



INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR
July 10, 2017

Supervisor Candace Andersen, Chair
Supervisor Diane Burgis, Vice Chair

Present: Candace Andersen, Chair
Diane Burgis, Vice Chair

Staff Present: Julie DiMaggio Enea, Staff

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

1. Introductions

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

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

No members of the public requested to speak during the Public Comment period.

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

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

AYE: Chair Candace Andersen, Vice Chair Diane Burgis

Passed

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

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

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

AYE: Chair Candace Andersen, Vice Chair Diane Burgis

Passed

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

Jami Napier presented the staff report.

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

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

AYE: Chair Candace Andersen, Vice Chair Diane Burgis

Passed

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

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

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

AYE: Chair Candace Andersen, Vice Chair Diane Burgis

Passed

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

For Additional Information Contact:

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



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

3.

Meeting Date: 07/10/2017

Subject: RECORD OF ACTION FOR THE JUNE 12, 2017 IOC MEETING

Submitted For: David Twa, County Administrator

Department: County Administrator

Referral No.: N/A

Referral Name: RECORD OF ACTION

Presenter: Julie DiMaggio Enea, IOC
Staff

Contact: Julie DiMaggio Enea (925)
335-1077

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 June 12, 2017 IOC meeting.

Recommendation(s)/Next Step(s):

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

Fiscal Impact (if any):

None.

Attachments

DRAFT IOC Record of Action for June 12, 2017

Minutes Attachments

No file(s) attached.

DRAFT



INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR
JUNE 12, 2017

Supervisor Candace Andersen, Chair
Supervisor Diane Burgis, Vice Chair

Present: Candace Andersen, Chair
Diane Burgis, Vice Chair

Staff Present: Julie DiMaggio Enea, Staff

Attendees: Jami Napier, Asst. Clerk of the Board
Igor Skaredoff, CCRC

1. Introductions

Chair Andersen convened the meeting at 1:05 p.m.

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

No members of the public requested to speak during the Public Comment period.

3. RECEIVE and APPROVE the Record of Action for the May 8, 2017 IOC meeting.

The Committee approved the Record of Action for the May 8, 2017 IOC meeting as presented.

AYE: Chair Candace Andersen, Vice Chair Diane Burgis

Passed

4. CONSIDER recommending Walter Pease to the Board of Supervisors for appointment to the Contra Costa Resource Conservation District board of directors to complete the unexpired term ending on November 30, 2018.

Staff advised the Committee that Mr. Pease was out of state and could not attend the meeting. RCD board member Igor Skaredoff spoke in support of Mr. Pease's candidacy, highlighting his credentials and prior contributions to the development of the watershed program.

The Committee decided to recommend to the Board of Supervisors Mr. Pease's appointment to the RCD board.

Supervisor Burgis commented that in future recruitment, she'd like to see more outreach done in those parts of the county that are not currently represented on the RCD board.

AYE: Chair Candace Andersen, Vice Chair Diane Burgis

Passed

5. ACCEPT the Triennial Review Phase III Report and the specific recommendations summarized below:

1. Direct staff to report back by July 2017 with a plan to increase outreach for filling vacant Board committees and commissions that includes working with each Board office to advertise openings in their specific District with a goal of encouraging diverse representation on these bodies.
2. Direct staff to provide refresher training to employees staffing these committees on administrative and fiscal requirements and procedures.
3. Direct Conservation and Development Department staff to evaluate the cost of staff support for the Fish and Wildlife Committee, and explore whether modifying the number of meetings from 12 to 6 annually is appropriate.
4. Request the Managed Care Commission update its by-laws to add one additional seat for a senior or person with disabilities, and to broaden the seat description designated for a physician to a “medical provider”.
5. Refer to the Board’s Legislation Committee a request for the County to advocate to the State on behalf of the Public Law Library to improve the funding source available for this service.

Jami Napier presented the report. The Committee complimented staff on the improved accuracy of the advisory body information, accepted the staff report, and requested the Clerk's Office to provide a monthly report of current and upcoming District and At Large seat vacancies to each District Office to assist the Supervisors in their public outreach efforts and also in roster maintenance.

AYE: Chair Candace Andersen, Vice Chair Diane Burgis

Passed

6. The next meeting is currently scheduled for July 10, 2017.

The Committee confirmed July 10, 2017 as the next meeting date and decided to cancel the August 14, 2017 meeting due to scheduling conflicts.

AYE: Chair Candace Andersen, Vice Chair Diane Burgis

Passed

7. Adjourn

Chair Andersen adjourned the meeting at 1:25 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: 07/10/2017

Subject: INTERVIEW CANDIDATE FOR AT LARGE SEAT ON AVIATION
ADVISORY COMMITTEE

Submitted For: Keith Freitas, Airports Director

Department: Airports

Referral No.: IOC 17/5

Referral Name: ADVISORY BODY RECRUITMENT

Presenter: Keith Freitas, Airports Manager **Contact:** Judy Evans (926) 681-4200

Referral History:

The Aviation Advisory Committee was established by the Board of Supervisors in 1977. Its current charge is to provide advice and recommendations to the Board of Supervisors on the aviation issues related to the economic viability and security of airports in Contra Costa County. The Committee may initiate discussions, observations, or investigations, in order to make its recommendations to the Board. The Committee may hear comments on airport and aviation matters from the public or other agencies for consideration and possible recommendations to the Board of Supervisors or their designees. The Aviation Advisory Committee shall cooperate with local, state, and national aviation interests for the safe and orderly operation of airports. The Aviation Advisory Committee shall advance and promote the interests of aviation and protect the general welfare of the people living and working near the airport and the County in general. In conjunction with all of the above, the Aviation Advisory Committee shall provide a forum for the Director of Airports regarding policy matters at and around the airports.

In December 2016, the IOC recommended to the Board of Supervisors appointment of Emily Barnett (Pleasant Hill) and DeWitt Hodge (Pittsburg) to At Large seats on the Aviation Advisory Committee. However, the Board decided to appoint only Ms. Barnett, leaving new term of At Large #2 seat (held by DeWitt Hodges open), and requested the Airports Committee to resolve the issue of Mr. Hodges having a business interest on the premises and to return to the Board with a board order to appoint a member to the vacant seat.

Referral Update:

In March 1, 2017, the At Large 2 seat term of office expired. The Airports Director opened a five-week recruitment, garnering one application, from DeWitt Hodge, attached. The candidate was invited to the IOC meeting today to be interviewed, as per the IOC's policy.

While the Board rejected the previous recommendation to appoint Mr. Hodge, a lengthy recruitment attracted no other candidates. The IOC is asked to consider Mr. Hodge's candidacy. Seat terms are three years. The term for the At Large 2 appointment will be March 2, 2017 - March 1, 2020.

Recommendation(s)/Next Step(s):

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

Fiscal Impact (if any):

None.

Attachments

Candidate Application DeWitt Hodge AAC

Minutes Attachments

No file(s) attached.



DeWitt Hodge
[REDACTED]
Pittsburg, CA. 94565

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

July 2, 2017

Re: Aviation Advisory Committee, At-Large Seat Application

Hello,

Please accept my attached application for the Contra Costa County Aviation Advisory Committee, At-Large Seat currently open.

From March 2014 to March 2017 I served on the Aviation Advisory Committee (AAC) as an At-Large member, including two terms as its Secretary. I found the service to our community and the airport staff rewarding. I very much look forward to another opportunity to serve.

Regards,

[REDACTED]
DeWitt Hodge



Contra
Costa
County

RECEIVED

JUL 03 2017

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:

Aviation Advisory Committee

At-Large

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Hodge DeWitt
(Last Name) (First Name) (Middle Name)

2. Address: [Redacted] Pittsburg CA 94565
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: [Redacted]
(Home No.) (Work No.) (Cell No.)

4. Email Address: [Redacted]

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

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

Give Highest Grade or Educational Level Achieved: Masters Degree in Business Administration

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Golden Gate University	Business Administration	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			MBA	12/1985
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:			
Private Pilot Certificate	Pilot training		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)</p> <p>From <u>3/2014</u> To <u>3/2017</u></p> <p>Total: <u>Yrs.</u> <u>3</u> <u>Mos.</u></p> <p>Hrs. per week <u> </u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title</p> <p>At-Large Member</p> <p>Employer's Name and Address</p> <p>Aviation Advisory Committee Contra Costa County Airports 550 Sally Ride Drive Concord, CA. 94520</p>	<p>Duties Performed</p> <p>Aviation Advisory Committee At-Large Member providing advice and input to airport administration management and staff, as well as assisting in Aviation Advisory Committee functions</p>
<p>B) Dates (Month, Day, Year)</p> <p>From <u>12/2015</u> To <u>Present</u></p> <p>Total: <u>Yrs.</u> <u>1 year</u> <u>Mos.</u> <u>7 months</u></p> <p>Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Owner</p> <p>Employer's Name and Address</p> <p>Hodge Flight Services, LLC 500 Sally Ride Drive, Suite 518 Concord, CA. 94520</p>	<p>Duties Performed</p> <p>Own, manage and operate an aviation services business including:</p> <ul style="list-style-type: none"> - Aircraft rental - Aviation business consulting - Pilot training support
<p>C) Dates (Month, Day, Year)</p> <p>From <u>7/1989</u> To <u>12/2015</u></p> <p>Total: <u>Yrs.</u> <u>27 years</u> <u>Mos.</u></p> <p>Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Information Technology Professional</p> <p>Employer's Name and Address</p> <p>Kaiser Permanente 1 Kaiser Plaza Oakland, CA.</p>	<p>Duties Performed</p> <p>Information technology systems and networks program management</p>
<p>D) Dates (Month, Day, Year)</p> <p>From <u> </u> To <u> </u></p> <p>Total: <u>Yrs.</u> <u> </u> <u>Mos.</u> <u> </u></p> <p>Hrs. per week <u> </u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p> </p> <p>Employer's Name and Address</p> <p> </p>	<p>Duties Performed</p> <p> </p>

7. How did you learn about this vacancy?

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

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:

Airport business operating agreement

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, and that any omissions of material fact may cause forfeiture of my rights to serve on a Board of Supervisors of this County.

Sign Name

Date:

7/2/2017

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 Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

5.

Meeting Date: 07/10/2017
Subject: Triennial Advisory Body Review – Phase III Status Update
Submitted For: David Twa, County Administrator
Department: County Administrator
Referral No.: IOC 17-X
Referral Name: Advisory Body Triennial Review
Presenter: Jami Napier, Chief Asst. CoB **Contact:** Jami Napier (925) 335-1908

Referral History:

The Board of Supervisors is the governing authority for a large number of boards, commissions and committees serving a variety of governmental functions, both mandatory and discretionary. The Board approved Resolutions (2012/497 and 2012/498) to formalize a "triennial sunset review process" of these bodies so that a third of the total are reviewed annually. The Board approved Phase I of this review on December 5, 2016, and Phase II on March 21, 2017. Jami Napier presented Phase III of this review at the IOC meeting of June 12, 2017. Recommendation #1 was for staff to report back in July, 2017 with a plan to increase outreach for filling vacant Board committees and commissions. Recommendation #2 was for staff to provide refresher training to employees staffing committees on administrative and fiscal requirements and procedures.

Referral Update:

Recommendation #1: Staff in both Clerk of the Board and the Office of Communications and Media will be meeting with the Board Chiefs of Staff at their August 11, 2017 meeting to begin working on new ways to advertise openings in each District. Ideas that have already been proposed are monthly reports by Clerk of the Board provided to each Chief of Staff listing all of the current and soon to be expiring vacancies. Another idea is the Office of Communications and Media creating seat specific announcements with unique templates to help diversify the advertising. Meeting with the Chiefs of Staff and soliciting their needs will help to ensure that County staff best helps each District with their goals of encouraging diverse representation. Office of Communications and Media has also offered to use countywide social media channels to help with recruitment.

Recommendation #2: Staff in the Office of the Auditor-Controller and the Clerk of the Board are working together on a PowerPoint training titled 'Fiscal Procedures and Administrative Requirements for Contra Costa County Municipal Advisory Councils (MACs)'. This training will be for all staff that work with the MACs. Currently this training is scheduled for early September, 2017. Sandi Bewley, Office of the Auditor-Controller and Jami Napier, Clerk of the Board will co-present the training.

Recommendation(s)/Next Step(s):

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

Fiscal Impact (if any):

None.

Attachments

No file(s) attached.

Minutes Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

6.

Meeting Date: 07/10/2017

Subject: Small Business Enterprise and Outreach Program Policy Review Update

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

Department: Public Works

Referral No.:

Referral Name: SBE Outreach

Presenter: David Gould, Purchasing Services Manager

Contact:

Referral History:

At the February 13, 2017 IOC meeting a report was presented by staff and approved by the 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. This is the first of those recommendations.

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.

Recommendation(s)/Next Step(s):

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

Fiscal Impact (if any):

None.

Attachments

Small Business Enterprise and Outreach Programs Policy Review Update

DRAFT Business Opportunity Program Report

Minutes Attachments

No file(s) attached.

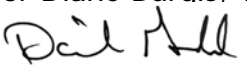


Contra Costa County Public Works Department

Julia R. Bueren, Director

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

July 5, 2017

TO: **Internal Operations Committee**
Supervisor Candace Andersen, Chair
Supervisor Diane Burais, Vice Chair

FROM: David J. Gould, Procurement Services Manager
SUBJECT: SBE and Outreach Program Oversight Changes

Recommendation:

Accept the report on SBE and Outreach Program Oversight Changes and direct the County Administrator's Office and County Counsel to implement administrative and county code changes as described in this report.

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.

Programs established include the Outreach Program in 1998, Small Business Enterprise (SBE) Program in 2000, Local Vendor Preference Ordinance in 2005, and the E-Outreach Policy in 2006. The responsibility for reporting has been shared by Purchasing and the County Administrator's Office. Staff is recommending changes to improve the administration and reporting of these programs.

Changes:

The following are the changes staff is recommending:

- **Designate the responsibility for reporting, to the Purchasing Agent under the direction of the CAO.** Over the past five years the Purchasing Division of the Public Works Department has automated vendor registration, developed and implemented an electronic requisition system, automated approval process, electronic delivery of purchase orders to vendors, and improved data collection and reporting capabilities. This automation puts the Purchasing Division in a position to collect data that is of value to the Board and streamline the reporting. Departments will continue to be responsible for providing information to

Purchasing Services Manager, but the new reporting functionality will greatly reduce the time and burden on department personnel. The County Administrator's Office continues to provide policy oversight for the program.

- **Consolidate the SBE, Outreach, E-Outreach, and Local Vendor Preference data into a single report.** The intent of these programs is to encourage departments to perform outreach and award contracts to Small, Local, Minority, Women, and Disabled Veteran owned businesses. By combining these programs under the umbrella of a single Business Opportunity Program, we can bring their administration under one office and focus on increasing business participation. This can be accomplished utilizing technology, requiring departments to solicit vendors within limits, and coordinating with departments and other agencies to promote opportunities for small, local, and typically disadvantaged businesses. The goals and requirements of the programs would not change. See the draft program description attached. In addition, a combined report would provide the Board of Supervisors with a more complete picture of purchasing and outreach activities.
- **Increase the threshold for E-Outreach to \$25,000.** E-Outreach requires bids of \$10,000 or more to be posted online. This requirement is inconsistent with those of most other California Counties. Posting bids online, also known as formal solicitation, provides for fair and open competition and transparency. Formal solicitations are time-consuming and should be used when the potential for competition will result in significant value for the County. Increasing the formal bid threshold to \$25,000 will increase the efficiency of the solicitation process. Also, allowing departments to informally solicit bids under \$25,000 provides them the flexibility to recommend awards to small, local, and typically disadvantaged businesses.
- **Authorize changes to Ordinance 1108-2.406 to increase the Purchasing Agents legal authority to issue purchase orders without competitive bids.** The ordinance entitled *Procedure – Competitive bids not required*, sets the Purchasing Agent's authority to award purchase orders without bidding at \$5,000. This amount is inconsistent with current practice and does not allow for alternative procurement methods. Staff is recommending the Purchasing Agent's authority to award purchase orders without solicitation be increased to \$100,000. Increasing this limit will grant the legal authority for the Purchasing Agent to issue purchase orders in the event of emergencies, exigent circumstances, or when other justification is provided such as sole source and cooperative purchasing

agreements. This change does not eliminate requirements for bidding or override the County Administrator's requirement to approve purchases exceeding \$25,000. The \$100,000 threshold is consistent with the Purchasing Agent's authority to approve contracts and agreements not exceeding \$100,000.

Table 1: Formal Bid Thresholds of California Counties*

Organization	Formal Bid Threshold
Alameda County	\$25,000
Butte County	\$25,000
Kings County	\$100,000
Lake County	\$25,000
Los Angeles Co.	\$100,000
Monterey County	\$50,000
Placer County	\$25,000
Sacramento County	\$35,000
San Diego County	\$250,000
San Francisco City & County	\$50,000
San Joaquin County	\$25,000
San Luis Obispo Co.	\$25,000
Santa Barbara County	\$25,000
Santa Clara County	\$100,000
Santa Cruz County	\$15,000
Shasta County	\$25,000
Solano County	\$25,000
Stanislaus County	\$25,000
Ventura County	\$35,000

*2015 Survey by California Association of Public Purchasing Officials.

Contra Costa County Business Outreach Program

Program Goals and Requirements

- The goal of each department is to award 50% of eligible dollars to a small, local, or disadvantaged business enterprise as defined below. Eligible dollars include professional services contracts, construction contracts, and purchase orders under \$100,000, unless exempt.
- Purchase Orders and contracts between \$10,000 and \$25,000 must be solicited to a minimum of 3 vendors unless exempt. At least half of vendors solicited will be a small, local, or disadvantaged business as defined below. Departments will maintain records of vendors solicited for reporting purposes.
- Purchase Orders and contracts exceeding \$25,000 will be solicited electronically through a designated web based bidding platform(s), unless exempt.
- On a commodities bid exceeding \$25,000, if the low bidder is not a local vendor, a local vendor may resubmit their bid if they were within 5%.

Exemptions

Although departments should make every effort to provide opportunities to small, local, and disadvantaged businesses, there are circumstances where it may not be possible. The following categories do not need to be reported and are exempt from solicitation thresholds.

- Interagency agreements, licenses, and utility fees paid to other agencies or special districts
- Contracts with private, non-profit agencies and organizations
- Mail and delivery services (FedEx, UPS, DHL, USPS)
- Dues, memberships, registrations, seminars, trainings
- Utility fees
- Pre-employment and fitness for duty exams and screenings
- Fares, transportation (BART, bus, bridge tolls)
- Legal notices
- Transactions utilizing a Cooperative Purchasing Agreement where a contract was competitively bid or negotiated by another government agency or district
- A sole source situation in which the ability to obtain competition does not exist or only one merchant possesses the unique ability to fulfill the requirements
- Emergency purchases as defined by County Ordinance 1108-2.220
- Federally funded construction and Caltrans projects

Eligibility

Businesses meeting the following definitions may be claimed by departments as Outreach Program participants.

Small Business Enterprise (SBE) – 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, and 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 (LBE) - principal place of business is located within the boundaries of Contra Costa County.

Minority Business Enterprise (MBE) - 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 its home office is located in the United States.

Women Business Enterprise (WBE) - at least 51% owned and managed on a daily business by one or more women who are citizens or lawful permanent residents of the United States AND its home office is located in the United States.

Disadvantaged Business Enterprise (DBE) - at least 51% owned and managed on a daily business 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.

Disabled Veteran Business Enterprise (DVBE) - 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 a sole proprietorship corporation or partnership with its home office located in the United States that is not a subsidiary of a foreign firm.

Business Outreach Program Roles

The following describes the roles and responsibilities for the program's administration.

Procurement Services Manager – Overall responsibility for the program includes producing and presenting reports to the Board of Supervisors; meeting with department coordinators to provide direction and training; developing reporting tools and materials; promoting the program to the business community; and updating the program and policy documents as needed.

Department Program Coordinator – Responsible for tracking purchases and contracts of the department for the purposes of reporting; attend program meetings and training sessions; provide reports to the Procurement Services Manager; develop department reporting procedures; provide training and guidance to department purchasing and contracting personnel.

Public Works Program Coordinator – Responsible for tracking construction and public project contracts for the Public Works Department; attend program meetings and training sessions; provide reports to the Procurement Services Manager; develop department reporting procedures; provide training and guidance to department purchasing and contracting personnel.

Reporting

The Procurement Services Manager will provide semi-annual reports to the Internal Operations committee and other reports as requested. In addition to a summary of results and description of outreach conducted by the County, the semi-annual Business Outreach Program report will include:

Contract Award Data – All Departments

1. Number of contracts within program limits (including purchase orders, professional services, and construction contracts)
2. Number of contracts meeting program goals
3. Percentage of contracts meeting program goals
4. Dollar value of all contracts
5. Dollar value of contracts meeting program goals
6. Percentage of contracts meeting program goals

Sample Report 1

ACTIVITY TYPE:	Eligible Contracts	Program Awarded Contracts	Program Percentage	Dollar Value of ALL Contracts	\$ Value Program Awarded Contracts	Program Awarded Percentage
Professional/Personal Services	371	241	65%	\$10,277,384	\$6,144,539	59.8%
Purchasing Transactions	1365	441	32.3%	\$10,533,982	\$4,142,575	39.3%
Construction Contracts	7	4	85.7%	\$329,000	\$195,000	59.3%
Total	① 1,743	② 686	③ 39%	④ \$21,140,366	⑤ \$10,452,114	⑥ 49%

Contract Award Data – By Department

1. Number of professional services, purchase orders, and construction contracts combined
2. Number of contracts awarded to program participating businesses
3. Percentage of contracts awarded to program participating businesses
4. Dollar value of all contracts awarded
5. Dollar value of contracts awarded to program participating businesses
6. Percentage of dollar value awarded to program participating businesses

Sample Report 2 - Department Activity Report

Reporting Period: **January - June 2017**

Department: **Sheriff-Coroner**

Contract Type	Total # of ALL	Total # of Program	Program %	Total \$ Value of ALL	\$ Value Program	Program % by \$
Professional Services Contracts	15	8	53.3%	\$325,745	\$169,035	51.9%
Purchasing Transactions	125	60	48.0%	\$420,888	\$325,745	77.4%
Construction Contracts	3	2	66.7%	\$226,968	\$110,846	48.8%
Total	① 143	② 70	③ 49%	④ \$973,601	⑤ \$605,626	⑥ 62%

Solicitations – By Department

1. Number of contracts solicited (quotes, bids, RFP's)
2. Number of contracts awarded to program participating businesses
3. Percentage of contracts awarded to program participating businesses
4. Dollar value of all contracts awarded
5. Dollar value of contracts awarded to program participating businesses
6. Percentage of dollar value awarded to program participating businesses

Department quotes, bids and RFP's	Contracts Solicited	Participants Awarded	Percentage Awarded to Participants	Value of Contracts Solicited	Value Awarded to Participants	Percentage Awarded to Participants
Number of Contracts Solicited	① 7	② 5	③ 71.4%	④ \$258,940	⑤ \$137,238	⑥ 53%

E-Outreach Data

1. Number of bids posted online
2. Number of businesses notified
3. Number and type of program participating businesses notified as a result of online solicitations
4. Dollar value of contracts solicited

5. Number of program participating businesses who viewed to solicitation
6. Number of program participating businesses who responded to the solicitation

Sample Report 3 – Outreach Report

Number of Solicitations	①	25
Notifications Sent	②	85,438
Total Views	③	1,563
Dollar Value	④	\$ 12,297,933
BUSINESS CATEGORY	Viewed	Responded
MBE - Minority Business Enterprise	207	3
WBE - Women Business Enterprise	179	0
SBE - Small Business Enterprise	423	35
LBE - Local Business Enterprise	126	3
DVBE - Disabled Veteran Business Enterprise	61	1
DBE - Disadvantaged Business Enterprise	87	3
TOTAL	⑤ 1,063	⑥ 45

Local Business Impact

1. Number of Purchase Orders Awarded
2. Value of Purchase Orders Awarded

Sample Report 4 – Local Business Report

New Purchase Orders	3,197	①
Value of PO's	\$191,214,974	②
Contra Costa County	Other Bay Area Counties	Outside Bay Area
2,168	685	344
\$22,717,227	\$ 28,937,493	\$139,560,254
12%	15%	73%

Other Information of Value

1. Summary of the types of products and services acquired from program eligible businesses
2. Number of local businesses awarded contracts as a result of the Local Bid Ordinance 1108-2.407
3. Description of outreach actions taken by Purchasing Services
4. Other reports as requested