

INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR
JUNE 10, 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: Brian Balbus, PW Director; Carrie Ricci, Deputy PW Director; David Gould, Purchasing Services Manager; Mark Goodwin, District III Chief of Staff; Kristen Lackey, DCD

1. Introductions

Chair Burgis called the meeting to order at 1:05 p.m. and invited attendees 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 May 13, 2019 IOC meeting.

The Committee approved the Record of Action for they May 13, 2019 meeting as presented.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

4. RECOMMEND to the Board of Supervisors the appointment of Warren Ritter to the County 3 seat on the Affordable Housing Finance Committee to a term that will expire on June 30, 2022.

Approved as recommended.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

5. CONSIDER if it would be beneficial and appropriate to increase the purchasing agent's authority to engage independent contractors from the current limit of \$100,000 to the new statutory limit of \$200,000 and DETERMINE recommendation, if any, for Board of Supervisors consideration.

Julie Enea presented the staff report. The Committee concurred with the staff recommendation to increase the purchasing agent's authority both to engage independent contracts and issue purchase orders, each up to amounts not to exceed \$200,000, and directed staff to forward this recommendation to the Board of Supervisors for consideration.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen
Passed

6. The next meeting is currently scheduled for July 8, 2019.

The Committee confirmed the next meeting date as shown.

7. Adjourn

Chair Burgis adjourned the meeting at 1:15 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: 06/10/2019
Subject: RECORD OF ACTION FOR THE MAY 13, 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 May 13, 2019 IOC meeting.

Recommendation(s)/Next Step(s):

RECEIVE and APPROVE the Record of Action for the May 13, 2019 IOC meeting.

Fiscal Impact (if any):

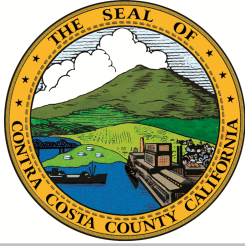
None.

Attachments

DRAFT IOC Record of Action for May 13, 2019

Minutes Attachments

No file(s) attached.



INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR
MAY 13, 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: Lawrence Palma; Dick Offerman; Dan Safran; David Brockbank, DCD; Kristian Lucas, HSD; Paula Troy; Scott Gordon; Emlyn Struthers, Clerk of the Board's Office; Jami Napier, Chief Asst Clerk of the Board; Mark Goodwin, District III Chief of Staff

1. Introductions

Chair Burgis convened the meeting at 1:05 p.m. and invited attendees 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).

Dick Offerman and Dan Safran of the Contra Costa Immigrant Rights Alliance spoke in favor of the County providing language translation services at public meetings.

3. RECEIVE and APPROVE the Record of Action for the April 8, 2019 IOC meeting.

The Committee approved the record of action for the April 8, 2019 IOC meeting as presented.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

4. INTERVIEW candidates for the pending vacant seat on the Retirement Board and determine recommendation for Board of Supervisors consideration on June 4.

- Scott Gordon, (Incumbent)
- Paula Troy

The Committee interviewed Paula Troy and Scott Gordon, and decided to recommend to the Board of Supervisors the reappointment of Scott Gordon to the Seat #4 of the Contra Costa County Employees' Retirement Association Board of Trustees to a new three-year term to expire on June 30, 2022.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen
Passed

5. INTERVIEW candidates for appointment to the BOS Appointee 2 seat on the Airport Land Use Commission to a four-year term expiring on May 1, 2023, and DETERMINE recommendation for Board of Supervisors consideration:

- Geoffrey Logan, (incumbent Airport Manager's appointee), Walnut Creek
- Daniel Merino, Concord
- Lawrence Palma, Brentwood
- Ronald Reagan, (incumbent, BOS #2 appointee), Brentwood
- Chris Scott, Danville

The Committee interviewed Lawrence Palma and decided to recommend to the Board of Supervisors the reappointment of Ronald Reagan to the BOS Appointee 2 seat on the Airport Land Use Commission to a new four-year term expiring on May 1, 2023.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen
Passed

6. RECOMMEND to the Board of Supervisors the appointment of Marjorie McWee to the County Representative seat on the County Connection Advisory Committee to complete the unexpired term ending on June 30, 2019 and to a the new two-year term for the period July 1, 2019 through June 30, 2021.

The Committee approved the recommendation to appoint Marjorie McWee to the County Representative seat on the County Connection Advisory Committee to complete the unexpired term ending on June 30, 2019 and to a the new two-year term for the period July 1, 2019 through June 30, 2021, and directed staff to forward the recommendation to the Board of Supervisors.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen
Passed

7. Staff has determined that there is no incompatibility between the two offices of Retirement Board Trustee and Treasury Oversight Committee member, and recommends the appointment of Mr. Phillips to the Public 3 seat on the Treasury Oversight Committee to complete the remainder of the current term, which will expire on April 30, 2020.

The Committee approved the recommendation to appoint John Phillips to the Public 3 seat on the Treasury Oversight Committee to complete the remainder of the current term, which will expire on April 30, 2020, and directed staff to forward the recommendation to the Board of Supervisors.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

8. ACCEPT report from the Environmental Health Division of Health Services summarizing activities since November 2018 to implement the Solid Waste Collection & Transportation (Waste Hauler) Ordinance and the effects of the performance bond amount reduction.

Kristian Lucas and David Brockbank presented the staff report. The Committee accepted the report as presented.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

9. The next meeting is currently scheduled for June 10, 2019.

10. Adjourn

Chair Burgis adjourned the meeting at 2:20 p.m.

DRAFT

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: 06/10/2019

Subject: Recommendation for Appointment to the Affordable Housing Finance Committee

Submitted For: John Kopchik, Director, Conservation & Development Department

Department: Conservation & Development

Referral No.: IOC 19/5

Referral Name: Advisory Body Recruitment

Presenter: Kristen Lackey, Affordable Housing Program Manager

Contact: Kristen Lackey
925.674.7205

Referral History:

Referral Update:

Recommendation(s)/Next Step(s):

RECOMMEND to the Board of Supervisors the appointment of Warren Ritter to the County 3 seat on the Affordable Housing Finance Committee to a term that will expire on June 30, 2022.

Fiscal Impact (if any):

No fiscal impact.

Attachments

Staff Report and Recommendation

Candidate Application Warren Ritter AHFC

Minutes Attachments

No file(s) attached.



NTRA COSTA COUNTY
Department of Conservation and Development
Community Development Division
Muir Road
Contra Costa, CA 94553
Telephone: 674-7205 Fax: 674-7257

DATE: June 10, 2019
TO: Internal Operations Committee
FROM: Kristen Lackey, Affordable Housing Program Manager
SUBJECT: Recommended Appointment to the Affordable Housing Finance Committee

The purpose of this memorandum is to forward the following recommendation from the Affordable Housing Finance Committee (AHFC):

APPOINT Warren Ritter to the County Representative 3 seat with an expiration date of June 30, 2022.

Mr. Ritter was interviewed by members of the AHFC on April 23, 2019. He is a Pacheco resident with extensive relevant experience in the affordable housing field. He has a Bachelor of Science degree in International Relations and a Juris Doctorate in Community and Economic Development., as well as being a certified tax credit specialist. For the past five years, he has been a Project Manager with non profit affordable housing developers.

Background

The Affordable Housing Finance Committee advises the Board of Supervisors on the annual allocation of approximately \$3 million in HOME Investment Partnership Act (HOME) and \$1.8 million in Community Development Block Grant (CDBG) funds for affordable housing development in Contra Costa County. These funds are allocated to the County on an annual basis by formula through the U.S. Department of Housing and Urban Development.

The Committee consists of nine members, including:

- three city representatives (one each from East, Central and West County)
- three county representatives; and
- three community representatives.

The three city representatives are nominated by the cities in each subregion of the County and approved by the Board of Supervisors. Nominations for county and community representatives are solicited by the Department of Conservation and Development. All county and community representative appointments are interviewed by members of the AHFC and reviewed by the Internal Operations Committee (IOC) then referred to the Board of Supervisors for approval. AHFC terms are for three years.

Current Status of Appointments

Below is the current roster of the committee. The County Representative 1 seat was formally vacated at the May 25, 2019 Board of Supervisors meeting, and we have a new applicant that works in the unincorporated area of Clayton. The City Representative seats are filled by nominations from the cities within the designated regional area.

Seat	Expiration	Name	Note
City Representative 1/East	6/30/2020	Eric Brown	
City Representative 2/West	6/30/2021	Vacant	Vacant since 2018
City Representative 3/Central	6/30/2019	Vacant	Member resigning after 25 years.
County Representative 1	6/30/2020	Vacant	Resigned 3/18/19
County Representative 2	6/30/2021	Willie Robinson	
County Representative 3	6/30/2019	Warren Ritter	
Community Representative 1	6/30/2020	Dan Bundy	
Community Representative 2	6/30/2021	Frances Sorrondegui	
Community Representative 3	6/30/2019	Lisa Caronna	Member re-applied

Attachments

Redacted Application



**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:

Affordable Housing Finance Committee
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

Committee Member
PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Ritter Warren David
(Last Name) (First Name) (Middle Name)

2. **Address:** [Redacted] Pacheco CA 94553
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. **Phones:** [Redacted] [Redacted] [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: Juris Doctorate

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) John Jay College of Crim. Justice	International Relations	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			B.A	2006
B) City Univ. of New York School of Law	Community and Economic Development	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			J.D.	2014
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded:			
National Center for Housing Management	Tax Credit Specialist	12	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			

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

<p>A) Dates (Month, Day, Year) <u>From</u> <u>To</u> <input type="text" value="1/07/2019"/> <input type="text" value="Present"/> Total: <u>Yrs.</u> <u>Mos.</u> <input type="text" value="0"/> <input type="text" value="2"/> Hrs. per week <input type="text" value="70"/> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title <input type="text" value="Project Manager"/> Employer's Name and Address <input type="text" value="EAH, Affordable Housing Developer"/></p>	<p>Duties Performed <input type="text" value="Manage all facets of housing development including budget, schedule, procurement, quality and risk for each stage of housing development including planning, design, construction and occupancy. Secure financing and exonerate all obligations pursuant to said financing, negotiate contracts, act as liaison between residents and investors."/></p>
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u> <input type="text" value="01/01/2017"/> <input type="text" value="01/07/2019"/> Total: <u>Yrs.</u> <u>Mos.</u> <input type="text" value="2"/> <input type="text" value="0"/> Hrs. per week <input type="text" value="60"/> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title <input type="text" value="Project Manager"/> Employer's Name and Address <input type="text" value="Christian Church Homes, Affordable Housing Developer"/></p>	<p>Duties Performed <input type="text" value="Oversee and coordinate all aspects of housing development including feasibility, design, construction and transition to operations, negotiated and drafted MOU's, managed construction draw process, negotiated change orders, negotiated and drafted contract amendments, provided monthly updates to local agencies and investors, coordinated year 15 exits."/></p>
<p>C) Dates (Month, Day, Year) <u>From</u> <u>To</u> <input type="text" value="11/01/2014"/> <input type="text" value="12/20/2016"/> Total: <u>Yrs.</u> <u>Mos.</u> <input type="text" value="2"/> <input type="text" value="1"/> Hrs. per week <input type="text" value="60"/> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title <input type="text" value="Project Manager"/> Employer's Name and Address <input type="text" value="Ventura Partners, Real Estate Development"/></p>	<p>Duties Performed <input type="text" value="Facilitate contract negotiations, ensure compliance with CDBG and New Market Tax Credit requirements, administer projects through City agencies, prepare financial pro formas and work plans, monitor project budgets and schedules, prepare policies and procedures for Hunters Point Shipyard Working Group, prepare and present progress reports."/></p>
<p>D) Dates (Month, Day, Year) <u>From</u> <u>To</u> <input type="text" value="09/01/2013"/> <input type="text" value="04/01/2014"/> Total: <u>Yrs.</u> <u>Mos.</u> <input type="text" value="0"/> <input type="text" value="7"/> Hrs. per week <input type="text" value="15"/> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title <input type="text" value="Legal Intern."/> Employer's Name and Address <input type="text" value="Parodneck Foundation, Community Assisted Tenant Controlled Housing (CATCH)"/></p>	<p>Duties Performed <input type="text" value="Perform due diligence, draft limited partnership agreements, draft organizational structures charts, coordinate pre-development meetings with residents, architects and general contractors and draft and reviewing closing documents."/></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

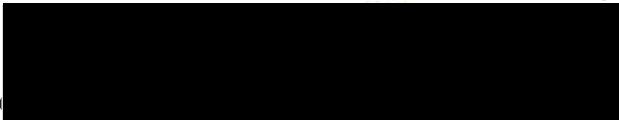
If Yes, please identify the nature of the relationship:

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:

2-27-2019

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.

WARREN D. RITTER

██████████ ❖ ████████████████████ ❖ ███████████ Pacheco CA 94553

EDUCATION:

City University of New York, J.D. *May 2014*

John Jay College of Criminal Justice, B.A., International Relations *May 2006*

EXPERIENCE:

EAH Housing, San Rafael CA

Project Manager, January 2019-Present

Manage all facets of housing development including budget, schedule, procurement, quality and risk for each stage of housing development including planning, design, construction and occupancy. Secure financing and exonerate all obligations pursuant to said financing, negotiate contracts, act as lead in due diligence, coordinate, schedule and supervise activities of all consultants, monitor construction progress and ensure compliance with all applicable codes, act as a liaison between residents, private and public entities and investors.

Christian Church Homes, Oakland CA

Project Manager, January 2017- January 2019

Oversee and coordinate all aspects of housing development including feasibility, design, construction and transition to operations, negotiated and drafted MOU's, managed construction draw process, negotiated change orders, negotiated and drafted contract amendments, provided monthly updates to local agencies and investors, coordinated year 15 investor exits for LIHTC properties.

Ventura Partners, San Francisco, CA

Project Manager/Asset Manager November 2014- December 2016

Facilitate contract negotiations, ensure compliance with CDBG and New Market Tax Credit requirements, administer projects through city agencies, prepare financial pro formas and work plans, monitor relocation budgets and schedules, prepare policies and procedures for Hunter's Point Shipyard Working Group, draft RFP's/RFQ's, perform market research, prepare and present progress reports to various boards and agencies.

The Parodneck Foundation/CATCH, New York, NY

Legal Intern, Community Assisted Tenant Controlled Housing September 2013-April 2014

Drafted limited partnership agreement for the repositioning of Low-Income Housing Tax Credit properties. Reviewed and analyzed monthly management reports, screened tenant applications for compliance with HOME, HOPE VI, and Participation Loan Programs, drafted pro forma analysis, feasibility studies and presented project recommendations.

Almazan and Associates, New York, NY

Real Estate Transaction Intern June 2013-September 2013

Drafted and reviewed closing documents, performed due diligence, ordered and obtained title searches, secured escrow agents, arranged closing dates, coordinated property inspections and drafted listing agreements according to state and federal law.

PROFESSIONAL TRAINING:

Tax Credit Specialist Certification, National Center for Housing Management, *May 2016*

HOME Underwriting and Subsidy Layering Guidelines, HUD Exchange, *June 2016*

Nonprofits as Landlords and Tenants: Farella Braun and Martel, LLP *March 2015* Joint Venturing on Year-15 Restructuring Projects, Enterprise Comm. Partners, *February 2014*

SKILLS: Conversant in American Sign Language and Spanish



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

5.

Meeting Date: 06/10/2019

Subject: EXAMINATION OF PURCHASING AGENT'S AUTHORITY TO PURCHASE SUPPLIES AND ENGAGE INDEPENDENT CONTRACTORS

Submitted For: David Twa, County Administrator

Department: County Administrator

Referral No.: IOC 19/14

Referral Name: PURCHASING AGENT AUTHORITY

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

Referral History:

California Government Code §25502.5 (attached) was amended by Senate Bill 1498, effective January 1, 2019, to increase the statutory authority of the purchasing agent to enter into service contracts from a limit of \$100,000 to a limit of \$200,000 for counties with populations of 200,000 or more. County Ordinance Code section 1108-2.215 currently authorizes the Purchasing Agent to enter into service contracts up to the statutory limit of \$200,000. However, County policies and practice have limited this authority, and also authority to issue purchase orders, to aggregate amounts of \$100,000 or less. These policies were last updated in 2007/08.

Referral Update:

On April 9, 2019, the Board of Supervisors referred to the Internal Operations Committee an examination of the purchasing agent's authority to engage independent contractors to determine if it would be appropriate to increase that authority from the current limit of \$100,000 to the new statutory limit of \$200,000.

The County Administrator is charged with reviewing all contracts and purchase orders for operational necessity, policy compliance, and budgetary impact, and verifying that contracts have received the proper legal review by County Counsel. County Counsel reviews contracts as to their legal form and enforceability. Risk Management may also review certain contracts to verify the adequacy of insurance coverage.

Currently, contracts and purchase orders exceeding \$100,000 are submitted to the Board of Supervisors for approval, as well as any contract that deviates significantly from the standard county indemnification or insurance provisions. At each meeting, the Board of Supervisors takes action on an average of 88 Consent Calendar items that require staff preparation, review, approval, distribution and filing. Preparing an item for Board action adds up to three weeks to the processing time for these items. The volume of routine items produces a compendium of

documents that must be reviewed by the Board during the 96-hour period between Friday and Tuesday in order to prepare for a Board meeting.

To provide some context for the Committee, staff sampled 12 board meetings from 2018 comprising the highest volume meeting (in terms of numbers of items) in each month during 2018. The total number of all Consent items for the 12 selected meetings was 1,430; across 33 meetings in a year, the Board takes action on an estimated 4,000 Consent items annually. The average volume of the Board's meeting packet was 885 pages. The total number of contracts and purchase orders payable for the 12 select meetings was 600; over the course of a year, the volume is estimated at 1,650 items. Following is how the 600 contracts/purchase orders payable for the 12 sample meetings broke down in terms of dollar value:

<u>Criteria</u>	<u>Qty</u>	<u>% of Total</u>	<u>Examples</u>
Less than or equal to \$100,000	35	6%	Software as a service, hardware maintenance, consumer incentives, employee services, vehicles, congregate meal services, training
Greater than \$100,000 but less than or equal to \$200,000	396	66%	Institutional supplies, heavy equipment rentals, software licensing & maintenance, janitorial services, residential board and care, social services, consulting services, telecom supplies/parts, administrative services
Greater than \$200,000	<u>169</u>	<u>28%</u>	Medical services and supplies, IT services, social services, temporary staffing, non-emergency transportation, construction/engineering services, legal services, security services
Total	600	100%	

The Internal Operations Committee is asked to examine and evaluate whether or not it would be beneficial and appropriate to increase, consistent with State statute, the purchasing agent's authority to engage independent contractors from the current limit of \$100,000 up to a limit of \$200,000, and report its findings and recommendations to the Board of Supervisors. The Committee should consider what level of direct oversight and accountability the Board wishes to have for transactions valued between \$100,000 and \$200,000, the level of administrative review that otherwise exists for these transactions, the level of transparency the Board wishes to have for these transactions, and any additional administrative oversight or reporting that might be appropriate should the Committee decide to raise the purchasing agent's discretion. For example, the County Administrator or purchasing agent could provide a periodic report to the Board of Supervisors listing all contracts approved administratively that were in excess of \$100,000.

Secondarily, if the Committee decides to recommend increasing the purchasing agent's authority to engage independent contractors from the current limit of \$100,000 up to a limit of \$200,000, the Committee could also consider modifying the County's purchasing policy to increase the purchasing agent's authority to issue purchase orders so that it corresponds to the limit for engaging independent contractors. Staff recommends that the two limits be kept the same, at whatever level the Committee deems appropriate, to avoid confusion among operating department staff who are charged with purchasing and contracting responsibilities.

Recommendation(s)/Next Step(s):

CONSIDER if it would be beneficial and appropriate to increase the purchasing agent's authority to engage independent contractors from the current limit of \$100,000 to the new statutory limit of \$200,000 and DETERMINE recommendation, if any, for Board of Supervisors consideration.

Fiscal Impact (if any):

Should the committee decide to recommend an increase in the purchasing agent's discretion to engage independent contractors and issue purchase orders, we would expect to achieve efficiencies in the operating departments both in lead time and effort currently required to prepare the estimated 1,100 items (396 sample extrapolated to reflect 33 meetings) annually that fall within the contract thresholds (greater than \$100,000 and less than or equal to \$200,000) for board of supervisors consideration. The Purchasing Division (Public Works) would, conversely, be required to process an additional 1,100 average contracts annually. The Purchasing Services Manager indicates that this additional work could be managed with the current resources of the Purchasing Division, which would receive the contracts from the County Administrator, verify that proper approvals have been secured, scan and tag the contracts, and log the contracts into a database from which basic reports can be generated.

Attachments

CA Government Code Section 25502.5

Minutes Attachments

No file(s) attached.

State of California

GOVERNMENT CODE

Section 25502.5

25502.5. (a) In counties having a population of 200,000 or more, the board of supervisors may authorize the purchasing agent to engage independent contractors to perform services for the county or county officers, with or without the furnishing of material, when the annual aggregate cost does not exceed two hundred thousand dollars (\$200,000).

(b) The board of supervisors may establish rules and regulations to effectuate the purposes of this section.

(Amended by Stats. 2018, Ch. 467, Sec. 3. (SB 1498) Effective January 1, 2019.)