

INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR
SEPTEMBER 9, 2019

Supervisor Diane Burgis, Chair
Supervisor Candace Andersen, Vice Chair

Present: Diane Burgis, Chair
Candace Andersen, Vice Chair

Staff Present: Timothy Ewell, Staff

Attendees: Jami Napier, Chief Asst Clerk of the Board; Sarah Shkidt, CAO Sr. Mgmt Analyst; David Gould, Purchasing Services Manager

1. Introductions

Chair Burgis called the meeting to order at 1:00 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 testimony was offered during the public comment period.

3. RECEIVE and APPROVE the Record of Action for the June 10, 2019 IOC meeting.

The Record of Action for the June 10, 2019 meeting was approved as presented.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

4. RECOMMEND to the Board of Supervisors the appointment of Vincent Moita (Walnut Creek) to the County 1 seat to complete the unexpired term ending on June 30 2020, and Lisa Caronna (Kensington) to the Community 3 seat to a new term expiring on June 30, 2022, on the Affordable Housing Finance Committee, as recommended by the Affordable Housing Program Manager.

Approved as recommended.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

5. ACCEPT the Small Business Enterprise, Outreach, and Local Bid Preference Programs Report, reflecting departmental program data for the period January 1 through June 30, 2019.

The reports were approved with the following direction to the Purchasing Services Manager:

- *The Purchasing Services Manager will issue a correction on the data for the Office of Re-entry and Justice. Error on ORJ.*
- *Send countywide report to all departments to inform how each department compares against others.*
- *Forward corrected reports to the Board of Supervisors consent agenda.*

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

- 6.
1. ACCEPT report regarding the use of translation and interpretation services by other counties;
 2. DETERMINE whether or not the County should adopt a policy related to interpretation and/or translation services;
 3. DIRECT staff to draft a policy on language interpretation services for Board of Supervisors meetings, if the Internal Operations Committee determines that a policy is needed.

The Committee accepted the staff report, acknowledged that the services could not be rolled out until staff relocates to the new Administration Building, and gave the following direction for next steps:

1. *Determine if the County needs to pay a retainer.*
2. *Study the actual experience for the EHSD contract*
3. *Obtain additional information from cities within Contra Costa County*
4. *Compare telephonic abilities within new building vs. having someone appear live*
5. *Prepare bid for services*
6. *Examine investment in headphones vs. rental of headphones*
7. *Report back to the Committee in October or November 2019.*

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

7. The next meeting is currently scheduled for October 14, 2019.

The Committee confirmed the next meeting date.

8. Adjourn

Chair Burgis adjourned the meeting at 1:41 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: 09/09/2019
Subject: RECORD OF ACTION FOR THE JUNE 10, 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 June 10, 2019 IOC meeting.

Recommendation(s)/Next Step(s):

RECEIVE and APPROVE the Record of Action for the June 10, 2019 IOC meeting.

Fiscal Impact (if any):

None.

Attachments

DRAFT IOC Record of Action for June 10, 2019

Minutes Attachments

No file(s) attached.

DRAFT



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

4.

Meeting Date: 09/09/2019

Subject: RECOMMENDATIONS 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:

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 to the AHFC are reviewed by the Internal Operations Committee (IOC) and referred to the Board of Supervisors for approval. AHFC terms are for three years. A current AHFC roster is attached.

Referral Update:

With the approval of the nominations, there will remain two vacancies on the committee: City 2/West and City 3/Central.

Recommendation(s)/Next Step(s):

RECOMMEND to the Board of Supervisors the appointment of Vincent Moita (Walnut Creek) to the County 1 seat to complete the unexpired term ending on June 30 2020, and Lisa Caronna (Kensington) to the Community 3 seat to a new term expiring on June 30, 2022, on the Affordable Housing Finance Committee, as recommended by the Affordable Housing Program Manager.

Attachments

Ltr of Recommendation Affordable Housing Finance Cte

AHFC Roster 2019

Candidate Application Vincent Moita AHFC

Candidate Application Lisa Caronna AHFC

Minutes Attachments

No file(s) attached.



CONTRA COSTA COUNTY
Department of Conservation and Development
Community Development Division
30 Muir Road
Martinez, CA 94553
Telephone: 674-7205 **Fax: 674-7257**

DATE: September 9, 2019

TO: Internal Operations Committee

FROM: Kristen Lackey, Affordable Housing Program Manager *Kristen Lackey*

SUBJECT: Recommended Appointment and Re-appointment to the Affordable Housing Finance Committee

The purpose of this memorandum is to forward the following recommendations subsequent to interviews conducted by staff and two volunteers from the Affordable Housing Finance Committee (AHFC) on August 27, 2019:

1. APPOINT Vincent Moita to the vacant County Representative 1 seat with an expiration date of June 30, 2020. Mr. Moita has an MBA with a specialization in real estate and juris doctor with coursework in real estate. Through internships and various summer jobs, Mr. Moita has gained experience in financial and legal aspects of real estate development.
2. RE-APPOINT Lisa Caronna to the Community Representative 3 seat with an expiration of June 30, 2022. Ms. Caronna has been an active member on the committee since 2013. As the Deputy City Manager for the City of Berkeley, Ms. Caronna was responsible for the Berkeley Housing Authority and affordable housing programs. Her professional and personal experience with affordable housing add perspective and insight to the committee's review of prospective projects.

There were four applicants: two were interviewed, one no longer resides in Contra Costa and the other candidate opted not to interview.

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 staff with the assistance of volunteers from 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. A current AHFC roster is attached.

Current Status of Appointments

With the approval of the above recommendations, there will be two vacant seats on the committee, City Representative 2/West and City Representative 3/Central.

Attachments

AHFC roster

Applications:

Lisa Caronna

Vincent Moita

Affordable Housing Finance Committee Roster*August 2019*

Seat	Expiration	Name	Note
City Representative 1/East	6/30/2020	Eric Brown	
City Representative 2/West	6/30/2021	Vacant	Resent email 7/17/19
City Representative 3/Central	6/30/2022	Vacant	Sent email 7/17/19
County Representative 1	6/30/2020	Vincent Moita	
County Representative 2	6/30/2021	Willie Robinson	
County Representative 3	6/30/2022	Warren Ritter	
Community Representative 1	6/30/2020	Dan Bundy	
Community Representative 2	6/30/2021	Frances Sorrondegui	
Community Representative 3	6/30/2022	Lisa Caronna	



Contra
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Please return completed applications to:
Clerk of the Board of Supervisors
651 Pine St., Room 106
Martinez, CA 94553
or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name	Last Name	
Vincent	Moita	
Home Address - Street	City	Zip Code
	Walnut Creek	94565
Phone (best number to reach you)	Email	
Resident of Supervisorial District:	IV	

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

☒ High School Diploma ☐ CA High School Proficiency Certificate ☐ G.E.D. Certificate

Colleges or Universities Attended	Course of Study/Major	Degree Awarded	
Brown University	Business Economics	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
University of Wisconsin-Madison	MBA-Real Estate Specialization	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
University of California - Hastings College of the Law	Juris Doctor	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Other Training Completed:

Board, Committee or Commission Name	Seat Name
Affordable Housing Finance Committee	County 3

Have you ever attended a meeting of the advisory board for which you are applying?

☒ No ☐ Yes If yes, how many?

Please explain why you would like to serve on this particular board, committee, or commission.

See Attached Addendum A

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

See Resume Attached

I am including my resume with this application:

Please check one: ☒ Yes ☐ No

I would like to be considered for appointment to other advisory bodies for which I may be qualified.

Please check one: ☒ Yes ☐ No

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Please check one: ☐ Yes ☒ No

List any volunteer and community experience, including any boards on which you have served.

UC Hastings - Association of Current Hastings Students - Treasurer
Univeristy of Wisconsin Madison - Real Estate Club - Treasurer
Junior Achievement - Volunteer

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one: ☐ Yes ☒ No

If Yes, please identify the nature of the relationship:


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

Please check one: ☐ Yes ☒ No

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 publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed:



Date:

05/8/2019

Submit this application to:

Clerk of the Board of Supervisors
651 Pine St., Room 106
Martinez, CA 94553

Questions about this application? Contact the Clerk of the Board at (925) 335-1900 or by email at ClerkofTheBoard@cob.cccounty.us

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain 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.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2011/55, 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: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.
8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.

Vince Moita
Applicant: 5/8/2019
Affordable Housing Finance Committee

Addendum A.

Growing up in Contra Costa County provided me a platform to succeed. A key component was stable housing. Currently, affordable housing is in crisis, preventing thousands of others from realizing the same opportunities. Over the last ten years, an average of 80,000 homes per year were produced in California, a far cry from the 180,000 homes needed to keep up with population growth(<https://www.wsj.com/articles/california-has-the-jobs-but-not-enough-homes-11553007600>). Consequently, home values have hyper-appreciated, and renters are caught between relocating altogether to other counties and communities or moving farther into suburban sprawl to keep their current employment or paying over 50% of incomes towards rent obligations. In 2015, the Association of Bay Area Governments estimated that Contra Costa County alone will demand 20,630 new homes by 2023—8,350 of which will fall into low or very-low household incomes (Regional Housing Need Plan, San Francisco Bay Area: 2015–2023, pg. 21). To meet these demands, creative solutions must be reached to supplement the typical free market, help maintain the middle class, support low and very-low income households, and provide opportunities for the next generation of Contra Costa residents. In my undergraduate and graduate studies, I focused on the interplay between economic, legal, and sociological forces that affect the built environment with an eye toward housing and the housing market. Throughout these studies and in my work experience, I have seen debtors pushed to the edge by unachievable house payments while working at the Department of Justice – Office of the Trustee and the various mechanisms used to reduce construction costs and ultimately rental rates while in Madison, Wisconsin, such as TIF, TID districts, LITC financing, and City Grants. I have also worked for a land use law firm in San Francisco, working through City entitlements. If appointed to the AHFC, I will strive to help alleviate the crisis by aiding co-council members to thoroughly vet developers and develop creative and collaborative solutions to help provide housing for all income levels.

VINCENT A. MOITA

• Walnut Creek, CA •

EDUCATION

University of California, Hastings College of the Law, San Francisco, CA 2014 – 2018

Juris Doctor

- Key Coursework: Real Estate Transactions, Business Associations, Bankruptcy, Contracts
- Student Leader of the Year & Rummel Scholarship Nominee 2016
- Outstanding Contributions to UC Hastings Award Winner 2016
- Treasurer, Association of Students of UC Hastings

University of Wisconsin-Madison, Wisconsin School of Business, Madison, WI 2016 – 2018

Master of Business Administration

- Specialization: Real Estate
- Recipient, Consortium for Graduate Study in Management Fellowship (CGSM)

Brown University, Providence, RI 2010 – 2014

Bachelor of Arts

- Major: Business, Organizations, & Entrepreneurship- *Business Economics*
- Key Coursework: Land Use and the Built Environment, Investments, Corporate Finance, Financial Accounting
- Varsity Wrestling, Four-Year Division I

PROFESSIONAL EXPERIENCE

JMI Properties Corporation, Clayton, CA (Family Business) 05/08 – Present

Real Estate Analyst – Light Industrial – Self Storage

- Vetted potential acquisition and development sites in Northern California (Brentwood, Oakley, Fairfield, Concord, Walnut Creek)
- Drafted zoning memos, P&S agreements, option contracts, worked through entitlement process

Hovde Properties, Madison, WI 05/17 – 10/17

MBA Real Estate Development Analyst

- Ran due diligence on various development deals using various funding mechanisms (TIF, TID, City Grants)

Department of Justice, Office of the Trustee, San Francisco, CA 01/16 – 04/16

Law Student Extern

- Conducted legal research and writing on wide variety of bankruptcy code provisions, including but not limited to creditors rights
- Worked sensitive, high profile cases, with assets of over \$75 million

Reuben, Junius, & Rose LLP, San Francisco, CA 05/15– 08/15

Summer Law Clerk

- Drafted internal and client memos on Real Estate and Land Use topics, including the entitlement process, land annexation, and disclosure sales agreements daily, in addition to conducting legal research and writing on wide variety of real estate legal issues
- Aided in drafting condominium sale agreements for \$1B project, Salesforce Tower in San Francisco

Tidewater Capital, San Francisco, CA 05/14 – 08/14

Real Estate Analyst

- Supported oversight of interim use development construction project, with daily site visits tracking subcontractors progress
- Assisted Principal and VP manage \$120M portfolio, recommending strategic re-demise on self-storage assets to increase NOI

LEADERSHIP ACTIVITIES AND INTERESTS

- Volunteer, Junior Achievement of Rhode Island – Active volunteer for 2nd and 7th grade youth over two year time period
- Volunteer Coach, High School Wrestling – at Alma Mater - De La Salle High School



Contra
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Print Form

Please return completed applications to:

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651 Pine St., Room 106

Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name: Lisa
Last Name: Caronna
Home Address - Street: [REDACTED]
City: Kensington
Zip Code: 94707
Phone (best number to reach you): [REDACTED]
Email: [REDACTED]
Resident of Supervisorial District: 1

EDUCATION

Check appropriate box if you possess one of the following:

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

Colleges or Universities Attended	Course of Study/Major	Degree Awarded	
UC Berkeley MA	Landscape Architecture	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Other Training Completed: [REDACTED]

Board, Committee or Commission Name: Affordable Housing Finance Committee
Seat Name: Community 3

Have you ever attended a meeting of the advisory board for which you are applying?
☐ No ☒ Yes If yes, how many? approx 10

Please explain why you would like to serve on this particular board, committee, or commission.

I have been an active member of this committee since original appointment in January 2014. The review of proposed affordable housing projects and the recommendations by this committee provide important input toward the allocation of limited funds. I am dedicated to affordable housing for low-income families and individuals.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

See Resume Attached

I am including my resume with this application:

Please check one: ☒ Yes ☐ No

I would like to be considered for appointment to other advisory bodies for which I may be qualified.

Please check one: ☐ Yes ☐ No

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Please check one: ☒ Yes ☐ No

List any volunteer and community experience, including any boards on which you have served.

Affordable Housing Finance Committee since January 2014

The Bread Project Board Member since 2016 - present. Non-profit organization that trains very low income people in commercial baking and the food industry and helps them find jobs.

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one: ☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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

Please check one: ☐ Yes ☒ No

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 publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed:

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8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.

THIS FORM IS A PUBLIC DOCUMENT

Lisa Caronna

Kensington, CA 94707

EMPLOYMENT HISTORY:

Deputy City Manager, City of Berkeley

Nov 2003 – Mar 2010 (Retired)

Responsibilities included efficient, effective City operations focused on administrative duties, emergency response, selective department oversight, special initiatives and special projects.

Director of Parks, Recreation & Waterfront Department City of Berkeley

Jun 1997 – Nov 2003

Responsible for all administrative duties and as follows: operations, planning, design and maintenance for 52 parks, 1000 berth marina, recreation programs at 3 recreation centers, a nature center, summer camps and forestry program for all public trees and oversight of 2 City Commissions.

Landscape Architecture

June 1974– June 1997

Landscape Architect, City of Berkeley

Jan 1995 – Jun 1997

Private Practice focused on public and quasi-public projects

Keller Mitchell Caronna Founding Principal

Apr 1988 - Dec 1995

VOLUNTEER and COMMUNITY SERVICE:

The Bread Project, Board Member

Apr 2016 - Present

Non-profit job training program for adults re-entering the workforce

Kensington Improvement Club Board Member

October 2014 – Present

Contra Costa County

Affordable Housing Finance Committee Member

January 2014 - Present

Contra Costa County Grand Jury

June 2013 – July 2014

Kensington Police and Protection Community Services District

Kensington Park Buildings Committee Member

June 2010 – July 2014

UCB Conference Speaker

October 2000

"Does the Neighborhood Landscape Matter?"

Department of Landscape Architecture and Environmental Planning

PERSONAL INTERESTS:

Computer Classes (Photoshop and InDesign), Glass Fusing, Gardening, Hiking, Skiing

EDUCATION:

BA University of California Berkeley

1974

MLA University of California Berkeley

1982

Master of Landscape Architecture



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

5.

Meeting Date: 09/09/2019

Subject: Small Business Enterprise & Outreach Program and Local Bid Preference Program Reports for Jan-Jun 2019

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

Department: Public Works

Referral No.: IOC 19/1; 19/4

Referral Name: Small Business Enterprise and Outreach Programs; Local Bid Preference Program

Presenter: David Gould, Purchasing Services Manager

Contact: David Gould (925) 957-2491

Referral History:

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.

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 December 2018. The attached report constitutes the next report due for the time period of January 1 through June 30, 2019.

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:

Attached is the SBE, Outreach, and Local Bid Preference Programs report for the period January 1 through June 30, 2019.

Recommendation(s)/Next Step(s):

ACCEPT the Small Business Enterprise, Outreach, and Local Bid Preference Programs Report, reflecting departmental program data for the period January 1 through June 30, 2019.

Fiscal Impact (if any):

None. This is an informational report.

Attachments

1 SBE, Outreach and Local Bid Programs Report for January-June 2019

SBE, Outreach and Local Bid Programs Report for January-June 2019- - Attachment A

Minutes Attachments

No file(s) attached.




Contra Costa County
**Public Works
Department**

Brian M. Balbas, Director
Deputy Directors
Stephen Kowalewski, Chief
Allison Knapp
Warren Lai
Carrie Ricci
Joe Yee

August 29, 2019

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

FROM: 
David Gould, Procurement Services Manager

SUBJECT: **Small Business Enterprise, Outreach, and Local Program Report for January-June 2019**

RECOMMENDATION:

ACCEPT the SBE, Outreach, and Local Programs Report, reflecting departmental program data for the period: January 1 through June 30, 2019.

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 December 2018. Attachment A constitutes the report due for the time period of January 1- June 30, 2019.

Summary Findings

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

January - June 2019

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	245	124	50.2	\$12,532,206	\$6,289,241	50.2%
Purchasing Transactions	1366	490	35.9%	\$28,597,932	\$8,272,693	28.9%
Construction Contracts	0	0	0%	\$0	\$0	0%

This information shows the County is directing a large volume of qualifying activity to SBE firms. For professional/personal services contracts, this activity exceeded the 50% goal for the dollar value and number of contracts. While the activity for purchasing transactions did not achieve the 50% goal, the dollar value of contracts awarded to SBE businesses exceeded \$8 million for the reporting period. No construction contracts were reported.

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

The Department of Conservation and Development, and the Library are commended for exceeding their goals in both professional services contracts and purchasing transactions.

Department/Activity	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
Department of Conservation & Development						
Professional/Personal Services	9	5	55.6%	\$433,955	\$269,595	62.1%
Purchasing Transactions	18	16	88.9%	\$270,396	\$150,397	55.6%
Library						
Professional/Personal Services	3	1	33.3%	\$61,500	\$55,000	89.4%
Purchasing Transactions	46	29	63.0%	\$237,375	\$165,895	69.9%

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 48 bids totaling \$20,823,971 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, 48 bids were conducted using the BidSync e-outreach site. Notifications were sent to 276,222 businesses of which 39% are considered a small, local, or disadvantaged business enterprise.

E-Outreach
January 1, 2019 - June 30, 2019

Number of Solicitations	48
Total Notifications	276,222
Dollar Value	\$ 20,823,971

BUSINESS CATEGORY	Notifications	Percentage of Total
MBE - Minority Business Enterprise	18,022	6.5%
WBE - Women Business Enterprise	17,700	6.4%
SBE - Small Business Enterprise	53,949	19.5%
LBE - Local Business Enterprise	2,781	1.0%
DVBE - Disabled Veteran Business Enterprise	681	0.2%
DBE - Disadvantaged Business Enterprise	13,454	4.9%
Total	106,587	39%

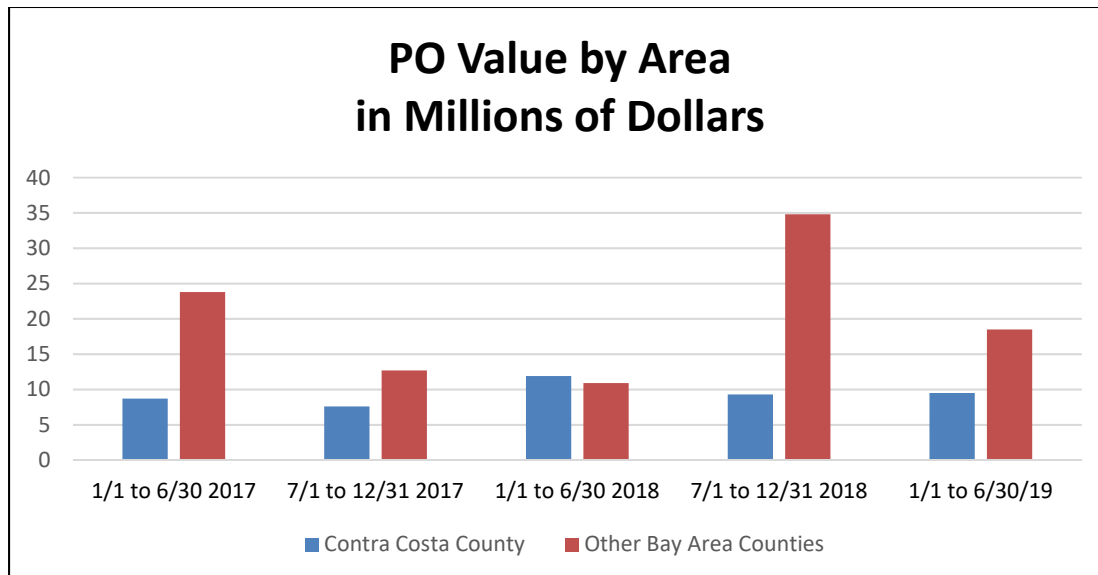
Local Business Preference

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 \$99.7 million. The dollar value awarded to Contra Costa County businesses was \$9.45 million. The value awarded to other Bay Area businesses was 19% or \$18.4 million. This represents a significant contribution to the local economy.

Contra Costa County	\$9,450,327	9%
Other Bay Area Counties	\$18,461,968	19%
Other	\$71,784,762	72%
Total	\$99,697,057	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, departments are showing greater interest in increasing the percentage of awarded contracts. Instruction is being provided on the search features of the purchasing system which identifies businesses in the small, local, women, minority, veteran and disadvantaged business categories.

ATTACHMENT A
SMALL BUSINESS ENTERPRISE - Program Activity report
January - June 2019

Reporting Period:

	Total # of <u>ALL contracts</u>	Total # of <u>SBE contracts</u>	SBE percent of <u>Total # of contracts</u>	Total dollar value <u>of ALL contracts</u>	Total dollar value <u>of SBE contracts</u>	SBE percent of <u>Total contracts value</u>
Agriculture						
Professional/Personal services contracts	2	0	0.0%	\$6,000	\$0	0.0%
Purchasing Transactions	21	1	4.8%	\$94,491	\$1,520	1.6%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Animal Services						
Professional/Personal services contracts	3	3	100.0%	\$32,200	\$32,200	100.0%
Purchasing Transactions	17	4	23.5%	\$165,846	\$10,972	6.6%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Assessor						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	21	4	83.30%	\$341,552	\$28,576	8.4%
Construction contracts	0	0	0	\$0	\$0	0.0%
Auditor-Controller						
Professional/Personal services contracts	1	0	0.0%	\$596	\$0	0.0%
Purchasing Transactions	1	0	0.0%	\$437	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Clerk-Recorder-Elections						
Professional/Personal services contracts	13	2	15.4%	\$278,563	\$6,141	2.2%
Purchasing Transactions	11	5	45.5%	\$163,861	\$110,689	67.6%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Conservation and Development						
Professional/Personal services contracts	9	5	55.6%	\$433,955	\$269,595	62.1%
Purchasing Transactions	18	16	88.9%	\$270,396	\$150,397	55.6%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
County Administrator's Office - Administration						
Professional/Personal services contracts	2	0	0.0%	\$600,000	\$0	0.0%
Purchasing Transactions	2	1	50.0%	\$4,900	\$1,400	28.6%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

ATTACHMENT A

SMALL BUSINESS ENTERPRISE - Program Activity report

January - June 2019

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	5	3	60.0%	\$109,313	\$100,713	92.1%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
County Administrator's Office - Communications and Media						
Professional/Personal services contracts	2	0	0.0%	\$99,000	\$0	0.0%
Purchasing Transactions	12	6	50.0%	\$102,015	\$74,104	72.6%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
County Administrator's Office - Dept. of Information Technology (DoIT)						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	54	19	35.2%	\$806,510	\$548,936	68.1%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
County Administrator's Office - Office of Reentry & Justice						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	3	19	633.3%	\$2,388	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Dept. Child Support Services (DCSS)						
Professional/Personal services contracts	5	1	20.0%	\$181,000	\$99,000	54.7%
Purchasing Transactions	33	9	27.3%	\$706,732	\$172,270	24.4%
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	5	5	100.0%	\$62,434	\$62,434	100.0%
Purchasing Transactions	39	17	43.6%	\$588,502	\$275,380	46.8%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

ATTACHMENT A
SMALL BUSINESS ENTERPRISE - Program Activity report
January - June 2019

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>
Employment and Human Services						
Professional/Personal services contracts	27	13	48.1%	\$1,022,461	\$497,899	48.7%
Purchasing Transactions	152	57	37.5%	\$2,297,692	\$767,738	33.4%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Fire Protection District						
Professional/Personal services contracts	3	1	33.3%	\$99,400	\$8,280	8.3%
Purchasing Transactions	15	3	20.0%	\$397,991	\$99,295	24.9%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Health Services						
Professional/Personal services contracts	108	62	57.4%	\$6,037,596	\$3,582,428	59.3%
Purchasing Transactions	442	80	18.1%	\$10,047,878	\$1,821,054	18.1%
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	3	1	33.3%	\$61,500	\$55,000	89.4%
Purchasing Transactions	46	29	63.0%	\$237,375	\$165,895	69.9%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Probation						
Professional/Personal services contracts	21	9	42.9%	\$308,377	\$189,471	61.4%
Purchasing Transactions	53	23	43.4%	\$394,890	\$180,046	45.6%
Construction contracts	1	0	0.0%	\$7,290	\$0	0.0%

ATTACHMENT A
SMALL BUSINESS ENTERPRISE - Program Activity report
January - June 2019

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>
Public Defender						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	9	1	11.1%	\$101,050	\$6,667	6.6%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Public Works						
Professional/Personal services contracts	26	15	57.7%	\$1,289,725	\$744,893	57.8%
Purchasing Transactions	227	157	69.2%	\$6,335,347	\$2,273,055	35.9%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Office of the Sheriff						
Professional/Personal services contracts	12	2	16.7%	\$1,732,499	\$455,000	26.3%
Purchasing Transactions	168	53	31.5%	\$5,245,220	\$1,475,986	28.1%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Treasurer - Tax Collector						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	11	2	18.2%	\$53,594	\$8,000	14.9%
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	247	124	50.2%	\$12,532,206	\$6,289,241	50.2%
Purchasing Transactions	1366	490	35.9%	\$28,597,932	\$8,272,693	28.9%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

6.

Meeting Date: 09/09/2019

Subject: Policy Regarding Policy Regarding Language Interpretation Services at Board of Supervisors Meetings

Submitted For: David Twa, County Administrator

Department: County Administrator

Referral No.: IOC 19/13

Referral Name: Policy Regarding Language Interpretation Services at Board of Supervisors Meetings

Presenter: Jami Napier, Chief Asst Clerk of the Board **Contact:** Jami Napier, 925-335-1908

Referral History:

Currently, there is no formal process for providing language interpretation services at the Contra Costa County Board of Supervisors meetings. If a member of the public speaks at public comment and they are more comfortable speaking a language other than English, they historically have brought a language interpreter with them for assistance. Upon approaching the podium to address the Board of Supervisors, the Clerk doubles the speaker's time in order to allow both the speaker, in their preferred language, and the English interpreter to address the Board of Supervisors. This method of interpretation is referred to as "consecutive interpretation".

In Contra Costa County, several departments utilize language translation and interpretation services from one vendor (Language Line). For example, the Employment and Human Services Department has a contract for up to \$1,250,000 to provide telephone interpretation, on-site interpretation, and document translation services. Additionally, other county departments, including the District Attorney, Health Services, and the Clerk-Recorder-Elections Department also use language interpretation services from Language Line.

To better serve the residents of Contra Costa County and encourage public participation in Board meetings, the Chair of the Board of Supervisors requested a study and report on language accommodations for Board of Supervisors meetings in the other Bay Area Counties.

Referral Update:

The Chief Assistant Clerk of the Board conducted a survey of Bay Area counties and received responses from four local counties: Alameda, Marin, Santa Clara, and Solano. The four responding counties request a 72-hour advance notice for language interpretation services from individuals planning to attend a Board of Supervisors meeting. All four counties currently provide language accommodations in varying degrees, as summarized below.

Contracts with Neighboring Counties: Overview and Administration

- **Alameda County** Clerk of the Board, through administration, has contracts with two vendors and provides services in both American Sign Language and Spanish upon a 72-hour advance request.
- **Marin County** Clerk of the Board has one contract through their administration office and can provide translation services in both Spanish and other languages, also with a 72-hour advance request.
- **Santa Clara County** Clerk of the Board through their executive office has multiples contracts with translation vendors. The Clerk of the Board uses Mandarin, Spanish and other language translators.
- **Solano County** Clerk of the Board reports that they do not have a contract to provide language translation services, but citizens can request a Spanish translator with a 72-hour advance request.

Vendor Services and Pricing

The costs for services will vary with the breadth of the contract. Costs tend to be on an hourly or as-needed basis. Among the counties surveyed, there is a consensus that in person interpretation services have a two-hour minimum time length. All counties evaluated, with the exception of Santa Clara, have limited experience with translation services. The costs provided below are based on information provided by customers of other existing service contracts, rather than by the vendors. The costs are provided only for benchmarking and discussion purposes, and do not constitute a bid or proposal from the vendors discussed below.

In-Person and On-Site Interpretation

Language Line, the vendor Contra Costa County Employment and Human Services uses for interpretation services has a 2-hour minimum for on-site services.

<u>Language Line On-Site Service Prices</u>	
Tier 1 – Spanish	\$60/hour
Tier 2 – Standard Languages	\$60/hour
Tier 3 – American Sign Language	\$70/hour
Tier 4 – Rare Languages	\$80/hour

A few examples of standard languages are Cantonese, Mandarin and Tagalog. Rare languages include Burmese, Mongolian and Tongan.

Linguistica, the vendor that Marin County Clerk of the Board uses for interpretation services also has a 2-hour minimum for on-site interpretations/in-person services.

<u>Linguistica On-Site Service Prices</u>	
Spanish	\$65/hour
All other languages	\$75/hour

Telephone Interpretation

Voiance is utilized by Santa Clara County to provide over-the-phone interpretation. Voiance contractors charge a rate of \$0.59 per minute and list over 60 languages in the contract.

<u>Voiance Telephone Service Prices</u>	
60 languages	\$0.59/minute (equivalent to \$35.40/hour)

Written Materials Translation

Language Line, the vendor the Contra Costa Employment and Human Services uses has written materials translation fees in their contract. With a \$60 minimum, the charges are per word.

<u>Language Line Written Materials Prices</u>	
Spanish	\$.19/word
Cantonese & Mandarin	\$.24/word
Tagalog	\$.25/word

As an example, a Board of Supervisors meeting agenda is on average 26 pages. There are approximately 300 words per page for an agenda. The cost for a Spanish translation of a 7,800 words is \$1,482.00

A discussion item board report can be from one to one-hundred pages long with 400-500 words on a page. A ten-page board report with 400 words on a page would cost \$960.00 to translate.

Recommendation(s)/Next Step(s):

1. ACCEPT report regarding the use of translation and interpretation services by other counties;
2. DETERMINE whether or not the County should adopt a policy related to interpretation and/or translation services;
3. DIRECT staff to draft a policy on language interpretation services for Board of Supervisors meetings, if the Internal Operations Committee determines that a policy is needed.

Fiscal Impact (if any):

Unknown fiscal impact.

Attachments

No file(s) attached.

Minutes Attachments

No file(s) attached.
