



# Agenda

## INTERNAL OPERATIONS COMMITTEE

September 11, 2017

1:00 P.M.

651 Pine Street, Room 101, Martinez

Supervisor Candace Andersen, Chair

Supervisor Diane Burgis, 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 and APPROVE the Record of Action for the July 10, 2017 IOC meeting. *(Julie DiMaggio Enea, IOC Staff)*
4. CONSIDER report on the recent member resignations from the Commission for Women and DETERMINE action to be taken. *(Julie DiMaggio Enea, IOC Staff)*
5. CONSIDER accepting the Small Business Enterprise, Outreach, and Local Bid Preference Programs Report, reflecting departmental program data for the period January through June 2017. *(David Gould, Purchasing Services Manager, Public Works Department)*
6. CONSIDER accepting FY 2016/17 report from the Animal Services Department on the Animal Benefit Fund. *(Beth Ward, Animal Services Director)*
7. The next meeting is currently scheduled for October 9, 2017.
8. Adjourn

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*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.*

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*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. Staff reports related to items on the agenda are also accessible on line at [www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us).*

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*Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.*

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For Additional Information Contact:

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



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

3.

**Meeting Date:** 09/11/2017

**Subject:** RECORD OF ACTION FOR THE JULY 10, 2017 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

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#### **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 July 10, 2017 IOC meeting.

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

RECEIVE and APPROVE the Record of Action for the July 10, 2017 IOC meeting.

#### **Fiscal Impact (if any):**

None.

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#### **Attachments**

DRAFT Record of Action for July 10, 2017 IOC Meeting

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## INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR  
July 10, 2017

Supervisor Candace Andersen, Chair  
Supervisor Diane Burgis, Vice Chair

Present: Candace Andersen, Chair  
Diane Burgis, Vice Chair

Staff Present: Julie DiMaggio Enea, Staff

Attendees: Jami Napier, Asst. Clerk of the Board  
Barbara Riveira, CAO Sr. Mgmt. Analyst  
David Gould, Purchasing Services Manager  
Steve Kowalewski, Deputy PW Director  
Dominic Aliano, District IV Supervisor's Office  
Thomas Geiger, Asst. County Counsel  
Keith Freitas, Airports Director  
Betsy Burkhart, Public Information Officer  
DeWitt Hodge

### 1. Introductions

*Chair Andersen called the meeting to order at 1:00 p.m. and self introductions were made around the room.*

### 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 members of the public requested to speak during the Public Comment period.*

### 3. RECEIVE and APPROVE the Record of Action for the June 12, 2017 IOC meeting.

*The Committee approved the Record of Action for the June 12, 2017 IOC meeting as presented.*

AYE: Chair Candace Andersen, Vice Chair Diane Burgis

Passed

### 4. CONSIDER recommending the appointment of DeWitt Hodge to the At Large #2 seat on the Aviation Advisory Committee to complete the unexpired term ending on March 1, 2020.

*Keith Freitas explained that until the day of the Committee packet distribution, there were two applicants for the At Large seat but on the day of packet distribution, one applicant withdrew, leaving only one candidate for the Committee's consideration. The candidate, DeWitt Hodge, who previously held the seat, commented that there was no written description or requirements for the At Large seats and therefore, no grounds on which to disqualify him.*

*Acknowledging that the Board of Supervisors is seeking community representation in the AAC At Large seats, the Committee requested the Airports Director to initiate a new recruitment with the goal of attracting a pool of candidates for further consideration. The Committee also decided to refer the screening of candidates from the new recruitment to the Board's Airports Committee.*

AYE: Chair Candace Andersen, Vice Chair Diane Burgis

Passed

5. ACCEPT the Phase III Triennial Advisory Body Review status update summarized above.

*Jami Napier presented the staff report.*

*In reference to Recommendation #1, the Committee expressed concern about seats that have long been vacant, and requested staff to draft a policy that establishes a deadline by which recruitment should be initiated (1) in anticipation of a scheduled vacancy, and (2) following an unscheduled vacancy. The Committee additionally suggested that the policy should include a standard application period for advisory body recruitment, i.e., a fixed number of days or weeks. Jami Napier also commented that the County's new system for tracking advisory bodies and appointees is capable of generating reports of current and upcoming seat vacancies by body, by nominating or recommending official (District Supervisor, Committee or other).*

*In reference to Recommendation #2, the Committee requested that the MAC training be recorded by CCTV and made available on line for MAC members who cannot attend the training in person.*

AYE: Chair Candace Andersen, Vice Chair Diane Burgis

Passed

6. ACCEPT report on SBE and Outreach Program oversight changes and CONSIDER directing the County Administrator's Office and County Counsel to implement administrative and county code changes as described in the attached report.

*The Committee approved the Purchasing Services Manager's recommendations to designate the responsibility for reporting under the SBE and Outreach Programs to the Purchasing Services Manager, under the direction of the County Administrator; and to consolidate SBE, Outreach, E-Outreach, and Local Vendor Preference data into a single "Business Opportunity Program" report. The Committee preferred to continue discussion on proposed changes to E-Outreach and competitive bidding thresholds until September, to permit the CAO additional time to further examine potential impacts of the proposed changes on department compliance with the Board's program objectives.*

*The Purchasing Services Manager offered to provide information in September about the number of purchase orders falling between the \$10,000 and \$25,000 price range that would be impacted by the proposed change in the E-Outreach threshold.*

AYE: Chair Candace Andersen, Vice Chair Diane Burgis

Passed

7. The August 14, 2017 has been canceled. The next meeting is currently scheduled for September 11, 2017.
8. Adjourn

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

4.

**Meeting Date:** 09/11/2017  
**Subject:** REVIEW OF THE COMMISSION FOR WOMEN  
**Submitted For:** David Twa, County Administrator  
**Department:** County Administrator  
**Referral No.:** IOC 17/12  
**Referral Name:** Commission for Women Review  
**Presenter:** Julie Enea      **Contact:** Julie DiMaggio Enea (925) 335-1077

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#### **Referral History:**

The Contra Commission for Women (originally, Women's Advisory Committee) was established in February 1989 to identify major economic, educational and social concerns of women in Contra Costa County, and to reach and inform all women on a variety of issues. The Commission is composed of 21 appointees consisting of twenty (20) members (five appointed to District Seats and 15 At-Large seats), and one (1) Alternate to the At Large members. The Commission, in 2011, modified its bylaws to clarify and streamline its operations. A copy of the bylaws are attached for reference.

The Commission for Women has no staff support, and no budget has been provided since FY 2004-05. Some of the early membership, in 1993, created and incorporated a stand-alone non-profit organization with the California Secretary of State, currently registered as "Friends of the Contra Costa Commission for Women". The Friends group has often partnered with and provided funding to the Commission to promote events and projects. The Commission's recent and current activities reflect a focus on State, regional, and national policy trends, and do not specifically relate to the operations of County government. Although the Commission holds a variety of important and timely seminars and outreach events, its advisory role to the Board is unclear. The Board record contains few reports or recommendations to the Board on women's issues. The last triennial advisory body review indicated that some of the Commission's past activities may not be considered directly aligned with the purpose of the commission and may be undertaken by community organizations.

The Commission has historically had difficulty meeting quorum requirements for meetings. As recently as last year, the IOC considered whether or not to eliminate the Commission, restructure it to a smaller size, or reconstitute its membership. The IOC ultimately decided to maintain the Commission in its current configuration.

#### **Referral Update:**

Recent months have seen a spate of resignations from the Commission for Women. Since June 2017, the following resignations have occurred:

- **6/26/2017:** The Family & Human Services Committee approved the appointment of Heidi Benenson, but she withdrew prior to Board appointment.
- **7/11/2017:** BOS Meeting (all at-large seats):
  - Angela Herron
  - Bonnie McCreary
  - Natalie Oleas
  - Jessica Laird
  - Summer Selleck
- **8/1/2017:** BOS Meeting:
  - Iris Wong (District IV appointee)
- **Pending resignations:**
  - Beth Mora (District II)
  - Liliana Gonzalez (at-large seat)

While it is impossible to know the specific reasons for each resignation, several problems may be contributing to the disenchantment:

- **Blurred responsibilities and understanding of the functions of the Contra Costa Commission for Women.** Joint efforts between the Commission and Friends group over the years may have blurred lines between the two groups' functions and created an environment, real or perceived, of influence or control by Friends group members who also serve on the Commission. Friends group activities and priorities may be diverting the Commission's focus from the County's established charge for the Commission.
- **Members who exert too much control or who stifle group participation.** Tension and disenfranchisement can be created by members who take action unilaterally and do not invite group input on Commission initiatives or activities.
- **Members who are underutilized and lose interest.** Highly influential, educated, and dedicated members who are not encouraged to participate in a meaningful way can lose interest in continuing service.
- **Factions and Fragmentation.** Personality conflicts and power struggles can lead to factions with discordant goals and priorities.
- **Technical Errors.** A dispute occurred over a potential Brown Act violation due to a closed session discussion that may have occurred at the June 20, 2017 Commission meeting.

Members of the Commission have been notified of today's discussion and may have direct input to provide to the Committee regarding the present dysfunction and future viability of the Commission.

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

CONSIDER report on the recent member resignations from the Commission for Women and DETERMINE action to be taken.



**Fiscal Impact (if any):**

No fiscal impact.

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**Attachments**

Commission for Women Bylaws March 2011

Commission for Women Roster as of 9/6/17

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**BYLAWS**  
**Of**  
**THE CONTRA COSTA COMMISSION for WOMEN**

*REVISED March 2011*

**ARTICLE I**

**NAME**

**Section 1.**

The name of this Association shall be the Contra Costa Commission for Women, hereinafter referred to as CCCW.

**Section 2.**

This association was formed in 1984 as an Advisory Committee. In 1993, it received non-profit status as a 501 (c) (4) non-partisan association, to carry out the purposes as stated in Article II. In 2000, the Contra Costa County Board of Supervisors approved the Advisory's Committee request that the association be renamed the Contra Costa Commission for Women.

**ARTICLE II**

**PURPOSE**

CCCW was formed to educate the community and advise the Contra Costa County Board of Supervisors and other entities as necessary on issues relating to the changing social and economic conditions of women in the County, with particular emphasis on the economically disadvantaged.

**ARTICLE III**

**MEMBERSHIP**

**Section 1.**                      Members

CCCW shall have a minimum of fifteen (15) members and not more than twenty-five (25) members. The membership shall be broadly representative of racial, ethnic, age, religious affiliation, gender and sexual orientation of the community at large.

**Section 2.**                      Appointment

Members of the CCCW shall be appointed for fixed and staggered terms by the County Board of Supervisors.

**Section 3.**                    Terms of Appointment

All seat terms are for a period of three years with staggered expiration dates for eight seats in one year, eight seats plus the alternate in the second year and nine seats in the third year.

Appointments to seats shall begin on the effective date of appointment and end on expiration date for the seat to which the appointment is made.

**Section 4.**                    Vacancies

The County Board of Supervisors may appoint members to fill unexpired terms of less than three (3) years and incumbents may be re-appointed to successive terms.

The Membership Review Committee shall review scheduled and unscheduled membership vacancies as they occur as to appropriateness and need to appoint a replacement. The Membership Review Committee shall consider community experience and minority and geographical representation in formulating a recommendation for review by the CCCW

The CCCW Chairperson and/or Co-Chairs shall report to the County Board of Supervisors any scheduled or unscheduled membership vacancy as it occurs.

**Section 5.**                    Removal

Any member may be recommended for removal from membership by one of the following actions:

1.    Resignation.
2.    Failure to attend 5 of the 11 Commission meetings scheduled each year ( 45%). Members whose attendance rate falls below 45% and/or members who miss three consecutive meetings will have their membership automatically reviewed by the Membership Review Committee, which in turn will present a recommendation to the CCCW.
3.    Lack of participation on CCCW Standing and Special Committees. The Membership Chairperson shall request information from Committee Chairpersons on an annual basis regarding member involvement. The Membership Review Committee will take this information into consideration when presenting recommendations to the CCCW as referenced in section 2 above.

The Board of Supervisors makes the final decision on any recommendations for removal of a Commissioner.

## ARTICLE IV

### OFFICERS

#### **Section 1.**                      Officers

The officers of CCCW shall include a Chairperson and/or Co-Chairs, a Vice-Chair, a Treasurer, and a Secretary. In the event that the responsibilities of a designated office would be best served by two individuals, those individuals elected to that position will share the position as cooperative officers. Each officer(s) shall be elected from among the members of the Commission in February of each year. Should vacancies occur, officers may also be appointed at the discretion of the Chair and/or Co-Chairs to fulfill the remaining term of the vacant position(s).

#### **Section 2.**                      Term of Office

The officers of CCCW shall hold office for a term of one year, twelve (12) consecutive months beginning in March of the year of election. In the event elections are held after February in any given year, officers will serve their terms until elections the following year. Officers may succeed themselves.

In the event the Chairperson(s) is/are unable to complete her/their term of office, the Vice Chair will succeed the Chairperson(s) and fulfill the Chairperson's remaining term of office as the presiding officer. The membership will conduct an election to replace the Vice Chair. The Vice-Chair's successor will serve the remaining term of office.

A vacancy in any office may be filled by the by a vote of the members attending a special or regular Commission meeting.

#### **Section 3.**                      Duties

The Chairperson and/or Co-Chairs shall preside at all CCCW meetings, represent the CCCW whenever the occasion demands, approve all standing committees, appoint the Chairperson of any standing committees, and call a special meeting or a regular Commission meeting.

Presiding duties include: opening and adjournment; ascertainment of the existence of a quorum; sequence of business; recognition of members entitled to the floor; statement for a vote on all motions that legitimately come before the assembly; enforcement of rules of debate, and protection of the assembly from frivolous or dilatory motions.

The Vice-Chairperson shall assist the Chairperson and/or Co-Chairs as directed by the latter and shall assume all the obligations and authority of the Chairperson in the absence of the latter. The Treasurer shall be responsible for tracking the financial activity of the CCCW.

The Secretary shall take minutes, prepare the regular and executive agenda, and handle any other special or administrative duty which may include updating the CCCW website, and more specifically perform the following tasks:

- Take minutes at meetings. Distribute them to members at least 10 days before next board meeting. Minutes to include reminder of next board meeting date.
- Send announcements of other meetings as needed, giving at least 10 days notice.
- File corrected minutes and related handouts for CCCW's records. This serves as a historical record of board activities for posterity.
- Keep track of attendance

#### **Section 4.**                      **Elections**

A Nominating Committee and Chair shall be elected by Commission members at the regularly scheduled full CCCW meeting each September.

A report from the Nominating Committee on selection of officers shall be given at the regularly scheduled CCCW meeting each January.

Selection of officers shall be held each February. Terms of office shall begin as of the regular meeting in March of each year.

## **ARTICLE V**

### **MEETINGS**

#### **Section 1.**                      **Regular Meetings**

Regular meetings of the CCCW shall be publicly noticed and held at 5:30 p.m. on the third Tuesday of each month. Exception: CCCW generally does not meet one month out of the year

Notice of regular meetings of the CCCW and an accompanying agenda shall be mailed to each representative at least ten ( 10) days prior to the day named for such meeting.

#### **Section 2.**                      **Special Meetings**

Special or emergency meetings of the CCCW may be called at any time by the Chairperson and/or Co-Chairs. Notice of a special or emergency meeting will include the time, date, place, and purpose. The notice, time permitting, shall be not less than three working days before such meeting date.

#### **Section 3.**                      **Action at a Meeting: Quorum and Required Vote**

The presence of fifty-one (51%) of the current membership at a regular meeting of the CCCW constitutes a quorum. Each Member present shall have one vote on motions. Members must offer disclosure and abstain from voting upon issues in which conflict of interest may constrain impartiality.

## **ARTICLE VI**

### **COMMITTEES**

#### **Section 1.**                    **Executive Committee**

The Executive Committee, formerly the Steering Committee, shall consist of the Chair and/or Co-Chairs, Vice Chair, Secretary, and Treasurer, shall be established to provide cohesive leadership and continuity to the CCCW.

#### **Section 2.**                    **Standing Committees**

The Executive Committee and/or a majority of the Members may form Standing Committees to manage on-going functions of the CCCW in order to expedite the business of the CCCW.

The Standing Committees are: Outreach Committee, Legislative/Historian Committee, Membership Review Committee, and Public Relations Committee.

The Standing Committees shall be formed of at minimum two (2) Members and maximum of four (4). The responsibilities of each Committee shall be as follows:

##### **Outreach Committee:**

The Outreach Committee's responsibilities are as follows:

- Making the public at large and members aware of the benefits of CCCW membership,
- Highlighting current CCCW activities and programs,
- Fostering a professional image, proactive, and inclusive of all members and groups. This Committee shares responsibility for the CCCW website

##### **Legislative/Historian Committee:**

The Legislative/Historian Committee's responsibilities are as follows:

- Identifying and recommend legislative initiative priorities to the CCCW Board and membership for approval. All State or federal legislation supported by the CCCW must be included in the Board of Supervisors' Legislative Platform or have specific Board of Supervisors' approval.
- Serving as a liaison to CCCW in women's legislative and policy initiatives
- Organizing all legislative events and activities and working with other organizations to seek broad based support for all women initiatives
- Disseminating information to membership including legislative updates and alerts; preparation of legislative materials for advocacy purposes, and monitoring federal and state legislation, funding and policy initiatives that affect women's rights in California

##### **Membership Committee**

The Membership Committee's responsibilities are as follows:

- Interview applicants and make recommendations to the commission regarding applicant
- Submit recommended applicants names to the Internal Operations Committee for Board of Supervisor approval and appointment to the commission

- Recommending policies, procedures, and strategies for enhancing the membership in CCCW both numerically and qualitatively to assure a growing and vital membership organization.
- Maintaining current membership roster

### Public Relations Committee

The Public Relations Committee's responsibilities are as follows: are

- Creating, maintaining, and protecting the organization's reputation,
- Enhancing its prestige, and present a favorable image
- Fielding complaints and advertising the CCCW's service effectively and accurately. This Committee shares responsibility for the CCCW website

### Section 3. Special Committees

The Chairperson and/or Co-Chairs of the CCCW and/or the majority of the Members may also form Special Committees. Special Committees ("ad hoc" or "select" committees) are formed for a specific purpose and cease to exist after completion of a designated task.

### Section 4. Terms of Committee Membership

The terms of membership for members of Standing Committees of the CCCW shall be one year, twelve (12) consecutive months from appointment. All Members of CCCW must serve on at least one (1) Standing and/or Special Committee.

### Section 5. Accountability of Committees

All Committees formed by the CCCW or the Executive Committee shall present monthly activity reports at the regularly scheduled meetings and shall have authority to make recommendations to the Committee on matters within the Committee's area of expertise; only the CCCW may take action on Committee recommendations.

## **ARTICLE VIII**

### **GOVERNANCE**

The operations of the Contra Costa Commission for Women shall be governed by its bylaws.

## **ARTICLE IX**

### **AMENDMENT OF BYLAWS**

The Bylaws of the Contra Costa Commission for Women may be amended after presentation of proposed amendments as a scheduled agenda item in a Regular Commission meeting.

Notification of proposed amendments should be given 30 days prior to the next regular meeting to allow adoption at said regular meeting are prerequisites to amendment of the Bylaws.

Originally adopted by majority membership vote at the regular Meeting of the Contra Costa County Women's Advisory Committee on May 18, 1993 and amended on September 21, 1993, March 19, 1996, April 16, 1996, November 21, 2000, April 17, 2007, February 17, 2010, and December 11, 2010.

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Carlyn Obringer, Chair

Approved by the Contra Costa Board of Supervisors  
March \_\_\_, 2011





Contra Costa County, CA

## COMMISSION FOR WOMEN

### BOARD ROSTER



**LANITA MIMS**

**1st Term** Sep 27, 2016 - Feb 28, 2018

**Position** At-Large 12



**DEBORAH SON**

**1st Term** Jun 06, 2017 - Feb 28, 2018

**Position** At-Large 11



**PATRICIA RAMIREZ**

**1st Term** Mar 15, 2016 - Feb 28, 2018

Email: 167womenscommission@gmail.com

**Position** At-Large 6



**BETH MORA**

**1st Term** Feb 07, 2017 - Feb 28, 2019

**Position** District II



**JENNIFER DELANO**

**1st Term** Aug 16, 2016 - Feb 28, 2019

**Position** District III



**JOEY SMITH**

**1st Term** Sep 13, 2016 - Feb 28, 2019

**Position** District I



**LILIANA GONZALEZ**

**1st Term** Apr 19, 2016 - Feb 28, 2019

**Position** At-Large 9



**JULIANNA HYNES**

**1st Term** Apr 19, 2016 - Feb 28, 2019

**Position** At-Large 8



**PHYLLIS GORDON**

**2nd Term** Mar 14, 2017 - Feb 28, 2020

Email: 155womenscommission@gmail.com

**Position** At-Large 7



**TRACEY WARD**

**2nd Term** Mar 14, 2017 - Feb 28, 2020

Email: 165womenscommission@gmail.com

**Position** At-Large 4



**ROSA ARGENTINA DAVILA-  
LUEVANO**

**2nd Term** Mar 14, 2017 - Feb 28, 2020

Email: 160womenscommission@gmail.com

Home:

**Position** At-Large 2



**MICHELLE BROWN**

**1st Term** Jun 06, 2017 - Feb 28, 2020

**Position** At-Large 15



**KIRSTEN UPSHAW**

**2nd Term** May 09, 2017 - Mar 01, 2020

Email: 151womenscommission@gmail.com

**Position** District V



**VACANCY**

**Position** At-Large 1



**VACANCY**

**Position** At-Large Alternate



**VACANCY**

**Position** At-Large 5



**VACANCY**

**Position** At-Large 3



**VACANCY**

**Position** At-Large 14



**VACANCY**

**Position** At-Large 10



**VACANCY**

**Position** At-Large 13



**VACANCY**

**Position** District IV



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

5.

**Meeting Date:** 09/11/2017

**Subject:** Small Business Enterprise & Outreach Program and Local Bid Preference Program Reports for Jan-Jun 2017

**Submitted For:** Brian M. Balbas, Interim Public Works Director/Chief Engineer

**Department:** Public Works

**Referral No.:** IOC 17/1; 17/4

**Referral Name:** Small Business Enterprise and Outreach Programs

**Presenter:** David Gould, Purchasing Services Manager

**Contact:** David Gould (925) 313-2151

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### **Referral History:**

Contra Costa County values the contributions of small and local businesses in the County and has developed programs to assist in the solicitation and awarding of contracts. The Board of Supervisors has adopted these programs to enable small and local businesses to compete for a share of the County's purchasing transactions.

**SBE and Outreach Programs.** The Board of Supervisors has set a goal of awarding at least 50% of eligible product and service dollars to small businesses. The Small Business Enterprise (SBE) Program applies to: (1) county-funded construction contracts of \$100,000 or less; (2) purchasing transactions of \$100,000 or less; and (3) professional/personal service contracts of \$100,000 or less. The SBE Program's objective is to have at least 50% or more of the total eligible dollar base amounts be awarded to SBEs. A Small Business Enterprise, as defined by the California Government Code, Section 14837, Chapter 3.5 must be:

- Independently owned and operated business, which is not dominant in its field of operation
- Principal office of which is located in California
- Officers of which are domiciled in California, and which together with affiliates, has 100 or fewer employees
- Average annual gross receipts of fourteen million dollars (\$14,000,000) or less over the previous three tax years, or a manufacturer with 100 or fewer employees.

**Local Bid Preference Program.** On August 10, 2004, the Board of Supervisors referred to the Internal Operations Committee (IOC) the creation of a policy to grant a five percent preference to Contra Costa County vendors on all sealed bids or proposals, except with respect to those contracts which state law requires to be granted to the lowest bidder, and review of an ordinance to be drafted by County Counsel to enact this policy. The 2005 IOC proposed a new ordinance to the Board of Supervisors, and the Board adopted the local bid preference ordinance to support small local business and stimulate the local economy at no additional cost to the County. The

ordinance provides that if the low bid in a commodities purchase is not 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.

The ordinance defines a local vendor as any business that has its headquarters, distribution point, or locally-owned franchise located within the county for at least six months immediately prior to the issuance of the request for bids, and holds a valid business license by a jurisdiction in Contra Costa County.

#### **Reporting Requirements**

It is the responsibility of each department to track and compile the data on purchasing and outreach activities so that a countywide report can be provided to the Board of Supervisors. It is the responsibility of the Purchasing Services Manager to comply with and report on the Local Bid Preference Program. The Board receives reports for six month increments, and the last report received by the Board was for the period ending December 2016. The attached report constitutes the next report due for the time period of January through June 2017.

Since adoption, the IOC has continued to monitor the effects of these programs through annual reports, currently prepared and presented by the Purchasing Services Manager.

#### **Referral Update:**

Attached is the SBE, Outreach, and Local Bid Preference Programs report for the period January through June 2017.

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

ACCEPT the Small Business Enterprise, Outreach, and Local Bid Preference Programs Report, reflecting departmental program data for the period January through June 2017.

#### **Fiscal Impact (if any):**

None. This is an informational report.

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#### **Attachments**

SBE/Outreach Program Jan-Jun 2017; Local Vendor Preference 2016/17

SBE Program Department Data Jan-Jun 2017

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# Contra Costa County Public Works Department

Julia R. Bueren, Director

Deputy Directors

Brian M. Balbas, Chief

Mike Carlson

Stephen Kowalewski

Carrie Ricci

Joe Yee

September 4, 2017

**TO:** Internal Operations Committee  
Supervisor Candace Anderson, Chair  
Supervisor Diane Burgis

**FROM:** David Gould, Procurement Services Manager

**SUBJECT:** Small Business Enterprise, Outreach, and Local Program Report for  
January-June 2017

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**RECOMMENDATION:**

**ACCEPT the SBE, Outreach, and Local Programs Report, reflecting departmental program data for the period: January 1 through June 30, 2017.**

**BACKGROUND:**

Contra Costa County values the contributions of small business in the County and has developed programs to assist in the solicitation and awarding of contracts. The Board of Supervisors has adopted these programs to enable small and local businesses to compete for a share of the County's purchasing transactions.

The Board of Supervisors has set a goal of awarding at least 50% of eligible product and service dollars to small businesses. The Small Business Enterprise (SBE) Program applies to: (1) county-funded construction contracts of \$100,000 or less; (2) purchasing transactions of \$100,000 or less; and (3) professional/personal service contracts of \$100,000 or less.

The SBE Programs objective is to have at least 50% or more of the total eligible dollar base amounts be awarded to SBEs. A Small Business Enterprise, as defined by the California Government Code, Section 14837, Chapter 3.5 must be:

- Independently owned and operated business, which is not dominant in its field of operation
- Principal office of which is located in California
- Officers of which are domiciled in California, and which together with affiliates, has 100 or fewer employees

- Average annual gross receipts of fourteen million dollars (\$14,000,000) or less over the previous three tax years, or a manufacturer with 100 or fewer employees.

### Reporting Requirements

It is the responsibility of each department to track and compile the data on these purchasing activities so that a countywide report can be provided to the Board of Supervisors. The Board receives reports for six month increments, and the last report received by the Board was for the period ending December 2016. Attachment A constitutes the next report due for the time period of January 1-June 30, 2017.

### Summary Findings

The table below summarizes the attached department activity on a countywide basis.

#### January-June 2017

	<b>Total # of ALL Contracts</b>	<b>Total # of SBE Contracts</b>	<b>SBE Percent of Total</b>	<b>Total Dollar Value of ALL Contracts</b>	<b>Total Dollar Value of SBE Contracts</b>	<b>SBE Percent of Total</b>
<b>ACTIVITY TYPE:</b>						
Professional/Personal Services	400	259	64.8%	\$15,506,376	\$7,998,198	51.6%
Purchasing Transactions	2,006	815	40.6%	\$19,091,445	\$8,044,184	42.1%
Construction Contracts	7	4	57.1%	\$926,968	\$110,846	12%

Overall this information shows the County is directing a large volume of qualifying activity to SBE firms. For professional/personal services contracts, this activity surpassed the 50% goal for both number and dollar value. The dollar value of contracts reported was \$7.9 million for this period compared to \$9.9 million in the previous reporting period.

For the category of purchasing transactions, it should be noted that while the activity did not achieve the 50% goal, the dollar value of these contracts awarded to SBE businesses exceeded \$8 million. The percentage of Construction projects awarded under the program was 57.1% to SBE firms, or \$110,846.

It is worth noting that the SBE participation goals of surrounding agencies are more typically in the 20-25% range. By that measure, Contra Costa County's reported activity is well above that threshold in every reporting category.

#### E-Outreach Report

In addition, outreach data for many small departments and for commodities exceeding \$10,000 is maintained and provided through the Purchasing Division of the Public Works Department reflecting outreach to small, women, minority-owned, local, disadvantaged and/or other business enterprises. Notifications were sent to 22,399 businesses of which 48% are considered a small, local, or disadvantaged business.

In order to encourage the use of small, local, and disadvantaged businesses, the County's E-Outreach Program requires bids and Request for Proposals exceeding \$10,000 to be solicited online through the BidSync website. For this period the County's E-Outreach Program produced the following results.

**E-Outreach Report  
for the period  
January 1, 2017 - June 30, 2017**

Number of Solicitations	8
Total Notifications	46,663
Dollar Value	\$ 571,500

<b>BUSINESS CATEGORY</b>	<b>Notifications</b>	<b>Percentage of Total</b>
MBE - Minority Business Enterprise	3,992	9%
WBE - Women Business Enterprise	3,826	8%
SBE - Small Business Enterprise	11,568	25%
LBE - Local Business Enterprise	706	2%
DVBE - Disabled Veteran Business Enterprise	56	0%
DBE - Disadvantaged Business Enterprise	2,251	5%
<b>Total</b>	<b>22,399</b>	<b>48%</b>

#### Local Business Preference

The Local Bid Preference Program allows a bidder in a commodity bid exceeding \$25,000, who is a low bidder, to submit a new bid if they are within 5% of the low bidder. There were no instances of the Bid Preference being utilized for this reporting period.

#### Dollar Value Awarded to Local and Bay Area Businesses

The dollar value of Purchase Orders issued for the period was \$76.6 million. The dollar value awarded to Contra Costa County businesses was \$8.7 million. The value of awarded to all Bay Area businesses was 42% or \$32.5 million. This represents a significant contribution to the local economy.

Contra Costa County	\$8,690,550	11%
Other Bay Area Counties	\$23,815,811	31%
Other	\$44,072,266	58%
Total	\$76,578,627	100%

#### Conclusion

The County demonstrates continued commitment to achieving the 50% goal for participation by SBE firms in contract and purchasing activity. While the data for some individual departments is below this threshold, this is often due to unique business requirements that require sole source purchases or contracts.

Continued outreach is necessary to maintain and improve participation of SBE firms as well as training for department staff that make these purchasing and contract decisions regarding the policy.

Lastly, as discussed in the July Internal Operations Committee meeting, the reporting for the SBE, Outreach, E-Outreach, and Local Bid Preference programs are combined into a single report and presented by the Purchasing Manager.

Attachment



**ATTACHMENT A**

**SMALL BUSINESS ENTERPRISE - Program Activity report**

**January - June 2017**

Reporting Period:

	<u>Total # of ALL contracts</u>	<u>Total # of SBE contracts</u>	<u>SBE percent of Total # of contracts</u>	<u>Total dollar value of ALL contracts</u>	<u>Total dollar value of SBE contracts</u>	<u>SBE percent of Total contracts value</u>
<b>Agriculture</b>						
Professional/Personal services contracts	22	11	50.0%	\$46,938	\$31,617	67.4%
Purchasing Transactions	65	13	20.0%	\$37,217	\$10,818	29.1%
Construction contracts	0	2	0.0%	\$0	\$0	0.0%
<b>Animal Services</b>						
Professional/Personal services contracts	31	27	87.1%	\$1,347,023	\$1,227,513	91.1%
Purchasing Transactions	38	15	39.5%	\$510,807	\$247,476	48.4%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Assessor</b>						
Professional/Personal services contracts	0	0	0	\$0	\$0	0.0%
Purchasing Transactions	5	1	83.30%	\$62,638	\$5,000	8.0%
Construction contracts	0	0	0	\$0	\$0	0.0%
<b>Auditor-Controller</b>						
Professional/Personal services contracts	2	1	50.0%	\$941	\$345	36.7%
Purchasing Transactions	9	1	11.1%	\$114,544	\$38	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Clerk-Recorder-Elections</b>						
Professional/Personal services contracts	5	2	40.0%	\$59,200	\$10,000	16.9%
Purchasing Transactions	384	81	21.1%	\$729,831	\$214,755	29.4%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Conservation and Development</b>						
Professional/Personal services contracts	8	5	62.5%	\$253,000	\$233,000	92.1%
Purchasing Transactions	12	7	58.3%	\$78,799	\$39,034	49.5%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>County Administrator's Office - Administration</b>						
Professional/Personal services contracts	11	1	9.1%	\$468,320	\$80,000	17.1%
Purchasing Transactions	2	2	100.0%	\$4,238	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

**ATTACHMENT A**

**SMALL BUSINESS ENTERPRISE - Program Activity report**

**January - June 2017**

Reporting Period:

	<u>Total # of ALL contracts</u>	<u>Total # of SBE contracts</u>	<u>SBE percent of Total # of contracts</u>	<u>Total dollar value of ALL contracts</u>	<u>Total dollar value of SBE contracts</u>	<u>SBE percent of Total contracts value</u>
<b>County Administrator's Office - Clerk of the Board</b>						
Professional/Personal services contracts	1	1	100.0%	\$51,081	\$51,080	100.0%
Purchasing Transactions	0	0	0.0%	\$0	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>County Administrator's Office - Communications and Media</b>						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	0	2	0.0%	\$0	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>County Administrator's Office - Dept. of Information Technology (DoIT)</b>						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	45	12	26.7%	\$541,014	\$245,719	45.4%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>County Counsel</b>						
Professional/Personal services contracts	60	60	100.0%	\$15,641	\$15,641	100.0%
Purchasing Transactions	10	10	100.0%	\$4,953	\$4,953	100.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Dept. Child Support Services (DCSS)</b>						
Professional/Personal services contracts	15	8	53.3%	\$325,745	\$169,035	51.9%
Purchasing Transactions	125	60	48.0%	\$420,888	\$325,745	77.4%
Construction contracts	3	2	66.7%	\$226,968	\$110,846	48.8%
<b>District Attorney</b>						
Professional/Personal services contracts	9	7	77.8%	\$500,524	\$310,024	61.9%
Purchasing Transactions	30	21	70.0%	\$628,724	\$414,199	65.9%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Employment and Human Services</b>						
Professional/Personal services contracts	13	8	61.5%	\$582,796	\$301,900	51.8%
Purchasing Transactions	274	148	54.0%	\$1,335,180	\$802,177	60.1%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

**ATTACHMENT A**

**SMALL BUSINESS ENTERPRISE - Program Activity report**

**January - June 2017**

Reporting Period:

	<u>Total # of ALL contracts</u>	<u>Total # of SBE contracts</u>	<u>SBE percent of Total # of contracts</u>	<u>Total dollar value of ALL contracts</u>	<u>Total dollar value of SBE contracts</u>	<u>SBE percent of Total contracts value</u>
<b>Health Services</b>						
Professional/Personal services contracts	141	91	64.5%	\$7,009,458	\$4,303,402	61.4%
Purchasing Transactions	180	46	25.6%	\$2,519,605	\$594,704	23.6%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Human Resources</b>						
Professional/Personal services contracts	5	5	100.0%	\$112,500	\$112,500	100.0%
Purchasing Transactions	19	13	68.4%	\$38,485	\$15,072	39.2%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Library</b>						
Professional/Personal services contracts	1	1	100.0%	\$81,000	\$81,000	100.0%
Purchasing Transactions	133	55	41.4%	\$308,225	\$182,322	59.2%
Construction contracts		0	0.0%	\$0	\$0	0.0%
<b>Probation</b>						
Professional/Personal services contracts	26	10	38.5%	\$326,817	\$75,312	23.0%
Purchasing Transactions	46	22	47.8%	\$356,452	\$204,479	57.4%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Public Defender</b>						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	7	4	57.1%	\$49,071	\$42,309	86.2%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Public Works</b>						
Professional/Personal services contracts	17	12	70.6%	\$625,000	\$415,000	66.4%
Purchasing Transactions	402	212	52.7%	\$5,714,145	\$2,712,656	47.5%
Construction contracts	4	0	0.0%	\$700,000	\$0	0.0%
<b>Sheriff</b>						
Professional/Personal services contracts	23	5	21.7%	\$3,630,071	\$533,000	14.7%
Purchasing Transactions	185	73	39.5%	\$5,505,022	\$1,917,990	34.8%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

**ATTACHMENT A**

**SMALL BUSINESS ENTERPRISE - Program Activity report**

**January - June 2017**

Reporting Period:

	<u>Total # of ALL contracts</u>	<u>Total # of SBE contracts</u>	<u>SBE percent of Total # of contracts</u>	<u>Total dollar value of ALL contracts</u>	<u>Total dollar value of SBE contracts</u>	<u>SBE percent of Total contracts value</u>
<b>Treasurer - Tax Collector</b>						
Professional/Personal services contracts	6	4	66.7%	\$66,209	\$47,829	72.2%
Purchasing Transactions	23	9	39.1%	\$99,331	\$36,574	36.8%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Veterans Services Office</b>						
Professional/Personal services contracts	4	0	0.0%	\$4,112	\$0	0.0%
Purchasing Transactions	12	8	66.7%	\$32,276	\$28,164	87.3%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

**Total Activity Reported**

Professional/Personal services contracts	400	259	<b>64.8%</b>	\$15,506,376	\$7,998,198	<b>51.6%</b>
Purchasing Transactions	2006	815	<b>40.6%</b>	\$19,091,445	\$8,044,184	<b>42.1%</b>
Construction contracts	7	4	<b>57.1%</b>	\$926,968	\$110,846	<b>12.0%</b>



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

6.

**Meeting Date:** 09/11/2017  
**Subject:** Animal Welfare Benefit Fund  
**Submitted For:** Beth Ward, Animal Services Director  
**Department:** Animal Services  
**Referral No.:** IOC 17/8  
**Referral Name:** Animal Benefit Fund Review  
**Presenter:** Beth Ward      **Contact:** Beth Ward (925) 335-8370

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#### **Referral History:**

On April 21, 2015, the Board of Supervisors received several comments regarding the animal benefit fund from members of the public during fiscal year 2015/16 budget hearings. As part of budget deliberations, the Board directed staff to include a review of the animal benefit fund to a Board Standing Committee for further review. On May 12, 2015, the Board of Supervisors adopted the fiscal year 2015/16 budget, including formal referral of this issue to the Internal Operations Committee.

On September 14, 2015 IOC received a staff report summarizing FY 2014/15 expenditures and fund balance of the animal benefit fund. The Committee accepted the staff report and requested a follow-up report from the new Animal Services Director approximately 90 days post-appointment regarding pending needs and possible one-time uses of the funds.

On March 28, 2016, the IOC approved a proposal, attached for reference, to expand the animal services donation program and reported out to the Board of Supervisors on April 19, 2016. The Board Order directed the Animal Services Director to report annually to the IOC on the impact of the animal benefit fund on the community and families, creating a new standing referral.

#### **Referral Update:**

Attached is the FY 16/17 report from the Animal Services Director on the Animal Services Fund. Staff has asked the Department to supplement the attached report with information about the number of donations received and amount of donations received in FY 16/17 and the amount of fund balance remaining as of 6/30/17.

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

ACCEPT FY 2016/17 report from the Animal Services Department on the Animal Benefit Fund.

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#### **Attachments**

2016/17 Animal Benefit Fund Report

Archived 4-19-16 Report to BOS on Animal Benefit Fund

Archived 9-14-15 Report to IOC on Animal Benefit Fund

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Contra Costa Animal Services

# Animal Benefit Fund Report



September 2017

4800 Imhoff Pl  
Martinez, CA 94553  
[www.ccasd.org](http://www.ccasd.org)





*Chloe was adopted from CCAS last year. Her new family member loves to lay on the floor with her and immitate doggy poses. Chloe just likes being with her.*



# Introduction

It is our pleasure to present Contra Costa Animal Services' (CCAS) annual report for the Animal Benefit Fund (ABF). This is the first time we have published a comprehensive review of the ABF's activities, and it marks the progress we believe we have made in strengthening and modernizing our ability to care for the animals in our shelters.

The Animal Benefit Fund was established by the Contra Costa Board of Supervisors in 1986 as a way to accept monetary donations from compassionate individuals who wanted to help our shelter animals. All funds are used to enhance the care and well-being of animals in our shelters, and to enhance programs of humane welfare and education for the residents of Contra Costa County.

In FY16/17, ABF funds were allocated to a range of projects and initiatives geared towards enhancing the care and enrichment of our animals. Propelled by the collective generosity of nearly [XXX] donors who contributed, CCAS was able to make significant improvements in the areas of increasing adoptions, enabling families to retain their pets (thus keeping them out of the shelter), augmenting spay and neuter services in the County and amplifying awareness of CCAS and the importance of licensing and microchipping among other things.

Behind every number is a story. This report highlights a few of those that touched and inspired us, and spurred us to action. For that, our thanks go to the community, adopters, transfer partners, staff and volunteers who either contributed to the fund, adopted an animal into their home or organization, or who gave their time or talent to ensure the best outcomes possible for the animals in our care. The heart-warming results you will read about here are testament to the spirit of compassion, innovation and hard work exhibited by CCAS in the last fiscal year.

*The Smith-Cash family adopted Oso (now Sammy) and they say he is the love of their lives! He loves to play and cuddle with his lil Chihuahua sister. "To the volunteer who sat in the main lobby with Oso in January. I was there to meet a different dog, but you said "Oso is great, don't you want to meet with him?" I thought, maybe. My son and I ended up meeting with him last out of 3 other dogs and we knew he was the one. He has completely changed my life and brings me joy every second of every day. So much so, I volunteered to foster Calgary (another dog at the shelter). I am committed to saving and being the voice of such beautiful animals. Sammy is amazing and the aloof and shy Calgary is now nestled up with a loving heart, kisses and full belly. Thank you who ever you are! You changed my life!!"*

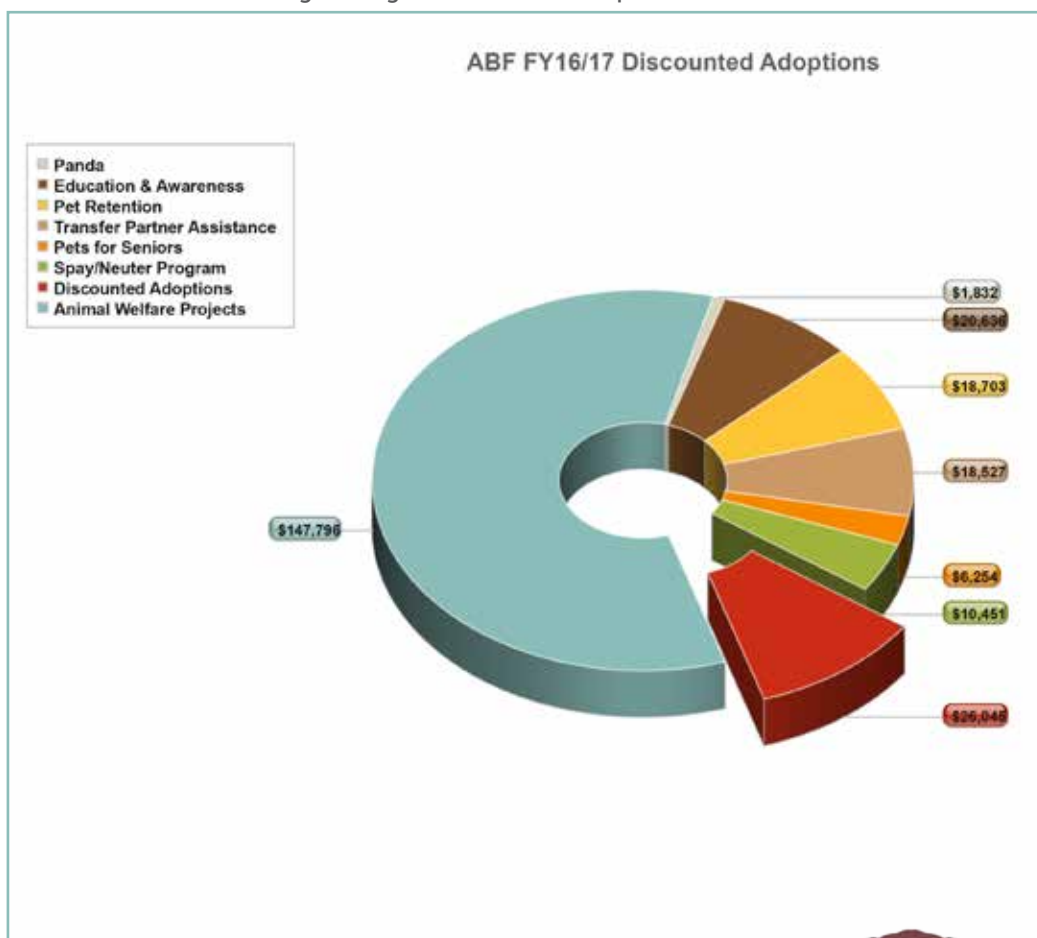




*At the time of adoption, Lapin, the adorable grey kitty, had been the longest resident at the shelter.*

# Adoptions

The ABF supported a range of free and reduced fee adoption promotions in FY16/17 to remove financial barriers to adoption. These promotions were a significant contributing factor to CCAS achieving its largest number of adoptions in the last decade.



## Discounted Adoption Programs Supported by the Fund

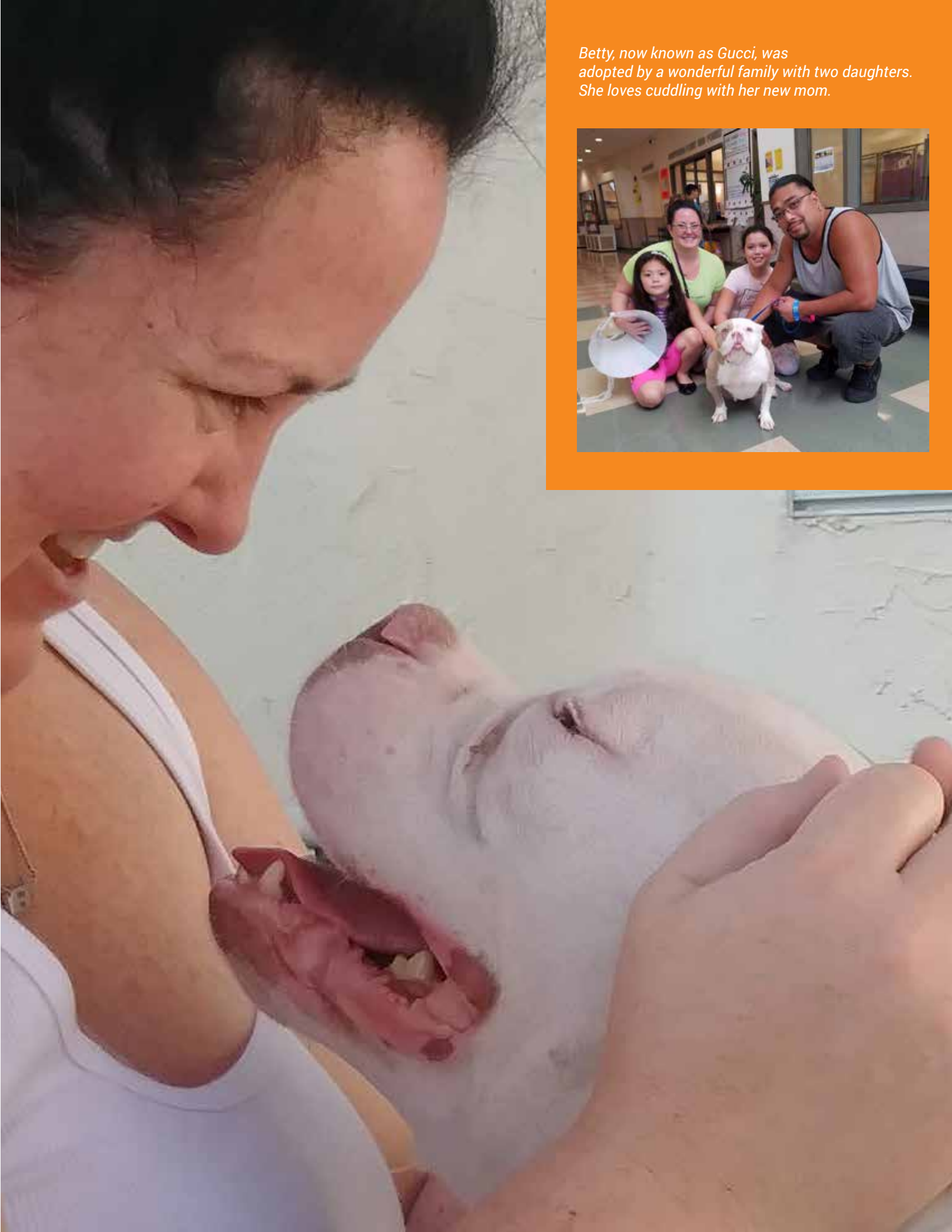
- Barkers Dozen (July-September 2016)
- Clear the Shelter (July 2016)
- June Extended Special (June 2017)
- Senior for Senior Special (2016-present)
- 2 for 1 Cat Special (Need to get date)
- 9 Lives Cat Special (August 2016)
- Adopt A Bull Dog Special (March 2017)



**\$26,045**

allocated to Discounted Adoptions and promotions resulted in 721 animals being placed in loving homes.



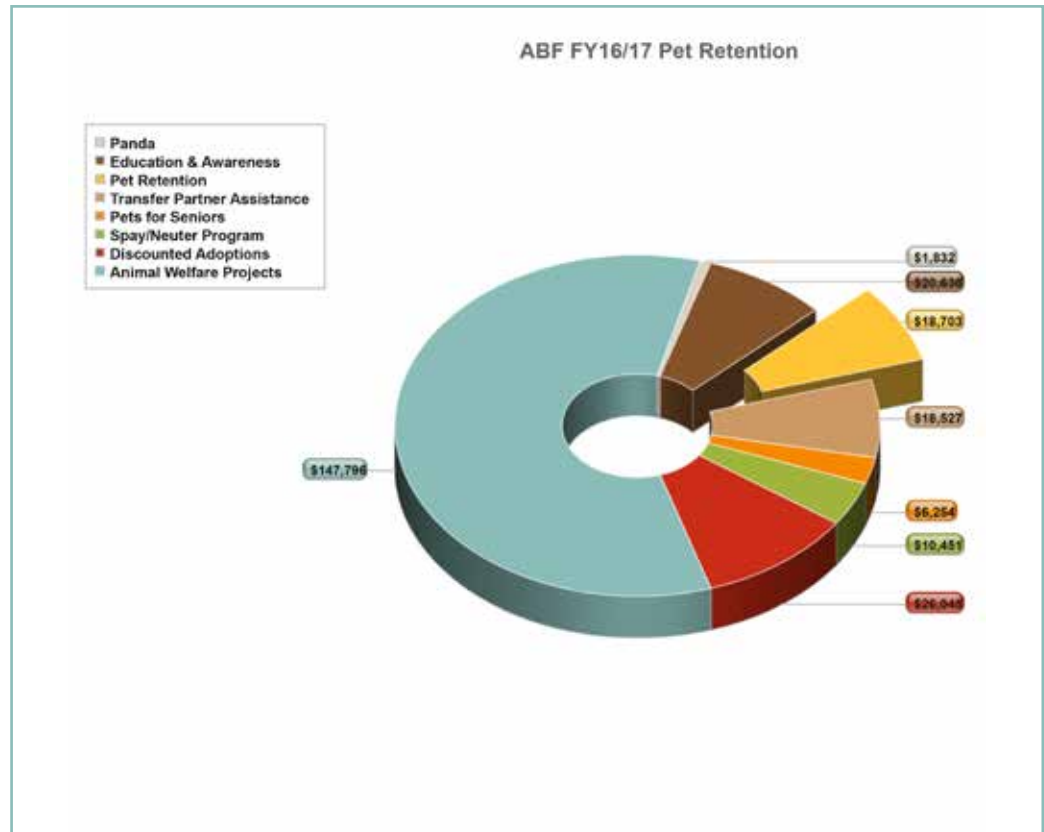


*Betty, now known as Gucci, was adopted by a wonderful family with two daughters. She loves cuddling with her new mom.*



# Pet Retention Program

A truly innovative and effective program, CCAS' Pet Retention Program has proven wildly effective in keeping animals in their homes and out of our shelters. In FY16/17, ABF funding supported the development of this new program – a partnership between Tony La Russa's Animal Rescue Foundation and CCAS - in its first full year of operation.



## Pet Retention Allocation

- Medical Assistance - 80%
- Training & Behavior - 10%
- Other (pet deposits, boarding, food) - 10%



**\$18,701**

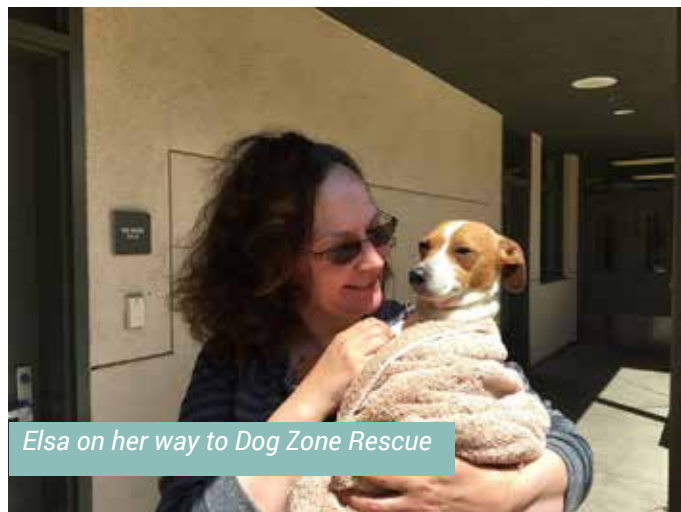
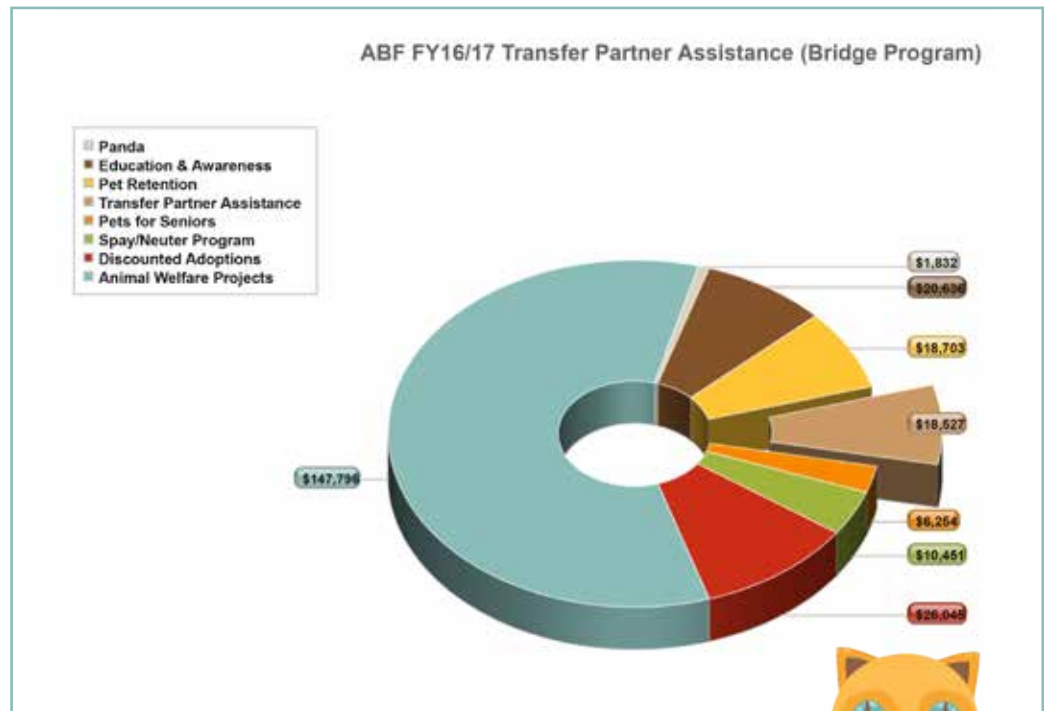
Allocated to Pet Retention to keep pets in their homes.



*This is one of 14 dogs San Jose Animal Care Services transferred to their facility in just one day.*

# Transfer Partner Assistance

Launched in 2016, the CCAS Bridge Program was developed as a mechanism to assist our transfer partners in adopting more animals, particularly those with medical or behavioral issues, by providing financial assistance that will help to alleviate the costs of medical and other services transfer partners incur as a result of pulling special needs animals. In addition to removing financial barriers that often prevent transfer partners from pulling special needs animals, the Bridge Program has also helped to foster stronger relationships with local vet hospitals and veterinarians.



**\$18,527**

Allocated to assist transfer partners with transferring animals from the shelter.

Over a dozen transfer partners utilized fund

15 animal hospitals



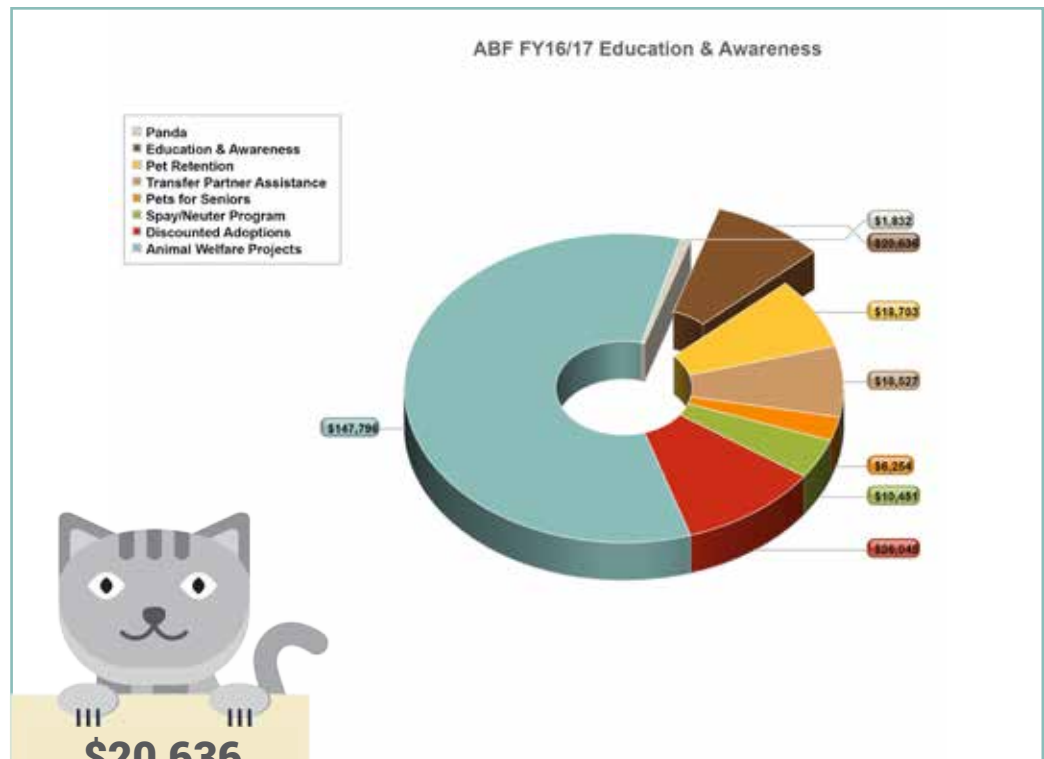


*Spending time reading to animals allows children to build a connection with the animals while also improving the child's reading skills. The animals get the benefit of companionship and a warm lap.*



# Education & Awareness

Ensuring that our community is aware and educated about CCAS and the benefits of adoption is a key element in engaging residents in meaningful ways. Over the last fiscal year, ABF funds supported an array of projects that sought to increase awareness and garner goodwill towards the department. From developing television PSAs highlighting the compassion of our department and the importance of licensing, to strategic use of social media to engage underserved communities, ABF funds have allowed CCAS to take our marketing and public education game to the next level.



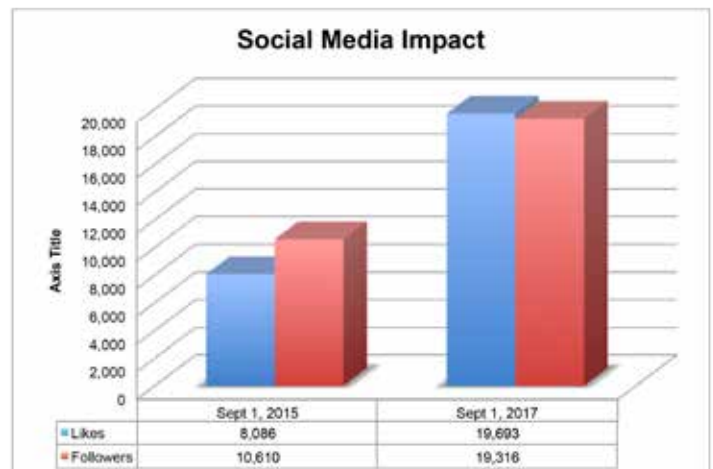
**\$20,636**

Allocated to education and awareness.

Two TV PSAs for CCAS Goodwill and Licensing.

FB ads to boost adoption specials.

Quantify success with FB metrics, video views, and other tracking mechanisms.

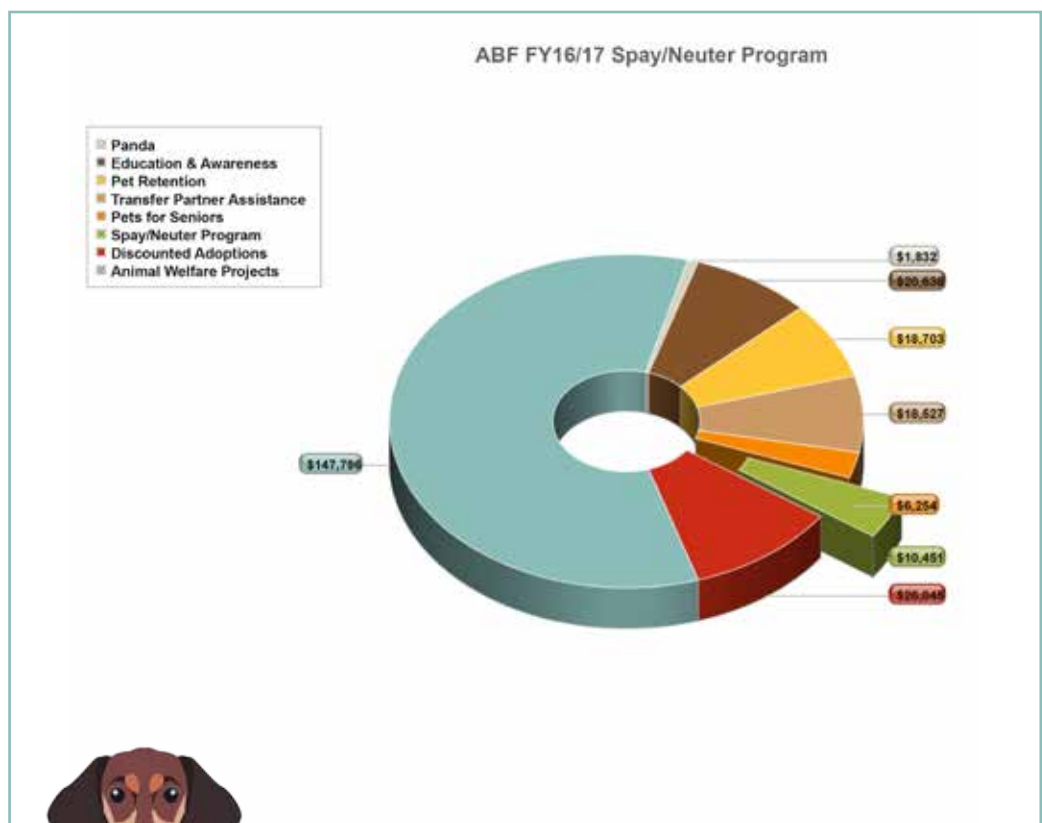




*Monte was adopted to a wonderful couple who live in Napa. Monte (now Jem) has a huge yard to run in, goes on 2-3 mile walks and has a sister Maple. "It's as if they've always known each other." Jem's Momma, Betsy, said when she checked in to say that he is doing great. She sent photos of Jem living the good life, being loved by his very own family in his very own home.*

# Spay & Neuter Programs

In FY16/17, CCAS allocated over \$10,000 in ABF funds to address the dearth of low-cost spay and neuter services in Contra Costa County. Through strategic partnerships with Fix our Ferals, SNIP and others, CCAS was able to support the spaying and neutering of many animals that would have not have otherwise been altered due to cost. From dogs and cats, to rabbits and potbellied pigs, CCAS is always seeking new ideas and partnerships to increase low-cost spay and neuter programs in Contra Costa County.



**\$10,451**

Allocated to Spay & Neuter Programs.

4,726 surgeries

Four hospital partners

## List of Partners

- Animal Rescue Foundation
- Sacramento SPCA
- California Pot Bellied Pig
- SNIP



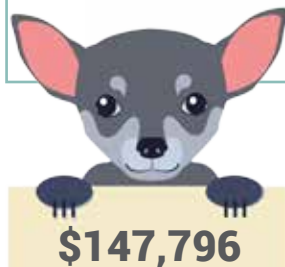
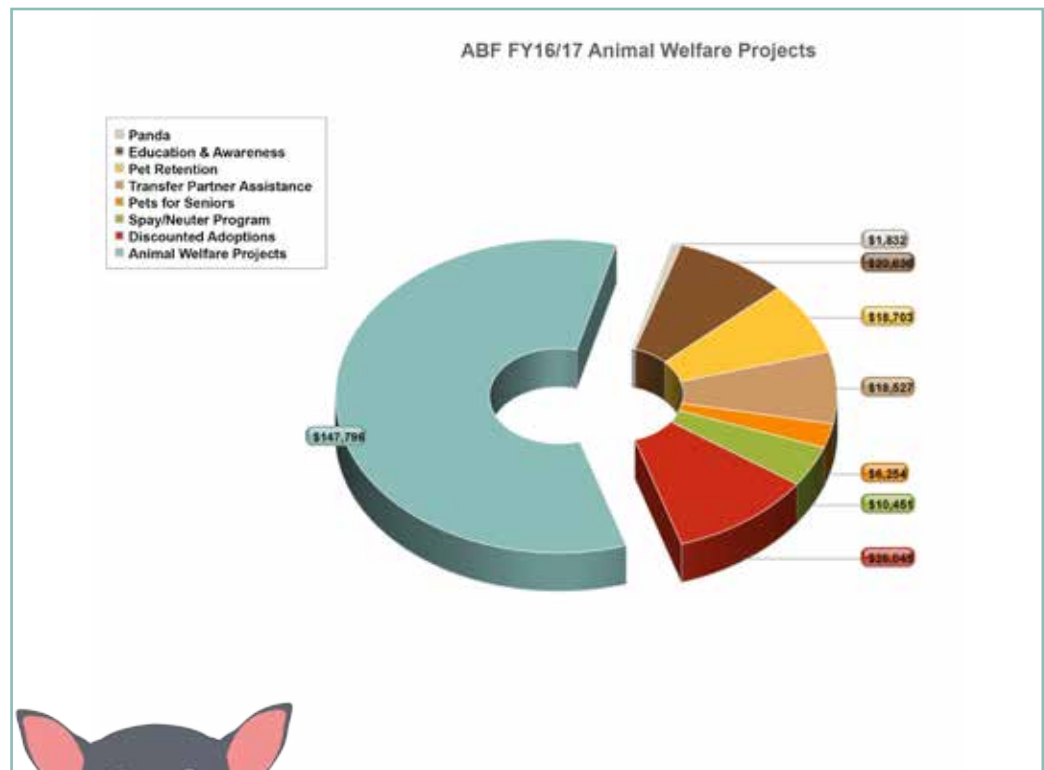


*One of our Running Dog Little Wheels alumni, Mikey was adopted to a loving family who shared this update with us:*

*"Mikey loves hiking, exploring, and running (Mikey was previously a member of Little Wheels Running Club). Mikey loves his roommates, a Greyhound and a Husky. Mikey is doing great in the Contra Costa County Small Dog Class. I can't imagine my life without Mikey."*

# Animal Welfare Projects

The majority of ABF expenditures in FY16/17, CCAS implemented numerous animal welfare projects and initiatives geared towards enhancing the direct enrichment and care of CCAS animals. From new “cat condos,” enrichment and agility equipment for dogs, to a new outside exercise space for quarantined animals and a feral cat environment, CCAS improved enrichment opportunities by leaps and bounds.

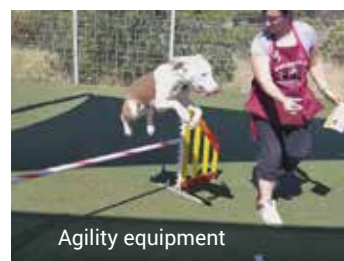


Allocated to animal enrichment and care projects.

Cat condos

Agility equipment

Animal Transport Vehicle



Agility equipment



Cat Condos

# Financials

## Animal Benefit Fund Totals

ABF FY 16/17 Totals:				
	Amount Spent	Amount Budgeted	Variance	Recommendation for next year
Panda	\$1,832.00	\$5,000.00	\$3,168.00	\$5,000.00
Education & Awareness	\$20,636.32	\$5,000.00	(\$15,636.32)	\$25,000.00
Pet Retention	\$18,702.51	\$50,000.00	\$31,297.49	\$30,000.00
Transfer Partner Assistance	\$18,527.02	\$25,000.00	\$6,472.98	\$25,000.00
Pets for Seniors	\$6,254.00	\$10,000.00	\$3,746.00	\$10,000.00
Spay/Neuter Program	\$10,451.04	\$45,000.00	\$34,548.96	\$45,000.00
Discounted Adoptions	\$26,045.00	\$30,000.00	\$3,955.00	\$75,000.00
Animal Welfare Projects	\$147,796.00	\$10,000.00	#REF!	\$85,000.00
<b>Totals</b>	<b>\$250,243.89</b>	<b>\$180,000.00</b>	<b>#REF!</b>	<b>\$300,000.00</b>

## Discounted Adoptions

Vender:

Discounted Adoption Program

2 for 1 Cat Special	\$3,079.00
9 Lives Cat Special	\$250.00
Adopt-A-Bull Dog Special	\$4,726.00
Barkers Dozen	\$534.00
Clear the Shelter	\$16,136.00
June Extended Special	\$575.00
Senior for Senior Special	\$745.00
2 for 1 Cat Special	\$3,079.00
9 Lives Cat Special	\$250.00
Adopt A Bull Dog Special	\$4,726.00

Fund is \$30,000	\$26,045.00
------------------	-------------

Vendor:	Reason	Jan-17	Feb-17	Apr-17	Jun-17	Cost
Comcast Spotlight	Marketing	\$2,578.50				\$2,578.50
Castaway Creative	Marketing	\$2,985.00				\$2,985.00
Comcast Spotlight	Marketing	\$1,021.50				\$1,021.50
Comcast Spotlight	Marketing		\$5,656.00			\$5,656.00
Print/Mail Coloring Books	Volunteer -marketing		\$2,395.32			\$2,395.32
The Path Ahead	Marketing- Mission Reunite			\$6,000.00		\$6,000.00
					<b>Total:</b>	<b>\$20,636.32</b>



# Financials

## Spay/Neuter Program

Vender:	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Apr-17	Total
Animal Rescue Foundation	\$850.00	\$1,695.00	\$2,571.99	\$1,534.64	\$615.00		\$651.20		\$7,917.83
Sacramento SPCA			\$870.00						\$870.00
California Pot Bellied Pig				\$253.43	\$390.00				643.43
SNIP			\$150			\$457.39	\$105.00	\$457.39	\$1,019.78
Homeless spay/neuter Noell									
<b>Total</b>									<b>\$10,451.04</b>

## Animal Welfare Projects

Animal Benefit Funds Already Allocated		Date 1/24/2017
Vendor	Cost	
Affordable Agility	\$100.71	
Affordable Agility	\$1,415.52	
Clean Run Productions	\$277.96	
Discount Playground Supply	\$1,724.92	
Max 200 Performance Dog Equipment	\$594.98	
Paul Cesare installer	\$6,200.00	
Shor-line	\$22,551.88	
Shor-line	\$20,225.04	
Shor-line	\$20,225.04	
Shor-line	\$1,575.98	
Fencing/Material/Installation		
Doggie Pot Signs	\$1,395.99	
Water spigots/pipes install/insulation cost		
<b>Total:</b>	<b>\$76,288.02</b>	



# ARCHIVED BOS REPORT

C.48

To: Board of Supervisors  
From: INTERNAL OPERATIONS COMMITTEE  
Date: April 19, 2016



Contra  
Costa  
County

Subject: ANIMAL BENEFIT FUND

---

## RECOMMENDATION(S):

1. ACCEPT report from the Animal Services Director on the Animal Benefit Fund;
2. CONSIDER recommendations of the Animal Services Director and PROVIDE direction to staff regarding next steps:
  - authorize the Animal Services Director to accept any monetary donation, gift, bequest, or devise made to or in favor of the Contra Costa County Animal Services Department as allowed under Government Code section 25355 (NOTE: County policy requires Department Heads to notify the CAO regarding donations exceeding \$1,000 and obtain Board of Supervisors approval for donations exceeding \$10,000);
  - approve the continued use of the Animal Benefit Fund;
  - establish new programs that receive assistance under that Fund;
  - authorize the Animal Services Director to solicit donations for the benefit of shelter animals;
  - direct the Animal Services Director to file a report with the Board of Supervisors every quarter that describes the source and value of each gift; and
  - direct the Animal Services Director to submit a report annually to the Internal Operations Committee regarding the impact of the Animal Benefit fund on our community animals and families.

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☒ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☒ RECOMMENDATION OF BOARD  
COMMITTEE

---

Action of Board On: 04/19/2016

☒ APPROVED AS  
RECOMMENDED

☐ OTHER

Clerks Notes:

## VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Mary N. Piepho, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: April 19, 2016

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: Stephanie Mello, Deputy

Contact: Beth Ward (925)  
335-8370

# ARCHIVED BOS REPORT

## RECOMMENDATION(S): (CONT'D)

>

## FISCAL IMPACT:

No impact to the General Fund. The Animal Benefit Fund is the repository for community donations that help to fund unmet needs of animals impounded at County shelters. The Animal Services Department anticipates that approximately \$150,000 will be received annually in donations. This estimate is based on the amount of donations received by the animal shelter over the last 3 years.

## BACKGROUND:

On April 21, 2015, the Board of Supervisors received several comments regarding the Animal Benefit Fund from members of the public during fiscal year 2015/16 budget hearings. As part of budget deliberations, the Board directed staff to include a review of the Animal Benefit Fund to a Board Standing Committee for further review.

On May 12, 2015, the Board of Supervisors adopted the fiscal year 2015/16 budget. Included in the Board's action was the formal referral of this issue to the Internal Operations Committee.

On September 14, 2015, the CAO reported to the IOC on the history of the Animal Benefit Fund (**report attached hereto for reference**). With the retirement of former Animal Services Director Glenn Howell, further study on this referral was suspended until the new department director, Beth Ward, could review the history and provide input and advice to the Committee. Following is the report and recommendations presented Ms. Ward to the Internal Operations Committee, and which the IOC approved, on March 28, 2016.

## I. BACKGROUND ON THE CONTRA COSTA COUNTY ANIMAL SHELTER

The Contra Costa County Animal Shelter (CCCAS) receives approximately 12,000 live domestic and livestock animals annually. CCCAS' budget is designed to cover the basic needs of incoming stray, abandoned, and homeless animals and our County licensing and field services departments. The basic needs include food, prophylactic medical care (spay/neutering), antibiotics and general veterinary supplies, emergency veterinary treatment, sterilization, microchips, and collars/travel boxes for animals.

As an open-door agency, the CCCAS accepts animals suffering from medical or behavioral conditions that while treatable, may initially disqualify the animal from placement into a new home. CCCAS' operating budget is currently not designed to fund extended medical rehabilitation for injured/ill animals, behavior management, foster care supplies for orphaned animals, supplies designed to enhance animal enrichment in the shelter environment, or marketing and outreach efforts aimed at increasing adoptions.

## II. THE ESTABLISHMENT OF THE ANIMAL BENEFIT FUND

In 1988, the CCCAS created the Animal Benefit Fund. The original purpose of the Animal Benefit Fund was to allow the Animal Services Department to receive donations from individuals, animal welfare organizations and businesses, to support animal health and welfare projects that are not funded by departmental or general County revenue. Since the creation of the Animal Benefit Fund, monetary contributions and donations for services and supplies for animal welfare have provided for unfunded needs of the animals impounded in CCCAS. These donations have come in the form of grants or "soft ask" gifts over the counter or from our website.

## III. PROPOSAL TO EXPAND THE 1988 AUTHORIZATION

In order to increase our ability to create more funding opportunities and clarity around how funds will be used, the CCCAS is requesting that the Board increase the authority of the Animal Services Director to accept any monetary donation, gift, bequest, or devise made to or in favor of the Contra Costa County Animal Services Department as allowed under Government Code section 25355, approve the continued use of the Animal Benefit Fund, establish new programs that receive assistance under that Fund, authorize the Animal Services Director to solicit donations for the benefit of shelter animals, and require the Animal Services Director to provide an annual

# ARCHIVED BOS REPORT

report to the Internal Operations Committee.

The following are the program descriptions:

**Animal Benefit Fund:** Animals have a variety of needs, and CCCAS does not always have the funds to address those needs. The Animal Benefit Fund may be used for such needs as medical treatment of a sick/injured dog, orthopedic repair for a damaged limb, veterinary diagnostic tests, kennel enrichment in the form of toys and beds, upgraded dog training supplies for volunteers such as training collars/harnesses, nutritional supplies for orphaned puppies and kittens, print or radio advertising to promote adoptions, and spay/neuter efforts. In addition to monetary donations to the Animal Benefit Fund, wish lists, in-kind gifts, Amazon Smile gifts, and gift cards to pet stores, home improvement stores, and other big box stores can also help us with these needs.

The Animal Benefit Fund would support the following seven new programs:

**(1) Panda's Gift Program:** This program is for emergency vet care and goes to help animals like Panda, a dog who was brought to us in distress, in labor with a deceased puppy stuck inside, an old injury to her left eye and in overall poor condition. Our medical team acted quickly, rushing her into surgery, removed the puppy from the birth canal, performed an Ovariohysterectomy, and did a third eyelid flap to protect her injured eye. Panda quickly recovered from her surgery and acted like a new pup, snuggling with her foster family and learning what it felt like to be safe and loved. A family met and fell in love with Panda and took her home to join their household. Without donations to this fund, happy endings like Panda's would not be possible.

**(2) Education Program:** This program is to help pet owners resolve behavioral problems that might cause them to give up their pet, to help shelter animals with behavioral issues that might keep them from being easily adopted, and to create education programs for school age children. CCCAS will be creating a program where local trainers will work with pet owners, shelter dogs, volunteers and foster homes on reducing various behavioral problems, resulting in fewer surrenders and more successful adoptions. This program can also help to support humane education in our communities.

**(3) Shelter Intervention Program:** Often times families get into a crisis situation where they turn to surrendering their pet to a shelter. Our intervention program would help to provide resources to keep animals in their homes. Examples of intervention tools: spay/neuter, behavior/training assistance, and grooming.

**(4) Transfer Partner Assistance Program:** This program would provide support to our smaller transfer partners, who help save the lives of animals with medical concerns or basic Spay/Neuter support for animals pulled from CCASD.

**(5) Spay and Neuter Program:** This program would make spay and neuter more affordable and accessible in our County by establishing a donation subsidized voucher program to provide free or low cost spay/neuter surgeries in collaboration with local veterinarians.

**(6) Pets for Seniors Program:** A pet is sometimes the only companion our community's elders have, and the health and psychological benefits of having a pet are well-documented. This program pays a portion of the adoption fee for qualifying seniors, allowing them to use the money they saved to help pay for the initial items necessary for keeping a pet. This program may also be used to help seniors on limited incomes to keep animals in their lives when they may have had to give up their furry companion due to lack of money for basic daily needs or medical concerns.

**(7) Discounted Adoption Program:** Sometimes, we are critically full of pets waiting for new homes. Rather than euthanize healthy adoptable or treatable animals, CCCAS discounts the adoption of pets to give people even more of an incentive to adopt. CCCAS also participates in national adoption events, promoting the placement of shelter animals. We are only able to offer reduced-fee adoptions when we have donated funding available.

# ARCHIVED BOS REPORT

## IV. OTHER PROPOSALS COVERED IN THE EXPANDED AUTHORIZATION

In addition to approving the formation of the new programs described above, the expanded authorization would delegate to the Animal Services Director the power to accept any gift, bequest, or devise made for the benefit of animals in the shelter through programs such as a car donation and planned giving programs pursuant to Government Code section 25355. In keeping with this code section, the Director will file a report with the Board every quarter that describes the source and value of each gift. An annual report will also be provided that shares the impact of the Animal Benefit fund on our community animals and families. As is required by statute, any gifted funds or assets will be used for those purposes as are prescribed in the terms of the gift, bequest, or devise. The monies in these funds are not intended to replace General Funds, rather they are intended to supplement and enhance our care for animals and support of the public.

CCCAS is also requesting that the Director be authorized to solicit monetary contributions through methods such as request forms included in dog license mailing, website information, and adopters and owners surrendering pets being given the opportunity to assist other shelter animals by contributing at the time of their transaction. Donations will be tax-deductible and acknowledged in writing to the donor.

Gifts by donors may be designated directly to a specific gift fund or program. Gifts received with no instruction as to the use for a specific area or program or funds donated for “general animal welfare” will be considered as part of the general Animal Benefit Fund. Monies raised through in-house donations, and/or general fund raising activities shall be considered undesignated gift funds.

The Director will utilize these funds in a manner that is consistent with the specific purpose for which they were donated. It is also important to recognize that these are donated funds and as such the use of the funds to pay businesses, organizations and fund voucher programs for various services to support the CCCASD programs would not be considered “gifts of County funds”.

Each year, the Director will recommend expenditures from the Animal Benefit Fund through the budgetary process. Grants and designated funds shall be expended according to the grant or designated gift. Designated balances of \$50 or less will be rolled back into the undesignated gift funds.

Should the CCCAS wish to expend more than \$25,000 per purchase order, CCCAS must submit a request in writing for approval by the Board of Supervisors.

The CCCAS anticipates that approximately \$150,000 will be received annually in donations. This estimate is based on the amount of donations received by the animal shelter over the last 3 years.

### ATTACHMENTS

Public Comment Received at the 3/28/16 IOC Meeting

9/14/15 Archived Report to IOC on the Animal Benefit Fund



# ARCHIVED IOC REPORT



## Contra Costa County Board of Supervisors

### Subcommittee Report

#### INTERNAL OPERATIONS COMMITTEE

6.

**Meeting Date:** 09/14/2015  
**Subject:** Animal Welfare Benefit Fund  
**Submitted For:** David Twa, County Administrator  
**Department:** County Administrator  
**Referral No.:** IOC 15/14  
**Referral Name:** Animal Benefit Fund Review  
**Presenter:** Timothy Ewell      **Contact:** Timothy Ewell (925) 335-1036

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#### **Referral History:**

On April 21, 2015, the Board of Supervisors received several comments regarding the Animal Benefit Fund from members of the public during fiscal year 2015/16 budget hearings. As part of budget deliberations, the Board directed staff to include a review of the Animal Benefit Fund to a Board Standing Committee for further review.

On May 12, 2015, the Board of Supervisors adopted the fiscal year 2015/16 budget. Included in the Board's action was the formal referral of this issue to the Internal Operations Committee.

#### **Referral Update:**

Staff has included information to assist the Committee discussion, including a copy of a board order from 1988 seeking to make the Animal Benefit Fund (Fund No. 133200) interest bearing, a ten-year revenue and expenditure history, current fund balance and detailed expenditures from fiscal year 2014/15.

The Resolution establishing the Fund could not be located; however, staff has included a Board Order that clarifies in its background:

*"...to avoid disputes as to the disbursement of money in the fund, the Animal Services Director is authorized to make disbursements which, in his or her judgment, are in the best interest of the animals in the custody of the County."*

This has been a continued practice of the department and applies to both one-time capital expenditures and reimbursement for various services and supplies that benefit animals being housed by the County. It is important to note that this practice does not supersede County procurement requirements, which among other things, require purchase orders or contracts exceeding \$100,000 to be approved by the Board of Supervisors. In addition, expenditures between \$25,000 and \$100,000 must be approved by the County Administrator's Office following recommendation by a department head.

# ARCHIVED IOC REPORT

In the most recent fiscal year, the Animal Services Department recommended and the Board approved one-time expenditures totaling \$309,925: \$170,000 for a Mobile Adoption Van and \$139,925 for stainless steel rolling cat cages. Both Board Orders are included in this agenda packet for reference.

The current fund balance in the Animal Benefit Fund for the fiscal year ending June 30, 2015 is \$645,555; however, it is important to note that the Fund has not yet been charged for the Mobile Van or the full costs of the acquisition of stainless steel cat cages.

Senior Deputy County Administrator Timothy Ewell will be present to provide a verbal report introducing the issue to the Committee. Interim Animal Services Director Glenn Howell has been invited to the Committee meeting to assist in answering any questions that the Committee may have.

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

1. ACCEPT report on the Animal Benefit Fund; and,
2. PROVIDE direction to staff regarding next steps.

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## **Attachments**

Board Order Animal Benefit Fund Interest Accrual 7-12-88

Animal Benefit Fund 10 Year Expenditure History

Animal Benefit Fund Balance as of 8-30-15

Board Order Mobile Van Purchase 2-3-15

Board Order Cat Cages Purchase 2-3-15

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# ARCHIVED IOC REPORT

TO: BOARD OF SUPERVISORS  
FROM: Diane Iwasa, Director  
Animal Services Department  
DATE: June 15, 1988  
SUBJECT: Authorization for Interest Accrual to the Animal  
Benefit Fund.



Contra  
Costa  
County

## SPECIFIC REQUEST(S) OR RECOMMENDATION(S) & BACKGROUND AND JUSTIFICATION

### RECOMMENDATION

The Animal Services Department is currently depositing donations to the Department in the Animal Benefit Fund.

The Board acknowledges and approves this practice and also authorizes the present amount in the Animal Benefit Fund and future additions to the fund to be invested for maximum return with interest to be credited to the fund with quarterly reviews to add interest to principal.

### BACKGROUND

The Animal Services Department receives donations from individuals, animal welfare organizations and businesses, to support animal health and welfare projects that are not funded by departmental or general County revenue. Since the monies received are donated for a specific purpose, the interest accruing from monies deposited in this account should be credited to the benefit fund. In order to avoid disputes as to the disbursement of money in the fund, the Animal Services Director is authorized to make disbursements which, in his or her judgment, are in the best interest of the animals in the custody of the County.

CONTINUED ON ATTACHMENT: ☐ YES

SIGNATURE: Diane Iwasa

☐ RECOMMENDATION OF COUNTY ADMINISTRATOR

☐ APPROVE

☐ RECOMMENDATION OF BOARD COMMITTEE

☐ OTHER

SIGNATURE(S):

ACTION OF BOARD ON July 12, 1988

APPROVED AS RECOMMENDED ☒ OTHER ☐

### VOTE OF SUPERVISORS

☒ UNANIMOUS (ABSENT ---)

AYES:                      NOES:                     

ABSENT:                      ABSTAIN:                     

cc: County Administrator  
Auditor-Controller  
Animal Services

I HEREBY CERTIFY THAT THIS IS A TRUE  
AND CORRECT COPY OF AN ACTION TAKEN  
AND ENTERED ON THE MINUTES OF THE BOARD  
OF SUPERVISORS ON THE DATE SHOWN.

ATTESTED July 12, 1988

PHIL BATCHELOR, CLERK OF THE BOARD OF  
SUPERVISORS AND COUNTY ADMINISTRATOR

BY C. Matthews

DEPUTY



# ARCHIVED IOC REPORT

0369	ANIMAL BENEFIT FUND	10 Year Total	2014/15 Actual	2013/14 Actual	2012/13 Actual	2011/12 Actual	2010/11 Actual	2009/10 Actual	2008/09 Actual	2007/08 Actual	2006/07 Actual	2005/06 Actual
	<b>SUMMARY</b>											
E2000	Services and Supplies	60,384	1,000	0	0	0	0	0	0	59,384	0	0
E3000	Other Charges	22,454	0	0	0	0	0	0	0	22,454	0	0
E5000	Expenditure Transfers	691,818	162,440	66,022	100,029	178,627	0	0	184,700	0	0	0
TOTEXP	TOTAL EXPENDITURES	774,657	163,440	66,022	100,029	178,627	0	0	184,700	81,839	0	0
TOTREV	GROSS REVENUE	1,074,480	136,838	171,539	161,727	152,507	73,032	70,248	135,945	78,104	48,454	46,086
<b>NETCOST</b>	<b>NET FUND COST (NFC)</b>	<b>(299,823)</b>	<b>26,602</b>	<b>(105,517)</b>	<b>(61,698)</b>	<b>26,120</b>	<b>(73,032)</b>	<b>(70,248)</b>	<b>48,755</b>	<b>3,735</b>	<b>(48,454)</b>	<b>(46,086)</b>
	<b>EXPENDITURES</b>											
2352	Witness Fees & Expenses	1,000	1,000	0	0	0	0	0	0	0	0	0
2479	Other Special Departmental Exp	59,384	0	0	0	0	0	0	0	59,384	0	0
3611	Interfund Exp - Gov/Gov	22,454	0	0	0	0	0	0	0	22,454	0	0
5011	Reimbursements-Gov/Gov	513,191	162,440	66,022	100,029	0	0	0	184,700	0	0	0
5016	Intrafund-Trans-Gov/Gov	178,627	0	0	0	178,627	0	0	0	0	0	0
	<b>REVENUE</b>											
9070	Animal Licenses	27	27	0	0	0	0	0	0	0	0	0
9181	Earnings on Investment	73,664	2,464	1,793	2,135	2,520	1,964	1,435	5,499	17,905	21,557	16,392
9721	Spay Clinic Fees	770	0	0	0	0	0	0	0	0	0	770
9725	Misc Humane Services	788	0	0	0	0	0	96	642	0	0	50
9874	Autopsies & Medical Reports	52	0	0	0	52	0	0	0	0	0	0
9945	Sundry Taxable Sale	2,403	0	0	0	0	0	0	2,958	0	0	(555)
9965	Restricted Donations	996,277	134,347	169,746	159,592	149,935	71,068	68,718	126,846	59,699	26,897	29,429
9966	Misc Grants & Donations	500	0	0	0	0	0	0	0	500	0	0



FUND BALANCE CALCULATION		
FUND #	133200	ANIMAL BENEFIT
ASSETS	\$645,554.97	Account #'s 0010 - 0490
- LIABILITIES	\$0.00	Account #'s 0500 - 0690
= FUND BALANCE	\$645,554.97	Account #'s 0700 - 0990  Fund Balance listed is Total Fund Balance and may include restricted monies such as encumbrances
As-Of Date	8/31/2015	(FISCAL YEAR PY)
Two ways to determine Fund Balance:		
Assets minus Liabilites	\$645,554.97	Total of ending balances for all accounts 0010 - 0690
Fund Balance	-\$645,554.97	Total of all accounts in the 0700 - 0990 range EXCLUDING the six Budgetary accounts:  0710 Reserve for Encumbrances 0760 Budget Control - PY Encumbrances 0780 Budgetary Control - Current Year 0910 Estimated Revenue 0930 Appropriations PY & CY 0940 Encumbrances  These six accounts should always be ignored when calculating Fund Balance.  Normally, the accounts remaining after exclusion will be:  0750 Fund Balance Available 0810 (0800) Revenue (or Receipts) 0820 (0830) Expenditures (or Disbursements) 0860 Fund Transfers

You can calculate the FUND BALANCE as of the latest daily or period-end **General Ledger**. Please enter the Fund Number to calculate:

Fund #: 133200

As of the latest...

DAILY run for: Current Year \* Prior Year  
PERIOD-END for: FY 2015-16 \* FY 2010-11 FY 2005-06  
FY 2014-15 FY 2009-10 FY 2004-05

# ARCHIVED IOC REPORT

C. 45



Contra  
Costa  
County

To: Board of Supervisors  
From: Glenn E. Howell, Animal Services Director  
Date: February 3, 2015

Subject: Mobile Adoption Vehicle Resolution

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## **RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent, or designee, on behalf of the Animal Services Department, to execute a purchase order with La Boit Specialty Vehicles in an amount not to exceed \$170,000.00, to procure a mobile adoption vehicle, per Bid No. 1411-110.

## **FISCAL IMPACT:**

Cost is to be charged directly to the Animal Services Department and will be 100% funded by donations to the Animal Services Department. No additional County costs are anticipated under this Resolution.

## **BACKGROUND:**

A modern mobile adoption vehicle is long overdue. It will enhance our exposure at our weekly mobile adoption events, make for a great marketing tool, and most importantly improve our efforts to place animals into loving homes. The old adoption van is noisy and uncomfortable for animals and very unsettling for many dogs during transport. A new adoption van will be quiet and comfortable for the animals during transport. It will afford us the opportunity for the first time to bring cats to mobile adoption events. It has viewing areas that are comfortable not just for the animals, but for the public as well.



APPROVE



OTHER



RECOMMENDATION OF CNTY



RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

---

Action of Board On: 02/03/2015



APPROVED AS  
RECOMMENDED



OTHER

Clerks Notes:

## **VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor

Candace Andersen, District II  
Supervisor

Mary N. Piepho, District III Supervisor

Karen Mitchoff, District IV Supervisor

Federal D. Glover, District V  
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 3, 2015

David J. Twa, County Administrator and Clerk of the Board of Supervisors

Contact: Kathy O'Connell  
925-335-8370

By: June McHuen, Deputy

cc:

# ARCHIVED IOC REPORT

## CONSEQUENCE OF NEGATIVE ACTION:

Failure to allow procurement of the Mobile Adoption Van impedes Animal Services' ability to increase and expand our mobile adoption events and increase public access to adoptable animals.

## CHILDREN'S IMPACT STATEMENT:

No impact.

# ARCHIVED IOC REPORT

C. 44



Contra  
Costa  
County

To: Board of Supervisors  
From: Glenn E. Howell, Animal Services Director  
Date: February 3, 2015

Subject: Animal Services Rolling Cat Cages

## **RECOMMENDATION(S):**

APPROVE AND AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Animal Services Department, a purchase order with Tri Star Vet in an amount not to exceed \$139,928.08 to procure specialized stainless steel stackable rolling cat cages.

## **FISCAL IMPACT:**

The purchase is 100% funded by donations to the Animal Services Department. No additional County costs are anticipated.

## **BACKGROUND:**

The standards of care for animal housing within the Animal Shelter industry have dramatically increased and have been redefined over the last 10 years. One standard that was changed was the required space necessary for feline housing to prevent stress related diseases. The need for improved housing was also due to the animals' length of stay in a Shelter which has tripled over time. Severe confinement over an extended period of time has been shown to be the main cause of diseases in a shelter environment. The old feline housing at the Animal Services Department was outdated and considered, by current standards, to be inhumane. Presently we have a portion of the feline housing that has been here since the 1960s. It must be changed. In addition, the new, larger cages are mobile and easier to handle making the care of the animals more easily facilitated by Shelter staff.



APPROVE



OTHER



RECOMMENDATION OF CNTY



RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: 02/03/2015 ☒ APPROVED AS  
RECOMMENDED

☐ OTHER

Clerks Notes:

## **VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II  
Supervisor  
Mary N. Piepho, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V  
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 3, 2015

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Kathy O'Connell  
925-335-8370

cc:

# ARCHIVED IOC REPORT

## CONSEQUENCE OF NEGATIVE ACTION:

The Contra Costa County Animal Services Department will be operating the shelter with below-standard feline cages, causing stress related diseases within the Shelter.

## CHILDREN'S IMPACT STATEMENT:

No impact.



# ARCHIVED IOC REPORT