emerging priorities. The policy was completed and approved by the Board of Supervisors on June 17, 2014, with direction to the Communications and Media Director to work with the County Counsel and Risk Manager to prepare social media site usage guidelines, terms of use disclaimers, and staff training curriculum, and to report back to the Internal Operations Committee on the status of these efforts.

10. Emergency Operations Plan Update. On July 29, 2014, the Board referred to the IOC the triennial update of the County's Emergency Operations Plan (EOP). The EOP is a working document that covers emergency management guidelines. The plan explains the emergency management cycle, which includes mitigation of, preparation for, response to, and recovery from an emergency of any size and hazard type. Prior updates occurred in 2006, 2009, and 2011. The Emergency Services Policy Board may review and make recommendations on emergency and mutual aid plans and agreements, ordinances, resolutions and regulations as necessary to implement emergency services plans and agreements. This matter will be scheduled once the Policy Board has forwarded its proposed updates to the IOC.

11. Evaluation of Establishing Property Assessed Clean Energy (PACE) Financing Districts within the County. PACE financing is authorized in State law to allow financing of renewable energy, energy efficiency and water efficiency improvements on private property. PACE financing involves a property owner voluntarily agreeing to enter into a contractual assessment with a PACE financing provider. The PACE program provides capital for construction of energy efficiency improvements on the property, and a levy is placed on the property whereby the contractual assessment is then repaid in installment payment placed on the property tax bill and collected by the County through the property tax collection process. On August 14, 2012, the Board of Supervisors referred to the IOC an evaluation of establishing PACE districts within the County. The matter was taken up by the IOC in December 2012, but as new information became available regarding legal and federal regulatory issues, Supervisor Mitchoff, who introduced the matter to the Board for study, decided to withdraw her committee referral. The matter was again referred to the IOC on September 9, 2014. The IOC had a lively discussion of the program on November 3, and requested additional information from staff and PACE Program administrators for future deliberations in March 2015.