

INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR
October 24, 2016
11:00 A.M.

Supervisor John Gioia, Chair
Supervisor Candace Andersen, Vice Chair

Present: John Gioia, Chair
Candace Andersen, Vice Chair

Staff Present: Julie DiMaggio Enea, Staff

Attendees: Allison Picard, Chief Asst CAO
Jami Napier, Sr Deputy CAO, Clerk of the Board
David Gould, County Purchasing Services
Manager
CeCe Selgren

1. Introductions

Chair Gioia convened the meeting at 11:00 a.m.. 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 asked to speak during the Public Comment period.

3. RECEIVE and APPROVE the Record of Action for the September 26, 2016 IOC meeting.

The Record of Action for the September 26, 2016 meeting was approved as presented.

AYE: Chair John Gioia, Vice Chair Candace Andersen

Passed

4. INTERVIEW candidates for the Contra Costa Resource Conservation District Board of Directors, and DETERMINE recommendations for appointment to three seats with terms ending on November 30, 2020.

None of the four candidates attended the meeting. Staff advised the Committee that candidates Igor Skaredoff and Tom Brumleve were unable to attend due to prior commitments.

CeCe Selgren spoke in favor of reappointing Igor Skaredoff and Tom Brumleve. The Committee decided to recommend their reappointment and directed staff to obtain the attendance records of the candidates, and invite the remaining candidates Bob Case and Jency James to the December 12 IOC meeting for further consideration.

AYE: Chair John Gioia, Vice Chair Candace Andersen

Passed

5. ACCEPT the Small Business Enterprise and Outreach Report covering the period January - December 2015 and CONSIDER staff recommendations on the Small Business Enterprise Program.

Allison Picard presented the Small Business Enterprise and Outreach Program reports covering the period January 1, 2015 through June 30, 2016. The Committee accepted the report and findings, directed staff to forward the report to the Board of Supervisors on Consent, and requested the Purchasing Services Manager to return with a follow-up report in February 2017 showing the top 50-100 commodities less than \$100,000 purchased by the County.

AYE: Chair John Gioia, Vice Chair Candace Andersen

Passed

6. The next meeting is currently scheduled for November 28, 2016.

The Committee decided cancel the November 28, 2016 meeting due to a schedule conflict with the CSAC Conference, and scheduled a special meeting for December 12, 2016 at 11:00 a.m.

AYE: Chair John Gioia, Vice Chair Candace Andersen

Passed

7. Adjourn

Chair Gioia adjourned the meeting at 11:20 a.m.

For Additional Information Contact:

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



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

3.

Meeting Date: 10/24/2016

Subject: RECORD OF ACTION FOR THE SEPTEMBER 26, 2016 IOC MEETING

Submitted For: David Twa, County Administrator

Department: County Administrator

Referral No.: N/A

Referral Name: RECORD OF ACTION

Presenter: Julie DiMaggio Enea, IOC
Staff

Contact: Julie DiMaggio Enea (925)
335-1077

Referral History:

County Ordinance requires that each County body keep a record of its meetings. Though the record need not be verbatim, it must accurately reflect the agenda and the decisions made in the meeting.

Referral Update:

Attached is the Record of Action for the September 26, 2016 IOC meeting.

Recommendation(s)/Next Step(s):

RECEIVE and APPROVE the Record of Action for the September 26, 2016 IOC meeting.

Fiscal Impact (if any):

None.

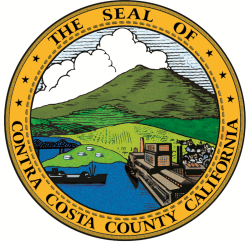
Attachments

DRAFT Record of Action for 9-26-16 IOC Meeting

Minutes Attachments

No file(s) attached.

DRAFT



INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR
September 26, 2016
11:00 A.M.

Supervisor John Gioia, Chair
Supervisor Candace Andersen, Vice Chair

Present: John Gioia, Chair
Candace Andersen, Vice Chair

Staff Present: Julie DiMaggio Enea, Staff

Attendees: Allison Picard, Chief Asst CAO
Theresa Speiker, Interim County Librarian
Brooke Converse
Alan Smith
Mary Louise Smith
David Gould, County Purchasing Services
Manager
Jami Napier, Sr Deputy CAO, Clerk of the Board
Barbara Riveira, Sr. Mgmt Analyst, CAO
Michael Kent, Health Services Department
Jody London, Sustainability Coordinator
Arnold Fitzpatrick
Tom Sneller

1. Introductions

Chairman Gioia convened the meeting at 11:41 a.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 asked to speak during the public comment period.

3. RECEIVE and APPROVE the Record of Action for the August 22, 2016 IOC meeting.

The Committee approved the Record of Action for the August 22, 2016 IOC meeting as presented.

AYE: Chair John Gioia, Vice Chair Candace Andersen

Passed

4. APPROVE Hazardous Materials Commission nomination to appoint Linus Eukel (Orinda) to the Environmental Organization #3 Alternate seat to complete the unexpired term ending on December 31, 2016 and to a new four-year term ending on December 31, 2020.

The Committee approved the staff recommendation to appoint Linus Eukel (Orinda) to the Environmental Organization #3 Alternate seat on the Hazardous Materials Commission, to complete the unexpired term ending on December 31, 2016 and to a new four-year term ending on December 31, 2020.

AYE: Chair John Gioia, Vice Chair Candace Andersen

Passed

5. ACCEPT annual report prepared by the Public Works Department on the County's Local Bid Preference Program.

The Committee accepted the FY 2015/16 report prepared by the Public Works Department on the County's Local Bid Preference Program and directed staff to schedule the report as a Discussion item on a future Board of Supervisors calendar.

AYE: Chair John Gioia, Vice Chair Candace Andersen

Passed

6. ACCEPT report on the status of Phase I of the Triennial Advisory Body Review and CONSIDER actions to be taken.

The Committee accepted the report on the status of Phase I of the Triennial Advisory Body Review, and directed staff to prepare a Board Order recommending dissolution of the Public and Environmental Health Advisory Board (PEHAB), with the expectation that the Hazardous Materials Commission and the prospective Sustainability Advisory Committee would assume some of the charges formerly under the purview of PEHAB.

AYE: Chair John Gioia, Vice Chair Candace Andersen

Passed

7. We have thoroughly reviewed the draft Revitalization Report's recommendations and proposed changes. Our assessment is that these proposals are sound and have the potential to modernize and reinvigorate the work and structure of the Library Commission.

In concert with the recommendations from the Mayor's Conference, we support reauthorization of the Library Commission, in the structure as recommended in the Conference report.

If both the Library Commission and the IOC Supervisors agree with the structure and future work for the Commission, as outlined and recommended in the draft Revitalization Report, we recommend the Board of Supervisors reauthorize the Commission until the end of December 2019. We further recommend that 2019 be set as the year for the next Triennial Review of the Library Commission.

If the IOC and BOS agrees with these recommendations, we propose the new Librarian begin to work with the Library Commission and County Counsel to rewrite the Commission bylaws to reflect the changes as outlined, in the Mayor's Conference report and the ad hoc Revitalization Committee report.

Chair of the Library Commission, Alan Smith, and Library Commissioner Arnold Fitzpatrick attended the meeting, to represent the Commission and speak to the draft Revitalization Report prepared by the Library Commission's ad hoc Revitalization Committee.

The draft Revitalization Report and the proposals for restructuring the membership and duties of Library Commission were received very positively by the Supervisors. The Supervisors thanked the Commissioners for re-imagining the duties and structure of the Commission and commended them on all the work completed, to date. The Supervisors commented that having the Report still in draft affords the perfect opportunity for the incoming County Librarian to familiarize herself with the work that has already been done and for her and library administrative staff to continue to work with the Commissioners to finalize the document. The Supervisors reviewed and agreed with the recommendations from the Mayor's Conference ad hoc committee, the Library Commission and Library administration and CAO staff to reauthorize the Commission until the end of December, 2019, and directed library and county staff to bring reauthorization of the Commission and action a finalized Revitalization Report to the Board of Supervisors before the end of 2016. Highlights of the recommendations were:

- The Library Commission proposed a slightly smaller voting membership structure that retains alternate members and changes most of the Special Representatives (except the Central Labor Council) to ex-officio/non-voting status. Alternates would vote only in the absence of the regular appointee. In addition, the City of Richmond passed a resolution to give up its membership on the Commission. With these changes, voting membership becomes 24, with 13 voting attendees needed for a quorum.*
- Off-cycle voting for a new Chair or Vice Chair will be allowed, to ensure that both a Chair and Vice Chair will be in place if a mid-term resignation occurs.*
- The agenda will be streamlined and notice and opportunities for the public to comment on issues will be made clearer and more prominent.*
- The number of meetings will remain at six per year.*
- Minutes will be streamlined and distributed electronically to members, unless requested otherwise.*
- Requests for information will be routed to designated library staff through the Chair of the Commission or an ad hoc committee chair.*
- Library Commission advisory duties will focus on planning, policy review, financial review, advocacy and funding recommendations, community outreach, support and advocacy for Library services.*

- *The prohibition against inquiry or investigation into personnel policies and practices and the day-to-day administrative operations of the County Library will continue in place.*

AYE: Chair John Gioia, Vice Chair Candace Andersen

Passed

8. The next meeting is currently scheduled for October 24, 2016.
9. Adjourn

Chairman Gioia adjourned the meeting at 12:00 p.m.

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: 10/24/2016

Subject: INTERVIEW CANDIDATES FOR THREE VACANCIES ON THE
CONTRA COSTA RESOURCE CONSERVATION DISTRICT BOARD OF
DIRECTORS

Submitted For: David Twa, County Administrator

Department: County Administrator

Referral No.: IOC 16/5

Referral Name: Advisory Body Recruitment

Presenter: Julie DiMaggio Enea **Contact:** Julie DiMaggio Enea (925)
335-1077

Referral History:

Contra Costa Resource Conservation District (RCD) director recruitment is conducted by the County pursuant to a 1998 RCD resolution ordering that all future directors shall be appointed by the County Board of Supervisors in lieu of election (Public Resources Code Section 9314).

The mission of the RCD is to carry out natural resources conservation projects through voluntary and cooperative efforts. The RCD is a non-regulatory agency that works with individuals, growers, ranchers, public agencies, non-profit organizations and corporations to accomplish its mission. The USDA Natural Resource Conservation Service provides technical support for the RCD's programs.

Referral Update:

On November 30, 2016, the terms of office for three of the five RCD Director seats will expire and the seats will become vacant: President, Director 1, and Director 3. Staff opened a recruitment on September 2 for a five-week period that ended on October 7. The recruitment garnered four applications from the following individuals (applications attached), who have been invited to interview with the Committee today:

- Tom Brumleve, incumbent Director 1 (Walnut Creek)
- Bob Case, incumbent Director 3 (Concord)
- Jency James (Martinez)
- Igor Skaredoff, incumbent President (Martinez)

The other sitting RCD members are:

- Bethallyn Black, Director 2 (Walnut Creek)
- Tom Bloomfield, Vice President (Brentwood)

Terms of office are four years beginning on December 1.

Recommendation(s)/Next Step(s):

INTERVIEW candidates for the Contra Costa Resource Conservation District Board of Directors, and DETERMINE recommendations for appointment to three seats with terms ending on November 30, 2020.

Fiscal Impact (if any):

No County cost.

Attachments

Press Publication RCD Director Recruitment

Candidate Application Tom Brumleve CCRCD

Candidate Application Bob Case CCRCD

Candidate Application Jency James CCRCD

Candidate Application Igor Skaredoff CCRCD

Minutes Attachments

No file(s) attached.



Contra Costa County

County Administrator's Office • 651 Pine Street • Martinez, CA 94553 • www.co.contra-costa.ca.us

Media Release

FOR IMMEDIATE RELEASE

Friday, September 2, 2016

Contact: Julie DiMaggio Enea
Phone: (925) 335-1077
Email: julie.enea@cao.cccounty.us

WOULD YOU LIKE TO SERVE ON THE CONTRA COSTA RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTORS ?

The Contra Costa Resource Conservation District is looking for an individual interested in serving on its Board of Directors. Contra Costa County land owners with a strong interest in soil and water conservation are encouraged to apply. The District is recruiting to fill three vacancies for four-year terms beginning December 1, 2016 and ending on November 30, 2020. The County Board of Supervisors will make the appointments. Individuals selected will serve as unpaid volunteers. The District Board of Directors meets monthly in Concord.

Application forms can be obtained from the Clerk of the Board of Supervisors by calling (925) 335-1900 or by visiting the County webpage at www.co.contra-costa.ca.us. Applications should be returned to the Clerk of the Board of Supervisors, Room 106, County Administration Building, 651 Pine Street, Martinez, CA 94553 no later than Friday, October 7, 2016 by 5:00 p.m. Applicants should plan to be available for public interviews in Martinez on Monday, October 24, 2016. More information about the Contra Costa Resource Conservation District and complete eligibility requirements can be obtained by calling Teresa Hunter at the Resource Conservation District, at (925) 672-6522 or visiting the District website at <http://www.ccrd.org/>.

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**Contra
Costa
County**

For Office Use Only
Date Received:

For Reviewers Use Only:
Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

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

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

Contra Costa Resource Conservation District

Director

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Brumleve, Thomas Duane
(Last Name) (First Name) (Middle Name)

2. **Address:** Walnut Creek, CA 94598
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. **Phones:**
(Home No.) (Work No.) (Cell No.)

4. **Email Address:**

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

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

Give Highest Grade or Educational Level Achieved: Bachelor of Science

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Eastern Illinois University	Electrical Engineering	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	4			
B) University of Illinois	Electrical Engineering	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	5		BS	1958
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			
UC Berkely, USF, Stanford, UCLA						

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

<p>A) Dates (Month, Day, Year) From <input type="text"/> To <input type="text"/> 1984 Present Total: Yrs. <input type="text"/> Mos. <input type="text"/> 32 Hrs. per week <input type="text"/>. Volunteer <input checked="" type="checkbox"/></p>	<p>Title Director Employer's Name and Address Contra Costa Resource Conservation District, 5552 Clayton Road, Concord, CA, 94521</p>	<p>Duties Performed Director for 32 years. President for several years. Delegate, CARCD for many years. Contra Costa Agricultural Task Force. CC/Alemeda Fire Safe Council. Coordinated Resource Management Planning in CA, for CARCD.</p>
<p>B) Dates (Month, Day, Year) From <input type="text"/> To <input type="text"/> 1984 Present Total: Yrs. <input type="text"/> Mos. <input type="text"/> 32 Present Hrs. per week <input type="text"/>. Volunteer <input checked="" type="checkbox"/></p>	<p>Title Director Employer's Name and Address Contra Costa County Farm Bureau, 5552 Clayton Road, Concord, CA, 84521</p>	<p>Duties Performed Normal Activities as Director President for two years. Delegate, CFBF for many years. Contra Costa Agricultural Task Force.</p>
<p>C) Dates (Month, Day, Year) From <input type="text"/> To <input type="text"/> 1984 Present Total: Yrs. <input type="text"/> Mos. <input type="text"/> 32 Hrs. per week <input type="text"/>. Volunteer <input checked="" type="checkbox"/></p>	<p>Title Director, Member Employer's Name and Address Contra Costa/Alemeda Cattlemen's Association, 638 Enos Way, Livermore, CA, 94551</p>	<p>Duties Performed Director for 8 years. President for 2 years. Delegate, CCA, for 4 years. Contra Costa Agricultural Task Force. CA Fire Safe Council, representing CCA</p>
<p>D) Dates (Month, Day, Year) From <input type="text"/> To <input type="text"/> 1962 Present Total: Yrs. <input type="text"/> Mos. <input type="text"/> 54 Hrs. per week <input type="text"/>. Volunteer <input type="checkbox"/></p>	<p>Title Co-Owner, Manager, Worker Employer's Name and Address Diablo Ranch, 1512 North Gate Road, Walnut Creek, CA 94598</p>	<p>Duties Performed Everything that needs to be done for a family cattle ranch operation.</p>

7. How did you learn about this vacancy?

CCC Homepage Walk-In Newspaper Advertisement District Supervisor Other

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

If Yes, please identify the nature of the relationship:

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

If Yes, please identify the nature of the relationship:

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

Sign Name: _____ Date: 9-30-16

Important Information

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

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

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

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

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



Contra
Costa
County

For Office Use Only

Date Received:

For Reviewers Use Only:

Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:

Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292

PLEASE TYPE OR PRINT IN INK
(Each Position Requires a Separate Application)

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

Resource Conservation Director

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Robert Case Robert Martin
 (Last Name) (First Name) (Middle Name)

2. Address: Concord CA 94518
 (No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: _____
 (Home No.) (Work No.) (Cell No.)

4. Email Address: _____

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

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

Give Highest Grade or Educational Level Achieved: Master of Arts

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) <u>Diablo Valley C</u>	<u>Chemistry</u>	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<u>66</u>		<u>AA</u>	<u>68</u>
B) <u>San Francisco State</u>	<u>Biology</u>	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<u>140</u>		<u>BA</u>	<u>68</u>
C) <u>SF S Univ</u>	<u>Ecology</u>	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<u>60</u>		<u>MA</u>	<u>72</u>
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			
<u>Co Co County</u>	<u>Management</u>	<u>25?</u>	<u>I am not sure</u>			

Public Employee

THIS FORM IS A PUBLIC DOCUMENT

Took classes in the 90's

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

<p>A) Dates (Month, Day, Year) From <u>1981</u> To <u>2004</u></p> <p>Total: Yrs. <u>23</u> Mos. <u>9</u></p> <p>Hrs. per week <u>40</u> + . Volunteer <input type="checkbox"/></p>	<p>Title <u>AgBio - Deputy Com</u></p> <p>Employer's Name and Address <u>Contra Costa County Dept of Agriculture</u></p>	<p>Duties Performed <u>Deputy Ag Commissioner Ag Biologist</u></p>
<p>B) Dates (Month, Day, Year) From <u>1972</u> To <u>1995</u></p> <p>Total: Yrs. <u>28</u> Mos. <u>—</u></p> <p>Hrs. per week <u>9</u> . Volunteer <input type="checkbox"/></p>	<p>Title <u>Biology Instructor</u></p> <p>Employer's Name and Address <u>Peralta Community College Dist Oakland CA</u></p>	<p>Duties Performed <u>Biology related teaching</u></p>
<p>C) Dates (Month, Day, Year) From <u>2004</u> To <u>Present</u></p> <p>Total: Yrs. <u>12</u> Mos. <u>2</u></p> <p>Hrs. per week <u>—</u> . Volunteer <input type="checkbox"/></p> <p><u>Contract</u></p>	<p>Title <u>Compliance Coach</u></p> <p>Employer's Name and Address <u>BioIntegral Resource Center Berkeley CA</u></p>	<p>Duties Performed <u>Certification of PCOs for Ecowis Pest Control Program</u></p>
<p>D) Dates (Month, Day, Year) From <u> </u> To <u> </u></p> <p>Total: Yrs. <u> </u> Mos. <u> </u></p> <p>Hrs. per week <u> </u> . Volunteer <input type="checkbox"/></p>	<p>Title <u> </u></p> <p>Employer's Name and Address <u> </u></p>	<p>Duties Performed <u> </u></p>

7. How did you learn about this vacancy?

CCC Homepage Walk-In Newspaper Advertisement District Supervisor Other Incumbent

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

If Yes, please identify the nature of the relationship:

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

If Yes, please identify the nature of the relationship: Retirement Pension

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

Sign Name:

Date: 9/20/16

Important Information

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

THIS FORM IS A PUBLIC DOCUMENT



Contra
Costa
County

RECEIVED
SEP 30 2016
CLERK BOARD OF SUPERVISORS
CONTRA COSTA CO.

For Office Use Only
Date Received:

For Reviewers Use Only:
Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

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

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

Resource Conservation District Board

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name:** James Jency K
(Last Name) (First Name) (Middle Name)

2. **Address:** Martinez CA 94553
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. **Phones:**
(Home No.) (Work No.) (Cell No.)

4. **Email Address:**

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

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

Give Highest Grade or Educational Level Achieved Undergraduate BA

Names of colleges / universities attended	Course of Study / Major	Degree Awarded Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Saint Mary's College of California	Environmental Studies	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	126		BA	
B)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

7. How did you learn about this vacancy?

CCC Homepage Walk-In Newspaper Advertisement District Supervisor Other

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

If Yes, please identify the nature of the relationship:

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

If Yes, please identify the nature of the relationship:

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

Sign Nam

Date: 9-27-16

Important Information

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



Contra
Costa
County

For Office Use Only

Date Received:

For Reviewers Use Only:

Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:

Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292

PLEASE TYPE OR PRINT IN INK
(Each Position Requires a Separate Application)

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

Contra Costa Resource Conservation District President
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Skaredoff Igor Olegovich
(Last Name) (First Name) (Middle Name)

2. **Address:** _____ Martinez CA 94553
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. **Phones:** _____
(Home No.) (Work No.) (Cell No.)

4. **Email Address:** _____

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

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

Give Highest Grade or Educational Level Achieved BS (chemistry) BA (Russian)

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) College of San Mateo	Chemistry	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	60approx		AA	1962
B) San Jose State University	Chemistry & Russian	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	60approx		BS&BA <input checked="" type="checkbox"/>	1964
C) University of California	Molecular genetics	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	20approx			
D) Other schools / training completed:	Course Studied Firefighting, Chemistry of Fire, Hazardous <input checked="" type="checkbox"/>	Hours Completed approx 200	Certificate Awarded: Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			

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

<p>A) Dates (Month, Day, Year) <u>From</u> <u>To</u> 1964 2000 Total: <u>Yrs.</u> <u>Mos.</u> 35 Hrs. per week <u>8+</u> . Volunteer <input type="checkbox"/></p>	<p>Title Staff Chemist Employer's Name and Address Shell Oil Co Martinez, CA and Shell Chemical Co Geismar, LA</p>	<p>Duties Performed Performed analyses, supervised various war groups. built a laboratory addition, coordinated with research staff and engineering support and operations</p>
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u> 1962 1964 Total: <u>Yrs.</u> <u>Mos.</u> 6 Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title Laboratory Technician (summer job w/ <input checked="" type="checkbox"/> Employer's Name and Address FMC Corporation Newark, CA</p>	<p>Duties Performed Analyzed phosphoric acid, and other chemical process streams.</p>
<p>C) Dates (Month, Day, Year) <u>From</u> <u>To</u> 1961 1963 Total: <u>Yrs.</u> <u>Mos.</u> 18 Hrs. per week <u>20</u> . Volunteer <input type="checkbox"/></p>	<p>Title Laboratory Technician Employer's Name and Address Jones Hamilton Corporation Wells Avenue, Newark, CA</p>	<p>Duties Performed Analyzed toilet bowl cleaner, maintained sample files, shipped product samples.</p>
<p>D) Dates (Month, Day, Year) <u>From</u> <u>To</u> 2000 approx <input checked="" type="checkbox"/> 2010 Total: <u>Yrs.</u> <u>Mos.</u> 10approx Hrs. per week <u>4 approx</u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title Alternate Commissioner Employer's Name and Address Contra Costa Hazardous Materials Commission</p>	<p>Duties Performed Participated in Commission meetings and committee meetings. Helped formulate various hazardous materials policies.</p>

7. How did you learn about this vacancy?

CCC Homepage Walk-In Newspaper Advertisement District Supervisor Other

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

If Yes, please identify the nature of the relationship:

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

If Yes, please identify the nature of the relationship:

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

Sign Name: _____ Date: _____

Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: 651 Pine Street, Room 106, Martinez, CA 94553.
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6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

THIS FORM IS A PUBLIC DOCUMENT

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

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

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

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

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



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

5.

Meeting Date: 10/24/2016
Subject: 2015/16 Small Business Enterprise and Outreach Program Report
Submitted For: David Twa, County Administrator
Department: County Administrator
Referral No.: IOC 16/1
Referral Name: SBE/Outreach Program Oversight
Presenter: Allison Picard **Contact:** Allison Picard (925) 335-1096

Referral History:

On December 13, 1999, the Board of Supervisors approved the Small Business Enterprise (SBE) Program for the purpose of providing small businesses a fair share of County business. The Outreach Program had previously been adopted by the Board of Supervisors in August 1998 to promote broad outreach to all businesses, including minority-owned, women-owned, small, and local businesses, and was later broadened to include disadvantaged and veteran-owned businesses. The IOC has provided policy oversight on these programs since inception, including surveying County departments on the implementation of the SBE and Outreach Programs. In December 2004, the Internal Operations Committee directed the Affirmative Action Officer to make status reports to the Committee on a semi-annual basis.

The IOC received the last report in October 2015, which covered calendar year 2014.

Referral Update:

Attached is the SBE and Outreach Program Report, reflecting departmental program data for the three semiannual periods of January 1-June 30, 2015, July 1-December 31, 2015, and January 1-June 30, 2016.

Recommendation(s)/Next Step(s):

ACCEPT the Small Business Enterprise and Outreach Report covering the period January - December 2015 and CONSIDER staff recommendations on the Small Business Enterprise Program.

Fiscal Impact (if any):

Increasing the participation of small businesses, especially local businesses, in contracting opportunities may directly stimulate local economic activity and therefore potentially increase County tax revenues.

Attachments

Small Business Enterprise and Outreach Program Report Jan 2015-Jun 2016

Minutes Attachments

No file(s) attached.

County of Contra Costa
OFFICE OF THE COUNTY ADMINISTRATOR
MEMORANDUM

DATE: **October 17, 2016**

TO: **Internal Operations Committee**
 Supervisor Candace Anderson, Chair
 Supervisor John Gioia

FROM: Allison Picard, Chief Assistant CAO 

SUBJECT: **Small Business Enterprise & Outreach Program Report**

RECOMMENDATION:

ACCEPT the SBE and Outreach Programs Report, reflecting departmental program data for the periods: January 1 through June 30, 2015; July-December 2015; January-June 2016.

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 \$175,000 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 operate 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 last report received by the Board was for the period ending December 2014. Therefore this report includes three 6-month periods with each department's activity as well as a countywide summary as follows:

- January-June 2015 (Attachment A)
- July-December 2015 (Attachment B)
- January-July 2016 (Attachment C)

Summary Findings

The tables below summarize the attached department activity on a countywide basis. Overall this information shows the County is directing a large volume of qualifying activity to SBE firms. It should be noted that in each reporting period, in both number and value of contracts, the County exceeded the 50% goal with one exception. In the first six months of 2016, the number of professional/personal services contracts was 55.8%; however, the dollar value of those contracts was 45.1%.

For the category of purchasing transactions, in each reporting period the 50% goal was not achieved in either number or value of contracts, with the totals ranging from 32% to 41%. However, it is worth noting that the SBE participation goals of surrounding agencies are more typically in the 20-25% range. Using that standard, Contra Costa County's reported activity is well above that threshold in every reporting category and period.

Table 1: January-June 2015

	Total # of ALL Contracts	Total # of SBE Contracts	SBE Percent of Total	Total Dollar Value of ALL Contracts	Total Dollar Value of SBE Contracts	SBE Percent of Total
ACTIVITY TYPE:						
Professional/Personal Services	361	230	63.7%	\$9,447,053	\$5,459,794	57.8%
Purchasing Transactions	1391	439	31.6%	\$10,533,982	\$4,136,784	39.2%
Construction Contracts	7	6	85.7%	\$329,000	\$195,000	59.3%

Table 2: July-December 2015

	Total # of ALL Contracts	Total # of SBE Contracts	SBE Percent of Total	Total Dollar Value of ALL Contracts	Total Dollar Value of SBE Contracts	SBE Percent of Total
ACTIVITY TYPE:						
Professional/Personal Services	392	234	59.7%	\$8,303,075	\$5,177,403	62.4%
Purchasing Transactions	4156	1376	33.1%	\$22,935,513	\$6,564,413	28.6%
Construction Contracts	6	5	83.3%	\$204,724	\$159,724	78.0%

Table 3: January-June 2016

	Total # of ALL Contracts	Total # of SBE Contracts	SBE Percent of Total	Total Dollar Value of ALL Contracts	Total Dollar Value of SBE Contracts	SBE Percent of Total
ACTIVITY TYPE:						
Professional/Personal Services	328	183	55.8%	\$7,488,032	\$3,376,541	45.1%
Purchasing Transactions	5161	1697	32.9%	\$26,345,580	\$10,880,929	41.3%
Construction Contracts	3	3	100.0%	\$86,183	\$86,183	100%

Purchasing Outreach

In addition, outreach data for many small departments and for commodities exceeding \$10,000 is maintained and provided through the Purchasing Division of the General Services Department reflecting outreach to small, women, minority-owned, local, disadvantaged and/or other business enterprises. The same three reporting periods are included as Attachment D.

Conclusion

Overall, the County departments are demonstrating a continued commitment to the Board's policy of a 50% goal for participation by SBE firms in contract and purchasing activity. While the data for some individual departments is below the 50% goal, this is sometimes due to unique business requirements that may require sole source purchases or contracts.

Continued outreach is also necessary to maintain and improve this area of activity as well as training for department staff that make these purchasing and contract decisions regarding the policy. Additionally, a review of the department tracking of this activity is needed to ensure that all SBE vendors are appropriately and consistently reported. Staff will continue to work with departments in both of these areas.

Lastly, the IOC directed staff to develop an Administrative Bulletin on this program by January 2017 that will assist the departments in implementing this policy by further defining responsibilities and program categories to ensure consistency in reporting. A draft of that Administrative Bulletin is under development and will be brought to the IOC for review at a future meeting.

Attachments

ATTACHMENT A

SMALL BUSINESS ENTERPRISE - Program Activity report

January - June 2015

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>
<i>Agriculture</i>						
Professional/Personal services contracts	9	8	88.9%	\$39,756	\$34,359	86.4%
Purchasing Transactions	51	15	29.4%	\$47,836	\$38,541	80.6%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Animal Services</i>						
Professional/Personal services contracts	3	3	100.0%	\$300,102	\$300,102	100.0%
Purchasing Transactions	32	7	21.9%	\$249,699	\$12,197	4.9%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Assessor</i>						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	3	0	0.0%	\$22,214	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

ATTACHMENT A

SMALL BUSINESS ENTERPRISE - Program Activity report

January - June 2015

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>
<i>Auditor-Controller</i>						
Professional/Personal services contracts	4	3	75.0%	\$19,410	\$11,530	59.4%
Purchasing Transactions	3	2	66.7%	\$569	\$198	34.8%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Clerk-Recorder-Elections</i>						
Professional/Personal services contracts	37	20	54.1%	\$536,548	\$418,587	78.0%
Purchasing Transactions	151	20	13.2%	\$77,540	\$24,014	31.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Conservation and Development</i>						
Professional/Personal services contracts	5	5	100.0%	\$170,890	\$170,890	100.0%
Purchasing Transactions	101	6	5.9%	\$165,903	\$80,997	48.8%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

ATTACHMENT A

SMALL BUSINESS ENTERPRISE - Program Activity report

January - June 2015

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>
<i>Contra Costa Fire Protection District</i>						
Professional/Personal services contracts	5	5	100.0%	\$170,890	\$170,890	100.0%
Purchasing Transactions	101	6	5.9%	\$165,903	\$80,997	48.8%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>County Administrator's Office - Administration</i>						
Professional/Personal services contracts	8	5	62.5%	\$696,500	\$480,000	68.9%
Purchasing Transactions	0	0	0.0%	\$0	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>County Administrator's Office - Clerk of the Board</i>						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	1	1	100.0%	\$5,000	\$5,000	100.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

ATTACHMENT A

SMALL BUSINESS ENTERPRISE - Program Activity report

January - June 2015

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>
<i>County Administrator's Office - Communications and Media</i>						
Professional/Personal services contracts	7	1	14.3%	\$21,826	\$500	2.3%
Purchasing Transactions	6	1	16.7%	\$31,103	\$80	0.3%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>County Administrator's Office - Dept. of Information Technology (DoIT)</i>						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	41	17	41.5%	\$494,414	\$301,759	61.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>County Counsel</i>						
Professional/Personal services contracts	49	49	100.0%	\$11,904	\$11,904	100.0%
Purchasing Transactions	5	5	100.0%	\$3,126	\$3,126	100.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

ATTACHMENT A

SMALL BUSINESS ENTERPRISE - Program Activity report

January - June 2015

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<i>Dept. Child Support Services (DCSS)</i>						
Professional/Personal services contracts	27	5	18.5%	\$785,125	\$34,098	4.3%
Purchasing Transactions	8	3	37.5%	\$46,353	\$8,216	17.7%
Construction contracts	0	1	0.0%	\$0	\$0	0.0%
<i>District Attorney</i>						
Professional/Personal services contracts	2	2	100.0%	\$216,145	\$216,145	100.0%
Purchasing Transactions	23	16	69.6%	\$187,754	\$118,356	63.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Employment and Human Services</i>						
Professional/Personal services contracts	14	6	42.9%	\$653,546	\$324,650	49.7%
Purchasing Transactions	161	55	34.2%	\$1,130,748	\$420,992	37.2%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

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SMALL BUSINESS ENTERPRISE - Program Activity report

January - June 2015

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<i>Health Services</i>						
Professional/Personal services contracts	122	86	70.5%	\$3,252,811	\$2,288,500	70.4%
Purchasing Transactions	189	70	37.0%	\$1,620,169	\$632,996	39.1%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Human Resources</i>						
Professional/Personal services contracts	8	5	62.5%	\$269,018	\$166,950	62.1%
Purchasing Transactions	8	4	50.0%	\$42,901	\$12,740	29.7%
Construction contracts	0	0	0.0%	0	0	0.0%
<i>Library</i>						
Professional/Personal services contracts	5	0	0.0%	\$47,370	\$0	0.0%
Purchasing Transactions	111	35	31.5%	\$217,910	\$77,125	35.4%
Construction contracts	0	0	0.0%	0	0	0.0%

ATTACHMENT A

SMALL BUSINESS ENTERPRISE - Program Activity report

January - June 2015

Reporting Period:

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<i>Probation</i>						
Professional/Personal services contracts	18	7	38.9%	\$67,397	\$46,843	69.5%
Purchasing Transactions	31	14	45.2%	\$436,666	\$193,253	44.3%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Public Defender</i>						
Professional/Personal services contracts	1	0	0.0%	\$50,000	\$0	0.0%
Purchasing Transactions	0	0	0.0%	\$0	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Public Works</i>						
Professional/Personal services contracts	21	15	71.4%	\$874,100	\$606,100	69.3%
Purchasing Transactions	275	141	51.3%	\$4,357,606	\$1,886,060	43.3%
Construction contracts	7	5	71.4%	\$329,000	\$195,000	59.3%

ATTACHMENT A

SMALL BUSINESS ENTERPRISE - Program Activity report

January - June 2015

Reporting Period:

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<i>Public Works - AIRPORTS Division</i>						
Professional/Personal services contracts	1	1	100.0%	\$50,000	\$50,000	100.0%
Purchasing Transactions	10	2	20.0%	\$122,345	\$19,800	16.2%
Construction contracts	0	\$0	0.0%	\$0	\$0	0.0%
<i>Sheriff</i>						
Professional/Personal services contracts	9	1	11.1%	\$1,108,900	\$45,000	4.1%
Purchasing Transactions	42	8	19.0%	\$1,084,391	\$198,093	18.3%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Treasurer - Tax Collector</i>						
Professional/Personal services contracts	6	3	50.0%	\$104,815	\$82,747	78.9%
Purchasing Transactions	32	9	28.1%	\$40,871	\$22,094	54.1%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

ATTACHMENT A

SMALL BUSINESS ENTERPRISE - Program Activity report

January - June 2015

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>
<i>Veterans Services Office</i>						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	6	2	33.3%	\$2,047	\$147	7.2%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<hr/>						
<i>Total Activity Reported</i>						
Professional/Personal services contracts	361	230	63.7%	\$9,447,053	\$5,459,794	57.8%
Purchasing Transactions	1391	439	31.6%	\$10,553,068	\$4,136,781	39.2%
Construction contracts	7	6	85.7%	\$329,000	\$195,000	59.3%

ATTACHMENT B

SMALL BUSINESS ENTERPRISE - Program Activity report

July-December 2015

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>
<i>Agriculture</i>						
Professional/Personal services contracts	22	15	68.2%	\$129,772	\$82,058	63.2%
Purchasing Transactions	55	16	29.1%	\$56,674	\$47,259	83.4%
Construction contracts	2	2	100.0%	\$64,724	\$64,724	100.0%
<i>Animal Services</i>						
Professional/Personal services contracts	6	6	100.0%	\$304,661	\$304,661	100.0%
Purchasing Transactions	35	6	17.1%	\$160,474	\$8,080	5.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Assessor</i>						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	11	4	36.4%	\$116,248	\$40,789	35.1%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

ATTACHMENT B

SMALL BUSINESS ENTERPRISE - Program Activity report

July-December 2015

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>
<i>Auditor-Controller</i>						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	9	4	44.4%	\$4,517	\$2,941	65.1%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Clerk-Recorder-Elections</i>						
Professional/Personal services contracts	71	16	22.5%	\$271,728	\$63,733	23.5%
Purchasing Transactions	129	54	41.9%	\$388,465	\$135,591	34.9%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Conservation and Development</i>						
Professional/Personal services contracts	22	20	90.9%	\$1,044,897	\$942,025	90.2%
Purchasing Transactions	81	9	11.1%	\$177,920	\$86,871	48.8%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

ATTACHMENT B

SMALL BUSINESS ENTERPRISE - Program Activity report

July-December 2015

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>
<i>Contra Costa Fire Protection District</i>						
Professional/Personal services contracts	3	1	33.3%	\$179,100	\$25,000	14.0%
Purchasing Transactions	2281	679	29.8%	\$2,650,320	\$752,408	28.4%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>County Administrator's Office - Administration</i>						
Professional/Personal services contracts	3	1	33.3%	\$196,500	\$80,000	40.7%
Purchasing Transactions	1	0	0.0%	\$154	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>County Administrator's Office - Clerk of the Board</i>						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	0	0	0.0%	0	0	0.0%
Construction contracts	0	0	0.0%	0	0	0.0%

ATTACHMENT B

SMALL BUSINESS ENTERPRISE - Program Activity report

July-December 2015

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>
<i>County Administrator's Office - Communications and Media</i>						
Professional/Personal services contracts	1	0	0.0%	\$8,840	\$0	0.0%
Purchasing Transactions	6	2	33.3%	\$71,818	\$20,560	28.6%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>County Administrator's Office - Dept. of Information Technology (DoIT)</i>						
Professional/Personal services contracts	3	0	0.0%	\$210,000	\$0	0.0%
Purchasing Transactions	29	13	44.8%	\$361,393	\$240,891	66.7%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>County Counsel</i>						
Professional/Personal services contracts	52	52	100.0%	\$10,130	\$10,130	100.0%
Purchasing Transactions	3	2	66.7%	\$7,939	\$1,765	22.2%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

ATTACHMENT B

SMALL BUSINESS ENTERPRISE - Program Activity report

July-December 2015

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>
<i>Dept. Child Support Services (DCSS)</i>						
Professional/Personal services contracts	17	8	47.1%	\$174,875	\$28,394	16.2%
Purchasing Transactions	2	0	0.0%	\$4,739	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>District Attorney</i>						
Professional/Personal services contracts	10	9	90.0%	\$ 319,785.76	\$299,322	93.6%
Purchasing Transactions	25	10	40.0%	\$ 275,924.92	\$ 160,893.01	58.3%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Employment and Human Services</i>						
Professional/Personal services contracts	12	6	50.0%	\$660,305	\$337,400	51.1%
Purchasing Transactions	101	21	20.8%	\$448,649	\$149,496	33.3%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

ATTACHMENT B

SMALL BUSINESS ENTERPRISE - Program Activity report

July-December 2015

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>
<i>Health Services</i>						
Professional/Personal services contracts	107	70	65.4%	\$2,969,138	\$2,081,968	70.1%
Purchasing Transactions	771	290	37.6%	\$7,725,352	\$2,041,904	26.4%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Human Resources</i>						
Professional/Personal services contracts	3	2	66.7%	\$159,900	\$74,900	46.8%
Purchasing Transactions	22	12	54.5%	\$218,037	\$37,164	17.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Library</i>						
Professional/Personal services contracts	5	1	20.0%	\$162,754	\$22,500	13.8%
Purchasing Transactions	86	20	23.3%	\$210,837	\$71,709	34.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

ATTACHMENT B

SMALL BUSINESS ENTERPRISE - Program Activity report

July-December 2015

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>
<i>Probation</i>						
Professional/Personal services contracts	21	9	42.9%	\$109,434	\$62,012	56.7%
Purchasing Transactions	37	17	45.9%	\$287,600	\$140,761	48.9%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Public Defender</i>						
Professional/Personal services contracts	1	0	0.0%	\$50,000	\$0	0.0%
Purchasing Transactions	0	0	0.0%	\$0	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Public Works</i>						
Professional/Personal services contracts	19	14	73.7%	\$850,000	\$610,000	71.8%
Purchasing Transactions	371	183	49.3%	\$5,508,784	\$2,220,521	40.3%
Construction contracts	4	3	75.0%	\$140,000	\$95,000	67.9%

ATTACHMENT B

SMALL BUSINESS ENTERPRISE - Program Activity report

July-December 2015

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>
<i>Public Works - AIRPORTS Division</i>						
Professional/Personal services contracts	4	1	25.0%	\$110,078	\$99,000	89.9%
Purchasing Transactions	5	2	40.0%	\$47,233	\$12,000	25.4%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Sheriff</i>						
Professional/Personal services contracts	4	0	0.0%	\$320,348	\$0	0.0%
Purchasing Transactions	59	22	37.3%	\$4,149,033	\$361,444	8.7%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Treasurer - Tax Collector</i>						
Professional/Personal services contracts	6	3	50.0%	\$60,829	\$54,300	89.3%
Purchasing Transactions	33	8	24.2%	\$61,061	\$31,275	51.2%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

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SMALL BUSINESS ENTERPRISE - Program Activity report

July-December 2015

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<i>Veterans Services Office</i>						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	4	2	50.0%	\$2,343	\$92	3.9%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

Total Activity Reported

Professional/Personal services contracts	392	234	59.7%	\$8,303,075	\$5,177,403	62.4%
Purchasing Transactions	4156	1376	33.1%	\$22,935,513	\$6,564,413	28.6%
Construction contracts	6	5	83.3%	\$204,724	\$159,724	78.0%

ATTACHMENT C

SMALL BUSINESS ENTERPRISE - Program Activity report

January-June 2016

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>
<i>Agriculture</i>						
Professional/Personal services contracts	22	15	68.2%	\$95,271	\$66,450	69.7%
Purchasing Transactions	60	24	40.0%	\$78,880	\$59,702	75.7%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Animal Services</i>						
Professional/Personal services contracts	12	12	100.0%	\$374,619	\$374,619	100.0%
Purchasing Transactions	64	15	23.4%	\$413,413	\$131,297	31.8%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Assessor</i>						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	5	1	20.0%	\$110,732	\$19,301	17.4%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

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SMALL BUSINESS ENTERPRISE - Program Activity report

January-June 2016

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>
<i>Auditor-Controller</i>						
Professional/Personal services contracts	4	2	50.0%	\$61,132	\$535	0.9%
Purchasing Transactions	12	7	58.3%	\$61,191	\$10,365	16.9%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Clerk-Recorder-Elections</i>						
Professional/Personal services contracts	52	17	32.7%	\$217,495	\$40,391	18.6%
Purchasing Transactions	192	39	20.3%	\$424,922	\$132,688	31.2%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Conservation and Development</i>						
Professional/Personal services contracts	5	4	80.0%	\$173,950	\$146,950	84.5%
Purchasing Transactions	41	5	12.2%	\$139,635	\$91,397	65.5%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

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SMALL BUSINESS ENTERPRISE - Program Activity report

January-June 2016

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<i>Contra Costa Fire Protection District</i>						
Professional/Personal services contracts	4	3	75.0%	\$231,800	\$211,800	91.4%
Purchasing Transactions	2694	809	30.0%	\$2,954,830	\$840,307	28.4%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>County Administrator's Office - Administration</i>						
Professional/Personal services contracts	3	1	33.3%	\$196,500	\$80,000	40.7%
Purchasing Transactions	2	0	0.0%	\$4,114	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>County Administrator's Office - Clerk of the Board</i>						
Professional/Personal services contracts	6	2	33.3%	\$35,111	\$7,711	22.0%
Purchasing Transactions	0	0	0.0%	\$0	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

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SMALL BUSINESS ENTERPRISE - Program Activity report

January-June 2016

Reporting Period:

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<i>County Administrator's Office - Communications and Media</i>						
Professional/Personal services contracts	4	0	0.0%	\$15,371	\$0	0.0%
Purchasing Transactions	12	3	25.0%	\$123,801	\$13,117	10.6%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>County Administrator's Office - Dept. of Information Technology (DoIT)</i>						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	61	18	29.5%	\$705,667	\$375,534	53.2%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>County Counsel</i>						
Professional/Personal services contracts	35	35	100.0%	\$12,784	\$12,784	100.0%
Purchasing Transactions	9	9	100.0%	\$11,184	\$11,184	100.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

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SMALL BUSINESS ENTERPRISE - Program Activity report

January-June 2016

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<i>Dept. Child Support Services (DCSS)</i>						
Professional/Personal services contracts	23	9	39.1%	\$698,384	\$211,648	30.3%
Purchasing Transactions	10	4	40.0%	\$206,304	\$126,963	61.5%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>District Attorney</i>						
Professional/Personal services contracts	4	2	50.0%	\$ 146,500.00	\$ 35,000.00	23.9%
Purchasing Transactions	42	20	47.6%	\$ 232,356.44	\$ 107,074.61	46.1%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Employment and Human Services</i>						
Professional/Personal services contracts	13	7	53.8%	\$292,632	\$129,507	44.3%
Purchasing Transactions	189	53	28.0%	\$732,662	\$430,278	58.7%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

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SMALL BUSINESS ENTERPRISE - Program Activity report

January-June 2016

Reporting Period:

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<i>Health Services</i>						
Professional/Personal services contracts	59	34	57.6%	\$1,603,950	\$970,315	60.5%
Purchasing Transactions	1173	410	35.0%	\$10,757,205	\$3,662,993	34.1%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Human Resources</i>						
Professional/Personal services contracts	7	6	85.7%	\$189,700	\$154,700	81.5%
Purchasing Transactions	4	4	100.0%	\$4,799	\$4,799	100.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Library</i>						
Professional/Personal services contracts	1	1	100.0%	\$2,000	\$2,000	100.0%
Purchasing Transactions	134	60	44.8%	\$336,926	\$196,221	58.2%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

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SMALL BUSINESS ENTERPRISE - Program Activity report

January-June 2016

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<i>Probation</i>						
Professional/Personal services contracts	24	8	33.3%	\$198,364	\$134,118	67.6%
Purchasing Transactions	32	14	43.8%	\$221,865	\$86,613	39.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Public Defender</i>						
Professional/Personal services contracts	1	0	0.0%	\$45,000	\$0	0.0%
Purchasing Transactions	0	0	0.0%	\$0	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Public Works</i>						
Professional/Personal services contracts	17	10	58.8%	\$822,923	\$464,423	56.4%
Purchasing Transactions	280	161	57.5%	\$3,253,302	\$1,795,846	55.2%
Construction contracts	3	3	100.0%	\$86,183	\$86,183	100.0%

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SMALL BUSINESS ENTERPRISE - Program Activity report

January-June 2016

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<i>Public Works - AIRPORTS Division</i>						
Professional/Personal services contracts	10	9	90.0%	\$256,400	\$230,495	89.9%
Purchasing Transactions	9	4	44.4%	\$122,931	\$56,965	46.3%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Sheriff</i>						
Professional/Personal services contracts	16	3	18.8%	\$1,745,999	\$64,999	3.7%
Purchasing Transactions	84	19	22.6%	\$5,363,622	\$2,690,218	50.2%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<i>Treasurer - Tax Collector</i>						
Professional/Personal services contracts	6	3	50.0%	\$72,148	\$38,096	52.8%
Purchasing Transactions	39	9	23.1%	\$60,421	\$15,774	26.1%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

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SMALL BUSINESS ENTERPRISE - Program Activity report

January-June 2016

Reporting Period:

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<i>Veterans Services Office</i>						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	13	9	69.2%	\$24,819	\$22,292	89.8%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

Total Activity Reported

Professional/Personal services contracts	328	183	55.8%	\$7,488,032	\$3,376,541	45.1%
Purchasing Transactions	5161	1697	32.9%	\$26,345,580	\$10,880,929	41.3%
Construction contracts	3	3	100.0%	\$86,183	\$86,183	100.0%

COUNTY OUTREACH REPORT
For the Period
JANUARY 1, 2015 - JUNE 30, 2015

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.

Number of Solicitations	52
Total Notifications	158,661
Total Views	2,330
Dollar Value	\$ 22,806,490

BUSINESS CATEGORY	NOTIFIED	VIEWED	RESPONDED
MBE - Minority Business Enterprise	107	188	5
WBE - Women Business Enterprise	91	185	2
SBE - Small Business Enterprise	534	981	56
LBE - Local Business Enterprise	42	65	9
DVBE - Disabled Veteran Business Enterprise	16	28	1
DBE - Disadvantaged Business Enterprise	88	172	3
TOTAL	878	1,619	76

Definitions of Business Categories

Minority Business Enterprise - Firm must be at least 51% owned and managed on a daily basis by one or more minorities who are citizens or lawful permanent residents of the United States and member(s) of a recognized ethnic or racial group AND have its home office is located in the United States.

Women Business Enterprise - Firm must be at least 51% owned and managed on a daily basis by one or more women who are citizens or lawful permanent residents of the United States AND have its home office is located in the US.

Small Business Enterprise - Firm must be independently owned and operated; cannot be dominant in its field of operation; must have its principal office located in California; must have its owners (or officers in the case of a corporation) domiciled in California; AND together with affiliates, be either: a business with 100 or fewer employees, an average annual gross receipts of \$14 million or less over the previous three tax years, or a manufacturer with 100 or fewer employees.

Local Business Enterprise - Principal place of business must be located within the boundaries of Contra Costa County.

Disabled Veteran Business Enterprise - Firm must be at least 51% owned and managed on a daily basis by one or more disabled veterans of the military, naval or air service of the United States with a service-connected disability of at least 10 percent, and who is also a resident of California; AND be a sole proprietorship corporation or partnership with its home office located in the United States that is not a subsidiary of a foreign firm.

Disadvantaged Business Enterprise - Firm must be at least 51% owned and managed on a daily basis by socially- and economically-disadvantaged individuals (pursuant to Section 3 of the Small Business Act). DBE certifications are used only for state- or federally-funded projects that have DBE goals or requirements.

COUNTY OUTREACH REPORT
For the Period
JULY 1, 2015 - DECEMBER 31, 2015

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.

Number of Solicitations	24
Total Notifications	47,978
Total Views	973
Dollar Value	\$ 365,094

BUSINESS CATEGORY	NOTIFIED	VIEWED	RESPONDED
MBE - Minority Business Enterprise	37	79	6
WBE - Women Business Enterprise	43	82	0
SBE - Small Business Enterprise	168	363	37
LBE - Local Business Enterprise	17	31	56
DVBE - Disabled Veteran Business Enterprise	4	6	0
DBE - Disadvantaged Business Enterprise	25	53	2
TOTAL	294	614	101

Definitions of Business Categories

Minority Business Enterprise - Firm must be at least 51% owned and managed on a daily basis by one or more minorities who are citizens or lawful permanent residents of the United States and member(s) of a recognized ethnic or racial group AND have its home office is located in the United States.

Women Business Enterprise - Firm must be at least 51% owned and managed on a daily basis by one or more women who are citizens or lawful permanent residents of the United States AND have its home office is located in the US.

Small Business Enterprise - Firm must be independently owned and operated; cannot be dominant in its field of operation; must have its principal office located in California; must have its owners (or officers in the case of a corporation) domiciled in California; AND together with affiliates, be either: a business with 100 or fewer employees, an average annual gross receipts of \$14 million or less over the previous three tax years, or a manufacturer with 100 or fewer employees.

Local Business Enterprise - Principal place of business must be located within the boundaries of Contra Costa County.

Disabled Veteran Business Enterprise - Firm must be at least 51% owned and managed on a daily basis by one or more disabled veterans of the military, naval or air service of the United States with a service-connected disability of at least 10 percent, and who is also a resident of California; AND be a sole proprietorship corporation or partnership with its home office located in the United States that is not a subsidiary of a foreign firm.

Disadvantaged Business Enterprise - Firm must be at least 51% owned and managed on a daily basis by socially- and economically-disadvantaged individuals (pursuant to Section 3 of the Small Business Act). DBE certifications are used only for state- or federally-funded projects that have DBE goals or requirements.

COUNTY OUTREACH REPORT
For the Period
JANUARY 1, 2016 - JUNE 30, 2016

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.

Number of Solicitations	25
Total Notifications	85,438
Total Views	1,021
Dollar Value	\$ 12,297,933

BUSINESS CATEGORY	NOTIFIED	VIEWED	RESPONDED
MBE - Minority Business Enterprise	55	107	3
WBE - Women Business Enterprise	37	79	0
SBE - Small Business Enterprise	217	423	35
LBE - Local Business Enterprise	10	26	3
DVBE - Disabled Veteran Business Enterprise	5	11	1
DBE - Disadvantaged Business Enterprise	46	87	3
TOTAL	370	733	45

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