



INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR
MARCH 11, 2019

Supervisor Diane Burgis, Chair
Supervisor Candace Andersen, Vice Chair

Present: Candace Andersen, Vice Chair
Absent: Diane Burgis, Chair
Staff Present: Julie DiMaggio Enea, Staff
Attendees: Joanne Bohren, Auditor-Controller Division Mgr
Sandra Bewley, Supv Acct.
Joe Yee, Deputy Public Works Director
Carlos Velasquez, Fleet Services Manager
David Gould, Purchasing Services Manager
Mark Goodwin, District III Chief of Staff

1. Introductions

Vice Chair Andersen called the meeting to order at 1:00 p.m. and invited those in attendance to introduce themselves.

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 one requested to speak during the public comment period.

3. RECEIVE and APPROVE the Record of Action for the February 11, 2019 IOC meeting.

Vice Chair Andersen approved the Record of Action for the February 11, 2019 IOC meeting as presented.

AYE: Vice Chair Candace Andersen
Other: Chair Diane Burgis (ABSENT)
Passed

4. RECOMMEND to the Board of Supervisors the appointment of the Peter Dahling to the Business #2 Alternate seat on the Hazardous Materials Commission to complete the unexpired term ending on December 31, 2021.

Vice Chair Andersen approved the nomination of Peter Dahling to the Business #2 Alternate seat on the Hazardous Materials Commission to complete the unexpired term ending on December 31, 2021, and directed staff to forward the recommendation to the Board of Supervisors.

AYE: Vice Chair Candace Andersen
Other: Chair Diane Burgis (ABSENT)
Passed

5. ACCEPT report on the Auditor-Controller's audit activities for 2018 and APPROVE the proposed schedule of financial audits for 2019.

Joanne Bohren presented the report and explained that the department was unable to complete some of the scheduled audits due to a high incidence of staff turnover. She noted that the training curve for new audit staff is two-three years, but that positions are being filled.

Sandra Bewley elaborated on audit findings related to the procurement card policy, noting that many of the misuses are repeated by the same employees.

Vice Chair Andersen accepted the staff report and directed staff to forward the report to the Board of Supervisors for informational purposes.

AYE: Vice Chair Candace Andersen
Other: Chair Diane Burgis (ABSENT)
Passed

6. ACCEPT 2017/18 annual report from the Public Works Director on the Internal Services Fund and status of the County's Vehicle Fleet.

Carlos Velasquez presented the report highlights including the exercise to identify and reassign underutilized vehicles.

Joe Yee noted that the department was working towards its goal of "greening" the County's fleet, purchasing more electric vehicles. He explained some of the reluctance of staff to acclimate to electric vehicles, such as a lack of charging station infrastructure and anxiety about the range that the vehicles could operate on a single charge. He noted that the County uses a web application called Charge Point, which maps out the locations and driving directions to nearby charging stations available to County employees.

Supervisor Andersen accepted the report and directed staff to forward the report to the Board of Supervisors for informational purposes.

AYE: Vice Chair Candace Andersen
Other: Chair Diane Burgis (ABSENT)
Passed

7. ACCEPT the Small Business Enterprise, Outreach and Local Bid Preference Programs Report, reflecting departmental program data for the period July 1 through December 31, 2018.

David Gould presented the staff report and noted that performance was trending upward, although cyclical patterns have been noticed. He advised that he has assembled a directory of local, small, minority-owned, women-owned, and disabled-owned business to serve as a reference for departments seeking goods and services. He plans to make this directory available on line and in hard copy, as a visual reminder to departments of their obligations under the County's SBE and Outreach programs.

Supervisor Andersen accepted the report and directed staff to forward the report to the Board of Supervisors for information purposes.

AYE: Vice Chair Candace Andersen
Other: Chair Diane Burgis (ABSENT)
Passed

8. The next meeting is currently scheduled for April 8, 2019.
9. Adjourn

Vice 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

3.

Meeting Date: 03/11/2019
Subject: RECORD OF ACTION FOR THE FEBRUARY 11, 2019 IOC MEETING
Submitted For: David Twa, County Administrator
Department: County Administrator
Referral No.: N/A
Referral Name: RECORD OF ACTION
Presenter: Julie DiMaggio Enea **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 February 11, 2019 IOC meeting.

Recommendation(s)/Next Step(s):

RECEIVE and APPROVE the Record of Action for the February 11, 2019 IOC meeting.

Fiscal Impact (if any):

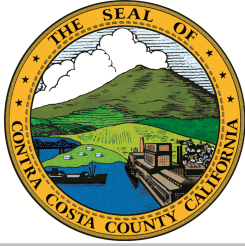
None.

Attachments

DRAFT IOC Record of Action for February 11, 2019

Minutes Attachments

No file(s) attached.



INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR
FEBRUARY 11, 2019

Supervisor Diane Burgis, Chair
Supervisor Candace Andersen, Vice Chair

Present: Diane Burgis, Chair
Candace Andersen, Vice Chair

Staff Present: Julie DiMaggio Enea, Staff

Attendees: Alicia Nuchols, District III Supervisor's Office
Michael Kent, HSD Hazardous Materials Program

1. Introductions

Chair Burgis convened the meeting 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 one requested to speak during the public comment period.

3. RECEIVE and APPROVE the Record of Action for the January 28, 2019 IOC meeting.

The Committee approved the record of action for the January 28, 2019 meeting as presented.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

4. APPROVE for recommendation to the Board of Supervisors the Hazardous Materials Commission nominations of the following individuals for appointment to the Commission:

<u>Action</u>	<u>Seat</u>	<u>Nominee</u>	Expiration
Reappoint	Business #1	Fred Glueck	December 31, 2022
Reappoint	Business #1 Alternate	Aaron Winer	December 31, 2022
Appoint	Business #2	Mark Hughes	December 31, 2021
Reappoint	Labor #1	Henry Alcaraz	December 31, 2022

The Committee approved the recommended appointments and directed staff to forward the recommendations to the Board of Supervisors.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen
Passed

5. APPROVE nominations of the Affordable Housing Finance Committee to appoint Frances Sorrondegui to the Community #2 seat, and reappoint Willie Robinson to the County #2 seat, both with terms ending on June 30, 2021

The Committee approved the recommended appointments and directed staff to forward the recommendations to the Board of Supervisors.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen
Passed

6. APPROVE the proposed recruitment plan and schedules to fill public member or At Large seat vacancies on certain Board advisory bodies, commissions and committees.

The Committee approved the recruitment plan for the scheduled vacancies to be filled this year through the Committee's recruitment and interview process.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen
Passed

7. APPROVE the proposed 2019 Committee meeting schedule and work plan, or provide direction to staff regarding any changes thereto.

The Committee approved the proposed meeting schedule and work plan with one addition: a referral requesting a report from the Public Information Officer within the next six months on outreach tools and efforts throughout county departments to communicate County issues to constituents.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen
Passed

8. The next meeting is currently scheduled for March 11, 2019.
9. Adjourn

Chair Burgis adjourned the meeting at 1:30 p.m.



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

4.

Meeting Date: 03/11/2019

Subject: RECOMMENDATION FOR APPOINTMENT TO THE HAZARDOUS MATERIALS COMMISSION

Submitted For: Anna Roth, Health Services Director

Department: Health Services

Referral No.: IOC 19/5

Referral Name: Advisory Body Recruitment

Presenter: Michael Kent, Exec Asst to the
Commission

Contact: Michael Kent (925)
313-6712

Referral History:

In 2013, IOC reviewed Board Resolution Nos. 2011/497 and 2011/498, which stipulate that applicants for At Large/Non Agency-Specific seats on specified bodies are to be interviewed by a Board Committee. The IOC made a determination that it would delegate the screening and nomination of Hazardous Materials Commission candidates to the Commission, for review by the IOC.

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

Referral Update:

The term for Business #2 Alternate seat expired on December 31, 2017 and has been vacant ever since. The bylaws of the Commission provide that Business #2 Alternate seat be nominated by the Industrial Association, screened by the Internal Operation Committee and appointed by the Board of Supervisors. The Industrial Association has nominated Peter Dahling, Senior Manager of Regulatory Affairs at Marathon Oil, for this seat. His letter of support and application are attached. The term for this seat expires on December 31, 2021.

Recommendation(s)/Next Step(s):

RECOMMEND to the Board of Supervisors the appointment of the Peter Dahling to the Business #2 Alternate seat on the Hazardous Materials Commission to complete the unexpired term ending on December 31, 2021.

Attachments

IACCC Letter of Nomination for HazMat Commission

Candidate Application Peter Dahling HazMat Comm

Minutes Attachments

No file(s) attached.



THE INDUSTRIAL ASSOCIATION
OF CONTRA COSTA COUNTY

Mr. Michael Kent
Hazardous Materials Ombudsman
Contra Costa Health Services
597 Center Avenue, Suite 110
Martinez, CA 94553

Dear Mr. Kent,

The Industrial Association would like to recommend Peter Dahling from Marathon Petroleum for the Alternate seat on the Hazardous Materials Commission.

Please feel free to contact either Peter or me, if you require additional information.

Best regards,

George B. Smith, Board Member
Industrial Association of Contra Costa County.

56 Sandview Drive * Bay Point, CA 94565

Tel: 925-324-0538

Email: IACCC.Bookkeeper@gmail.com

www.IACCC.org



**Contra
Costa
County**

For Office Use Only
Date Received:

For Reviewers Use Only:
Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

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

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

Hazardous Materials Commission

Business Seat #2

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Dahling Peter Wallace
(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: Graduate School - Masters Degree

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Williams College	Political Science	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			B.A.	06/04/1989
B) Duke University - Sanford Institute of Public Policy	Public Policy	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			M.P.P.	05/08/1994
C) Duke University - Nicholas School of the Environment	Environmental Management	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			M.E.M.	05/08/1994
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

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

<p>A) Dates (Month, Day, Year)</p> <p>From To</p> <p>06/12/2017 Current</p> <p>Total: Yrs. Mos.</p> <p>1 0</p> <p>Hrs. per week 40 . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Senior Manager Regulatory Affairs</p> <p>Employer's Name and Address</p> <p>Andeavor Martinez Refinery 150 Solano Way Martinez, CA 94553</p>	<p>Duties Performed</p> <p>- Manage regulatory advocacy issues related to air quality and dredging for the Andeavor Martinez refinery. - Manage regulatory advocacy issues related to waste management and water quality for the refinery and at the state level as they affect other Andeavor facilities in California.</p>
<p>B) Dates (Month, Day, Year)</p> <p>From To</p> <p>03/01/2013 10/29/2015</p> <p>Total: Yrs. Mos.</p> <p>2 8</p> <p>Hrs. per week 40 . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Advisor/State Govt. Affairs Rep.</p> <p>Employer's Name and Address</p> <p>Chevron 6001 Bollinger Canyon Rd San Ramon, CA 94583</p>	<p>Duties Performed</p> <p>- Special project managing government and public affairs issues for oil and gas development project in Lithuania. - State government affairs representative for Alaska, Arizona, Nevada, Oregon, and Washington.</p>
<p>C) Dates (Month, Day, Year)</p> <p>From To</p> <p>04/01/2005 02/28/2013</p> <p>Total: Yrs. Mos.</p> <p>7 11</p> <p>Hrs. per week 40 . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Senior Policy Analyst/Coordinator</p> <p>Employer's Name and Address</p> <p>Chevron 6001 Bollinger Canyon Rd San Ramon, CA 94583</p>	<p>Duties Performed</p> <p>Analyzed and later managed a team analyzing legislative and regulatory issues related to water quality, endangered species, transportation fuels and climate change. - Developed policy/technical issue papers and position statements - Managed a process to develop company positions</p>
<p>D) Dates (Month, Day, Year)</p> <p>From To</p> <p>04/01/2001 03/31/2005</p> <p>Total: Yrs. Mos.</p> <p>4 0</p> <p>Hrs. per week 40 . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Environmental Mgmt. Consultant</p> <p>Employer's Name and Address</p> <p>Delta Environmental Consultants for Chevron Environmental Mgmt. Co. 5910 Rice Creek Parkway 100 Saint Paul, MN 55126</p>	<p>Duties Performed</p> <p>Special project consulting to Chevron Environmental Management Company (EMC) for information technology and program management to support EMC's environmental cleanup projects for service stations, pipelines, terminals and refineries.</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: 06/07/18

Important Information

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

THIS FORM IS A PUBLIC DOCUMENT

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

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

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

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



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

5.

Meeting Date: 03/11/2019

Subject: REPORT FROM THE AUDITOR-CONTROLLER'S OFFICE ON THE SCHEDULE OF FINANCIAL AUDITS FOR 2019

Submitted For: Robert Campbell, Auditor-Controller

Department: Auditor-Controller

Referral No.: IOC 19/2

Referral Name: Review of the Annual Audit Schedule

Presenter: Joanne Bohren, Auditor-Controller
Division Mgr

Contact: Joanne Bohren
925-335-8610

Referral History:

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

Referral Update:

Attached is a report from the Auditor-Controller reviewing the department's audit activities for 2018 and transmitting the proposed schedule of financial audits for 2019, which are already in progress.

To provide continuity from the prior year report, in 2018, the Auditor's Office found an overall lack of adherence to several of the County's administrative requirements for cash collection; discharge of delinquent accounts; inventories of materials, supplies and capital assets; and petty cash. The Auditor also found noncompliance with procurement card policies, contracting policies and procedures, and MAC fiscal procedures.

Supervisor Andersen commented last year that staff compliance with the procurement card policies might be improved if an FAQ (frequently asked questions) document was made available on the Intranet. Purchasing Manager David Gould had clarified that procurement card training is provided once to new card holders.

Auditor-Controller Division Manager Joanne Bohren will present the 2019 report.

Recommendation(s)/Next Step(s):

ACCEPT report on the Auditor-Controller's audit activities for 2018 and APPROVE the proposed schedule of financial audits for 2019.

Fiscal Impact (if any):

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

Attachments

2019 Internal Audit Report

Minutes Attachments

No file(s) attached.

Office of the Auditor-Controller
Contra Costa County

Robert R. Campbell
Auditor-Controller




Harjit S. Nahal
Assistant Auditor-Controller

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

March 11, 2019

TO: Internal Operations Committee

FROM: Robert R. Campbell, Auditor-Controller
By: Joanne Bohren, CPA, Auditor-Controller Division Manager 

SUBJECT: Internal Audit – Annual Report

The Board of Supervisors adopted a policy on June 27, 2000, directing the Auditor-Controller to annually report to the Internal Operations Committee on the proposed schedule of Internal Audit examinations for the following calendar year. The attached “*Schedule of Internal Audit Examinations*” provides the proposed examination schedule for 2019, and the attached “*Schedule of Internal Audit Examinations for 2018*” summarizes the status of the 2018 examinations.

In 2018, the Internal Audit Division completed sixteen (16) of the scheduled examinations. Fieldwork has been completed for eleven (11) scheduled examinations which are in progress and scheduled to be completed by March 31, 2019. The two (2) remaining examinations have been rescheduled for 2019.

The Internal Audit Division of the Office of the Auditor-Controller received multiple resignations in 2018, leaving the division with two (2) Senior Auditors to complete the 2018 scheduled examinations. Staff was able to complete the fieldwork for all but two (2) examinations and is in the process of preparing the examination reports to complete the 2018 scheduled examinations. As of February 2019, three (3) of four (4) vacant positions have been filled.

Procurement Card

The quarterly procurement card reviews continue to reflect compliance issues in the use of the card for recurring payments, gifts, services, memberships, and meal payments. Per the Procurement Card Manual, Section V.G, the use of a procurement card for recurring payments, gifts, services, memberships, printing services, and meals is prohibited. Cardholders are also using procurement cards for purchases prohibited by the County’s Administrative Bulletins. Additionally, the required supporting documentation for payments often is missing or inadequate.

2019 Scheduled Examinations

The Auditor-Controller Division Manager of the Internal Audit division and the Auditor-Controller performed a thorough review of existing and recurring examinations and identified potential new examinations that should be incorporated in the 2019 schedule. The emphasis and priority in scheduling examinations is based on the perceived risk to the County. The schedule is composed of legally required examinations, such as the Treasury cash counts, reoccurring examinations, and new examinations. Thirty-three (31) examinations have been scheduled for calendar year 2019.

Legally required examinations have their basis in government code. Reoccurring examinations have a preferred cycle attached to them based on their perceived amount of inherent risk. If a concern comes to the attention of the Auditor-Controller or the Assistant Auditor-Controller, a reoccurring examination may be planned prior to it being due based on the preferred cycle.

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

Attachments

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

Department	Last Done Through	Prefd. Examination Cycle (yrs)	Scheduled For 2018	Estimated Hours 2018	Total Examination Hours
Examination Description					
Completed Examinations-Scheduled					
Board of Supervisors					
District 4 General Department Examination (Including MACs)	3/11	4	X	100	89.5
Auditor-Controller					
Revolving/Cash Diff. Fund & Shortage Report (fiscal year)	6/17	1 (Law)	X	60	55
Misc A-C duties (ie Petty Cash ICQ;Relief of Shortage; Increase/New Petty Cash; Recons)		1	X	60	13
Treasurer-Tax Collector					
Treasury Cash & Investments - 1st qtr (2018)	02/17	1/4 (Law)	X	50	43
Treasury Cash & Investments - 2nd qtr (2018)	05/17	1/4 (Law)	X	50	48
Treasury Cash & Investments - July 1 (2018)	7/3/17	1/4 (Law)	X	50	34
Treasury Cash & Investments - 3rd qtr (Auditor recommendation) (2018)	07/17	1/4 (Law)	X	50	28
Treasury Cash & Investments - 4th qtr (2017)	12/16	1/4 (Law)	X	50	30.5
Tax Collector Cash on Hand - 1st qtr (2018)	2/17		X	20	8
Tax Collector Cash on Hand - 2nd qtr (2018)	05/17		X	20	6
Tax Collector Cash on Hand - July 1 (2018)	7/3/17		X	20	9
Tax Collector Cash on Hand - 3rd qtr (2018)	07/17		X	20	8
Tax Collector Cash on Hand - 4th qtr (2018)	12/16		X	20	7
Treasury Oversight Committee (calendar year) (2017)	12/16	1 (Law)	X	175	238
District Attorney					
General Department Examination	12/16	3	X	225	308
Purchasing					
Procurement Card Program - July - December 2017	06/17	1/4 (CAO)	X	110	180.5
Single Audit wrap-up				80	50
GASB review and implementation				80	16
Special projects				140	7
Examinations carried to 2019					
Department of Information Technology					
Communications equipment inventory	6/12	3	X	100	118
Child Support Services					
General Department Examination	3/10	3	X	200	291.5
Clerk-Recorder					
General Department Examination	5/15	2	X	420	252.5

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

Department	Last Done	Prefd.	Scheduled	Estimated	Total
Examination Description	Through	Examination	For	Hours	Examination
		Cycle (yrs)	2018	2018	Hours
Probation					
General Department Examination	12/15	2(Law)	X	240	414
Health Services					
Public Health	12/13	2	X	250	394.5
Employment & Human Services					
Community Services Bureau (EHSD)	5/11	2	X	400	285
Public Works					
Public Works Inventories	6/12	3	X	100	59.5
Fleet Services Inventory	6/11	3	X	120	210
County issued Fastrak passes / County issued Vehicles	special		X	120	167
Purchasing					
Procurement Card Program - January - June 2018	12/17	1/4 (CAO)	X	110	178.5
Procurement Card Program - July - September 2018	06/18	1/4 (CAO)	X	110	82
Postponed Examinations-Rescheduled for 2019					
Auditor-Controller					
General Department Examination	12/10	4	X	250	45
Miscellaneous Trust Funds	1/10	4	X	320	52.5

**Schedule of Internal Audit Examinations
Calendar Year 2019**

Department	Historical Estimated	Last Done Through	Prefd. Examination Cycle (yrs)	Scheduled For 2019	Exam Hours 2019
Project Description	Hours	Through	Cycle (yrs)	2019	2019
Board of Supervisors					
District 3 General Department Examination (Including MACs)	100	06/16	4	X	100
<i>Note: Staff turnover and reorganization within the Internal Audit Division prevented an examination of District III upon election of Supervisor Burgis. Prior examination was for the exit of Supervisor Piepho.</i>					
Auditor-Controller					
Revolving/Cash Diff. Fund & Shortage Report (fiscal year)	60	6/18	1 (Law)	X	60
General Department Examination	250	12/10	4	X	250
Fund 8109	100	1/10	5	X	100
Miscellaneous Trust Funds	320	1/10	4	X	320
Misc A-C duties (ie Petty Cash ICQ; Relief of Shortage; Increase/New Petty Cash; Recons)	60		1	X	60
Treasurer-Tax Collector					
Treasury Cash & Investments - 1st qtr	50	02/18	1/4 (Law)	X	50
Treasury Cash & Investments - 2nd qtr	50	04/18	1/4 (Law)	X	50
Treasury Cash & Investments - July 1	50	7/2/18	1/4 (Law)	X	50
Treasury Cash & Investments - 3rd qtr (Auditor recommendation)	50	07/18	1/4 (Law)	X	50
Treasury Cash & Investments - 4th qtr	50	12/18	1/4 (Law)	X	50
Tax Collector Cash on Hand - 1st qtr	20	02/18		X	20
Tax Collector Cash on Hand - 2nd qtr	20	04/18		X	20
Tax Collector Cash on Hand - July 1	20	7/2/18		X	20
Tax Collector Cash on Hand - 3rd qtr	20	07/18		X	20
Tax Collector Cash on Hand - 4th qtr	20	12/18		X	20
Treasury Oversight Committee (calendar year)	175	12/17	1 (Law)	X	175
County Counsel					
General Department Examination	120	NEW	5	X	120
Public Defender					
General Department Examination	120	4/09	5	X	120
Sheriff-Coroner					
Revolving Fund	100	5/12	2	X	100
Coroner	120	1/10	5	X	120
Health Services					
Hospital and Clinics (Collections and Petty Cash)	200	06/15	2	X	200
Employment & Human Services					
Workforce Services Bureau	700	1/09	2	X	325
Welfare Accounting	240	7/12	3	X	240
County Libraries					
General Department Examination	275	12/12	4	X	275

**Schedule of Internal Audit Examinations
Calendar Year 2019**

	Historical		Prefd.	Scheduled	Exam
Department	Estimated	Last Done	Examination	For	Hours
Project Description	Hours	Through	Cycle (yrs)	2019	2019
Public Works					
Capital Leases	240	6/13	3	X	240
Purchasing					
Procurement Card Program - 4th qtr (2018)	40	12/18	1/4 (CAO)	X	110
Procurement Card Program - 1st qtr (2019)	40	03/19	1/4 (CAO)	X	110
Procurement Card Program - 2nd qtr (2019)	40	6/19	1/4 (CAO)	X	110
Procurement Card Program - 3rd qtr (2019)	40	9/19	1/4 (CAO)	X	110
Crockett-Carquinez FPD					
General Department Examination	100	12/09	5	X	100
Special projects					180
Supervisor/Training/Review					100
New CAFR Software/Due To/From					50
GASB Implementation (40 X 2)					80
Single Audit assistance/wrap up					80



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

6.

Meeting Date: 03/11/2019

Subject: RECOMMENDATIONS FOR DISPOSITION OF LOW MILEAGE FLEET VEHICLES

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

Department: Public Works

Referral No.: IOC 19/3

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

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

Referral History:

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

To provide context for the 2017/18 annual report, attached, below are some highlights from the 2016/17 annual report:

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

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

Referral Update:

Attached for the Committee's review is the 2017/18 annual report on the ISF and low-mileage vehicles, as prepared by the Public Works Department.

Recommendation(s)/Next Step(s):

ACCEPT 2017/18 annual report from the Public Works Director on the Internal Services Fund and status of the County's Vehicle Fleet.

Fiscal Impact (if any):

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

Attachments

Public Works FY 2017/18 Fleet Report

Public Works FY 2017/18 Fleet Report Attachment A

Public Works FY 2017/18 Fleet Report Attachment B

Public Works FY 2017/18 Fleet Report Attachment C

Minutes Attachments

No file(s) attached.



Memo

March 6, 2019

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

FROM: Brian M. Balbas, Public Works Director

SUBJECT: FLEET INTERNAL SERVICE FUND FY 2017-18 REPORT

MESSAGE:

Recommendation

Accept the Internal Service Fund (ISF) Fleet Services report for FY 2017-18.

Background

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

Fleet Services provides various services to County departments including the acquisition, preventative maintenance, repair, and disposal of fleet vehicles and equipment. The division services the County's fleet of over 1500 vehicles/equipment/trailers, of which, 908 vehicles are included in the ISF program.

ISF Rate Structure

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

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

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

The estimated fixed and variable rates are adjusted each year to develop ISF rates as close to actual costs as possible for each class of vehicle. Accordingly, the FY 2017-18 expenses were reviewed to develop new rates for FY 2018-19, which went into effect September 1, 2018. Please refer to Attachment A accompanying this report for the ISF Fleet Rates Schedule.

Fleet Services Goals and Objectives

- Continue to provide cost-effective services that meet or exceed our customers' needs and expectations by evaluating additional services and new technologies to increase efficiencies.
- Continue to evaluate and recommend for replacement all vehicles and fleet equipment that are due for replacement based on a predetermined schedule and/or a time when it is most cost-effective to do so and in accordance with Administrative Bulletin 508.5. This increases vehicle availability through reduced down time associated with an older fleet.
- Continue to maintain a newer fleet focusing on preventative maintenance thus reducing repair costs typically associated with an older fleet.
- Continue to purchase clean air vehicles whenever feasible and to grow the number of electric vehicles in the fleet as existing equipment requires replacement. Fleet Services continues to seek grant funding opportunities to expand the electric vehicle charging station infrastructure to support County and personal vehicles.
- Continue to ensure that all County vehicles are maintained and repaired in a timely, safe, and cost effective manner in order to provide departments with safe, reliable vehicles and equipment.
- Continue to work with departments to identify vehicles and equipment that are underutilized in an effort to maximize fleet utilization, identify departmental actual needs, and reduce fleet costs.

Highlights

- In FY 2017-18, 74 new vehicles were purchased, 16% more than FY 2016-17, and 6% less than were purchased in FY 2015-16.
- Fleet continually reviews vehicle usage in an effort to reduce underutilized vehicles according to Administrative Bulletin 508.5. During the most recent review in February 2019, two units were identified that required further analysis for possible reclassification or reassignment which is one more than the previous year.
- Fleet Services continues to promote building a "Green Fleet" by purchasing 20 hybrid vehicles as replacement vehicles.
- Fleet Services continues to install telematics GPS devices, where appropriate, to help improve fleet utilization, identify vehicle locations in the event of an emergency, reduce

costs by identifying and immediately reporting operational issues with the vehicle, and improve accuracy of mileage meter readings. Department users of vehicles equipped with the telematics GPS devices also have access to standard reports which they can use to review incidences of speeding, excessive idling, vehicle utilization, etc. to help reduce departmental fleet cost. Over 770 vehicles in the County fleet are equipped with these devices.

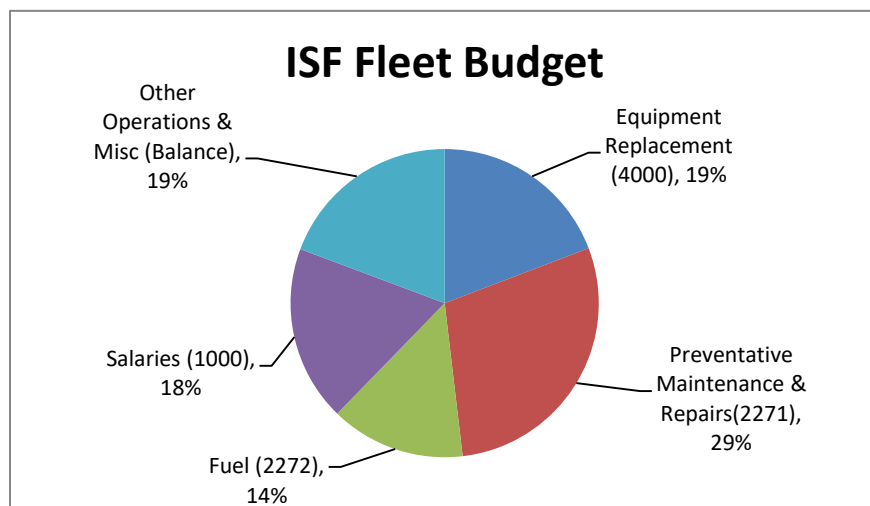
- Light vehicles equipped with the telematics GPS device are enrolled in the State Continuous Smog Testing Pilot Program excluding them from the mandatory biennial physical smog test which reduces cost and vehicle downtime. The telematics device continuously monitor emissions performance and will send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

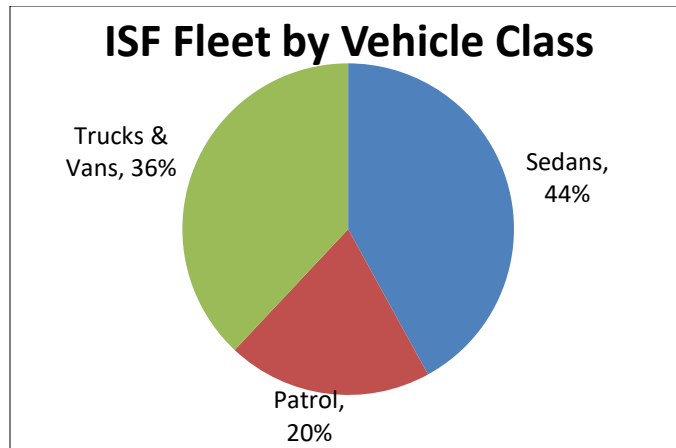
Summary

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

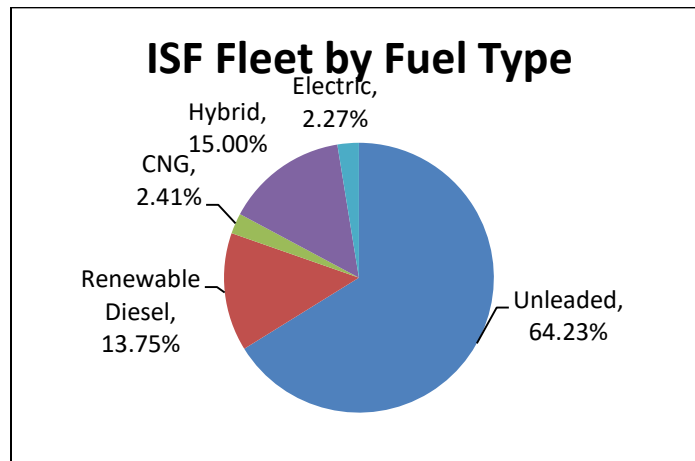
In FY 2017-18, Fleet Services had a staff of 21 Administration and Operations employees. The Administration section consists of one Fleet Manager, one Fleet Service Center Supervisor, one Fleet Equipment Specialist and one Clerk. The Operations section consists of one Lead Fleet Technician, 2 Equipment Services Workers, 12 Equipment Mechanics and 2 Equipment Service Writers.

The FY 2017-18 budget of \$14,528,416 included: \$2,678,183 for salaries; \$4,203,608 for vehicle repairs; \$2,054,476 for fuel; and \$2,789,256 for the replacement of fleet vehicles and equipment. The ending ISF Fund Balance for FY 2017-18 is \$13,959,235.





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



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

Attachments

- A ISF Rates Schedule
- B ISF Fund Balance
- C ISF Net Assets

Internal Service Fund - Fleet Services
ISF Fleet Rates Schedule
FY 2017-18

Category	FY 2015-16		FY 2016-17		FY 2017-18		FY 2018-19		% Change	
	Monthly Rate	Mileage Charge	Monthly Rate	Mileage Charge	Monthly Rate	Mileage Charge	Monthly Rate	Mileage Charge	Monthly Rate	Mileage Charge
ISF-Sedan	\$ 264.33	\$ 0.200	\$ 349.83	\$ 0.220	\$ 372.33	\$ 0.170	\$ 375.75	\$ 0.170	0.9%	0.0%
ISF-Cargo Van	435.33	0.210	434.67	0.306	397.75	0.300	376.17	0.360	-5.4%	20.0%
ISF-Passenger Van	315.33	0.280	356.50	0.262	293.42	0.290	283.17	0.300	-3.5%	3.4%
ISF-Patrol	445.00	0.410	576.92	0.635	770.17	0.470	794.50	0.630	3.2%	34.0%
ISF-Sports Utility Vehicle	374.50	0.200	406.67	0.241	373.75	0.230	415.08	0.210	11.1%	-8.7%
ISF-Truck, Compact	223.50	0.290	254.25	0.217	238.00	0.380	228.25	0.310	-4.1%	-18.4%
ISF-Truck, Fullsize	335.08	0.410	496.33	0.254	482.33	0.360	383.67	0.460	-20.5%	27.8%
ISF-Truck, Utility	316.42	0.550	403.08	0.285	540.75	0.590	618.33	0.240	14.3%	-59.3%

**Internal Service Fund - Fleet Services
Fund Balance
For the Year Ended June 30, 2018**

	FY 2016-17	FY 2017-18
Beginning Fund Balance	\$ 12,002,754	\$ 13,280,812
Expenses		
Salaries & Benefits	\$ 2,002,658	\$ 2,226,419
Services and Supplies, Other Charges	7,371,562	8,296,506
Depreciation	2,479,249	2,585,310
Total Expenses	\$ 11,853,469	\$ 13,108,235
Revenues		
Charges for services	\$ 12,261,130	\$ 13,218,453
Transfers In/(Out)	421,731	119,694
Sale of Surplus Vehicles	193,286	248,703
Indemnifying Proceeds (Accidents)	255,380	199,809
Total Revenue	\$ 13,131,527	\$ 13,786,658
Change in Fund Balance	\$ 1,278,058	\$ 678,423
FY Ending Fund Balance	\$ 13,280,812	\$ 13,959,235

**Internal Service Fund - Fleet Services
Balance Sheet (Fund 150100)
As of June 30, 2018**

		<u>FY 2016-17</u>	<u>FY 2017-18</u>
Assets			
Current Assets:			
0010	Cash	\$ 3,680,540	\$ 5,356,309
0100	Accounts Receivable	881	(2,696)
0170	Inventories	453,298	370,636
0180	Due From Other Funds	1,831,931	4,667,007 (1)
0250	Prepaid Expense	73,613	(14,242)
	Total Current Assets	<u>\$ 6,040,262</u>	<u>\$ 10,377,014</u>
Noncurrent Assets:			
0340	Equipment	23,435,483	24,142,872
0360	Construction In Progress	822,053	134,914
0370	Reserve For Depreciation	(15,576,586)	(16,464,226)
	Total Noncurrent Assets	<u>\$ 8,680,950</u>	<u>\$ 7,813,560</u>
	Total Assets	<u>\$ 14,721,212</u>	<u>\$ 18,190,575</u>
Liabilities			
0500	Accounts Payable	\$ 576,350	\$ 616,070
0540	Due To Other Funds	788,844	3,533,644 (1)
0640	Employee Fringe Benefit Pay	75,206	81,625
	Total Liabilities	<u>\$ 1,440,400</u>	<u>\$ 4,231,339</u>
Net Position			
	Net Capital Assets	\$ 8,680,950	\$ 7,813,560
	Working Capital	4,599,862	6,145,675
	Total Net Position	<u>\$ 13,280,812</u>	<u>\$ 13,959,235</u>

(1) Year-end journal processed by Auditor to adjust depreciation creating an overstatement in 0180 - Due From Other Funds and 0540 - Due to Other Funds. Net effect on Total Net Position is zero.



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

7.

Meeting Date: 03/11/2019

Subject: Small Business Enterprise & Outreach Program - July-December 2017

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

Department: Public Works

Referral No.: IOC 19/1

Referral Name: Small Business Enterprise and Outreach Programs

Presenter: David Gould, Purchasing Services
Manager

Contact: David Gould (925)
313-2151

Referral History:

The Board of Supervisors has adopted these programs to enable small and local businesses to compete for a share of the County's purchasing transactions.

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

- Independently owned and operated business, which is not dominant in its field of operation
- Principal office of which is located in California
- Officers of which are domiciled in California, and which together with affiliates, has 100 or fewer employees
- Average annual gross receipts of fourteen million dollars (\$15,000,000) or less over the previous three tax years, or a manufacturer with 100 or fewer employees.

Local Bid Preference Program. On August 10, 2004, the Board of Supervisors referred to the Internal Operations Committee (IOC) the creation of a policy to grant a five percent preference to Contra Costa County vendors on all sealed bids or proposals, except with respect to those contracts which state law requires to be granted to the lowest bidder, and review of an ordinance to be drafted by County Counsel to enact this policy. The 2005 IOC proposed a new ordinance to the Board of Supervisors, and the Board adopted the local bid preference ordinance to support small local business and stimulate the local economy at no additional cost to the County. The ordinance provides that if the low bid in a commodities purchase is not a local vendor, any responsive local vendor who submitted a bid over \$25,000 that was within 5% percent of the lowest bid has the option to submit a new bid. The local vendor will be awarded if the new bid is

in an amount less than or equal to the lowest responsive bid, allowing the County to favor the local vendor but not at the expense of obtaining the lowest offered price.

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

Reporting Requirements

It is the responsibility of each department to track and compile the data on purchasing and outreach activities so that a countywide report can be provided to the Board of Supervisors. It is the responsibility of the Purchasing Services Manager to comply with and report on the Local Bid Preference Program. The Board receives reports for six month increments, and the last report received by the Board was for the period ending June 30, 2018.

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

Referral Update:

The attached report constitutes the next report due for the time period of July 1 through December 31, 2018.

Recommendation(s)/Next Step(s):

ACCEPT the Small Business Enterprise, Outreach and Local Bid Preference Programs Report, reflecting departmental program data for the period July 1 through December 31, 2018.

Fiscal Impact (if any):

None. This is an informational report.

Attachments

SBE, Outreach and Local Bid Programs Report for July-December 2018

SBE, Outreach and Local Bid Programs Report for July-December 2017 Attachment A

Minutes Attachments

No file(s) attached.



Contra Costa County
Public Works
Department

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

March 4, 2019

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

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

SUBJECT: **Small Business Enterprise, Outreach, and Local Program Report for July-December 2018**

RECOMMENDATION:

ACCEPT the SBE, Outreach, and Local Programs Report, reflecting departmental program data for the period: July 1 through December 31, 2018.

BACKGROUND:

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

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

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

- Independently owned and operated business, which is not dominant in its field of operation
- Principal office of which is located in California
- Officers of which are domiciled in California, and which together with affiliates, has 100 or fewer employees
- Average annual gross receipts of fifteen million dollars (\$15,000,000) or less over the previous three tax years, or a manufacturer with 100 or fewer employees.

Reporting Requirements

It is the responsibility of each department to track and compile the data on these purchasing activities so that a countywide report can be provided to the Board of Supervisors. The Board receives reports for six month increments, and the last report received by the Board was for the period ending June 2018. Attachment A constitutes the report due for the time period of July 1- December 31, 2018.

Summary Findings

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

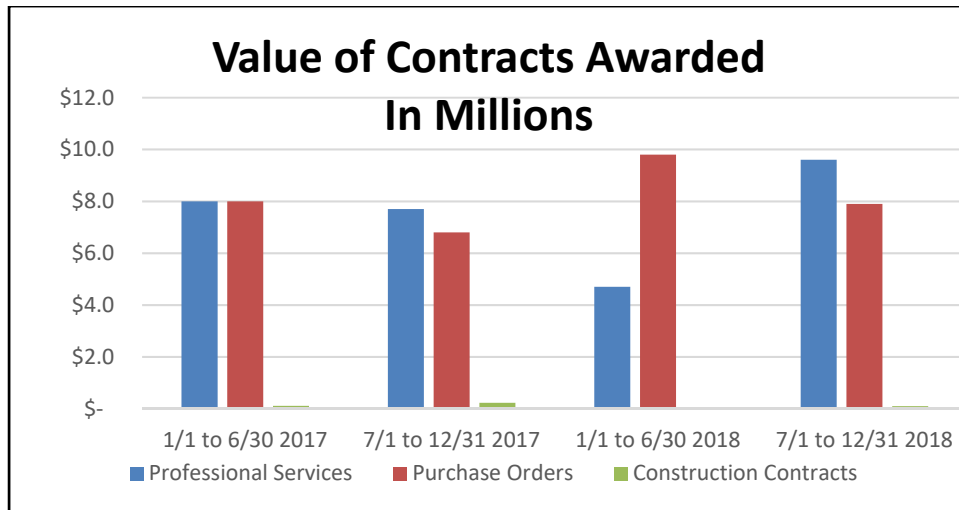
July - December 2018

ACTIVITY TYPE:	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
Professional/Personal Services	364	190	52.2	\$19,993,502	\$9,573,644	47.9%
Purchasing Transactions	1438	444	30.9%	\$27,797,254	\$7,922,678	28.5%
Construction Contracts	1	1	100%	\$66,741	\$66,741	100%

Overall this information shows the County is directing a large volume of qualifying activity to SBE firms. For professional/personal services contracts, this activity fell short of the 50% goal for the dollar value of contracts. The dollar value of contracts awarded to businesses under the program went up to nearly \$9.6 million for this period compared to \$4.7 million in the previous reporting period. This represents a \$4.8 million increase of eligible dollars awarded to program participants.

For the category of purchasing transactions, it should be noted that while the activity did not achieve the 50% goal, the dollar value of these contracts awarded to SBE businesses was nearly \$8 million for the reporting period. Departments report one construction contract awarded under the program for this period.

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



E-Outreach Report

In order to encourage the use of small, local, and disadvantaged businesses, the County's E-Outreach Program requires bids and Request for Proposals of \$10,000 or more to be solicited online. For this period there were 23 bids totaling \$27,344,055 that fell within the County's E-Outreach Program.

In addition, outreach data for all electronic solicitations is maintained and provided through the Purchasing Division of the Public Works Department reflecting outreach to small, women, minority-owned, local, disabled veteran, and disadvantaged business enterprises. During the reporting period, 23 bids were conducted using the BidSync e-outreach site. Notifications were sent to 90,358 businesses of which 47.5% are considered a small, local, or disadvantaged business.

E-Outreach
July 1, 2018 - December 31, 2018

Number of Solicitations	23
Total Notifications	90,358
Dollar Value	\$ 27,344,056

BUSINESS CATEGORY	Notifications	Percentage of Total
MBE - Minority Business Enterprise	7,603	8.4%
WBE - Women Business Enterprise	5,647	6.2%
SBE - Small Business Enterprise	24,074	26.6%
LBE - Local Business Enterprise	355	0.4%
DVBE - Disabled Veteran Business Enterprise	211	0.2%
DBE - Disadvantaged Business Enterprise	5,073	5.6%
Total	42,963	47.5%

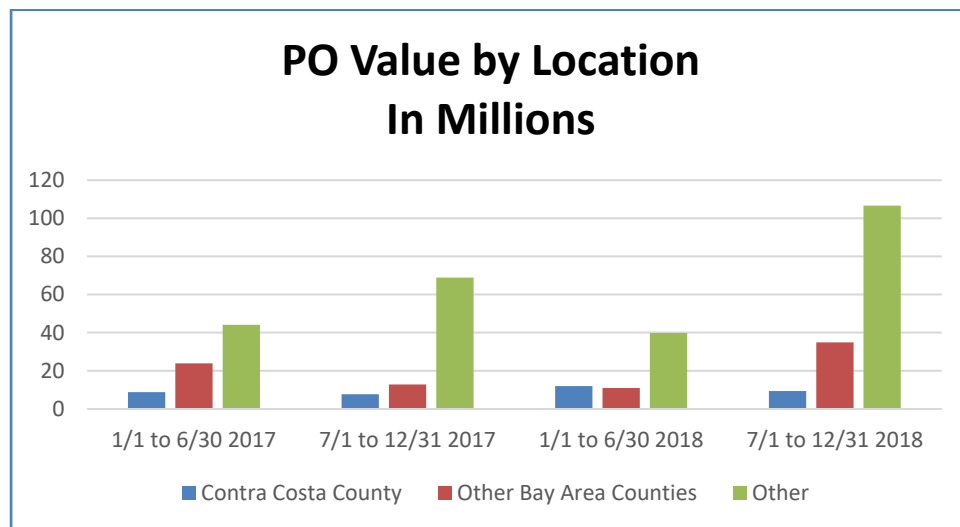
Local Business Preference

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

Dollar Value Awarded to Local and Bay Area Businesses

The dollar value of Purchase Orders issued for the period was \$150.7 million. The dollar value awarded to Contra Costa County businesses was \$9.3 million. The value awarded to all Bay Area businesses was 29% or \$44.1 million, a significant increase from the previous reporting period. This represents a significant contribution to the local economy.

Contra Costa County	\$9,296,838	6%
Other Bay Area Counties	\$34,817,845	23%
Other	\$106,607,317	71%
Total	\$150,722,000	100%



Conclusion

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

ATTACHMENT A
SMALL BUSINESS ENTERPRISE - Program Activity report
July - December 2018

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>
Agriculture						
Professional/Personal services contracts	1	1	100.0%	\$14,000	\$14,000	100.0%
Purchasing Transactions	0	0	0.0%	\$0	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Animal Services						
Professional/Personal services contracts	31	24	77.4%	\$1,526,467	\$1,203,740	78.9%
Purchasing Transactions	41	13	31.7%	\$343,949	\$57,293	16.7%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Assessor						
Professional/Personal services contracts	0	0	0.00%	\$0	\$0	0.0%
Purchasing Transactions	12	2	83.30%	\$72,968	\$19,576	26.8%
Construction contracts	0	0	0	\$0	\$0	0.0%
Auditor-Controller						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	2	1	50.0%	\$15,848	\$13,278	83.8%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Clerk-Recorder-Elections						
Professional/Personal services contracts	18	4	22.2%	\$203,104	\$45,710	22.5%
Purchasing Transactions	18	3	16.7%	\$90,364	\$16,538	18.3%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Conservation and Development						
Professional/Personal services contracts	3	3	100.0%	\$139,940	\$139,940	100.0%
Purchasing Transactions	16	12	75.0%	\$290,323	\$261,679	90.1%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
County Administrator's Office - Reentry & Justice						
Professional/Personal services contracts	1	1	100.0%	\$75,000	\$75,000	100.0%
Purchasing Transactions	1	0	0.0%	\$14,969	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

ATTACHMENT A

SMALL BUSINESS ENTERPRISE - Program Activity report

July - December 2018

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>
County Administrator's Office - Clerk of the Board						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	2	0	0.0%	\$2,733	\$2,733	100.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
County Administrator's Office - Communications and Media						
Professional/Personal services contracts	1	0	0.0%	\$74,100	\$0	0.0%
Purchasing Transactions	12	6	50.0%	\$116,492	\$65,432	56.2%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
County Administrator's Office - Dept. of Information Technology (DoIT)						
Professional/Personal services contracts	1	0	0.0%	\$50,000	\$0	0.0%
Purchasing Transactions	67	21	31.3%	\$1,368,864	\$551,818	40.3%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Dept. Child Support Services (DCSS)						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	4	0	0.0%	\$83,832	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
County Counsel						
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%
District Attorney						
Professional/Personal services contracts	1	1	100.0%	\$25,000	\$25,000	100.0%
Purchasing Transactions	33	16	48.5%	\$611,250	\$412,555	67.5%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Employment and Human Services						
Professional/Personal services contracts	24	14	58.3%	\$1,237,519	\$552,594	44.7%
Purchasing Transactions	108	39	36.1%	\$1,102,917	\$450,694	40.9%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

ATTACHMENT A
SMALL BUSINESS ENTERPRISE - Program Activity report
July - December 2018

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>
Fire Protection District						
Professional/Personal services contracts	4	0	0.0%	\$177,480	\$0	0.0%
Purchasing Transactions	11	3	27.3%	\$416,962	\$120,638	28.9%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Health Services						
Professional/Personal services contracts	223	116	52.0%	\$12,308,533	\$6,368,437	51.7%
Purchasing Transactions	446	65	14.6%	\$10,242,016	\$1,088,769	10.6%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Human Resources						
Professional/Personal services contracts	5	5	100.0%	\$286,900	\$286,900	100.0%
Purchasing Transactions	9	0	0.0%	\$132,340	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Library						
Professional/Personal services contracts	1	1	100.0%	\$68,000	\$68,000	100.0%
Purchasing Transactions	42	16	38.1%	\$174,198	\$75,541	43.4%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Probation						
Professional/Personal services contracts	28	11	39.3%	\$229,675	\$103,323	45.0%
Purchasing Transactions	51	29	56.9%	\$538,786	\$307,812	57.1%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Public Defender						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	11	1	9.1%	\$117,492	\$9,308	7.9%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Public Works						
Professional/Personal services contracts	7	6	85.7%	\$483,500	\$432,000	89.3%
Purchasing Transactions	371	156	42.0%	\$6,494,596	\$2,558,458	39.4%
Construction contracts	1	1	100.0%	\$66,741	\$66,741	100.0%

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Office of the Sheriff						
Professional/Personal services contracts	14	2	14.3%	\$2,994,384	\$160,000	5.3%
Purchasing Transactions	174	57	32.8%	\$5,411,506	\$1,843,386	34.1%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Treasurer - Tax Collector						
Professional/Personal services contracts	1	1	100.0%	\$99,900	\$99,000	99.1%
Purchasing Transactions	11	4	36.4%	\$154,849	\$67,170	43.4%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Veterans Services Office						
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%

Total Activity Reported

Professional/Personal services contracts	364	190	52.2%	\$19,993,502	\$9,573,644	47.9%
Purchasing Transactions	1442	444	30.8%	\$27,797,254	\$7,922,678	28.5%
Construction contracts	1	1	100.0%	\$66,741	\$66,741	100.0%