

## INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR  
September 14, 2020

Supervisor Candace Andersen, Chair  
Supervisor Diane Burgis, Vice Chair

Present: Candace Andersen, Chair  
Diane Burgis, Vice Chair

Staff Present: Julie DiMaggio Enea, Staff

Attendees: Mark Goodwin, Chief of Staff, District III; Carrie Ricci, Deputy Public Works Director;  
Cindy Shehorn, Purchasing Services Manager, PW; Robert Sarmiento, DCD

### 1. Introductions

***Chair Andersen called the meeting to order at 10:30 a.m.***

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

***No one requested to speak during the public comment period.***

### 3. RECEIVE and APPROVE the Record of Action for the July 13, 2020 IOC meeting.

***The Committee approved the Record of Action for the July 13, 2020 meeting as presented.***

AYE: Chair Candace Andersen

Vice Chair Diane Burgis

### 4. RECOMMEND to the Board of Supervisors the appointment of Nazanin Shakerin to the Citizen Advisory Committee of the Contra Costa Transportation Authority to complete the current four-year term that will expire on March 31, 2024, as recommended by the Conservation and Development Director.

***Robert Sarmiento presented the staff report and recommendation.***

***The Internal Operations Committee considered the two eligible candidates -- incumbent Patricia Bristow (Byron area) and Nazanin Shakerin (Alamo area) -- and decided to recommend the reappointment of current County Representative Patricia Bristow because she served the CAC well during***

***her first one and one-half terms since 2014, and represents the eastern portion of the county, which has historically been underrepresented. Ms. Bristow has also served on several community organizations, including the Brentwood Union School District Foundation Board, the John Marsh Historic Trust Board, and the Union Cemetery District Board. Ms. Bristow received her B.S. and teaching credential from Colorado State University and M.S. in Organization and Leadership from the University of San Francisco.***

***Ms. Shakerin (Alamo area) has a professional and technical transportation engineering background and already serves as the District II Representative on the County Iron Horse Corridor Management Program Advisory Committee and as a County Representative on the Metropolitan Transportation Commission Regional Measure 3 Independent Oversight Committee. While very highly qualified, the IOC believed Ms. Bristow, having a less technical background, to be a better fit for the citizens advisory committee.***

***The appointment will be recommended to complete the current four year term to expire on March 31, 2023. The staff report incorrectly identified the term expiration to be March 31, 2024.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

5. RECOMMEND to the Board of Supervisors the appointment of Paula Troy to the Board of Supervisors Representative seat on the Treasury Oversight Committee (TOC) for a term ending April 30, 2024.

***The Committee approved the staff recommendation to appoint Paula Troy to the Board of Supervisors Representative seat on the Treasury Oversight Committee for a term ending April 30, 2024 and directed staff to forward the recommendation to the Board of Supervisors.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

6. ACCEPT the Small Business Enterprise, Outreach, and Local Bid Preference Programs Report, reflecting departmental program data for the period January 1 - June 30, 2020.

***Cindy Shehorn summarized the staff report and proposed that the Committee consider raising the SBE/Outreach programs threshold from the current \$100,000 or less to \$200,000 or less, to match the Purchasing Agent's current approval authorization threshold for personal services contracts. As this proposal was not publicly noticed and had received no prior review by the County Administrator's Office, Committee staff suggested that data analysis first be conducted to determine if there was***

***adequate support for the proposal. The Committee concurred and decided to postpone the report and proposal to the next IOC meeting.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

7. The next meeting is currently scheduled for October 12, 2020.

***The Committee confirmed October 12 as the next meeting date.***

8. Adjourn

***Chair Andersen adjourned the meeting at 10:50 a.m.***

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For Additional Information Contact:

Julie DiMaggio Enea, Committee Staff  
Phone (925) 655-2056, Fax (925) 655-2066  
julie.enea@cao.cccounty.us



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

3.

**Meeting Date:** 09/14/2020  
**Subject:** RECORD OF ACTION FOR THE JULY 13, 2020 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

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#### **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 July 13, 2020 IOC meeting.

#### **Recommendation(s)/Next Step(s):**

RECEIVE and APPROVE the Record of Action for the July 13, 2020 IOC meeting.

#### **Fiscal Impact (if any):**

None.

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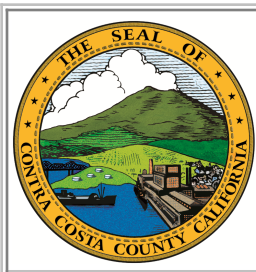
#### **Attachments**

DRAFT Record of Action for the July 13, 2020 Meeting

#### **Minutes Attachments**

*No file(s) attached.*

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## INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR  
July 13, 2020

Supervisor Candace Andersen, Chair  
Supervisor Diane Burgis, Vice Chair

Present: Candace Andersen, Chair  
Diane Burgis, Vice Chair

Staff Julie DiMaggio Enea, Staff  
Present:

### 1. Introductions

***Chair Andersen called the meeting to order at 10:30 a.m. and invited all 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 March 9, 2020 IOC meeting.

***The Committee approved the Record of Action of the March 9, 2020 meeting as presented.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

### 4. INTERVIEW candidate for the Public Member Alternate Seat on the Integrated Pest Management Advisory Committee for possible appointment to a term that will expire on December 31, 2022, and DETERMINE recommendation for Board of Supervisors consideration.

***The Committee interviewed Amy Budahn for the Public Member Alternate Seat on the Integrated Pest Management Advisory Committee and decided to recommend appointment of Ms. Budahn to a term that will expire on December 31, 2022.***

AYE: Chair Candace Andersen

Vice Chair Diane Burgis

5. ACCEPT the Small Business Enterprise, Outreach, and Local Bid Preference Programs Report, reflecting departmental program data for the period July 1 - December 31, 2019.

***Cindy Shehorn presented the staff report and expressed her strong commitment to the success of the County's purchasing programs. The Committee acknowledged that COVID-19 may have had a dampening effect on the County's program performance and hoped to see improvement in the next reporting period.***

***Carrie Ricci introduced Cindy as the County's new Purchasing Services Manager, describing her past experience and contributions to the County's Purchasing Division. The Committee congratulated Cindy on her promotion and welcomed her to her new position.***

***The Committee accepted the report as presented and directed staff to forward the report to the full Board for their information.***

AYE: Chair Candace Andersen

Vice Chair Diane Burgis

6. APPROVE out-of-cycle recommendations from the Fish & Wildlife Committee for the allocation of 2020 Fish and Wildlife Propagation Fund grant funds for two additional projects totaling \$27,023:

Grantee	Project	Amount
Carquinez Reg. Environmental Education Center	Greenhouse/grounds improvement for educational purposes	\$ 8,523
Resource Cons Dist & Walnut Creek Watershed Council	Arundo donax mitigation	\$18,500

***Maureen Parkes presented the staff report. She explained the the application of the Resource Conservation District was sent timely via email but not received, and so merited out of cycle consideration. She explained that the Carquinez Regional Environmental Education Center award recommendation is less than requested because cost savings were identified in the program by way of no-cost wood chips/mulch. In all other respects, the recommendations are to grant the proposals. Chair Andersen commented that she would rather grant the funds to worthy projects than allow it to accumulate unused.***

***The Committee accepted the staff report, approved the recommendations, and directed staff to forward the Committee recommendations to the board***

***of supervisors.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

7. The August 10, 2020 meeting is canceled. The next meeting is currently scheduled for September 14, 2020.

***Chair Andersen confirmed the next meeting date of September 14, 2020.***

8. Adjourn

***Chair Andersen adjourned the meeting at 10:53 a.m.***

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For Additional Information Contact:

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

DRAFT



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

4.

**Meeting Date:** 09/14/2020

**Subject:** Contra Costa Transportation Authority Citizens Advisory Committee Appointment

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

**Department:** Conservation & Development

**Referral No.:** IOC 20/5

**Referral Name:** Advisory Body Recruitment

**Presenter:** Robert Sarmiento, DCD Planner **Contact:** Robert Sarmiento (925) 674-7822

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### **Referral History:**

Contra Costa Transportation Authority Citizen Advisory Committee The Contra Costa Transportation Authority (CCTA) maintains a standing Citizens Advisory Committee (CAC) to provide citizen perspective, participation, and involvement in CCTA's administration of the Transportation Expenditure Plan (Measure J 2004) and Growth Management Program. The CAC is comprised of 23 members: 20 are appointed by each of the 20 local jurisdictions within Contra Costa (the cities, towns and the County); three "at-large" members who should be residents of Contra Costa and are nominated by community-based stakeholder organizations within Contra Costa and subsequently appointed to the CAC by CCTA.

### **Referral Update:**

Recruitment for the County Representative for the CAC The CAC County Representative reviews and provides citizen input on transportation projects and programs on behalf of Contra Costa County, with the objective of advising and providing recommendations to the CCTA Board Members. The County representative serves a four-year term in a volunteer capacity and is eligible for reimbursement for travel expenses.

The term for the County representative position, currently held by Patricia Bristow, expired in March 2019. After being informed by CCTA staff about the expired position, County staff advertised a recruitment for the position for a period that included the entire month of August 2020. A memo (Exhibit A) was sent to the Board of Supervisors informing them of the vacancy. In addition, Contra Costa Television (CCTV) forwarded a news release (Exhibit B) to various daily and weekly newspapers and publications for countywide public advertisement. Information about the vacancy and an application was made available on the County website (<https://www.contracosta.ca.gov/6408/Boards-and-Commissions-Database>).

County staff received no applications during the recruitment period. However, prior to the



recruitment period, staff had received four applications for the position. County staff reached out to each of the four applicants to confirm their continued interest in serving as the County Representative. Two of the four applicants who are eligible for the position are described below, and their applications are included as Exhibit C.

**Patricia Bristow (current County Representative):** Ms. Bristow has been serving on the CAC as the County Representative since 2014. Ms. Bristow is a resident of Byron and has served on several community organizations, including the Brentwood Union School District Foundation Board, the John Marsh Historic Trust Board, and the Union Cemetery District Board. Ms. Bristow received her B.S. and teaching credential from Colorado State University and M.S. in Organization and Leadership from the University of San Francisco.

**Nazanin Shakerin:** Ms. Shakerin is a resident of Alamo. Ms. Shakerin currently serves as the District II Representative on the County Iron Horse Corridor Management Program Advisory Committee and as a County Representative on the Metropolitan Transportation Commission Regional Measure 3 Independent Oversight Committee. Ms. Shakerin has extensive experience in the transportation engineering field dating back to the 1980s; most recently, she was a transportation engineer for the Town of Danville. Ms. Shakerin has a B.S. in Architecture and an M.S. in Transportation Engineering, both from UC Berkeley. Ms. Shakerin is a member of the Institute of Transportation Engineers.

As confirmed by CCTA staff, the CAC bylaws require the County Representative to be a resident of the unincorporated County; therefore, the two other applicants, a Concord resident and a Richmond resident, are ineligible for the position.

DCD staff has reviewed the applications for the two eligible candidates. While noting Ms. Bristow's service and contribution for the past six years, DCD staff recommends the appointment of Nazanin Shakerin as the County's Representative to the CCTA CAC for a four-year term (2020-2024). With her extensive background and knowledge in the field of transportation engineering, she would provide valuable input on the CAC. Ms. Shakerin has direct experience with CCTA's function, vision, and goals. Prior to her retirement, she was the transportation engineer for the Town of Danville, which required frequent collaboration with CCTA and Southwest Area Transportation Committee (Regional Transportation Planning Committee) on transportation matters.

**Recommendation(s)/Next Step(s):**

RECOMMEND to the Board of Supervisors the appointment of Nazanin Shakerin to the Citizen Advisory Committee of the Contra Costa Transportation Authority to complete the current four-year term that will expire on March 31, 2024, as recommended by the Conservation and Development Director.

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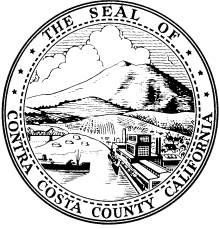
**Attachments**

CCTA CAC County Representative Exhibits

**Minutes Attachments**

*No file(s) attached.*

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**CONTRA COSTA COUNTY**  
**DEPARTMENT OF CONSERVATION & DEVELOPMENT**  
30 Muir Road  
Martinez, CA 94553  
**Telephone:** (925) 674-7209      **Fax:** (925) 674-7250

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**TO:** Members, Board of Supervisors  
Members, Municipal Advisory Council

**FROM:** John Kopchik, Director of Conservation and Development  
By: Robert Sarmiento, Planner (RS)

**DATE:** July 31, 2020

**SUBJECT:** **Recruitment for a County Representative to the Citizen Advisory Committee of the Contra Costa Transportation Authority**

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This memo is to inform you that the term for the current County representative on the Citizen Advisory Committee (CAC) of the Contra Costa Transportation Authority (CCTA), Patricia Bristow (Byron), has expired. The Department of Conservation and Development (DCD) is seeking candidates who reside in unincorporated areas to represent the County on the CCTA CAC (Exhibit A).

The CCTA CAC is comprised of 23 members, 20 of whom are individually appointed by the 20 local governments within Contra Costa (The County, cities, and towns), and three “at-large” members nominated by community-based stakeholder organizations within Contra Costa and subsequently appointed to the CAC by CCTA. The CCTA CAC reviews transportation programs and plans throughout the County (<https://ccta.net/about-us/#what-we-do>), including transportation projects and programs funded by the county half-cent transportation sales tax (Measure J) (<https://ccta.net/2018/10/17/measure-j>), with the objective of advising and providing recommendations to the CCTA Board of Directors. All CAC members serve a four-year term in a volunteer capacity. There is no limit to the number of consecutive terms a CAC member may serve. Relevant information on the function of the CAC and a copy of the ordinance and by-laws governing the Committee is enclosed for your reference (Exhibit B).

Contra Costa Television (CCTV) will forward a news release to various daily and weekly newspapers and publications for countywide public advertisement (Exhibit C).

DCD is accepting applications until August 31, 2020. Interested candidates can either apply online or download the application (Exhibit D) and fax the completed form to DCD. Ms. Bristow, who has been regularly attending CAC meetings throughout her term, has indicated her interest in serving as the County representative again and will apply. Should you have any questions, please contact Robert Sarmiento at (925) 674-7822, or via e-mail at [robert.sarmiento@dcd.cccounty.us](mailto:robert.sarmiento@dcd.cccounty.us).

Attachments:

**Exhibit A** – Call for a County Representative to Serve on the CCTA CAC

**EXHIBIT A**

**Exhibit B** – CCTA CAC Ordinance and Bylaws

**Exhibit C** – News Release Calling for a County Representative to Serve on the CCTA CAC

**Exhibit D** – County Advisory Boards, Committees, and Commissions Application Form

cc: Clerk of the Board  
CAO  
GTC Staff  
Better Government Ordinance File  
John Cunningham, DCD  
Maureen Toms, DCD

EXHIBIT A

**Call for a County Representative  
Citizen Advisory Committee of the County's Transportation Authority**

Contra Costa County seeks an individual to serve as the County Representative on the Citizen Advisory Committee (CAC) of the Contra Costa Transportation Authority (CCTA). The individual selected for this position must live in the unincorporated area of the County, be available to attend committee meetings on the 4<sup>th</sup> Wednesday of every month at 6:00 p.m., which are normally held at the CCTA offices, located at 2999 Oak Road, Suite 100, Walnut Creek, CA 94597, and have the ability to review CAC agenda packets and develop input on agenda items beforehand. Due to the COVID-19 pandemic, meetings presently occur via videoconference. The individual will serve a four-year term in a volunteer capacity and be eligible for reimbursement for travel expenses.

The CCTA CAC reviews transportation programs and plans throughout the County (<https://ccta.net/about-us/#what-we-do>), with the objective of advising and providing recommendations to the CCTA Board of Directors. This includes transportation projects and programs funded by the county half-cent transportation sales tax ("Measure J") (<https://ccta.net/2018/10/17/measure-j>), which CCTA oversees. CCTA maintains its standing CAC in order to provide citizen perspective, participation, and involvement in the Measure J-funded and voter-approved Transportation Expenditure Plan and Growth Management Program. The CAC members have an opportunity to learn about and influence transportation and growth issues within Contra Costa County and in other jurisdictions through scheduled presentation by transportation experts, advocates, and CCTA staff.

Should you have any questions, please call (925) 674-7822. To apply for this position, please fill out the application form online at <https://www.contracosta.ca.gov/6408> or download it at <https://www.contracosta.ca.gov/DocumentCenter/View/6433> and fax the completed form to the attention of Robert Sarmiento at (925) 674-7250. **Interested individuals should apply by August 31, 2020.**

**ORDINANCE 06-05**  
**AMENDMENTS TO THE ADMINISTRATIVE CODE REGARDING THE**  
**STRUCTURE, COMPOSITION AND APPOINTMENT OF MEMBERS OF THE**  
**AUTHORITY'S CITIZENS ADVISORY COMMITTEE**

**AN ORDINANCE** amending the Administrative Code regarding the structure, composition and appointment or members of the Authority's Citizens Advisory Committee.

**WHEREAS**, the Measure C Ordinance as amended establishes the Citizens Advisory Committee (CAC) to serve as the Authority's citizens advisory committee; and

**WHEREAS**, the Authority has determined that it is necessary and advisable to restructure the CAC to increase community perspective, participation and involvement in Authority policy determination and implementation; and

**WHEREAS**, at the July 17, 1996 Regular Meeting of the Authority Board, the Board approved and adopted a revised structure, membership and appointment procedure for the CAC (formerly TPAC – the Transportation Partnership Advisory Committee), subject to review and approval of necessary amendments to the Authority's Administrative Code; and

**WHEREAS**, at the September 18, 1996 Regular Meeting of the Authority Board, Ordinance 96-04, incorporating the recommended structure, membership and appointment procedures for the CAC (formerly TPAC) was duly approved and adopted by the Board, amending Chapter 1, Article IV of the Administrative Code, Section 104.3(b)(1) and (2), excluding section 104.3 (b) (3) & (4), which was referred back to staff for further development; and

**WHEREAS**, at its October 19, 1996 Regular Meeting of the Authority Board, Ordinance 96-04 (Revision 1) was duly approved and adopted by the Board, including section 104.3 (b)(3) & (4) of Chapter 1, Article IV of the Administrative Code; and

**WHEREAS**, at the June 21, 2006 Regular Meeting of the Authority Board, Ordinance 06-01 was duly approved and adopted by the Board, Amending and Restating Sales Tax Ordinance 88-01, as Amended, to Make Non-Substantive Changes and Conform to Existing Conditions, among which changes included changing the name of the Authority's citizen advisory committee from the TPAC to the CAC; and

**WHEREAS**, at its meeting on September 27, 2006, the CAC has reviewed and unanimously approved proposed bylaws to govern the CAC's operations; and

**WHEREAS**, it is necessary and advisable to further amend the Administrative Code to reflect revisions to the Authority citizen advisory committee's name structure, composition, and

incorporation of proposed bylaws as recommended to the Board at its October 18, 2006 meeting.

**NOW, THEREFORE, BE IT ORDAINED AS FOLLOWS:**

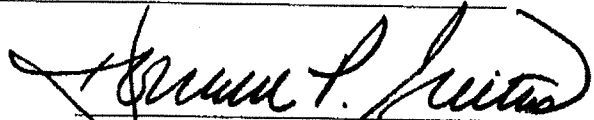
1. Section 104.3, subdivision (b) of Article IV of Chapter 1 of the Administrative Code is amended to read in full as follows:
  - (b) **Citizens Advisory Committee.** The CAC is a citizens' advisory committee to the Authority. The purpose of the citizens' advisory committee is to provide citizen perspective, participation and involvement in Authority policy development and implementation.
    - (1) Membership. Each of the Cities and the County shall appoint one member to the CAC. In addition, three (3) members shall be appointed by the Authority as "at large" members. Members shall be selected to reflect community and business organizations and interests within the County. Members shall not serve in a representative capacity with respect to their appointing authorities.
    - (2) Terms of membership. Members shall be appointed for four (4) year terms. There shall be no limit on the number of consecutive terms which a member may serve. At the discretion of the respective appointing body, CAC members are subject to re-call at anytime.
    - (3) Subcommittees, select committees and ad hoc committees. The CAC may create such subcommittees, select committees and ad hoc committees, and shall fix the membership and duties thereof, as it determines necessary or advisable to carry out its functions. Except as otherwise provided herein, such subcommittees, select committees and ad hoc committees shall be advisory only, and their recommendations and reports shall be made to the CAC.
    - (4) Growth Management Compliance Checklist Review Subcommittee. A Growth Management Compliance Checklist Review subcommittee may be created, and its members appointed from the CAC membership by the full membership of the CAC. The subcommittee, if constituted, shall be charged with responsibility for reviewing and making recommendations to the Authority and any appropriate standing committee of the Authority with respect to Growth Management checklists which have been submitted to the Authority by the Cities and the County in accordance with requirements of Ordinance 88-01 (as amended). In the interest of meeting timetables established by the Authority for review of Growth Management Checklists by the subcommittee, the report and recommendations of the Growth Management Compliance Checklist Review subcommittee may be submitted directly by the subcommittee to the Authority and/or any appropriate Authority standing committee. In such event, the report and recommendation

need not be reviewed or approved by the full membership of the CAC. In the event the full membership of the CAC reviews reports and recommendations made by the subcommittee, such review shall comply with the Authority timetable for review of the Checklists.

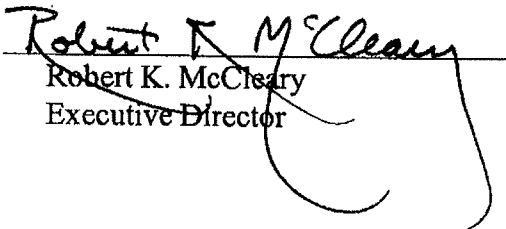
- (5) **CAC Bylaws.** The CAC may develop and adopt bylaws setting forth procedures for meetings, election of officers, attendance requirements, and other matters as necessary to facilitate CAC functions. Initial adoption of the bylaws, and subsequent approval of any amendments to the bylaws, requires a two-thirds (2/3) vote of the CAC members present and voting at any regular meeting of the CAC, and subsequent approval by the full Authority Board.
- 2. Ordinance 96-04 is hereby rescinded;
- 3. Ordinance 96-04 (Rev. 1) is hereby rescinded.

Passed and adopted by the Contra Costa Transportation Authority on October 18, 2006, 2006 by the following vote:

Abelson, Abrams, Alegria, Freitas, Gioia, Glover, Hudson,  
AYES: Tatzin for Metcalf, Nix, Pierce, Viramontes  
NOES: None  
ABSENT: Metcalf

  
Donald P. Freitas, Chair

This ORDINANCE was entered into at a meeting of the Contra Costa Transportation Authority held on October 18, 2006 and held in Pleasant Hill, California, and became effective forthwith.

Attest:   
Robert K. McCleary  
Executive Director

**CONTRA COSTA TRANSPORTATION AUTHORITY  
CITIZENS ADVISORY COMMITTEE (CAC)**

**BYLAWS**

**November 29, 2006**

**1.0 NAME AND AUTHORIZATION**

The name of this organization shall be the Citizens Advisory Committee (CAC). The CAC was authorized and established pursuant to Ordinance 88-01 as amended.

**2.0 PURPOSE**

- 2.1. The purpose of the CAC is to provide citizen perspective, participation and involvement in Authority policy development and implementation.
- 2.2. Subject to the direction and concurrence of the Board of Directors of the Contra Costa Transportation Authority (the Authority), the CAC may engage in related activities as appropriate to the discharge of its responsibilities, and bring matters of public concern to the attention of the Authority. The CAC shall identify and educate themselves on transportation issues of regional, countywide, and local concern. The CAC shall report to the Authority on those issues deemed of importance to the CAC. The Authority may also assign issues to the CAC for its review, comment and recommendation.
- 2.3. The CAC shall provide recommendations to the Authority regarding matters of interest and concern to the community.

**3.0 MEMBERSHIP**

- 3.1. Each of the cities, towns, and the County of Contra Costa shall appoint one member to the CAC. In addition, three (3) members shall be appointed by the Authority as "at large" members. Members shall be selected to reflect community and business organizations and interests within Contra Costa County. Members shall not serve in a representative capacity with respect to their appointing authorities or any specific organization.
- 3.2. At the discretion of the respective appointing body, CAC members are subject to recall at anytime.
- 3.3. Members shall be appointed for four (4) year terms. There shall be no limit on the number of consecutive terms which a member may serve. To assure continuity, membership terms should be staggered and should overlap.
- 3.4. The CAC shall encourage prompt filling of vacancies.
- 3.5. Except as noted in Section 8.0 below, CAC members serve without any compensation.



#### 4.0 OFFICERS

4.1. The Officers of the CAC shall be a Chair and a Vice-Chair. Their duties shall be as follows:

4.1.1. Chair: Presides over CAC meetings; develops the monthly meeting agenda; appoints subcommittees and subcommittee chairs; and reports the CAC's actions and decisions to the Authority as appropriate.

4.1.2. Vice-Chair: Presides over the CAC meetings in the absence of the Chair; conducts the other duties of the Chair in his/her absence.

4.2. Election of Officers shall be made as follows:

4.2.1. Chair: The Chair's term of office shall be for one calendar year. The Chair shall be elected each year at the last meeting of the calendar year by a majority of the CAC members present and voting, and shall serve until replaced by a newly-elected chair. If the term of appointment of the Chair expires before the year is out, and that member does not seek or accept reappointment, the Vice-Chair will serve as Chair until the following January.

4.2.2. Vice-Chair: This officer shall be elected by a majority of the CAC members present and voting at the last meeting of the calendar year. The term of office shall be for one year. If the term of appointment of the Vice-Chair expires before the year is out and that member does not seek or accept reappointment, the Committee will hold an election for a Vice-Chair to serve out the remainder of the term.

#### 5.0 MEETINGS

5.1. The regular meetings of the CAC are generally scheduled for the fourth Wednesday of each month at 6:30 p.m. in the Authority offices at 3478 Buskirk Avenue, Suite 100, Pleasant Hill, California 94523.

5.2. The CAC meetings and subcommittee meetings are subject to the Brown Act.

5.3. A quorum is defined as a majority of currently appointed members.

5.4. Any member who is absent for four (4) of any twelve (12) regularly scheduled consecutive meetings shall be subject to termination. Any resulting vacancy shall be filled for a new four-year period. There are no provisions for alternates to serve as substitutes for CAC members who are unable to attend a CAC meeting.

5.5. The rules contained within the current edition of Robert's Rules of Order (Newly Revised) shall govern the CAC in all cases to which they are applicable and in which they are not inconsistent with these bylaws, the Authority's Administrative Code, the Authority's Office Procedures Guide, and any special rules of order the CAC may adopt.

## 6.0 SUBCOMMITTEES

- 6.1. The Chair may establish Subcommittees and Ad Hoc Committees as necessary.
- 6.2. Each subcommittee shall consist of at least three (3) CAC members appointed by the CAC Chair and reappointed annually.
- 6.3. A Growth Management Compliance Checklist Review Subcommittee may be created, and its members appointed from the CAC membership by the CAC Chairperson with the concurrence of the full CAC. The subcommittee, if constituted, shall be charged with responsibility for reviewing and making recommendations to the Authority and any appropriate standing committee of the Authority with respect to Growth Management Checklists which have been submitted to the Authority by the Cities and the County in accordance with requirements of Ordinance 88-01 as amended and the applicable sales tax expenditure plan.
  - 6.3.1. Normally, the subcommittee's recommendations will be forwarded to the full CAC for review and recommendation for approval. In the interest of meeting timetables, however, the report and recommendations of the Growth Management Compliance Checklist Review subcommittee may be submitted directly by the Checklist Review subcommittee to the Authority and/or any appropriate Authority standing committee. In such event, the report and recommendation need not be reviewed or approved by the full membership of CAC.
  - 6.3.2. When the full membership of the CAC reviews reports and recommendations made by the subcommittee, such review shall comply with the Authority timetable for review of the Checklists.
  - 6.3.3. Questions or requests for additional information from a local jurisdiction shall be communicated from the CAC to local staff through Authority staff.

## 7.0 AMENDMENT OF BYLAWS

Amendment of these bylaws requires a two-thirds (2/3) vote of the CAC members present and voting at any regular meeting of the CAC, and subsequent approval by the full Authority Board.

## 8.0 REIMBURSEMENT OF TRAVEL EXPENSES

If authorized by the Authority, CAC members will be reimbursed for travel expenses incurred for transportation to and from regular and subcommittee meetings of the CAC. Such reimbursement shall be consistent with the Authority's Administrative Code and Office Procedures Guide. If applicable, payment will be issued quarterly based upon members' signed verification of mileage on a monthly Meeting Attendance Log.

**9.0 COMMUNICATIONS AND REPORTING**

- 9.1. The primary channel of communication for the CAC shall be through written and oral reports from the Chair of the CAC to the Authority or its standing committee.
- 9.2. Reports from the CAC to the Authority should reflect the consensus of the CAC. If consensus has not been achieved, the Chair shall convey to the Authority that the CAC position reflects a majority vote, and the Chair shall acknowledge and convey minority opinions.
- 9.3. CAC members are encouraged to report back to their appointing Councils or boards on at least an annual basis and more frequently if warranted.

**10.0 CONFLICT OF INTEREST**

- 10.1. There shall be no monetary gain by members of the CAC as a result of their membership and actions on the CAC.
- 10.2. CAC members shall recuse themselves from discussion and voting on issues in which they might have a financial interest or benefit.



## Contra Costa County

County Administrator's Office • 651 Pine Street • Martinez, CA 94553 • [www.contracosta.ca.gov](http://www.contracosta.ca.gov)

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### NEWS RELEASE

July 31, 2020

Contact: Robert Sarmiento, (925) 674-7822  
Department of Conservation & Development

## Citizen Advisory Committee on Transportation Seeks New Representative

(Martinez, CA) – The Contra Costa County Board of Supervisors is seeking an individual to serve on the Contra Costa Transportation Authority (CCTA) Citizen Advisory Committee (CAC) as Public Representative on behalf of the County. The individual selected for this position must live in the unincorporated area of the County, be available to attend committee meetings on the 4<sup>th</sup> Wednesday of every month at 6:00 pm, normally held at the CCTA offices located at 2999 Oak Road, Suite 100, Walnut Creek, CA 94597, have the ability to review CAC agenda packets, and develop input on agenda items beforehand. Due to the COVID-19 pandemic, meetings presently occur via videoconference. The individual will serve a four-year term in a volunteer capacity and be eligible for reimbursement for travel expenses.

The CCTA Citizen Advisory Committee reviews transportation programs and plans throughout the County (<https://ccta.net/about-us/#what-we-do>), with the objective of advising and providing recommendations to the CCTA Board of Directors. This includes transportation projects and programs funded by the county half-cent transportation sales tax (“Measure J”) (<https://ccta.net/2018/10/17/measure-j>), which CCTA oversees. CCTA maintains its standing CAC in order to provide citizen perspective, participation, and involvement in the Measure J-funded and voter-approved Transportation Expenditure Plan and Growth Management Program. The CAC members have an opportunity to learn about and influence transportation and growth issues within Contra Costa County and in other jurisdictions through scheduled presentations by transportation experts, advocates, and CCTA staff.

**The deadline to apply is August 31, 2020.** For more information on this position, please call (925) 674-7822. To apply, visit the Contra Costa County Boards and Commissions website at [www.contracosta.ca.gov/6408](http://www.contracosta.ca.gov/6408), or download an application at [www.contracosta.ca.gov/DocumentCenter/View/6433](http://www.contracosta.ca.gov/DocumentCenter/View/6433). Applicants can fax the completed form to the attention of Robert Sarmiento at (925) 674-7250.

###

# Application Form

## Profile

Patricia

First Name

M

Middle Initial

Bristow

Last Name

[Redacted] Home Address

Suite or Apt

Byron

City

CA

State

94514

Postal Code

[Redacted] Primary Phone

[Redacted] Email Address

### Which supervisorial district do you live in?

District 3

## Education

### Select the option that applies to your high school education \*

High School Diploma

### College/ University A

#### Name of College Attended

University of SAn Francisco

#### Degree Type / Course of Study / Major

Masters

#### Degree Awarded?

Yes  No

### College/ University B

#### Name of College Attended

Colorado State Univ.

**Degree Type / Course of Study / Major**

---

Bachelor of Science

**Degree Awarded?**

---

Yes  No

---

**College/ University C**

**Name of College Attended**

---

**Degree Type / Course of Study / Major**

---

**Degree Awarded?**

---

Yes  No

---

**Other schools / training completed:**

**Course Studied**

---

**Hours Completed**

---

**Certificate Awarded?**

---

Yes  No

---

**Board and Interest**

**Which Boards would you like to apply for?**

---

Contra Costa County Transportation Authority Citizens Advisory Committee (BOS Appointee): Submitted

**Seat Name**

---

Representative of the unincorporated area of Contra Costa

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

---

Yes  No

**If you have attended, how many meetings have you attended?**

---

40

EXHIBIT C

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

I've been on the board for the past 4 years and would like to continue my work.

---

**Qualifications and Volunteer Experience**

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

Yes  No

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

Yes  No

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

Transportation Authority CAC

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

My 4 years on the Transportation Authority CAC

[Upload a Resume](#)

---

**Conflict of Interest and Certification**

Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

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 relations?

Yes  No

If Yes, please identify the nature of the relationship:

EXHIBIT C

Please Agree with the Following Statement

---

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 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.

---

I Agree



# Application Form

## Profile

Nazanin

First Name

Shakerin

Last Name

Middle Initial

[Redacted]

Home Address

Suite or Apt

Alamo

City

CA

State

94507

Postal Code

[Redacted]

Primary Phone

[Redacted]

Email Address

### Which supervisorial district do you live in?

District 2

## Education

Select the option that applies to your high school education \*

High School Diploma

### College/ University A

Name of College Attended

UC Berkeley

Degree Type / Course of Study / Major

Masters/Transportation Engineering

Degree Awarded?

Yes  No

### College/ University B

Name of College Attended

UC Berkeley

**Degree Type / Course of Study / Major**

---

Bachelors/Architecture

**Degree Awarded?**

---

Yes  No

---

**College/ University C**

**Name of College Attended**

---

**Degree Type / Course of Study / Major**

---

**Degree Awarded?**

---

Yes  No

---

**Other schools / training completed:**

**Course Studied**

---

Many extension courses offered by ITS at UC Berkeley

**Hours Completed**

---

Over 100 hours

**Certificate Awarded?**

---

Yes  No

---

**Board and Interest**

**Which Boards would you like to apply for?**

---

Contra Costa County Transportation Authority Citizens Advisory Committee (BOS Appointee): Submitted  
Iron Horse Corridor Management Program Advisory Committee: Submitted  
Contra Costa Transportation Authority - Bicycle and Pedestrian Adv. Committee (BOS Appointees):  
Submitted  
Regional Measure 3 Independent Oversight Committee: Submitted

**Seat Name**

---

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

---

Yes  No

**If you have attended, how many meetings have you attended?**

---

EXHIBIT C

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

My education and work experience is in the Transportation Engineering field and I believe I can contribute my expertise to the County commissions and committees which deal with various modes of transportation from planning, operation, construction, and oversight aspects.

---

**Qualifications and Volunteer Experience**

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

Yes  No

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

Yes  No

**List any volunteer or community experience, including any advisory boards on which you have served.**

Have attended numerous conferences, seminars, city council, town hall and neighborhood meetings during the course of my career in Transportation.

---

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

I have a Masters degree in Transportation Engineering and have worked for both public and private sectors in this field for 31 years. I am now retired and would like to be involved in the oversight and implementation of Transportation related measures by providing my expertise for the betterment of my community.

[Nazanin\\_Shakerin- Resume.pdf](#)

Upload a Resume

---

**Conflict of Interest and Certification**

**Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?**

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 relations?**

Yes  No

If Yes, please identify the nature of the relationship:

---

Please Agree with the Following Statement

---

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 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.

---

I Agree

**Nazanin Shakerin**

**Objective:** With 31 years of professional experience in the Transportation Engineering field, I would like to contribute my time and expertise to any County Commission which does work and/or oversight in transportation planning and operations.

**Work Experience:**

Town of Danville	1996-2015
Ensys Engineering	1994-1996
Korve Engineering	1992-1994
TJKM Transportation Consultants	1988-1992
DKS & Associates	1984-1988

- Monitored townwide traffic signal operations
- Implemented and managed Neighborhood Traffic Management Program (NTMP)
- Reviewed and approved traffic impact studies
- Designed and timed traffic signals
- Managed transportation related Capital Improvement Projects (CIP)
- Prepared work scope for traffic impact studies
- Reviewed site plans and circulation plans
- Reviewed and approved roadway signing and striping plans
- Reviewed and approved traffic control plans
- Coordinated project design and construction with other public agencies; Caltrans, MTC
- Responded to citizen inquiries

**Education:**

University of California, Berkeley	
- Bachelors of Arts in Architecture	May 1981
- Masters of Science in Transportation Engineering	May 1984
- Affiliations: Institute of Transportation Engineers	

**Skills:**

- Traffic signal design
- Traffic impact studies
- Report preparation
- Presentation to elected officials
- Conduct neighborhood meetings
- Perform field work and site assessment for projects



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

5.

**Meeting Date:** 09/14/2020  
**Subject:** RECOMMENDATION FOR APPOINTMENT TO THE TREASURY  
OVERSIGHT COMMITTEE  
**Submitted For:** Russell Watts, Treasurer-Tax Collector  
**Department:** Treasurer-Tax Collector  
**Referral No.:** IOC 20/5  
**Referral Name:** Advisory Body Recruitment  
**Presenter:** Julie DiMaggio Enea      **Contact:** Ronda Boler 925-957-2806

---

### **Referral History:**

The Treasury Oversight Committee is responsible for reviewing the County's investment policy, monitoring the performance of County investments, and reporting to the Board of Supervisors. The Committee is composed of seven statutory members and three alternates: County Superintendent of Schools or designee, a representative and an alternate of the Board of Supervisors or their designees, one representative and one alternate elected by a majority of the school and community college districts; one representative and one alternate elected by a majority of the special districts, three public members nominated by the County Treasurer and confirmed by the Board.

### **Referral Update:**

On July 14, 2020, a vacancy was declared in the statutory Board of Supervisors Representative seat on the Treasury Oversight Committee (TOC) for a term ending April 30, 2024. Paula Troy, currently the alternate Board of Supervisor Representative on the Treasury Oversight Committee, is the only applicant for this vacant seat. In accordance with TOC Bylaws Section IX, Filling Vacancies, I would like to recommend Paula Troy to the IOC for appointment to fill the vacant seat. I also request that the IOC dispense with the interview, as Ms. Troy has already been interviewed recently.

According to the Bylaws, regular attendance at meetings is not a requirement for Alternate members of the Treasury Oversight Committee as long as the statutory members are present. Therefore, Ms. Troy's attendance as an Alternate is not relevant in appointing her as a statutory member. However, she has attended 2 out of 2 meetings since her appointment.

Ms. Troy was first appointed by the Board of Supervisors in the alternate Representative seat on December 17, 2019 to a term expiring on April 30, 2022. Ms. Troy has expressed a willingness to serve as the statutory Board of Supervisors Representative through term that expires on April 30,

2024. I respectfully request that her name be submitted to the Board of Supervisors for appointment.

A summary of her background and experience is as follows: Paula Troy is a graduate of University of California, Sacramento with a degree in Finance. Her professional experience includes working as a Financial Services Professional with experience serving large public fund clients ranging in portfolio size and complexity. Ms. Troy has served on the Treasury Oversight Committee as an Alternate since December 2019.

Her application and resume are attached for reference.

**Recommendation(s)/Next Step(s):**

RECOMMEND to the Board of Supervisors the appointment of Paula Troy to the Board of Supervisors Representative seat on the Treasury Oversight Committee (TOC) for a term ending April 30, 2024.

---

**Attachments**

Candidate Application Paula Troy Treasury Oversight Cte

**Minutes Attachments**

*No file(s) attached.*

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Contra Costa County

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

Paula

Last Name

Troy

Home Address - Street

City

Martinez

Zip Code

94553

Phone (best number to reach you)

Email

Resident of Supervisorial District:

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	
University of California, Sacramento	Business/Finance	<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:

Board, Committee or Commission Name

Treasury Oversight Committee

Seat Name

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

No

Yes

If yes, how many?

2

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

I have over 20 years experience in the Finance industry and would like to serve on the board.

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

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.

[Empty box for volunteer and community experience]

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:

[Empty box for nature of 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:

[Empty box for nature of 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 position, office, title, honorarium, salary, and any other benefits, and may result in suspension, removal, or commission in Contra Costa County.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

9-1-2020

Sub \_\_\_\_\_

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.



# PAULA TROY

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Martinez, California 94553 ▪

## SUMMARY OF EXPERIENCE

**Financial Services Professional** with in-depth experience in client service and operational management. Proven record working with very large public fund clients that range in portfolio size and complexity. Recognized for establishing, nurturing, and retaining valuable clients and relationships. Known for working closely with a variety of partner organizations and internal departments in the coordination of services and information, ensuring that client needs are met.

## PROFESSIONAL EXPERIENCE

### **AMG/STANTEC/CITY OF PLEASANT HILL/ TRANSPAC / 511 CONTRA COSTA Pleasant Hill, CA 2013-PRESENT** *Project Controls Specialist*

Management of project and program budgets, cost control functions including budgeting, estimating, and forecasting. Process invoices, expenditure tracking, compile monthly reimbursement invoices, payroll reconciliation and maintaining related records with Contra Costa Transportation Authority. Carpool Instead incentive distribution, coordination of the Contra Costa County Library's Discover & Go transit promotion, Employer outreach, SchoolPool, and commute incentives. Maintain access databases and assist with audits.

### **STATE STREET CALIFORNIA, INC., Alameda, California 1992 - 2011** *Client Service Officer* 1998 - 2011

Managed all aspects of client service relationships for 7 Public Fund Clients worth \$35 billion. Facilitated client requests and deliverables, ensuring compliance with internal and external regulations, procedures, and controls while ensuring client satisfaction and retention.

- Implemented efficiencies with a significant reduction of exceptions by centralizing daily functions within the accounting team.
- Developed and implemented significant reductions through efficiencies and outsourcing, resulting in a reduction of turnover from 25% to 10%.
- Created procedure manuals for all online system access for daily and monthly activity for hedge fund/commingled portfolios.
- Researched, analyzed, and presented all P&L sheets in a clear concise form, projecting changes in revenue, operating income, cash position, and compensation calculations.
- Presented to Public Retirement Boards for service updates, education, RFP's.
- Received the Quality Management Award.

### *Client Service Manager* 1995 - 1998

Managed 14 portfolio accountants and 3 Quality Control Specialists in a dynamic team environment. Maintained accurate daily fund accounting records for 21 Public Fund Clients.

- Increased client satisfaction through improved performance and delivery of vital financial information.
- Improved cash operation accuracy and efficiency, contributing to client satisfaction as indicated on client survey.

### *Quality Control Specialist* 1994 - 1995

Responsible for the training and development of new Portfolio Accountants.

- Developed and implemented operating procedures for consistency and improved delivery of client service at all levels.
- Ensured internal and external reporting met established quality standards and developed new processes/documents for complex client reporting.

### *Portfolio Accountant* 1992 - 1994

Responsible for accounting of securities of pension funds including general ledger accounting, pricing, and verification of daily financial statements. Proofed account balances on global and domestic funds as well.

## TRAINING AND EDUCATION

Compliance (GASB40, GASB53), Money Laundering, and Diversity  
B.S. Business Administration, Finance concentration - California State University, Sacramento



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

6.

**Meeting Date:** 09/14/2020

**Subject:** Small Business Enterprise & Outreach Program and Local Bid Preference Program Reports for Jan-Jun 2020

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

**Department:** Public Works

**Referral No.:** IOC 20/1; 20/4

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

**Presenter:** Cindy Shehorn, Purchasing Services  
Manager

**Contact:** Cindy Shehorn (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 fifteen million dollars (\$15,000,000) or less over the previous three 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. Since adoption, the IOC has continued to monitor the effects of these programs through semi-annual reports, currently prepared and presented by the Purchasing Services Manager. The last report received by the Internal Operations Committee was for the period of July 1 through December 31, 2019.

**Referral Update:**

Attached is the SBE, Outreach, and Local Bid Preference Programs report for the period January 1 - June 30, 2020.

**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 - June 30, 2020.

**Fiscal Impact (if any):**

None. This is an informational report.

---

**Attachments**

SBE Outreach Program Report 1 1 2020 thru 6 30 2020

Program Activity Report January to June 2020

**Minutes Attachments**

*No file(s) attached.*

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Contra Costa County  
**Public Works**  
Department

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

September 1, 2020

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

**FROM:** Cynthia Shehorn, Procurement Services Manager

**SUBJECT:** Small Business Enterprise, Outreach, and Local Program Report  
for January-June 2020

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**RECOMMENDATION:**

**ACCEPT the SBE, Outreach, and Local Programs Report, reflecting departmental program data for the period: January 1 through June 30, 2020.**

**BACKGROUND:**

Contra Costa County values the contributions of small business and has developed programs to assist in soliciting and awarding contracts to the SBE community. The Board of Supervisors 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 objective of the program is to award at least 50% or more of the total eligible dollar base amounts 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;
- The principal office of which is located in California, the officers of which are domiciled in California, and which together with affiliates, has 100 or fewer employees;
- And have 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 County department to track and compile the data on these purchasing activities so a countywide report can be provided to the Board of Supervisors.

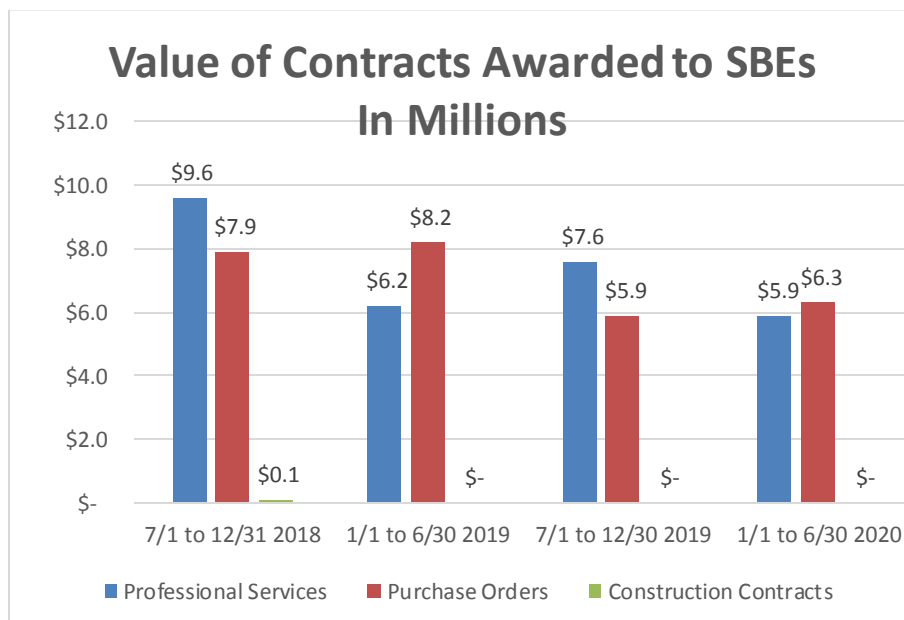
The Internal Operations Committee has responsibility for evaluating the semi-annual reports and making recommendations to the Board on program policies and reporting. The Board receives reports in six-month increments, with the last report submitted to the Board for the period ending December 2019. Attachment A constitutes the report due for the time period of January 1 – June 30, 2020.

Summary Findings

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

January – June 2020

<b>ACTIVITY TYPE:</b>	<b>Total # of ALL Contracts</b>	<b>Total # of SBE Contracts</b>	<b>SBE Percent of Total</b>	<b>Total Dollar Value of ALL Contracts</b>	<b>Total Dollar Value of SBE Contracts</b>	<b>SBE Percent of Total</b>
Professional/Personal Services	219	117	53.4%	\$14,118,711	\$5,961,168	42.2%
Purchasing Transactions	1,148	344	30.0%	\$23,848,942	\$6,325,578	26.5%
Construction Contracts	0	0	0%	\$0	\$0	0%



While the County did not achieve the 50% goal, this information shows the County has directed more than \$12 million in qualifying transactions to SBE firms during the six-month reporting period, achieving a 42% award rate for professional/personal services transactions and a 27% award rate for purchasing transactions. No construction contracts reported in this period.

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 for professional/personal services, and in line with the range for Purchasing transactions.

The following departments are to be commended for achieving 50% or more program compliance this reporting period:

- Service Contracts: Agriculture, Animal Services, Conservation and Development, Clerk of the Board, DoIT, Child Support Services, District Attorney, Health Services, and Public Works.
- Purchases: Conservation and Development, CAO-Administration, District Attorney, and Contra Costa Fire Protection District.

Of particular note, the following six Departments are to be commended for achieving a 100% award rate for qualifying professional services contracts: Animal Services, Clerk of the Board, DOIT, DCSS, District Attorney, and Public Works.

Conservation and Development should also to be commended for achieving a 100% award rate for qualifying 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
<b>ANIMAL SERVICES</b>						
Professional/Personal Services	4	4	100%	\$48,510	\$48,510	100%
<b>CLERK OF THE BOARD</b>						
Professional/Personal Services	2	2	100%	\$146,080	\$146,080	100%
<b>DOIT</b>						
Professional/Personal Services	1	1	100%	\$75,000	\$75,000	100%

<b>CHILD SUPPORT SERVICES</b>						
Professional/Personal Services	2	2	100%	\$174,999	\$174,999	100%
<b>DISTRICT ATTORNEY</b>						
Professional/Personal Services	2	2	100%	\$50,250	\$50,250	100%
<b>PUBLIC WORKS</b>						
Professional/Personal Services	7	7	100%	\$153,850	\$153,850	100%
<b>CONSERVATION &amp; DEVELOPMENT</b>						
Purchasing Transactions	5	5	100%	\$151,987	\$151,987	100%

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 greater than \$10,000 to be solicited online. For this period, there were 52 bids totaling \$17,754,000 that fell within the parameters of the program.

In addition, the data specific to electronic solicitations is developed and provided by the Purchasing Division of the Public Works Department, and reflects outreach to small, women-owned, minority-owned, local, disabled veteran-owned, and disadvantaged business enterprises. During this reporting period, 52 bids were conducted using the BidSync e-outreach site. Notifications were sent to 329,021 businesses, of which 35.85% are considered a small, local, or disadvantaged business enterprises.

E-Outreach  
January 1, 2020 – June 30, 2020

Number of Solicitations	52
Total Notifications	329,021
Dollar Value	\$17,754,000

<b>BUSINESS CATEGORY</b>	<b>Notifications</b>	<b>Percentage of Total</b>
MBE - Minority Business Enterprise	19,734	6.00%
WBE - Women Business Enterprise	16,730	5.08%
SBE - Small Business Enterprise	56,718	17.24%
LBE - Local Business Enterprise	718	2.18%
DVBE - Disabled Veteran Business Enterprise	464	1.41%
DBE – Disadvantaged Business Enterprise	12,961	3.94%
<b>Total</b>	<b>107,325</b>	<b>35.85%</b>



Local Business Preference

For opportunities exceeding \$25,000, the Local Business Preference Program allows for local businesses to submit a new offer if within 5% of the lowest bidder. There were no instances of the Bid Preference utilized in this reporting period.

Dollar Value Awarded to Local and Bay Area Businesses

The dollar value of Purchase Orders issued for the period was \$25.5 million. The dollar value awarded to Contra Costa County businesses was \$4.7 million. The value awarded to other Bay Area businesses was 24.10% or \$6.1 million. This represents a significant contribution to the local economy.

Contra Costa County	\$4,718,488	18.48%
Other Bay Area Counties	\$6,150,643	24.10%
Other	\$14,655,464	57.42%
<b>Total</b>	<b>\$25,524,595</b>	<b>100%</b>

Conclusion

The County has demonstrated continued commitment to achieving the 50% goal for participation by SBE firms in contract and purchasing activities. 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 2020**

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>
<b>Agriculture</b>						
Professional/Personal services contracts	10	5	50.0%	\$98,923	\$60,033	60.7%
Purchasing Transactions	14	4	28.6%	\$185	\$33	17.8%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Animal Services</b>						
Professional/Personal services contracts	4	4	100.0%	\$48,510	\$48,510	100.0%
Purchasing Transactions	15	5	33.3%	\$172,752	\$18,965	11.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Assessor</b>						
Professional/Personal services contracts	0	0	0.00%	\$0	\$0	0.0%
Purchasing Transactions	4	1	25.00%	\$21,249	\$9,999	47.1%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Auditor-Controller</b>						
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%
<b>Clerk-Recorder-Elections</b>						
Professional/Personal services contracts	10	1	10.0%	\$175,216	\$9,580	5.5%
Purchasing Transactions	14	4	28.6%	\$232,805	\$56,806	24.4%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Conservation and Development</b>						
Professional/Personal services contracts	7	5	71.4%	\$263,305	\$96,260	36.6%
Purchasing Transactions	5	5	100.0%	\$151,987	\$151,987	100.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>County Administrator's Office - Administration</b>						
Professional/Personal services contracts	5	0	0.0%	\$1,449,092	\$0	0.0%
Purchasing Transactions	15	2	13.3%	\$473,036	\$249,972	52.8%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

**County Administrator's Office - Reentry & Justice**

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%

**County Administrator's Office - Clerk of the Board**

Professional/Personal services contracts	2	2	100.0%	\$146,080	\$146,080	100.0%
Purchasing Transactions	4	1	25.0%	\$101,630	\$630	0.6%
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%	\$100,000	\$0	0.0%
Purchasing Transactions	12	5	41.7%	\$93,612	\$46,196	49.3%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

**County Administrator's Office - Dept. of Information Technology (DoIT)**

Professional/Personal services contracts	1	1	100.0%	\$75,000	\$75,000	100.0%
Purchasing Transactions	50	16	32.0%	\$1,133,032	\$342,054	30.2%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

**Dept. Child Support Services (DCSS)**

Professional/Personal services contracts	2	2	100.0%	\$174,999	\$174,999	100.0%
Purchasing Transactions	37	13	35.1%	\$599,059	\$116,052	19.4%
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	1	1	100.0%	\$3,118	\$3,118	100.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

**District Attorney**

Professional/Personal services contracts	2	2	100.0%	\$50,250	\$50,250	100.0%
Purchasing Transactions	25	14	56.0%	\$452,177	\$314,177	69.5%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

**Employment and Human Services**

	29	12	41.4%	\$957,734	\$463,944	48.4%
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Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	0	0	0.0%	\$0	\$0	0.0%
Construction contracts						
<b>Fire Protection District</b>	0	0	0.0%	\$0	\$0	0.0%
Professional/Personal services contracts	9	3	33.3%	\$350,954	\$175,393	50.0%
Purchasing Transactions	0	0	0.0%	\$0	\$0	0.0%
Construction contracts						
<b>Health Services</b>	133	70	52.6%	\$7,011,774	\$3,510,293	50.1%
Professional/Personal services contracts	338	60	17.8%	\$7,123,594	\$1,141,656	16.0%
Purchasing Transactions	0	0	0.0%	\$0	\$0	0.0%
Construction contracts						
<b>Human Resources</b>	2	0	0.0%	\$70,000	\$0	0.0%
Professional/Personal services contracts	6	2	33.3%	\$143,700	\$12,780	8.9%
Purchasing Transactions	0	0	0.0%	\$0	\$0	0.0%
Construction contracts						
<b>Library</b>	0	0	0.0%	\$0	\$0	0.0%
Professional/Personal services contracts	30	14	46.7%	\$138,340	\$58,092	42.0%
Purchasing Transactions	0	0	0.0%	\$0	\$0	0.0%
Construction contracts						
<b>Probation</b>	24	10	41.7%	\$214,189	\$94,488	44.1%
Professional/Personal services contracts	50	20	40.0%	\$616,577	\$161,360	26.2%
Purchasing Transactions	0	0	0.0%	\$0	\$0	0.0%
Construction contracts						
<b>Public Defender</b>	0	0	0.0%	\$0	\$0	0.0%
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	0	0	0.0%	\$0	\$0	0.0%
Construction contracts						
<b>Public Works</b>	7	7	100.0%	\$153,850	\$153,850	100.0%
Professional/Personal services contracts	320	114	35.6%	\$5,687,599	\$2,063,224	36.3%
Purchasing Transactions	0	0	0.0%	\$0	\$0	0.0%
Construction contracts						

<b>Office of the Sheriff</b>	14	8	57.1%	\$4,578,881	\$1,077,881	23.5%
Professional/Personal services contracts	204	60	29.4%	\$6,709,403	\$1,639,153	24.4%
Purchasing Transactions	0	0	0.0%	\$0	\$0	0.0%
Construction contracts						
<b>Treasurer - Tax Collector</b>	0	0	0.0%	\$0	\$0	0.0%
Professional/Personal services contracts	10	2	20.0%	\$96,310	\$13,903	14.4%
Purchasing Transactions	0	0	0.0%	\$0	\$0	0.0%
Construction contracts						
<b>Veterans Services Office</b>	0	0	0.0%	\$0	\$0	0.0%
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	0	0	0.0%	\$0	\$0	0.0%
Construction contracts						

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<b>Total Activity Reported</b>	248	129	<b>52.0%</b>	\$14,118,711	\$5,961,168	<b>42.2%</b>
Professional/Personal services contracts	1148	344	<b>30.0%</b>	\$23,848,942	\$6,325,578	<b>26.5%</b>
Purchasing Transactions	0	0	<b>0.0%</b>	\$0	\$0	<b>0.0%</b>
Construction contracts						

