



# Agenda

## INTERNAL OPERATIONS COMMITTEE

March 12, 2018

1:00 P.M.

651 Pine Street, Room 101, Martinez

Supervisor Diane Burgis, Chair  
Supervisor Candace Andersen, 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. CONSIDER accepting report on the Auditor-Controller's audit activities for 2017, and approving the proposed schedule of financial audits for 2018. *(Joanne Bohren, Chief Auditor)*
4. CONSIDER recommendation to reappoint Larry Sweetser and Darryl Young to the Local Enforcement Agency Independent Hearing Panel, and options for filling the remaining vacant seat. *(Julie DiMaggio Enea, County Administrator's Office)*
5. ACCEPT 2016/17 annual report from the Public Works Director on the Internal Services Fund for the County's Vehicle Fleet. *(Carlos Velasquez, Fleet Services Manager)*
6. CONSIDER recommendations from the Public Works Director to exclude warrant requests and procurement card transactions from Small Business Enterprise and Outreach Program reporting, and to exempt cooperative purchasing agreements from the programs. *(David Gould, Purchasing Services Manager)*
7. The next meeting is currently scheduled for April 9, 2018.
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:** 03/12/2018

**Subject:** REPORT FROM THE AUDITOR-CONTROLLER'S OFFICE ON THE SCHEDULE OF FINANCIAL AUDITS FOR 2017

**Submitted For:** Robert Campbell, Auditor-Controller

**Department:** Auditor-Controller

**Referral No.:** IOC 18/2

**Referral Name:** Review of the Annual Audit Schedule

**Presenter:** Joanne Bohren, Chief Auditor    **Contact:** Joanne Bohren 925-335-8610

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#### **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 2017 and transmitting the proposed schedule of financial audits for 2018, which are already in progress.

To provide continuity from the prior year report, in 2017, Chief Auditor Joanne Bohren had indicated last year that 37% of the findings were repeat findings from the previous year and concerned violations of Municipal Advisory Council fiscal policies, procurement card policies, and cash handling procedures. Asst. Auditor-Controller Elizabeth Verigin had advised that the Auditor's Office would reinstate periodic fiscal management training for the Municipal Advisory Councils, and strongly recommended a recommitment by Public Works-Purchasing to revive Procurement Card Training. Purchasing Services Manager David Gould advised that he had personally conducted one-on-one procurement card training during the previous six months and was researching electronic tools to help monitor card use and identify misuse. The Auditor's Office and Clerk of the Board's Office, in September 2017, jointly conducted a fiscal training session for MAC staff and membership.

Assistant Auditor-Controller Haj Nahal and Chief of Internal Audits Joanne Bohren will present

the 2018 report.

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

ACCEPT report on the Auditor-Controller's audit activities for 2017 and APPROVE the proposed schedule of financial audits for 2018.

**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.

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**Attachments**

2018 Internat Audit Report

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Office of the Auditor-Controller  
**Contra Costa County**

**Robert R. Campbell**  
Auditor-Controller

625 Court Street  
Martinez, California 94553-1282  
Phone (925) 335-8600  
Fax (925) 646-2649




**Elizabeth A. Verigin**  
Assistant Auditor-Controller

**Harjit S. Nahal**  
Assistant Auditor-Controller

March 12, 2018

TO: Internal Operations Committee

FROM: Robert R. Campbell, Auditor-Controller   
By: Harjit S. Nahal, Assistant Auditor-Controller

SUBJECT: Internal Audit – Annual Report

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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 examination schedule for 2018, and the attached "*Schedule of Internal Audit Examinations for 2017*" summarizes the status of the 2017 examinations.

In 2017, the Internal Audit Division completed thirty-four (34) of the scheduled examinations.

**General Findings:**

**Departmental Examinations**

There is an overall lack of adherence to several of the County's administrative requirements. Many of the departmental examination recommendations include the following:

- Comply with the Administrative Bulletins established for the cash collection process, discharge of delinquent accounts, inventories of materials and supplies, inventories of capital assets, inventories of cash instruments, and petty cash;
- Adhere to the procurement card manual;
- Comply with the Contract Administration procedures and policies; and,
- Adhere to the Municipal Advisory Council (MAC) Fiscal Procedures and Board of Supervisors Resolution 2011/497, "Adopting policy governing appointments to, formation of, and requirement of boards, committees, and commissions that are advisory to the Board of Supervisors."

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**Procurement Card**

The quarterly procurement card review continues to reflect compliance issues in the use of the card for recurring payments, gifts, services, memberships, and meal payments. Per the Procurement Card Manual, Section III.I., the use of a procurement card for recurring payments, gifts, services, memberships, printing services, and meal payments is prohibited. Cardholders are also prohibited to use the procurement card for purchases not authorized in the County's Administrative Bulletins. Additionally, the required supporting documentation for payments often is missing or inadequate. The Purchasing Officer is currently working with the Department of Risk Management to establish an electronic training program for new and existing cardholders.

**2018 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 2018 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. Twenty-seven (27) examinations have been scheduled for calendar year 2018.

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.

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 Housing Authority, state grant programs, and the FIRST 5 Contra Costa Children and Families Commission.

**Revisions to Annual Examination Process**

The Auditor-Controller and Assistant Auditor-Controller reviewed the examination process and have implemented an expanded examination program. The expanded examination program includes a more detailed control assessment including interviews with senior management to assess risk within the departments. Additionally, the expanded examination program will assist Internal Audit staff to identify the lack of internal controls and noncompliance of statutory, contractual, and administrative requirements that may have been undetected in previous examinations.

Attachments

**Schedule of Internal Audit Examinations  
Calendar Year 2018**

Department Project Description	Historical Estimated Hours	Last Done Through	Prefd. Examination Cycle (yrs)	Scheduled For 2018	Exam Hours 2018
<b>Board of Supervisors</b>					
District 4 General Department Audit (Including MACs)	100	3/11	4	X	100
<b>Auditor-Controller</b>					
Revolving/Cash Diff. Fund & Shortage Report (fiscal year)	60	6/17	1 (Law)	X	60
General Department Audit	250	12/10	4	X	250
Miscellaneous Trust Funds	320	1/10	4	X	320
Misc A-C duties (ie Petty Cash ICQ; Relief of Shortage; Increase/New Petty Cash; Recons)	60		1	X	60
<b>Treasurer-Tax Collector</b>					
Treasury Cash & Investments - 1st qtr (2018)	50	02/17	1/4 (Law)	X	50
Treasury Cash & Investments - 2nd qtr (2018)	50	05/17	1/4 (Law)	X	50
Treasury Cash & Investments - July 1 (2018)	50	7/3/17	1/4 (Law)	X	50
Treasury Cash & Investments - 3rd qtr (Auditor recommendation) (2018)	50	07/17	1/4 (Law)	X	50
Treasury Cash & Investments - 4th qtr (2017)	50	12/16	1/4 (Law)	X	50
Tax Collector Cash on Hand - 1st qtr (2018)	20	2/17		X	20
Tax Collector Cash on Hand - 2nd qtr (2018)	20	05/17		X	20
Tax Collector Cash on Hand - July 1 (2018)	20	7/3/17		X	20
Tax Collector Cash on Hand - 3rd qtr (2018)	20	07/17		X	20
Tax Collector Cash on Hand - 4th qtr (2018)	20	12/16		X	20
Treasury Oversight Committee (calendar year) (2017)	175	12/16	1 (Law)	X	175
<b>Department of Information Technology</b>					
Communications equipment inventory	100	6/12	3	X	100
<b>Child Support Services</b>					
General Departmental Audit	200	3/10	3	X	200
<b>Clerk-Recorder</b>					
General Departmental Audit	420	5/15	2	X	420
<b>District Attorney</b>					
General Departmental Audit	225	12/16	3	X	225
<b>Probation</b>					
General Departmental Audit	240	12/15	2(Law)	X	240
<b>Health Services</b>					
Public Health	250	12/13	2	X	250
<b>Employment &amp; Human Services</b>					
Community Services Bureau (EHSD)	400	5/11	2	X	400

**Schedule of Internal Audit Examinations  
Calendar Year 2018**

Department Project Description	Historical Estimated Hours	Last Done Through	Prefd. Examination Cycle (yrs)	Scheduled		Exam Hours 2018
				For 2018		
<b>Public Works</b>						
Public Works Inventories	100	6/12	3	X		100
Fleet Services Inventory	120	6/11	3	X		120
County issued Fastrak passes / County issued Vehicles		special		X		120
<b>Purchasing:</b>						
Procurement Card Program - July - December 2017	100	new increment	1/4 (CAO)	X		110
Procurement Card Program - January - June 2018	100	new increment	1/4 (CAO)	X		110
Special projects						
GASB Implementation (40 X 2)						150
Single Audit assistance/wrap up						80
						80



Schedule of Internal Audit Examinations for 2017

Department Examination Description	Last Done Through	Prefd. Audit Cycle (yrs)	Scheduled For 2017	Estimated Hours 2017	Total Examination Hours
<b>Completed Examinations-As Scheduled</b>					
<b>County Administrator</b>					
General Department Audit	12/05	4	X	160	158.00
<b>Assessor</b>					
General Department Audit	1/07	4	X	180	233.50
<b>Auditor-Controller</b>					
Revolving/Cash Diff. Fund & Shortage Report (fiscal year)	6/16	1 (Law)	X	60	38.00
Misc A-C duties (ie Petty Cash ICQ,Relief of Shortage;Increase/New Petty Cash; Recons)		1	X	60	7.00
<b>Treasurer-Tax Collector</b>					
Treasury Cash & Investments - 1st qtr (03/31/17)	02/17	1/4 (Law)	X	50	44.50
Treasury Cash & Investments - 2nd qtr (06/30/17)	05/17	1/4 (Law)	X	50	59.00
Treasury Cash & Investments - July 1	7/1/17	1/4 (Law)	X	50	50.00
Treasury Cash & Investments - 3rd qtr (09/30/17) (Auditor recommendation)	07/17	1/4 (Law)	X	50	40.00
Treasury Cash & Investments - 4th qtr (12/31/16)	12/16	1/4 (Law)	X	50	57.00
Tax Collector Cash on Hand - 1st qtr (03/31/17)	02/17		X	20	10.00
Tax Collector Cash on Hand - 2nd qtr (06/30/17)	05/17		X	20	11.00
Tax Collector Cash on Hand - July 1	7/1/17		X	20	12.00
Tax Collector Cash on Hand - 3rd qtr (09/30/17)	07/17		X	20	9.00
Tax Collector Cash on Hand - 4th qtr (12/31/16)	12/16		X	20	18.00
Secured Tax Collection	3/09	2	X	220	206.00
Unsecured Payment Trust	2/08	4	X	80	63.50
Unsecured Tax Collection	2/08	2	X	220	261.00
Treasury Oversight Committee (calendar year)	12/16	1 (Law)	X	140	277.00
<b>Office of Revenue Collections</b>					
Balances not tested in 2015 examination of ORC remaining Accounts Receivable	special		X	100	49.00
<b>Human Resources</b>					
General Departmental Audit	4/06	5	X	170	111.50
<b>Clerk-Recorder</b>					
GC27361(d)(4) project re: SSN truncation - Required to be performed by <b>12/2013 and 12/2017 (between 6/1/17 and 12/31/17)</b>	2013	4	X	120	131.00
<b>District Attorney</b>					
General Departmental Audit	3/11	3	X	190	286.00

Department Examination Description		Last Done Through	Prefd. Audit Cycle (yrs)	Scheduled For 2017	Estimated Hours 2017	Total Examination Hours
<b><u>Sheriff-Coroner</u></b> (Requested Audit) Cal-Id		6/10	Special Req	X	80	86.00
<b><u>Animal Services</u></b> General Departmental Audit		4/10	2	X	320	149.50
<b><u>Health Services</u></b> Alcohol and Other Drugs		2/10	2	X	185	253.00
Mental Health		2/10	2	X	185	221.50
Patients Trust & Valuables		3/09	4	X	65	136.00
<b><u>Employment &amp; Human Services</u></b> Children and Family Services (CFS) (0502)		with Dept audit- 1/09		X	120	234.00
Aging and Adult Services (0503)		with Dept audit- 1/09		X	120	292.50
<b><u>Public Works</u></b> <b><u>Purchasing:</u></b> Sale of surplus equipment						
Procurement Card Program - 1st qtr (03/31/17)		12/04	4	X	120	197.00
Procurement Card Program - 2nd qtr (06/30/17)		03/16	1/4 (CAO)	X	40	133.50
Procurement Card Program - 4th qtr (12/31/16)		06/16	1/4 (CAO)	X	40	76.50
Procurement Card Program - 3rd qtr (09/30/17)*		12/15	1/4 (CAO)	X	40	123.00
*Changed examination to every 6 months instead of quarterly. Last exam sent for 09/30/17 thru 12/31/17)		09/16	1/4 (CAO)	X	40	Outstanding
<b><u>Contra Costa Fire Protection District</u></b> Fleet Parts and Fuel Inventories		6/10	3	X	100	41.00
<b><u>Mitigation Funds</u></b> North Richmond Mitigation Fund		2/11		X	240	522.00



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

4.

**Meeting Date:** 03/12/2018  
**Subject:** NOMINATION TO THE LOCAL ENFORCEMENT AGENCY  
INDEPENDENT HEARING PANEL  
**Submitted For:** David Twa, County Administrator  
**Department:** County Administrator  
**Referral No.:** IOC 18/5  
**Referral Name:** LOCAL ENFORCEMENT AGENCY HEARING PANEL RECRUITMENT  
**Presenter:** Julie DiMaggio Enea      **Contact:** Marilyn Underwood (925) 692-2521

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#### **Referral History:**

In 1992, the Board of Supervisors, in its capacity as the governing body of the County Local Enforcement Agency, adopted Resolution No. 92/153, which, among other things, appointed the full Board to serve as the hearing panel, a body that implements enforcement and permitting activities at local solid waste facilities, pursuant to a statute that was later repealed. Under current law, hearings regarding the above matters may be conducted by either a hearing officer or by a hearing panel, which may be either (1) a panel of three members of the LEA governing body or (2) an independent three-member panel appointed. (Pub. Resources Code, § 44308.)

The California Code of Regulations requires the appointment of either an independent hearing panel or hearing officer when in the jurisdiction of the LEA there exists a publicly owned or operated solid waste facility or disposal site. In Contra Costa County, the following jurisdictions own solid waste facilities: City of El Cerrito (Registration Tier Permit Transfer Station), City of Brentwood (Brentwood Transfer Station), City of Martinez (Martinez City Rubbish-closed landfill), City of Richmond (Naval Fuel Depot Pt. Molate-closed landfill), the City of Antioch (Antioch City Landfill-closed landfill), and the California Department of Water Resources (Banks Delta Pumping-closed dump site in Byron). For this reason, CalRecycle has recommended that an independent hearing panel be established. CalRecycle has also advised that there can be only one LEA hearing panel.

On November 5, 2013, the Board of Supervisors adopted Resolution No. 2013/423, establishing the Contra Costa County Local Enforcement Agency Independent Hearing Panel. The Board, at that time, decided that it would not appoint one of its members to the LEA Hearing Panel and subsequently referred to the IOC the recruitment of three County resident nominees, for BOS consideration, to serve on the panel. As a result of the 2013 recruitment, the Board of Supervisors appointed the first Independent LEA Hearing Panel, composed by Daryl Young, Larry Sweetser (technical expert), and Ana Cortez. The terms of those appointments will expire on March 31, 2018.

**Referral Update:**

Among the specific duties of the County LEA are the permitting of solid waste facilities. Solid waste facilities include solid waste transfer or processing stations, composting facilities, transformation facilities and disposal facilities. The permitting process includes the issuance of solid waste facilities permits as well as the denial, revision, modification, suspension and revocation of permits. The County LEA also performs regular inspections of solid waste facilities. A solid waste facility is required to comply with applicable laws and regulations and the terms and conditions of any solid waste facilities permit issued by the County LEA to the facility. Compliance is usually achieved through inspection reports and compliance schedules. Where violations are found, the County LEA works with affected parties on corrective measures as long as those parties make a good faith effort to comply with the requirements.

Public Resources Code section 44308 governs appointments to the Hearing Panel as follows:

1. No more than one member of the Board of Supervisors shall serve on the Hearing Panel.
2. Members of the Hearing Panel shall be selected for their legal, administrative, or technical abilities in areas relating to solid waste management.
3. At least one member shall be a technical expert with knowledge of solid waste management methods and technology.
4. At least one member shall be a representative of the public at large.
5. A member shall serve for a term of four years and may not serve more than two consecutive terms.

Since its establishment in 2014, the Hearing Panel has met twice in Concord (one hearing, split into two evening sessions).

On February 12, 2018, the IOC approved a recruitment plan and schedule prepared by the County Administrator's Office in consultation with Environmental Health, calling for interviews to be held by the Internal Operations Committee on March 12, 2018. In response to the call for applications, the County received two applications, from incumbents Larry Sweetser and Darryl Young, who are eligible to serve second terms.

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

1. CONSIDER reappointment of Larry Sweetser and Darryl Young to the Local Enforcement Agency Independent Hearing Panel to new four-year terms ending on March 31, 2022.
2. CONSIDER options for filling the remaining seat:
  - a. Direct staff to continue to recruit until the vacant seat can be filled, and/or
  - b. Recommend that the Board appoint a Board of Supervisors member to the vacant seat.

**Fiscal Impact (if any):**

None.

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**Attachments**

Candidate Application Darryl Young LEA

Candidate Application Larry Sweetser LEA

Resume Larry Sweetser LEA

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## Application Form

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### Profile

#### Which Boards would you like to apply for?

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Local Enforcement Agency Independent Hearing Panel: Submitted

Reappointment for Darryl Young

Seat Name (if applicable)

**Describe why you are interested in serving on this advisory board/commission (please limit your response to one paragraph).**

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I would like to continue to serve on this hearing panel

**This application is used for all boards and commissions**

Darryl

First Name

Young

Last Name

Middle Initial

Email Address

Home Address

Suite or Apt

San RAmon

City

CA

State

94583

Postal Code

Primary Phone

Employer

Job Title

Occupation

**Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?**

---

☐ Yes ☒ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

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## Education History

Select the highest level of education you have received:

☒ Other

Bachelors

If "Other" was Selected Give Highest Grade or  
Educational Level Achieved

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## College/ University A

University of California, San Diego

Name of College Attended

Bioengineering: Biotechnology

Course of Study / Major

292.5

Units Completed

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## Type of Units Completed

☒ Quarter

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## Degree Awarded?

☒ Yes ☐ No

BS

Degree Type

6/2012

Date Degree Awarded

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## College/ University B

University of California, San Diego  
Extension

Name of College Attended

Financial Analysis

Course of Study / Major

18

Units Completed

Type of Units Completed

☒ Quarter

Degree Awarded?

☒ Yes ☐ No

Certificate

Degree Type

Date Degree Awarded

College/ University C

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

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Date Degree Awarded

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## Other schools / training completed:

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Course Studied

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Hours Completed

## Certificate Awarded?

☐ Yes ☐ No

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## Work History

Please provide information on your last three positions, including your current one if you are working.

### 1st (Most Recent)

2/20/2018 - Present

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Dates (Month, Day, Year) From - To

40

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Hours per Week Worked?

## Volunteer Work?

☐ Yes ☒ No

Software Engineer

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Position Title

## Employer's Name and Address

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Twitch 225 Bush St, San Francisco, CA 94104

## Duties Performed

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Develop Software for Twitch



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## 2nd

06/02/2014 to 02-16-2018

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

### Volunteer Work?

☐ Yes ☒ No

Software Engineer

Position Title

### Employer's Name and Address

Gilead Sciences, Foster City, CA 333 Lakeside Drive Foster City, CA 94404

### Duties Performed

Software engineer and architect for the development, deployment, and customization of applications for various departments including Security, Project Management, Regulatory Compliance, and Vendor Management. Working individually or in a team of 2-3 developers, I develop web and desktop applications to fulfill business needs for a pharmaceutical company with over 15,000 employees. I design software architecture, develop front-end and back-end code, and perform design and code reviews. I am also the technical liaison to business system owners and technical teams to drive a system from conceptualization and requirements to development and deployment.

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## 3rd

02-10-2013 to 05-30-2014

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

### Volunteer Work?

☐ Yes ☒ No

Quality Assurance Analyst

Position Title

## Employer's Name and Address

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Bracket Global , San Francisco, CA 94107

## Duties Performed

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• Ensure compliance to federal and local regulations • Assist with root cause analysis and CAPA/audit findings resolution from internal/external audits. • Control QMS documentation/records to ensure quality and regulatory compliance.

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Upload a Resume

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## Final Questions

How did you learn about this vacancy?

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☒ Other

Reappointment

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If "Other" was selected please explain

**. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?**

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☐ Yes ☒ No

**If Yes, please identify the nature of the relationship:**

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

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☐ Yes ☒ No

**If Yes, please identify the nature of the relationship:**

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## Application Form

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### Profile

#### Which Boards would you like to apply for?

---

Local Enforcement Agency Independent Hearing Panel: Submitted

Solid Waste Technical Expert

Seat Name (if applicable)

#### Describe why you are interested in serving on this advisory board/commission (please limit your response to one paragraph).

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I have spent over 30 years in the solid waste industry and have been involved in solid waste operations, regulatory compliance , and permitting. Properly operated solid waste facilities are essential for public health and safety. Unfortunately regulatory requirements do not always provide sufficient clarity and there is a need for an independent public body to assess the facts and provide recommendations on solid waste issues. I have spent most of my career working on realistic application of regulatory requirements and I appreciate the opportunity to work in my own community.

#### This application is used for all boards and commissions

Larry

First Name

Sweetser

Last Name

Middle Initial

Email Address

Home Address

Suite or Apt

Richmond

City

CA

State

94801

Postal Code

Primary Phone

Sweetser & Associates, Inc.

Employer

President

Job Title

Solid Waste Consultant

Occupation

**Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?**

---

☐ Yes ☒ No

**Is a member of your family (or step-family) employed by Contra Costa Co.?**

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☐ Yes ☒ No

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## Education History

**Select the highest level of education you have received:**

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☒ Other

Master of Science

If "Other" was Selected Give Highest Grade or Educational Level Achieved

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## College/ University A

University of San Francisco

Name of College Attended

Environmental Management

Course of Study / Major

Units Completed

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## Type of Units Completed

None Selected

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## Degree Awarded?

☒ Yes ☐ No

MS

Degree Type

12/1987

Date Degree Awarded

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## College/ University B

University of California, Berkeley

Name of College Attended

Environmental Science

Course of Study / Major

Units Completed

## Type of Units Completed

None Selected

## Degree Awarded?

☒ Yes ☐ No

Bachelor

Degree Type

1982

Date Degree Awarded

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## College/ University C

Name of College Attended

Course of Study / Major

Units Completed

## Type of Units Completed

None Selected

## Degree Awarded?

☐ Yes ☐ No

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Degree Type

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Date Degree Awarded

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## Other schools / training completed:

Manager of Landfill Operations

---

Course Studied

24

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Hours Completed

## Certificate Awarded?

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☒ Yes ☐ No

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## Work History

Please provide information on your last three positions, including your current one if you are working.

### 1st (Most Recent)

6/1999 to present

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Dates (Month, Day, Year) From - To

>60

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Hours per Week Worked?

## Volunteer Work?

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☐ Yes ☒ No

President

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Position Title

## Employer's Name and Address

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Sweetser & Associates, Inc. 2115 Rheem Avenue Richmond, CA 94801

## Duties Performed

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Provide environmental regulatory assistance to public and private solid waste industry. Assist with solid waste and other permits and compliance programs for transfer stations and landfills. Advise clients on solid waste issues. Monitor CalRecycle and other agency regulatory developments. Contracted with 22 member Rural Counties ESJPA for regulatory issues.

---

2nd

1991 to 4/1999

---

Dates (Month, Day, Year) From - To

>40

---

Hours per Week Worked?

## Volunteer Work?

---

☐ Yes ☒ No

Director of Regulatory Affairs

---

Position Title

## Employer's Name and Address

---

Norcal Waste Systems (now Recology) 50 California Street 24th Floor San Francisco, CA 94111

## Duties Performed

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Responsible for corporate regulatory and legislative affairs. Served as company liaison with regulatory agencies on regulatory developments, solid waste facility permits approvals, and integrated waste management plan assessment. Participated in numerous industry work groups. Managed corporate environmental compliance department.

---

3rd

1988 to 1991

---

Dates (Month, Day, Year) From - To

>40

---

Hours per Week Worked?

## Volunteer Work?

---

☐ Yes ☒ No

Environmental Compliance  
Manager

Position Title

## Employer's Name and Address

---

Sanitary Fill Company (now Recology San Francisco) 501 Tunnel Avenue San Francisco, CA 94134

## Duties Performed

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Developed and implemented environmental compliance programs including: environmental audits of subsidiary solid waste operations, management of hazardous materials and waste, load checking programs, household hazardous waste collection, underground tank compliance, SPCC, and air permits.

[Sweetser\\_\\_Associates\\_\\_Inc\\_experience\\_\\_employment\\_\\_education\\_2016-07-18.pdf](#)

Upload a Resume

---

## Final Questions

### How did you learn about this vacancy?

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☒ Newspaper Advertisement

If "Other" was selected please explain

### . Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

---

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

---

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

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☐ Yes ☒ No



If Yes, please identify the nature of the relationship:

---



Assisting you through the regulatory maze

SWEETSER & ASSOCIATES, INC.

**Larry D. Sweetser, Jr., M.S.**

#### **PROFESSIONAL EXPERIENCE**

##### **Principal/Owner, Sweetser & Associates, Inc. (1999 to present)**

Specializing in environmental regulatory assistance to local government and the solid waste industry. Services include: monitoring environmental regulatory agencies, assisting with solid waste facility permitting and compliance requirements, waste screening/load checking program development, training and program review, environmental assessment of solid waste operations, hazardous materials management assistance including development and review of household hazardous waste programs, occupational safety and health program development, and assistance with AB 939 Integrated Waste Management Plans. Mr. Sweetser has provided load checking training and occupational health and safety audits and training to local public and private solid waste operators. The CalRecycle has also contracted for load checking training services.

Currently Sweetser & Associates is contracted to assist the Rural Counties Environmental Services Joint Power Authority's (ESJPA) 22 member counties with solid and hazardous waste programs. Activities include monitoring the CalRecycle and other state agencies, assistance with AB 939 compliance and planning issues, Mandatory Commercial Recycling, Paint Product Stewardship, solid waste facility regulations, development and permitting of Household Hazardous Waste Collection Facilities and Agricultural Used Oil Centers. On behalf of the ESJPA, Mr. Sweetser has served on numerous agency advisory committees including the Illegal Dumping Task Force and ad-hoc groups such as the Air Resources Board landfill greenhouse gas inventory, and landfill postclosure financial assurance.

##### **Director of Regulatory Affairs, Norcal Waste Systems, Inc. (1991 to 1999)**

Responsible for corporate regulatory and legislative affairs and provided executive management with policy recommendations for this nearly \$338 million dollar employee-owned company. Served as company liaison with regulatory agencies on regulatory developments, solid waste facility permits approvals and integrated waste management plan assessment. Participated in numerous workgroups and advisory panels including: solid waste permitting regulatory development, Regulatory Structure Update, Metallic Discards Task Force, and AB 939 disposal reporting system workgroup. Typically, coordinated the solid waste industry response to regulatory proposals such as: SWRCB Phase II landfill regulations revision, transfer/processing tiered permitting regulations, and Regulatory Structure Update.

Managed corporate environmental compliance department with responsibility for assisting over 20 subsidiary operations with all aspects of hazardous materials and wastes management, development and permitting of household hazardous waste facilities and one-day collection events, underground tank compliance and removal, aboveground tank requirements, spill prevention control and countermeasure plans, and acceptance of special wastes. Designed and conducted operational manuals and training programs such as: waste screening, household hazardous waste programs, storm water sampling, respiratory protection, hearing conservation, and a variety of other trainings as required. Conducted annual environmental compliance audits of subsidiary solid waste facilities and maintenance operations. Compiled reports on company compliance for review by executive management.

**Environmental Compliance Manager, Norcal Waste Systems, Inc. (1988 to 1991)**

Developed and implemented environmental compliance programs including: conducting environmental audits of subsidiary solid waste operations, management of hazardous materials and waste, load checking program development and implementation, development of household hazardous waste collection facilities and events, underground tank compliance, supervised remediation activities for other company properties, spill prevention control and countermeasure plans for aboveground tanks, and air quality permits. Member of corporate Safety Committee and Facility Audit Team.

**Hazardous Waste Programs Manager, Sanitary Fill Company (1984 to 1988)**

Responsible for establishing and operating a management program to effectively identify and remove hazardous and other prohibited waste from San Francisco's solid waste transfer station. This program includes such components as: customer notification of policy, employee training program to identify hazardous wastes, screening procedures, reporting procedures, proper handling techniques, and emergency response procedures. Designed and implemented San Francisco's Household Hazardous Waste Collection Facility that accepts hazardous waste from San Francisco's residents on a three-day per week basis. This facility was the first household hazardous waste facility utilizing dedicated personnel.

**Safety Director/Chemist (Nuclear Science), TMA – Thermo Analytical Inc. (Formerly EAL Corporation) (1979 to 1984)** – Instituted safety and hazardous waste management program at environmental analysis laboratory. The safety program stressed employee awareness and involvement that resulted in a 60 % decrease in accident rates and a workman's compensation insurance premium refund of 85%. Hazardous waste management responsibilities included: insuring proper segregation and storage of hazardous waste, utilizing practical alternatives to hazardous material usage and disposal, insuring proper waste packaging, transportation and disposal arrangements, and preparation of management status reports. Low level radiochemical analysis utilizing: precipitation reaction, solvent extraction, ion exchange separation, electrodeposition, liquid scintillation, cryogenic and de-emanation methods.

**EDUCATION/CERTIFICATION**

- Registered Environmental Assessor I, Number REA-2082, State of California, Certification discontinued
- M.S. Environmental Management, University of San Francisco. Hazardous Waste Management Emphasis. Thesis: Household Hazardous Waste Collection Projects: Operational Analysis and Risk Reduction.
- A.B. Environmental Science, University of California, Berkeley Physical Science Emphasis, Thesis: San Pablo Bay: An Environmental Perspective.
- Solid Waste Association of North America (SWANA), Gold Rush Chapter, Corporate Board of Director 1999 to 2007/2015 to present, Special Waste Committee Chair, Legislative Task Force Member 1999 to present
- Solid Waste Association of North America (SWANA), Special Waste Management Division, Policy Committee Chair, Member of Training and Technical/Education/Communication Committee 2000 to 2002.
- North American Hazardous Materials Management Association, California Chapter 2005 to present.

**RECOGNITIONS**

- Outstanding Personal Service, Cal/EPA Used Oil/Household Hazardous Waste Conference. 2006, 2011
- SWANA California Gold Rush Chapter, Corporate Member of the Year, 2007-2008
- North American Hazardous Materials Management Association, Home Town Hero, 2007, Trainer Extraordinaire 2012
- SWANA California Gold Rush Chapter, Outstanding Corporate Award, 199-2000, 2001-2002, 2005-2006
- SWANA California Gold Rush Chapter, Outstanding Service Award, 2003-2004, 2011-2012



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

5.

**Meeting Date:** 03/12/2018

**Subject:** RECOMMENDATIONS FOR DISPOSITION OF LOW MILEAGE FLEET VEHICLES

**Department:** Public Works

**Referral No.:** IOC 18/3

**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....

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#### **Referral History:**

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

To provide context for the 16/17 annual report, attached, below are some highlights from the 15/16 annual report:

- In FY 2015-16, 79 new vehicles were purchased, 32% less than FY 2014-2015, and 13% less than were purchased in FY 2013-14.
- Fleet continually reviews vehicle usage in an effort to reduce underutilized vehicles according to Administrative Bulletin 508.5. During the most recent review in February 2016, one unit was identified that required further analysis for possible reclassification or reassignment which is down from two in the previous year.
- Fleet Services continues to promote building a “Green Fleet” by purchasing 51 hybrid vehicles as replacement vehicles.
- Placed into operation 3 new partially grant funded HINO Class 4 195 Hybrid Trucks which reduce fuel consumption by 30% over a conventionally powered truck. Fleet Services took advantage of the California Hybrid and Zero-Emission Truck and Bus Fleet Internal Service Fund FY 2015
- -Voucher Incentive Project to reduce the overall acquisition cost of the truck by \$23,000 per truck.
- Fleet Services continues to install telematics GPS devices, where appropriate, to 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. Department users of vehicles equipped with the telematics GPS devices also have access to standard reports which they can use to review incidences of speeding, excessive idling, vehicle utilization, etc. to help reduce departmental fleet cost. Over 500 vehicles in the County fleet are equipped with these devices.

- 429 light vehicles equipped with the telematics GPS device are enrolled in the State Continuous Smog Testing Pilot Program excluding them from the mandatory biennial physical smog test which reduces cost and vehicle downtime. The telematics device continuously monitor emissions performance and will send a notification immediately when a fault is detected so repairs can be made.

**Referral Update:**

Attached for the Committee's review is the 2016/17 annual report on the ISF and low-mileage vehicles, as prepared by the Public Works Department.

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

ACCEPT 2016/17 annual report from the Public Works Director on the Internal Services Fund for the County's Vehicle Fleet.

**Fiscal Impact (if any):**

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

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**Attachments**

Public Works FY 2016/17 Fleet Report

Public Works FY 2016/17 Fleet Report Attachment A

Public Works FY 2016/17 Fleet Report Attachment B

Public Works FY 2016/17 Fleet Report Attachment C

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## Memo

March 6, 2018

**TO:** Internal Operations Committee  
Supervisor Diane Burgis, District III, Chair  
Supervisor Candace Andersen, District II, Vice Chair

**FROM:** Brian M. Balbas, Public Works Director

**SUBJECT:** FLEET INTERNAL SERVICE FUND FY 2016-17 REPORT

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### MESSAGE:

#### Recommendation

Accept the Internal Service Fund (ISF) Fleet Services report for FY 2016-17.

#### 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 1,671 vehicles/equipment/trailers, of which, 1,241 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 2016-17 expenses were reviewed to develop new rates for FY 2017-18, which went into effect September 1, 2017. Please refer to Attachment A accompanying this report for the ISF Fleet Rates Schedule.

### **Fleet Services 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 508.5. 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 continues to seek grant funding opportunities to expand the 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 2016-17, 57 new vehicles were purchased, 28% less than FY 2015-2016, and 33% less than were purchased in FY 2014-15.
- Fleet continually reviews vehicle usage in an effort to reduce underutilized vehicles according to Administrative Bulletin 508.5. During the most recent review in February 2017, one unit was identified that required further analysis for possible reclassification or reassignment which is the same as previous year.
- Fleet Services continues to promote building a "Green Fleet" by purchasing 26 hybrid vehicles as replacement vehicles.
- Fleet Services continues to install telematics GPS devices, where appropriate, to 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. Department users of vehicles equipped with the telematics GPS devices also have access to standard reports which they can use to review incidences of speeding, excessive idling, vehicle utilization, etc. to help reduce departmental fleet cost. Over 681 vehicles in the County fleet are equipped with these devices.

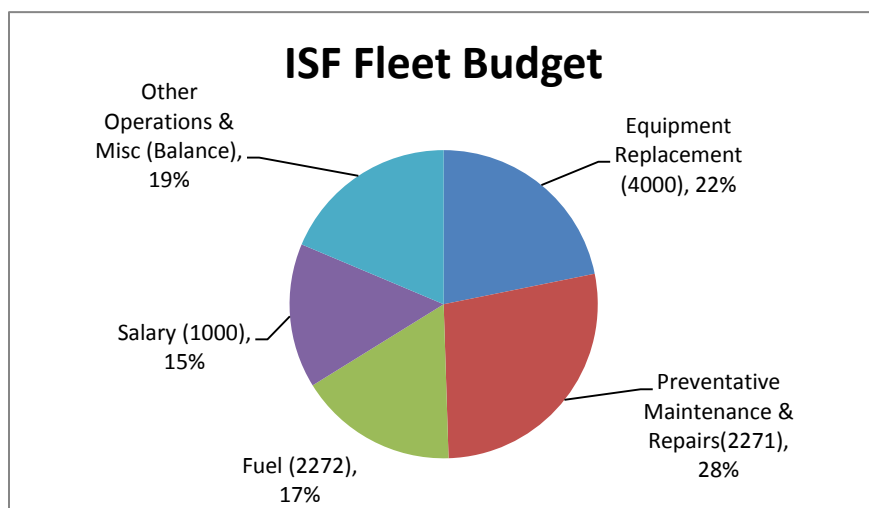
- 429 light vehicles equipped with the telematics GPS device are enrolled in the State Continuous Smog Testing Pilot Program excluding them from the mandatory biennial physical smog test which reduces cost and vehicle downtime. The telematics device continuously monitor emissions performance and will send a notification immediately when a fault is detected so repairs can be made.

## **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 up-fitting, and preparation of surplus vehicles for disposal.

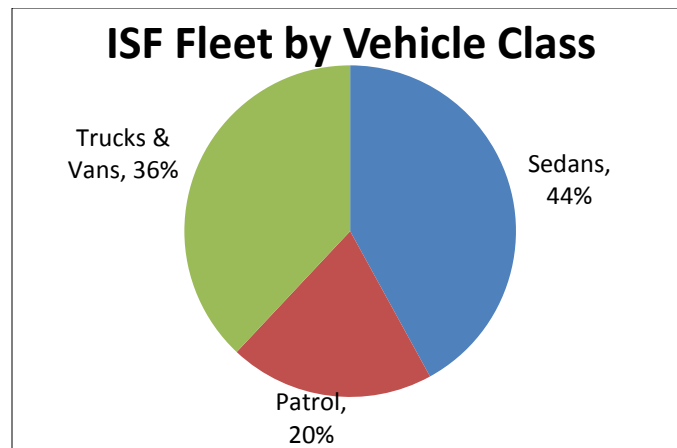
In FY 2016-17, Fleet Services had a staff of 20 Administration and Operations employees. The Administration section consists of one Fleet Manager, one Fleet Equipment Specialist and one Clerk. The Operations section consists of one Lead Fleet Technician, 2 Equipment Services Workers, 12 Equipment Mechanics and 2 Equipment Service Writers.

The FY 2016-17 budget of \$14,112,145 included: \$2,141,155 for salaries; \$3,903,608 for vehicle repairs; \$2,354,476 for fuel; and \$3,080,682 for the replacement of fleet vehicles and equipment. The ending ISF Fund Balance for FY 2016-17 is \$13,280,812.

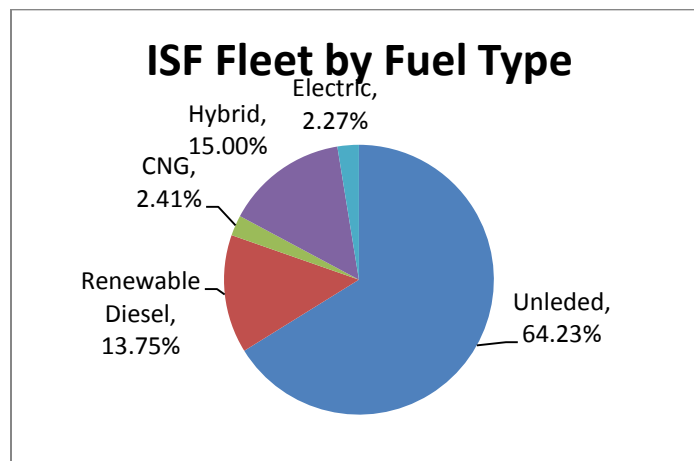


The ISF fleet has 1,241 vehicles, comprised of sedans, patrol vehicles, and trucks/vans.





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 renewable fuel and all sedans must have a PZEV rating or greater by the California Air Resources Board.



Fleet Services continues to work to achieve the primary goals and objectives of providing County departments with vehicles and equipment that are safe, reliable, economically sustainable, 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 Rates Schedule
- B ISF Fund Balance
- C ISF Net Assets

CORRECTED

**Internal Service Fund - Fleet Services**  
**ISF Fleet Rates Schedule**  
**FY 2016-17**

Category	FY 2014-15		FY 2015-16		FY 2016-17		FY 2017-18		% Change	
	Monthly Rate	Mileage Charge	Monthly Rate	Mileage Charge	Monthly Rate	Mileage Charge	Monthly Rate	Mileage Charge	Monthly Rate	Mileage Charge
ISF-Sedan	\$ 284.83	\$ 0.167	\$ 264.33	\$ 0.200	\$ 349.83	\$ 0.220	\$ 372.33	\$ 0.170	6.4%	-22.7%
ISF-Cargo Van	239.75	0.290	435.33	0.210	434.67	0.306	397.75	0.300	-8.5%	-2.0%
ISF-Passenger Van	220.75	0.306	315.33	0.280	356.50	0.262	293.42	0.290	-17.7%	10.7%
ISF-Patrol	427.33	0.462	445.00	0.410	576.92	0.635	770.17	0.470	33.5%	-26.0%
ISF-Sports Utility Vehicle	307.42	0.272	374.50	0.200	406.67	0.241	373.75	0.230	-8.1%	-4.6%
ISF-Truck, Compact	194.33	0.221	223.50	0.290	254.25	0.217	238.00	0.380	-6.4%	75.1%
ISF-Truck, Fullsize	233.50	0.388	335.08	0.410	496.33	0.254	482.33	0.360	-2.8%	41.7%
ISF-Truck, Utility	381.50	0.329	316.42	0.550	403.08	0.285	540.75	0.590	34.2%	107.0%

**Internal Service Fund - Fleet Services  
Fund Balance  
For the Year Ended June 30, 2017**

	<u>FY 2015-16</u>	<u>FY 2016-17</u>
<b>Beginning Fund Balance</b>	<b><u>\$ 11,510,328</u></b>	<b><u>\$ 12,002,754</u></b>
<b>Expenses</b>		
Salaries & Benefits	2,164,397	2,002,658
Services and Supplies, Other Charges	6,735,541	7,371,562
Depreciation	2,163,592	2,479,249
<b>Total Expenses</b>	<b><u>\$ 11,063,530</u></b>	<b><u>\$ 11,853,469</u></b>
<b>Revenues</b>		
Charges for services	\$ 10,494,462	\$ 12,261,130
Transfers In/(Out)	414,730	421,731
Sale of Surplus Vehicles	261,775	193,286
Indemnifying Proceeds (Accidents)	384,989	255,380
<b>Total Revenue</b>	<b><u>\$ 11,555,956</u></b>	<b><u>\$ 13,131,527</u></b>
<b>Change in Fund Balance</b>	<b><u>\$ 492,426</u></b>	<b><u>\$ 1,278,057</u></b>
<b>FY Ending Fund Balance</b>	<b><u><u>\$ 12,002,754</u></u></b>	<b><u><u>\$ 13,280,812</u></u></b>

**Internal Service Fund - Fleet Services**  
**Balance Sheet (Fund 150100)**  
**As of June 30, 2017**

		<b>FY 2015-16</b>	<b>FY 2016-17</b>
<b>Assets</b>			
Current Assets:			
0010	Cash	\$ 3,014,494	\$ 3,680,540
0100	Accounts Receivable	59,731	881
0170	Inventories	360,839	453,298
0180	Due From Other Funds	1,267,490	1,831,931
0250	Prepaid Expense	(16,908)	73,613
	Total Current Assets	<u>\$ 4,685,646</u>	<u>\$ 6,040,262</u>
Noncurrent Assets:			
0340	Equipment	21,960,461	23,435,483
0360	Construction In Progress	1,214,291	822,053
0370	Reserve For Depreciation	(14,902,463)	(15,576,586)
	Total Noncurrent Assets	<u>\$ 8,272,290</u>	<u>\$ 8,680,950</u>
	<b>Total Assets</b>	<b><u>\$ 12,957,935</u></b>	<b><u>\$ 14,721,212</u></b>
<b>Liabilities</b>			
0500	Accounts Payable	\$ 355,679	\$ 576,350
0540	Due To Other Funds	536,928	788,844
0640	Employee Fringe Benefit Pay	62,573	75,206
	<b>Total Liabilities</b>	<b><u>\$ 955,181</u></b>	<b><u>\$ 1,440,400</u></b>
<b>Net Position</b>			
	Net Capital Assets	\$ 8,272,290	\$ 8,680,950
	Working Capital	3,730,465	4,599,862
	<b>Total Net Position</b>	<b><u>\$ 12,002,754</u></b>	<b><u>\$ 13,280,812</u></b>



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

6.

**Meeting Date:** 03/12/2018

**Subject:** Small Business Enterprise and Outreach Program Policy Review Update

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

**Department:** Public Works

**Referral No.:**

**Referral Name:** SBE Outreach

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

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

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#### **Referral History:**

At the February 13, 2017 IOC meeting, a report was presented by staff and approved by the Internal Operations Committee on the Small Business Enterprise (SBE) and Outreach programs. That report concluded with a commitment by staff to bring back recommendations to improve existing business opportunity programs and Purchasing Division policies.

#### **Referral Update:**

Attached is a report from the Purchasing Services Manager outlining proposed changes to the County's business opportunity programs and program monitoring and reporting. The comprehensive review and consolidation of Purchasing Division policies remains a work in progress.

The County Administrator's Office concurs with these recommendations contained in the staff report.

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

CONSIDER recommendations from the Public Works Director to exclude warrant requests and procurement card transactions from Small Business Enterprise and Outreach Program reporting, and to exempt cooperative purchasing agreements from the programs.

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

None.

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#### **Attachments**

Public Works Report on Proposed Changes to the SBE/Outreach Programs

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# Contra Costa County Public Works Department

Brian M. Balbas, Director  
Deputy Directors  
Mike Carlson  
Stephen Kowalewski  
Carrie Ricci  
Joe Yee

## Memo

February 8, 2018

**TO:** David Twa, County Administrator  
Julie Enea, Senior Deputy County Administrator

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

**SUBJECT:** Excluding Warrant Requests and P-Card Transactions from  
SBE/Outreach Report

At the SBE/Outreach coordinators meeting in September 2017, we discussed Warrant Request and Procurement Card Purchases and whether they should be included in the reporting. Some departments included these transactions in their reporting while others did not. My understanding is that they were not included when the programs were established, but I informed the coordinators that I would ask for clarification from the County Administrator's Office before the next report was due. I am requesting approval to exclude Warrant Request and Procurement Card transactions from the SBE/Outreach Report, and add cooperative purchasing agreements to the exemption list.

The reasoning for this request is that the majority of these purchases fall into an exempt category. In addition, the dollar value of the transactions will not significantly affect the outcome of the reporting, since they are generally small dollar transactions. The staff time required to gather and report this information does not significantly add to the value of the report data. Please see analysis below.

### Exemptions

The SBE/Outreach Program provides exemptions for certain categories of purchases because there is only one source and competition is unavailable. A Department's ability to select a different vendor is limited or non-existent. Exemptions include the following:

- Postage, courier services provided by national companies, i.e., FedEx, UPS;
- Bus Fares, Bay Area Rapid Transit District tickets, fares for other forms of public transportation and bridge tolls;
- Lodging, Hotels;
- Registration for conferences and conference booths;
- Permits, fees, and licenses paid to government agencies;
- Utility installation fees;



- Pre-employment screening and fitness for duty exams;
- Legal Notices;
- Law books and publications;
- D.A.R.E Products;
- Contracts between divisions within a department or contracts between two different departments/divisions;
- Purchases or contracts with other public (local, state, federal) agencies such as the State of California and the Los Angeles County Joint Purchasing Group;
- Private non-profit organizations and agencies contracts;
- Group Purchasing Organizations (GPO) contract purchases;
- Medical Publications, journals, subscriptions;
- Medical devices and equipment, rental or repair parts;
- Medical Supplies, lab chemical and reagents, vaccines, orthopedic supplies, therapy supplies, implant devices, etc.; and
- Maintenance agreements for medical equipment.

In addition to the above exemptions, I would like to add cooperative purchasing agreements to the list. A cooperative purchasing agreement is similar to a GPO except that cooperative purchasing agreements are competitively bid by a lead government agency. Use of these agreements reduces the cost of solicitations and may provide better pricing than we could receive by bidding ourselves.

### Analysis of Warrant Requests

A review of 391 Warrant Requests from a two month period shows that 97% fall into one of the above exempt categories. Of the 3% that are not exempt, about half are sole source due to the inability to obtain competition. There is little value in including this small amount in the report.

Warrant Request Category	No. of WR	\$ Value	%
Postage - Fedex, Meter Rental, Permit Fees	36	\$ 523,517	46.2%
Fees - Association Dues, Permits, Court Fees	73	204,136	18.0%
Medical, Laboratory Services	37	169,315	14.9%
Conference Registration, Training, Webinars,	90	73,006	6.4%
Transportation, Fastrac, Bus, Bart	22	61,758	5.5%
Miscellaneous Services	22	28,874	2.5%
Advertising - Job Posting, Newspapers, Subscriptions, Surveys	17	26,646	2.4%
Hotels, Facilities, Space Rental, Storage	34	18,538	1.6%
Department Selected Products	53	14,705	1.3%

Food, Entertainment	7	12,614	1.1%
	<b>391</b>	<b>\$ 1,133,109</b>	<b>100.0%</b>

### Analysis of Procurement Card Transactions

A similar review of Procurement Card transactions from the last six months shows that of the 5,026 transactions 2,741 (55%) were in an exempt category. Of the estimated 2,285 eligible transactions, approximately half were sole source. There were 551 (24%) of eligible transactions awarded to businesses within Contra Costa County. The value of Procurement Card spending within the County for the period was approximately \$151,557. While this is a substantial amount, it would not significantly alter the reporting of over \$16,000,000 in purchase orders and contracts.

PROCUREMENT CARD MERCHANT CATEGORY	TRANSACTIONS	EXPENDITURE	%
AIRLINE, OTHER TRAVEL	990	260,193	13%
HOTELS	1,012	490,265	24%
TRAINING, ASSOCIATION DUES, GOV'T FEES	532	270,505	13%
PRODUCTS AND SUPPLIES	2,285	947,209	47%
FOOD AND BEVERAGE	71	22,634	1%
VEHICLE EXPENSE - FASTRAK, PARKING, PARTS	119	20,434	1%
RENTAL CARS	19	11,381	1%
TOTAL	5,028	\$ 2,022,622	100%
IN-COUNTY EXPENDITURES	551	151,557	7%

### Summary

The Warrant Request and Procurement Card programs were created to provide departments with a simplified process for doing low value purchases. Although the aggregate of these transactions can be in the millions of dollars, they would not significantly affect the percentage or dollar value of the awards reported by departments. This is because the majority of these transactions are exempt. In addition, the staff time required to gather and report this information can be burdensome.