



INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR
October 12, 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: Amalia Cunningham, DCD; Kristin Sherk, DCD; Mark Goodwin, Chief of Staff, District III; Beth Ward, Animal Services Director; Arturo Castillo, ASD; Cindy Shehorn, Purchasing Services Manager, PW

1. Introductions

Chair Andersen called the meeting to order at 10:30 a.m. and invited each participant to introduce him/herself.

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 September 14, 2020 IOC meeting.

The Committee approved the record of action for the September 14, 2020 meeting as presented.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

4. RECEIVE presentation on current status of Affordable Housing Finance Committee membership and CONSIDER directing staff to report back to the Internal Operations Committee in February 2021 with recommendations to better align membership categories with the AHFC's work, allowing adequate time to appoint new AHFC members to the vacant seats prior to the AHFC's likely next meeting in April 2021.

Amalia Cunningham introduced the issue and deferred to Kristin Sherk, who presented the staff report and recommendations. Kristin summarized the history of the AHFC and explained some of the challenges of filling seat vacancies and the preferred qualifications necessary to be an effective AHFC member. Amalia noted that the AHFC currently does not have bylaws, and suggested that development of bylaws can be a vehicle for defining a new AHFC composition and qualifications. She proposed to bring proposed bylaws back to the IOC in February 2021 to allow time for recruitment of members before the AHFC is due to meet again in April/May 2021.

Chair Andersen concurred and suggested recruiting from the building trades, which could include Building Industry Association, HomeAid Northern California (Cheryl O'Conner), and the Yellow Roof Foundation (Dave and Lori Sanson). Vice Chair Burgis also suggested contacting the California Apartment Association.

Vice Chair Burgis also suggested that it might be appropriate to consider Pittsburg with the Central County rather than East County region and that the 2021 redistricting might inform such a decision.

With these suggestions, the Committee approved the staff recommendation.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

5. ACCEPT the 2019/20 Animal Benefit Fund report and CONSIDER approving recommendations for modifying the Animal Benefit Fund program.

Beth Ward provided the history of the Animal Benefit Fund and changes that have transpired since the advent of COVID-19, and deferred to Arturo Castillo, who presented the fiscal position of the Fund. Arturo explained that many animal services were not classified as essential under the pandemic. He lauded ASD staff for helping to generate donation revenue for spay/neuter services during the challenging time of the pandemic.

Beth reviewed the program modification recommendations and the reasons therefor. She discussed how she is partnering with local partners to provide spay/neuter services using County facilities on days that the County program is not operating. She discussed the \$3,000-\$5,000 daily cost of providing mobile clinic services. She noted a lack of low cost spay/neuter facilities in East Contra Costa County. She will be targeting \$130,000 in donations this year, but that will not be enough to meet projected needs. She presented a Powerpoint highlighting some of the animals in the County's care.

Vice Chair Burgis suggested that this is an opportune time to prepare for a

transition out of the COVID period.

The Committee accepted the report and approved the recommended program modifications and directed staff to prepare a resolution to effect the modifications, to be presented to the Board of Supervisors as a Consent item at a future Board meeting.

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 presented the staff report, noted improved compliance in some categories and highlighted those departments who met or exceeded the program targets.

Vice Chair Burgis suggested making presentations via Zoom to cities and local chambers of commerce to educate businesses about how to become eligible for these business categories and how to become aware of County bidding opportunities. Chair Andersen also suggested reaching out to the East Bay Economic Development Association, East Bay Leadership Council, Tri-Valley Innovation, and the Workforce Development Board.

The Committee accepted the report and directed that it be forwarded to the Board for its information.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

7. The next meeting is currently scheduled for November 9, 2020.

The Committee confirmed the next meeting date.

8. Adjourn

Staff requested and received direction on the format for interviews scheduled for the November meeting.

Chair Andersen adjourned the meeting at 11:30 a.m.

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: 10/12/2020
Subject: RECORD OF ACTION FOR THE SEPTEMBER 14, 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

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 September 14, 2020 IOC meeting.

Recommendation(s)/Next Step(s):

RECEIVE and APPROVE the Record of Action for the September 14, 2020 IOC meeting.

Fiscal Impact (if any):

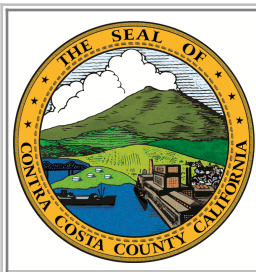
None.

Attachments

DRAFT Record of Action for the September 14, 2020 Meeting

Minutes Attachments

No file(s) attached.



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.

For Additional Information Contact:

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

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Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

4.

Meeting Date: 10/12/2020

Subject: REPORT ON AFFORDABLE HOUSING FINANCE COMMITTEE
COMPOSITION

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

Department: Conservation & Development

Referral No.: IOC 20/5

Referral Name: Advisory Body Recruitment

Presenter: Amalia Cunningham, Affordable Housing
Program Manager

Contact: Kristin Sherk (925)
674-7887

Referral History:

The Affordable Housing Finance Committee (AHFC) advises the Board of Supervisors on the annual allocation of approximately \$3.1 million in HOME Investment Partnership Act (HOME), \$2.1 million in Community Development Block Grant (CDBG) funds and \$650,000 in Housing Opportunities for Persons with AIDS (HOPWA) funds for affordable housing development in Contra Costa County. These funds are allocated annually to the County on a formula basis through the U.S. Department of Housing and Urban Development. The AHFC typically convenes once annually in the spring to review staff's recommendations for project funding of applications received through a public request for proposals process. Occasionally there is a second special meeting midway through the fiscal year to reallocate funds.

The AHFC replaced the 6-member HOME Technical Review Committee in 1995. The City and County representatives categories were carried over from the old HOME Technical Review Committee, and three additional community representatives were added to the committee membership roster. The AHFC currently consists of nine seats:

- three city representatives (one each from East, Central and West County)
- three county representatives (live in or serve unincorporated County); and
- three community representatives (live in the County, incorporated or unincorporated).

The subregions have traditionally been defined:

West Cities: El Cerrito, Hercules, Pinole, Richmond, San Pablo

Central Cities: Clayton, Concord, Danville, Lafayette, Martinez, Moraga, Orinda, Pleasant Hill, San Ramon, Walnut Creek

East Cities: Antioch, Brentwood, Oakley, Pittsburg

West Unincorporated: Crockett, El Sobrante, East Richmond Heights, Kensington, Montalvin Manor, N. Richmond, Port Costa, Rodeo

Central Unincorporated: Blackhawk, Contra Costa Centre, Diablo, Pacheco/Vine Hill, Saranap

East Unincorporated: Bay Point, Bethel Island, Byron, Clyde, Discovery Bay, Knightsen

By tradition, representatives on the AHFC must live or work in Contra Costa and City and County representatives must have expertise or an identified interest in affordable housing issues and the provision of additional housing for lower-income and special needs populations. The three Community representatives can be anyone who lives in the county and are not required to have experience in affordable housing development and financing.

Nominations for County and Community representatives are solicited by the Department of Conservation and Development and Clerk of the Board through the normal committee application process. 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. However, the three City representatives are nominated by the city managers in each subregion of the county and approved by the Board of Supervisors. All the AHFC terms are for three years and terms are staggered.

Referral Update:

Attached is the current AHFC member list as Attachment A. In summary, there are currently four vacant committee representatives. The West County City representative has been vacant since April 2018 and the Central County City representative has been vacant since June 2019. In addition, two other members' terms expired as of June 30, 2020.

There is historically a challenge to get responses from city leadership to fill the City slots. Five applications have been received so far in 2020 for the existing vacancies, all of which are self-submitted, so would be considered for the County or Community representative slots. Given that there are six months before the AHFC's next annual meeting, it seemed like a good time to give the IOC an update on its status and determine if the IOC would like to direct staff to return with recommendations to streamline the membership categories and process to align it with other committees of the County, and better meet the function it is charged with reviewing. Pending IOC direction and additional staff work on feasibility, these recommendations might look at:

- Taking member applications to just one body for approval – either all to the IOC or all to the Board.
- Keeping three “city” seats, one per sub-region, and allow them to be self-nominated residents within an incorporated city.
- Keeping three “county” seats, one per sub-region, and maintain status-quo of self-nomination by residents of unincorporated Contra Costa.
- Keeping one “community” seat, an “at-large” resident from anywhere in the county; for a total of seven seats overall.
- Developing bylaws for the committee that require members to have professional or personal experience with affordable housing finance, and affirming they must be residents of the county.

Recommendation(s)/Next Step(s):

RECEIVE presentation on current status of Affordable Housing Finance Committee membership and CONSIDER directing staff to report back to the Internal Operations Committee in February 2021 with recommendations to better align membership categories with the AHFC’s work, allowing adequate time to appoint new AHFC members to the vacant seats prior to the AHFC’s likely next meeting in April 2021.

Attachments

AHFC Roster Sept 2020

Minutes Attachments

No file(s) attached.

**CONTRA COSTA CONSORTIUM
AFFORDABLE HOUSING FINANCE COMMITTEE MEMBERSHIP**

City Representatives	
East County Rep. (City #1)	Term Expires: June 30, 2021
Eric C. Brown Brentwood	Financial Underwriter
West County Rep. (City #2)	Term Expires:
Vacant	
Central County Rep. (City #3)	Term Expires:
Vacant	

County Representatives (Unincorporated)	
County Rep. (County #1)	Term Expires:
Vacant	
County Rep. (County #2)	Term Expires: June 30, 2021
Willie J. Robinson El Sobrante	
County Rep. (County #3)	Term Expires: June 30, 2022
Warren D. Ritter Pacheco	

Community Representatives (At Large)	
Community Rep. (Community #1)	Term Expires:
Vacant	
Community Rep. (Community #2)	Term Expires: June 30, 2021
Frances Sorrondegui San Ramon	
Community Rep. (Community #3)	Term Expires: June 30, 2022
Lisa Caronna Kensington	



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

5.

Meeting Date: 10/12/2020
Subject: 2019/20 Animal Benefit Fund Report
Submitted For: Beth Ward, Animal Services Director
Department: Animal Services
Referral No.: IOC 20/8
Referral Name: Animal Benefit Fund PY Review
Presenter: Beth Ward **Contact:** Beth Ward (925) 608-8472

Referral History:

In 1988, the Animal Services Department created the Animal Benefit Fund. The purpose of the Animal Benefit Fund (ABF) is to allow the Animal Services Department to receive donations from individuals, animal welfare organizations and businesses, to support animal health and welfare projects that are not funded by departmental or general County revenues.

On April 21, 2015, during fiscal year 2015/16 budget hearings, the Board of Supervisors formally referred to the Internal Operations Committee (IOC) a review of the Animal Benefit Fund. On April 19, 2016, The Board of Supervisors approved, at the recommendation of the IOC, expansion of the Animal Benefit Fund approved uses (*see attached Archived Board Order dated 4/19/16*) and directed the Animal Services Director to report annually to the IOC on the impact of the Animal Benefit Fund on the community and families, creating a new standing referral. The IOC has previously received three such reports for FYs 2016/17, 2017/18, and 2018/19.

During the FY 2018/19 presentation, the Animal Services Director explained that the shelters were crowded with an average length of stay at 30+ days, a 2:1 ratio of dogs to dog runs, and 12 dogs per ward rather than the more acceptable 6-9 dogs per ward. She highlighted some of the uses of the Animal Benefit Fund (ABF) to supplement spay/neuter services provided by CBOs, to support the microchip program, and towards the Panda Gift program. She acknowledged that at the current rate of spending, the department would exhaust the ABF balance by the end of that fiscal year. The department planned to compensate for the funding gap with a combination of fee increases and staff assumption of some of the ABF services. The BOS approved a new fee schedule on November 1, 2019, effective January 1, 2020. The fee increase was expected to generate about \$340,000 in additional revenue for the department.

Referral Update:

Since the creation of the Animal Benefit Fund more than 30 years ago, monetary contributions and donations for services and supplies for animal welfare have provided additional support for unfunded needs of the animals impounded at the Department shelters and in our community. These donations have come in the form of grants or “soft ask” gifts over the counter or from the Animal Services Department website.

ANNUAL REPORT

For fiscal year (FY) 2019/20, the Department allocated \$453,022 for Animal Benefit Program. The monies in these

funds are not intended to replace General Funds, rather they are to supplement and enhance our care for animals and support of the public. The table below details the allocation, adjustment, and balances for each ABF program for FY 2019/20:

Animal Benefit Fund (ABF) FY 2019/20

ABF Fund Balance

Fund	Appropriation	Amount
133200	Beginning balance	338,022
133200	19/20 Expenditures	(333,454)
133200	19/20 Revenue	212,117
133200	Ending Balance	216,685

Expenses

Org	ABF Program	Appropriation	Year-to-Date Expenditures	Remaining Balance
3349	General	248,022	188,325	59,697
3350	Panda	50,000	4,578	45,422
3351	Education Program	0	102	(102)
3352	Shelter Intervention	25,000	21,785	3,215
3353	Transfer Partner Assistance	0	0	0
3354	Spay and Neuter Program	130,000	118,664	11,336
3355	Pets for Seniors	0	0	0
3356	Discounted Adoptions	0	0	0
	Totals:	453,022	333,454	119,568

Revenue

Org	Type of Donations	Estimated Revenue	Collected	Unrealized Revenue
9181	Pooled Earnings	0	5,700	(5,700)
9965	Donations	100,000	168,022	(68,022)
9965	S/N Fee Donations	0	23,395	(23,395)
9966	Grants	0	15,000	0
	Totals:	100,000	212,117	(97,117)

The key factors that affected the FY 2019/20 ABF budget were:

1. The reduction of the Unconditional Dog enrichment contract.
2. The Department received a \$15,000 grant from the State of California's Agriculture Department to increase low-cost S/N services for Contra Costa County residents.
3. COVID-19 significantly affected the Veterinary industry, due to a decrease in medical supplies and the State of California's Veterinary Medical Board (CVMB) recommendations identifying spay/neuter (S/N) services and specialty care services as non-essential veterinary medical services. The recommendation from the CVMB reduced veterinary services for animal owners and community partners throughout the State and the local Bay Area. Our community partners therefore did not utilize their S/N contracts as projected, due to this impact.

The Department exceeded its donation revenue goal estimated at \$100,000 by collecting \$168,022.07 in actual donations for FY 2019/20. The ABF donations increased through holiday donation drives in 2019. These activities have and will continue to be organized to promote our ABF programs and services, which are strongly supported by our partners and community residents.

In January 2020, the Department implemented the \$10 donation for each “unaltered” animal license sold. These donations are allocated specifically for our Spay and Neuter Program. In six (6) months, the Department received \$23,395 towards these services.

RECOMMENDATIONS FOR PROGRAM MODIFICATIONS

1. Rename Panda's Gift Program to the "Medical Assistance Program". Expand medical care services to sheltered and community that are above the mandated medical care for animals in shelter or within the community to increase pet retention.
2. Rename the Education Program to the "Humane Education Program" and expand the program to cover education programs provided within the community as well as in the shelter.
3. Expand the intervention tools provided under the Shelter Intervention Program to include preventative services (e.g. fence repair, pet grooming, ect.) and basic daily pet needs to maintain an animal in their home.
4. Expand the Spay and Neuter Program to include subsidies for pet vaccination and microchipping through local partnerships and mobile clinics.
5. Sunset the Transfer Partner Assistance, Pets for Seniors, and Discounted Adoption programs.

With input and approval of the Internal Operations Committee, the Animal Services Department will work with the County Administrator's Office to prepare a new Animal Benefit Fund resolution for Board consideration. The proposed 2020 Animal Benefit Fund resolution will continue to authorize the Animal Services Director to accept any gift, bequest, or device made for the benefit of animals in the shelter through programs such as a car donation and planned giving programs pursuant to Government Code section 25355. In keeping with this code section, the Director will file a report with the Board every quarter that describes the source and value of each gift. An annual report will also be provided to share the impact of the Animal Benefit fund on our community animals and families.

The Animal Services Department anticipates that approximately \$130,000 will be received annually in donations. This estimate is based on the amount of donations received by the animal shelter over the last three years. As is required by statute, any gifted funds or assets will be used for those purposes as are prescribed in the terms of the gift, bequest, or devise. Gifts by donors may be designated directly to a specific program. Gifts received with no instruction as to the use for a specific area or program or funds donated for “general animal welfare” will be considered as part of the general Animal Benefit Fund. Monies raised through in-house donations, and/or general fund-raising activities shall be considered undesignated gift funds and will be used for ABF programs at the discretion of the Animal Services Director.

Recommendation(s)/Next Step(s):

ACCEPT the 2019/20 Animal Benefit Fund report and CONSIDER approving recommendations for modifying the Animal Benefit Fund program.

Fiscal Impact (if any):

No fiscal impact. This is an informational report with recommendations that will not affect the amount of funds allocated for animal services and programs, but rather how donated funds can be expended.

Attachments

ABF Powerpoint Presentation FY 2019/20

ARCHIVED DOCUMENT: April 2016 Board Order Expanding Animal Benefit Fund Program

Minutes Attachments

No file(s) attached.

CONTRA COSTA COUNTY ANIMAL SERVICES

ANIMAL SERVICES FY2019/20 ANIMAL BENEFIT FUND PRESENTATION



OCTOBER 7, 2020

The Animal Benefit Fund (ABF)

The ABF was established by the Contra Costa Board of Supervisors in 1988 as a way to accept donations from compassionate individuals who want to help our shelter animals. All funds are used to enhance the care and well-being of animals in our shelters and to enhance programs of humane welfare and education for the residents of Contra Costa County. In FY 19/20, ABF funds were allocated to a range of projects and focused on four primary funding areas:

- **Canine Enrichment (General Program)**
- **Medical Assistance (Panda's Gift)**
- **Spay & Neuter Assistance**
- **Pet Retention**



2020 Animal Benefit Fund Report

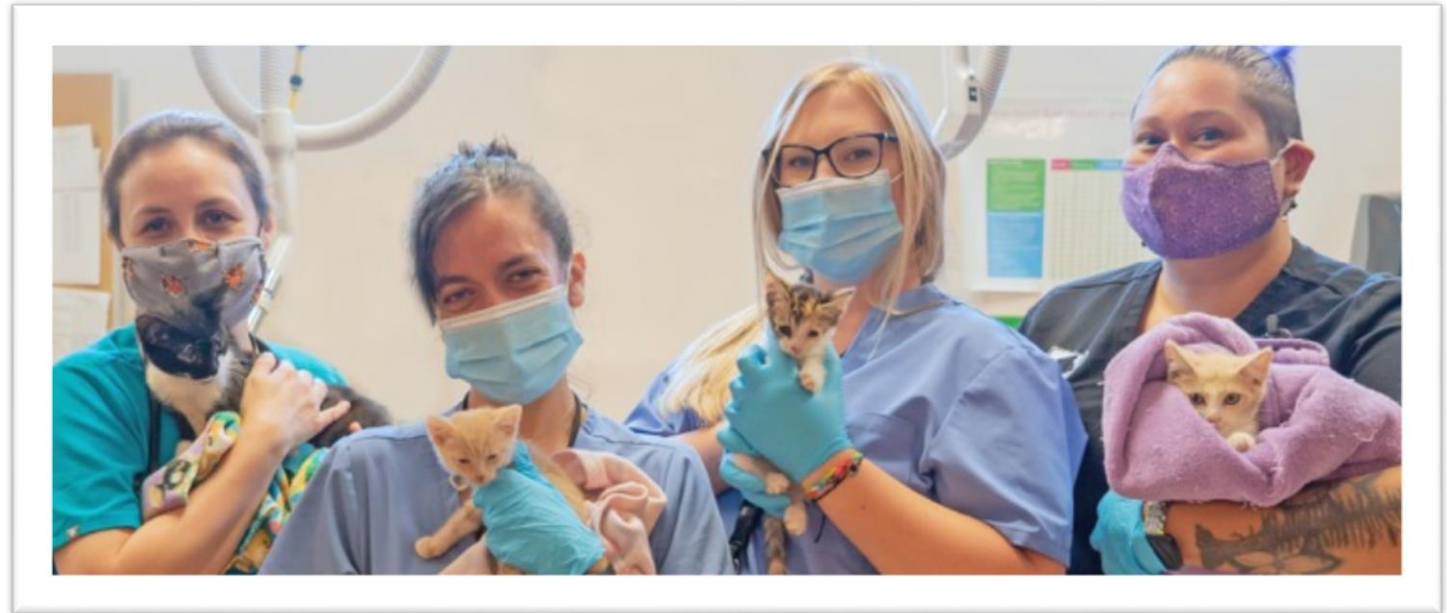


Contra Costa Animal Services
4800 Imhoff Place
Martinez, CA 94553

Panda's Gift (Medical Assistance)

The Panda's Gift Program was created to provide medical services to animals in need that have conditions beyond CCAS' ability to treat.

In FY 19/20, Panda Funds were utilized to help treat numerous pets and a variety of medical conditions, including heart surgery, orthopedic procedures and dental work.

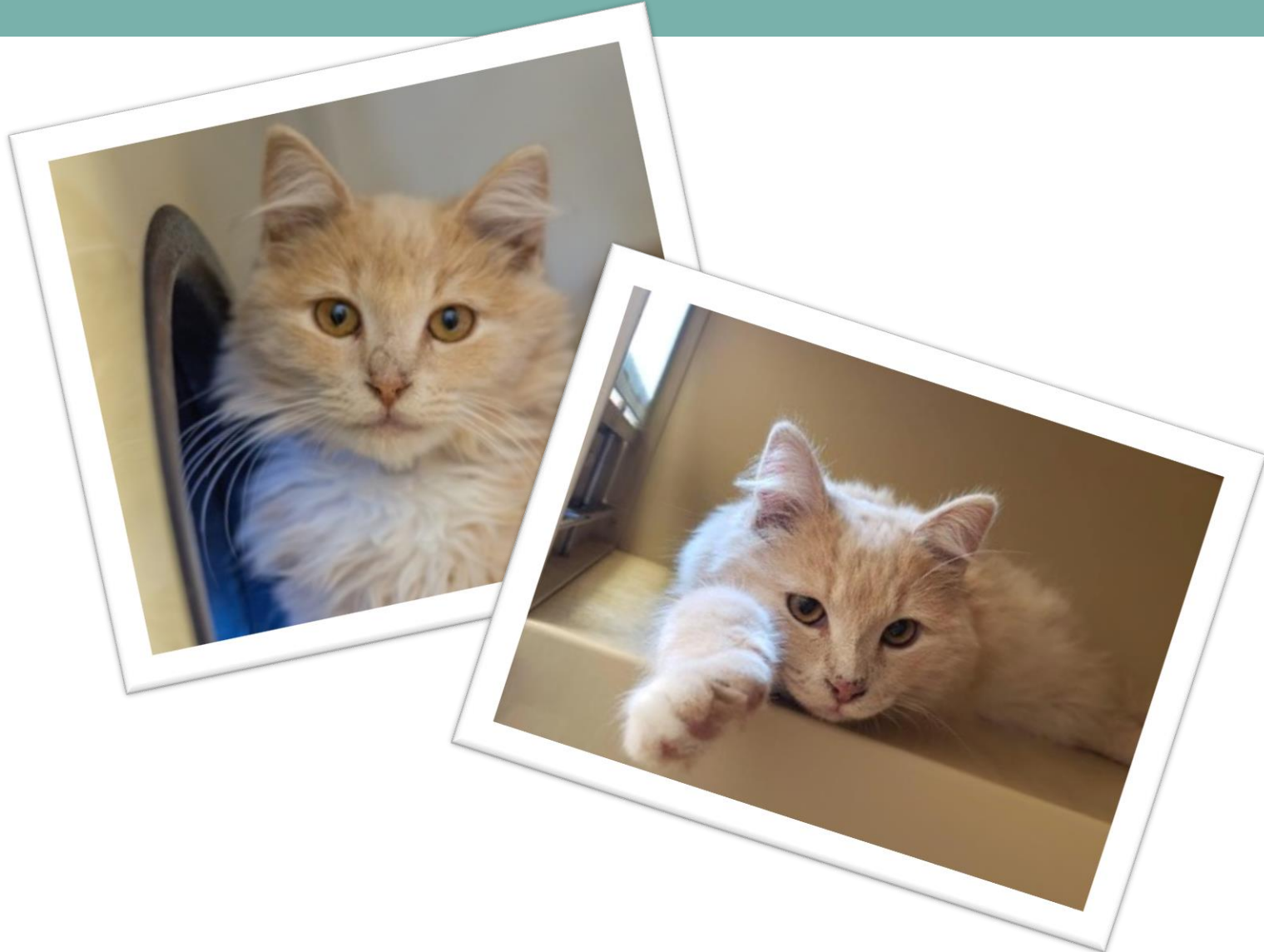


CCAS also worked closely with volunteers and nonprofit groups to expand fundraising efforts to benefit sick and injured animals at CCAS, which has allowed us to help even more pets with advanced medical needs than we were previously capable of managing.

Panda Fund (Medical Assistance)

Buffy was a kitten who came to CCAS with a loud heart murmur, which was identified on his initial examination. With the aid of Panda Funds, we were able to secure Buffy a cardiac ultrasound at a specialty clinic in the Bay Area.

They found that Buffy had a congenital heart defect known as a patent ductus arteriosus (PDA). This condition is correctable but would require major surgery at UC Davis. Thanks to the Panda Fund, and additional fundraising efforts from donors at UC Davis, Buffy was able to receive the surgery to correct his heart defect and now is happy in a forever home!



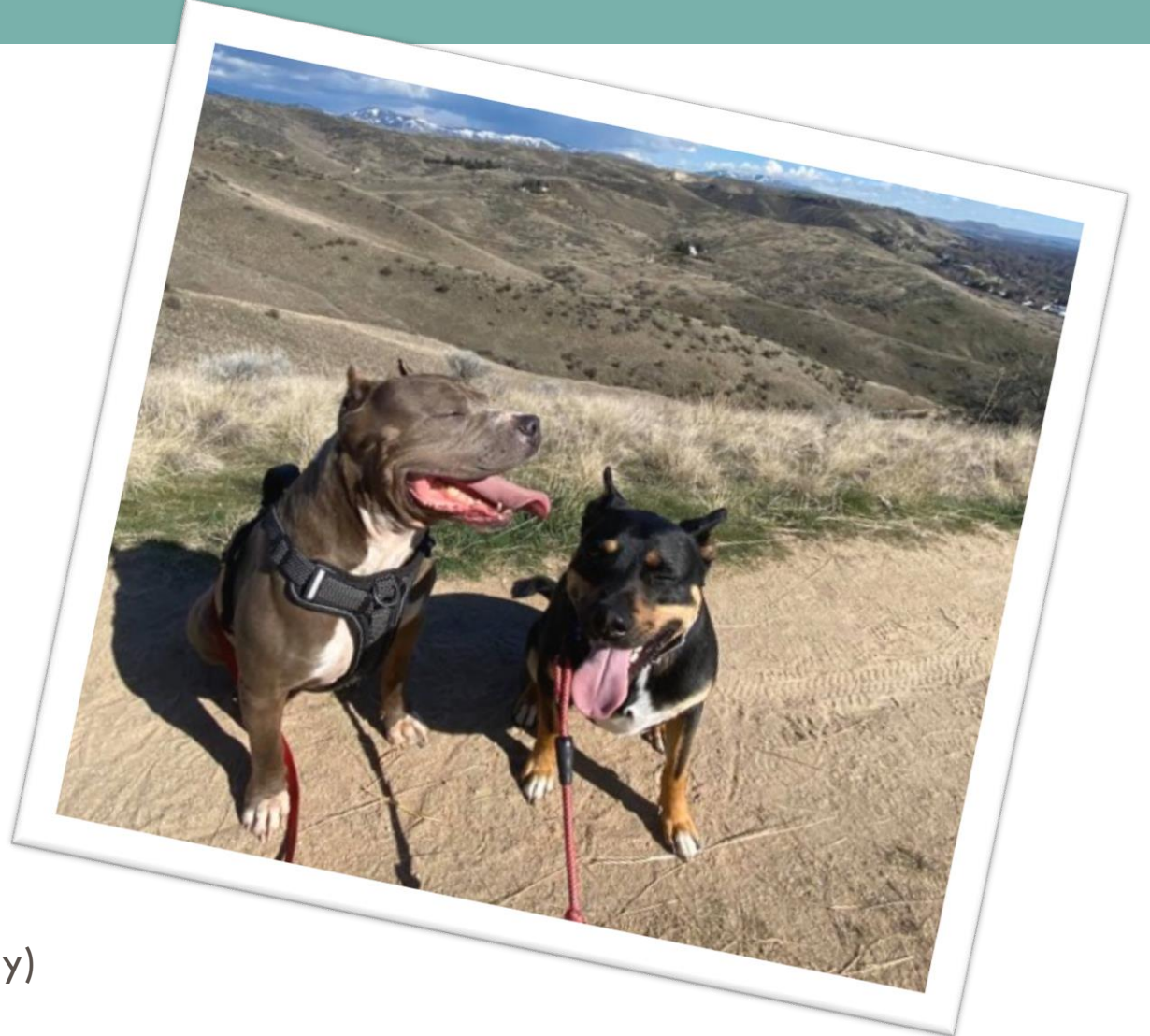
Panda Fund (Medical Assistance)

Sunny was a young pit bull in our care who was noted as having severe neck pain and not being able to walk.

With the aid of Panda Funds and local fundraising efforts, Sunny was able to go to UC Davis where he was diagnosed with a bulging disc and received the surgery to relieve the pressure on his spinal column.

After recovery, Sunny was transferred to a rescue organization and was ultimately adopted by his new family!

(Sunny, on the right, enjoying a hike with his new buddy)



Spay & Neuter Assistance

The Spay/Neuter Assistance Program was created to increase opportunities for low-cost spay and neuter services in Contra Costa County.

Working with our collaborative partners Fix Our Ferals, Contra Costa Humane Society, Paw Fund and Pawsitively SAFE, ABF funds were utilized to support low-cost spay and neuter surgeries across the County through local clinics, Trap, Neuter, Release (TNR) programs, and mobile spay/neuter events.

(Photos: Abandoned kittens from Oakley that were rescued, altered and vaccinated by Pawsitively Safe)

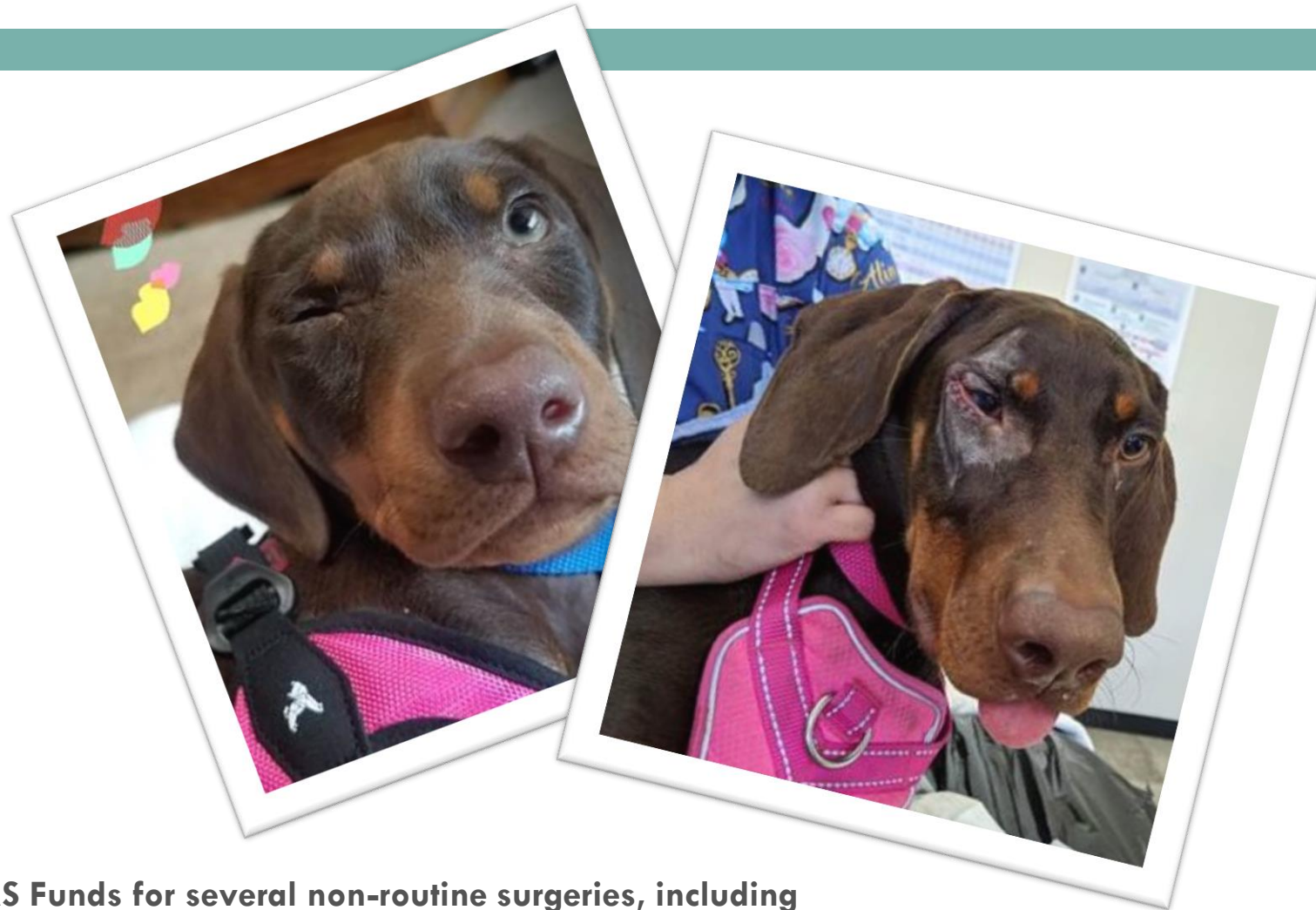


Spay & Neuter Assistance

In FY 19/20, CCAS partner Fix our Ferals used ABF funds to provide subsidized spay/neuter for low income residents of Contra Costa County, helping 963 patients in total.

Of the 963, 700 were free roaming community cats brought to the clinic through their TNR program. Each of the 700 cats received FVRCP and Rabies vaccines, ear tip, were implanted with a Microchip, and given a medication for parasite control. The other 263 pets were owned dogs and cats for routine spay/neuter, microchips and vaccines if needed.

Fix Our Ferals also used a small portion of CCAS Funds for several non-routine surgeries, including Nala (pictured here in before and after photos), a sweet Doberman pup who received an entropion surgery to fix his eye while he was in for his neuter surgery.



Spay & Neuter Assistance

CCAS partner, Paw Fund, utilized ABF funds in FY 19/20 to support their monthly low-cost pop up clinics in West County.

Paw Fund's clinics help bring these important services directly to the communities where they're most needed, with many of the services being provided for free.



Pet Retention

The CCAS/ARF Pet Retention Program was created to assist Contra Costa County residents who want to keep their pets out of the shelter and at home where they belong.

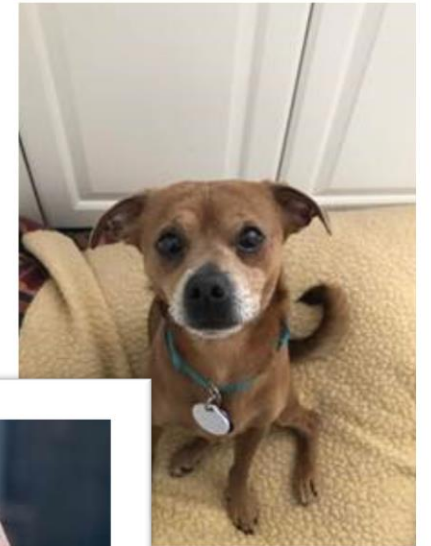
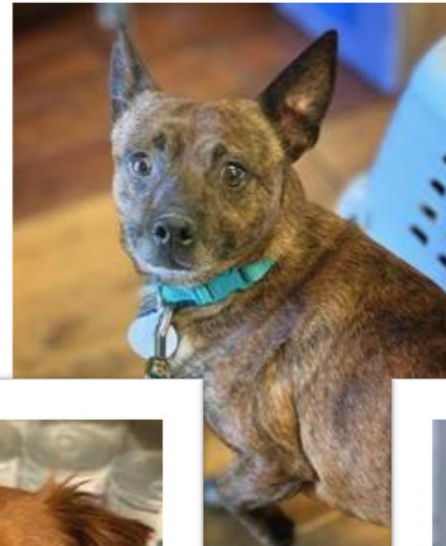
The program focuses on providing resources and assistance, such as free or low-cost spay/neuter surgeries, vaccinations, temporary boarding and much more, to County residents who are at risk of surrendering their pet. During FY 19/20, the Pet Retention Program was able to help County residents keep pets out of the shelter and in safe, loving homes.

The real measure of the Pet Retention Program's success can be found in the stories, photos and thank you cards we receive from people whom we've helped keep their pet in their family.



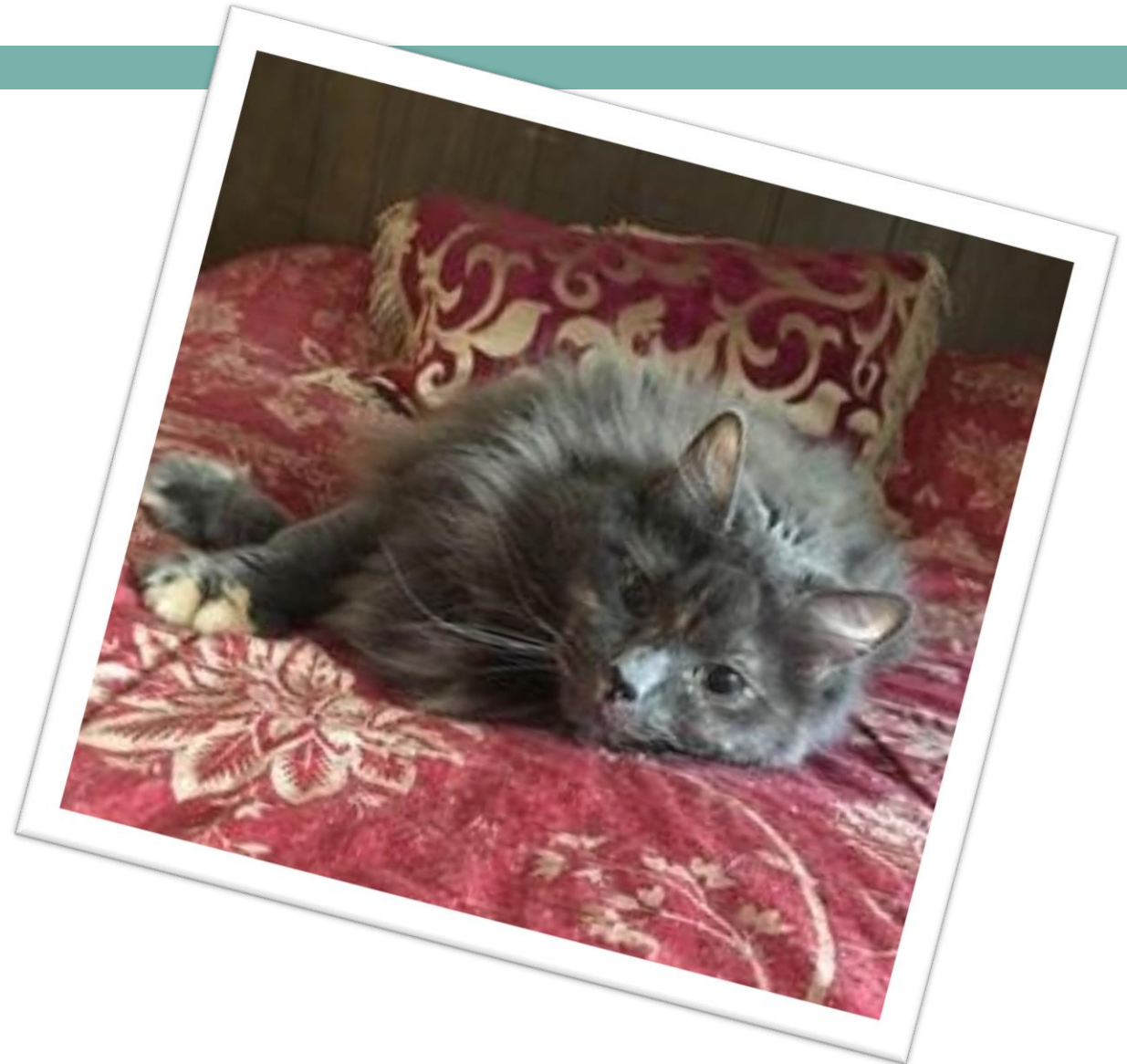
Pet Retention

In November of 2019, CCAS was contacted by an Oakley resident who found herself overwhelmed with over 30 dogs in her home. She had originally had only two dogs, but both were unaltered and because she could not afford the cost of spay/neuter surgeries, those two dogs became over 30 dogs. Upon learning about her situation, the Pet Retention Team sprung into action. Over the course of four months, the team worked with the owner to develop a plan to bring her population down, spay, neuter and vaccinate all of the dogs, and assisted her with rehoming the dogs she was unable to keep. As a result, every single dog was adopted into a forever home by CCAS or one of our rescue partners who assisted the Pet Retention Team in managing this case.



Pet Retention

Daisy's owners originally reached out to the Pet Retention team because they were at risk of surrendering her to CCAS due to behavioral issues and because they were having trouble affording cat food. The Pet Retention Team was able to help Daisy's owners keep her in their home by providing monthly food assistance and setting the owners up with behavioral support, which helped Daisy become more tolerant of human behaviors. As a result of the hard work and compassion of the Pet Retention Team and ABF funding, Daisy remains happily in her home where she is thriving.



Enrichment

Enrichment and socialization play a crucial role in the success of shelter pets, particularly dogs.

Providing a robust enrichment program to alleviate the daily stresses dogs experience while in the shelter is a top priority, and the Shelter Enrichment component of the ABF helps CCAS achieve that goal.



Enrichment

From in-kennel enrichment, walks and activities, to trainings, evaluations and timid dog management, the ABF funds utilized for animal enrichment made a significant impact in maintaining or improving the behavior levels of CCAS dogs during their time in our shelters.



Enrichment

In March of 2020, during the onset of COVID-19, the CCAS Enrichment Team took the lead on establishing a dog foster program within days of the first Shelter in Place order.

As a result of these quick actions, the majority of CCAS dogs were able to be placed into foster homes, which allowed our reduced staff to provide a high level of care and enrichment to the few animals that were not able to leave the shelter.



Danielle, Nala and Josephine going to foster during COVID-19

Thank You To Our Donors!

Over the last year, the Animal Benefit Fund has allowed CCAS to put ideas into action, the results of which were highlighted in this presentation.

To our donors, we say, “Thank You” for believing in us and for providing us the tools necessary to impact and touch even more lives.

CCAS is grateful for each and every contribution, funding that has allowed us to save and transform lives in ways we could have never imagined. We simply could not do this without you!



Questions



Contra
Costa
County

To: Board of Supervisors
From: INTERNAL OPERATIONS COMMITTEE
Date: April 19, 2016

Subject: ANIMAL BENEFIT FUND

RECOMMENDATION(S):

1. ACCEPT report from the Animal Services Director on the Animal Benefit Fund;
2. CONSIDER recommendations of the Animal Services Director and PROVIDE direction to staff regarding next steps:
 - authorize the Animal Services Director to accept any monetary donation, gift, bequest, or devise made to or in favor of the Contra Costa County Animal Services Department as allowed under Government Code section 25355 (*NOTE: County policy requires Department Heads to notify the CAO regarding donations exceeding \$1,000 and obtain Board of Supervisors approval for donations exceeding \$10,000*);
 - approve the continued use of the Animal Benefit Fund;
 - establish new programs that receive assistance under that Fund;
 - authorize the Animal Services Director to solicit donations for the benefit of shelter animals;
 - direct the Animal Services Director to file a report with the Board of Supervisors every quarter that describes the source and value of each gift; and

APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **04/19/2016** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
 Candace Andersen, District II Supervisor
 Mary N. Piepho, District III Supervisor
 Karen Mitchoff, District IV Supervisor
 Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: April 19, 2016

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: Stephanie Mello, Deputy

Contact: Beth Ward (925)
335-8370

- direct the Animal Services Director to submit a report annually to the Internal Operations Committee regarding the impact of the Animal Benefit fund on our community animals and families.

ARCHIVED DOCUMENT

RECOMMENDATION(S): (CONTD)

>

FISCAL IMPACT:

No impact to the General Fund. The Animal Benefit Fund is the repository for community donations that help to fund unmet needs of animals impounded at County shelters. The Animal Services Department anticipates that approximately \$150,000 will be received annually in donations. This estimate is based on the amount of donations received by the animal shelter over the last 3 years.

BACKGROUND:

On April 21, 2015, the Board of Supervisors received several comments regarding the Animal Benefit Fund from members of the public during fiscal year 2015/16 budget hearings. As part of budget deliberations, the Board directed staff to include a review of the Animal Benefit Fund to a Board Standing Committee for further review.

On May 12, 2015, the Board of Supervisors adopted the fiscal year 2015/16 budget. Included in the Board's action was the formal referral of this issue to the Internal Operations Committee.

On September 14, 2015, the CAO reported to the IOC on the history of the Animal Benefit Fund (**report attached hereto for reference**). With the retirement of former Animal Services Director Glenn Howell, further study on this referral was suspended until the new department director, Beth Ward, could review the history and provide input and advice to the Committee. Following is the report and recommendations presented Ms. Ward to the Internal Operations Committee, and which the IOC approved, on March 28, 2016.

I. BACKGROUND ON THE CONTRA COSTA COUNTY ANIMAL SHELTER

The Contra Costa County Animal Shelter (CCCAS) receives approximately 12,000 live domestic and livestock animals annually. CCCAS' budget is designed to cover the basic needs of incoming stray, abandoned, and homeless animals and our County licensing and field services departments. The basic needs include food, prophylactic medical care (spay/neutering), antibiotics and general veterinary supplies, emergency veterinary treatment, sterilization, microchips, and collars/travel boxes for animals.

As an open-door agency, the CCCAS accepts animals suffering from medical or behavioral conditions that while treatable, may initially disqualify the animal from placement into a new home. CCCAS' operating budget is currently not designed to fund extended medical rehabilitation for injured/ill animals, behavior management, foster care supplies for orphaned animals, supplies designed to enhance animal enrichment in the shelter environment, or marketing and outreach efforts aimed at increasing adoptions.

II. THE ESTABLISHMENT OF THE ANIMAL BENEFIT FUND

In 1988, the CCCAS created the Animal Benefit Fund. The original purpose of the Animal Benefit Fund was to allow the Animal Services Department to receive donations from individuals, animal welfare organizations and businesses, to support animal health and welfare projects that are not funded by departmental or general County revenue. Since the creation of the Animal Benefit Fund, monetary contributions and donations for services and supplies for animal welfare have provided for unfunded needs of the animals impounded in CCCAS. These donations have come in the form of grants or "soft ask" gifts over the counter or from our website.

III. PROPOSAL TO EXPAND THE 1988 AUTHORIZATION

In order to increase our ability to create more funding opportunities and clarity around how funds will be used, the CCCAS is requesting that the Board increase the authority of the Animal Services Director to accept any monetary donation, gift, bequest, or devise made to or in favor of the Contra Costa County Animal Services Department as allowed under Government Code section 25355, approve the continued use of the Animal Benefit Fund, establish new programs that receive assistance under that Fund, authorize the Animal Services Director to solicit donations for the benefit of shelter animals, and require the Animal Services Director to provide an annual report to the Internal Operations Committee.

The following are the program descriptions:

Animal Benefit Fund: Animals have a variety of needs, and CCCAS does not always have the funds to address those needs. The Animal Benefit Fund may be used for such needs as medical treatment of a sick/injured dog, orthopedic repair for a damaged limb, veterinary diagnostic tests, kennel enrichment in the form of toys and beds, upgraded dog training supplies for volunteers such as training collars/harnesses, nutritional supplies for orphaned puppies and kittens, print or radio advertising to promote adoptions, and spay/neuter efforts. In addition to monetary donations to the Animal Benefit Fund, wish lists, in-kind gifts, Amazon Smile gifts, and gift cards to pet stores, home improvement stores, and other big box stores can also help us with these needs.

The Animal Benefit Fund would support the following seven new programs:

(1) Panda's Gift Program: This program is for emergency vet care and goes to help animals like Panda, a dog who was brought to us in distress, in labor with a deceased puppy stuck inside, an old injury to her left eye and in overall poor condition. Our medical team acted quickly, rushing her into surgery, removed the puppy from the birth canal, performed an Ovariohysterectomy, and did a third eyelid flap to protect her injured eye. Panda quickly recovered from her surgery and acted like a new pup, snuggling with her foster family and learning what it felt like to be safe and loved. A family met and fell in love with Panda and took her home to join their household. Without donations to this fund, happy endings like Panda's would not be possible.

(2) Education Program: This program is to help pet owners resolve behavioral problems that might cause them to give up their pet, to help shelter animals with behavioral issues that might keep them from being easily adopted, and to create education programs for school age children. CCCAS will be creating a program where local trainers will work with pet owners, shelter dogs, volunteers and foster homes on reducing various behavioral problems, resulting in fewer surrenders and more successful adoptions. This program can also help to support humane education in our communities.

(3) Shelter Intervention Program: Often times families get into a crisis situation where they turn to surrendering their pet to a shelter. Our intervention program would help to provide resources to keep animals in their homes. Examples of intervention tools: spay/neuter, behavior/training assistance, and grooming.

(4) Transfer Partner Assistance Program: This program would provide support to our smaller transfer partners, who help save the lives of animals with medical concerns or basic Spay/Neuter support for animals pulled from CCASD.

(5) Spay and Neuter Program: This program would make spay and neuter more affordable and accessible in our County by establishing a donation subsidized voucher program to provide free or low cost spay/neuter surgeries in collaboration with local veterinarians.

(6) Pets for Seniors Program: A pet is sometimes the only companion our community's elders have, and the health and psychological benefits of having a pet are well-documented. This program pays a portion of the adoption fee for qualifying seniors, allowing them to use the money they saved to help pay for the initial items necessary for keeping a pet. This program may also be used to help seniors on limited incomes to keep animals in their lives when they may have had to give up their furry companion due to lack of money for basic daily needs or medical concerns.

(7) Discounted Adoption Program: Sometimes, we are critically full of pets waiting for new homes. Rather than euthanize healthy adoptable or treatable animals, CCCAS discounts the adoption of pets to give people even more of an incentive to adopt. CCCAS also participates in national adoption events, promoting the placement of shelter animals. We are only able to offer reduced-fee adoptions when we have donated funding available.

IV. OTHER PROPOSALS COVERED IN THE EXPANDED AUTHORIZATION

In addition to approving the formation of the new programs described above, the expanded authorization would delegate to the Animal Services Director the power to accept any gift, bequest, or devise made for the benefit of animals in the shelter through programs such as a car donation and planned giving programs pursuant to Government Code section 25355. In keeping with this code section, the Director will file a report with the Board every quarter that describes the source and value of each gift. An annual report will also be provided that shares the impact of the Animal Benefit fund on our community animals and families. As is required by statute, any gifted funds or assets will be used for those purposes as are prescribed in the terms of the gift, bequest, or devise. The monies in these funds are not intended to replace General Funds, rather they are intended to supplement and enhance our care for animals and support of the public.

CCCAS is also requesting that the Director be authorized to solicit monetary contributions through methods such as request forms included in dog license mailing, website information, and adopters and owners surrendering pets being given the opportunity to assist other shelter animals by contributing at the time of their transaction. Donations will be tax-deductible and acknowledged in writing to the donor.

Gifts by donors may be designated directly to a specific gift fund or program. Gifts received with no instruction as to the use for a specific area or program or funds donated for "general animal welfare" will be considered as part of the general Animal Benefit Fund. Monies raised through in-house donations, and/or general fund raising activities shall be considered undesignated gift funds.

The Director will utilize these funds in a manner that is consistent with the specific purpose for which they were donated. It is also important to recognize that these are donated funds and as such the use of the funds to pay businesses, organizations and fund voucher programs for various services to support the CCCASD programs would not be considered "gifts of County funds".

Each year, the Director will recommend expenditures from the Animal Benefit Fund through the budgetary process. Grants and designated funds shall be expended according to the grant or designated gift. Designated balances of \$50 or less will be rolled back into the undesignated gift funds.

Should the CCCAS wish to expend more than \$25,000 per purchase order, CCCAS must submit a request in writing for approval by the Board of Supervisors.

The CCCAS anticipates that approximately \$150,000 will be received annually in donations. This estimate is based on the amount of donations received by the animal shelter over the last 3 years.

ATTACHMENTS

Public Comment Received at the 3/28/16 IOC Meeting

9/14/15 Archived Report to IOC on the Animal Benefit Fund

ARCHIVED DOCUMENT



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

6.

Meeting Date: 10/12/2020

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 previously agendized on September 14, 2020. On September 14, the IOC tabled discussion of the semi-annual report to allow time for study of current program thresholds and exemptions. Since that study will require approximately 90 days to complete, staff recommends the IOC consider the semi-annual report today, report out to the Board on the report, and continue the examination of thresholds and exemptions to 2021.

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.



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**

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.

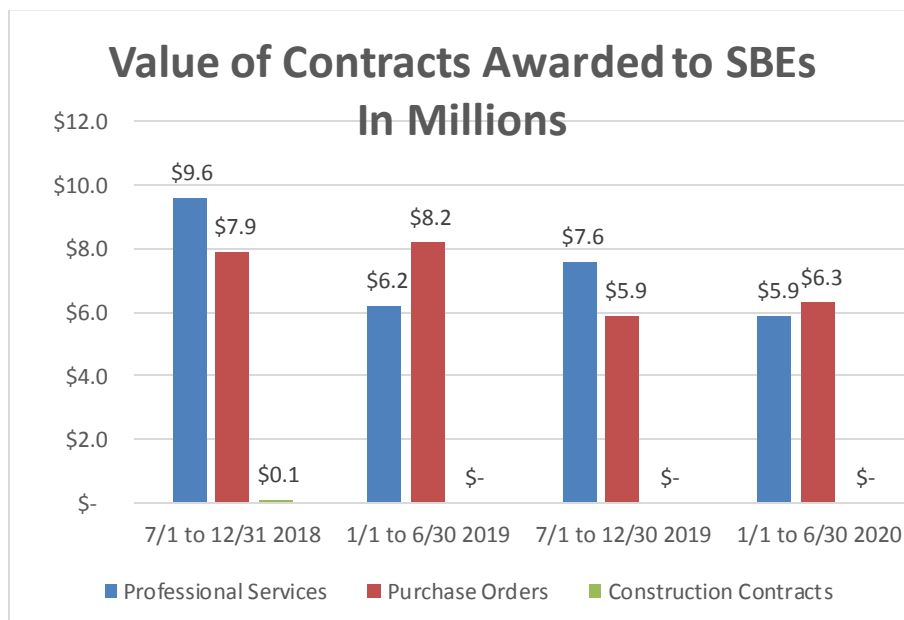
The Internal Operations Committee has responsibility for evaluating the semi-annual reports and making recommendations to the Board on program policies and reporting. The Board receives reports in six-month increments, with the last report submitted to the Board for the period ending December 2019. Attachment 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

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	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
ANIMAL SERVICES						
Professional/Personal Services	4	4	100%	\$48,510	\$48,510	100%
CLERK OF THE BOARD						
Professional/Personal Services	2	2	100%	\$146,080	\$146,080	100%
DOIT						
Professional/Personal Services	1	1	100%	\$75,000	\$75,000	100%

CHILD SUPPORT SERVICES						
Professional/Personal Services	2	2	100%	\$174,999	\$174,999	100%
DISTRICT ATTORNEY						
Professional/Personal Services	2	2	100%	\$50,250	\$50,250	100%
PUBLIC WORKS						
Professional/Personal Services	7	7	100%	\$153,850	\$153,850	100%
CONSERVATION & DEVELOPMENT						
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

BUSINESS CATEGORY	Notifications	Percentage of Total
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%
Total	107,325	35.85%

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%
Total	\$25,524,595	100%

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>
Agriculture						
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%
Animal Services						
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%
Assessor						
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%
Auditor-Controller						
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%
Clerk-Recorder-Elections						
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%
Conservation and Development						
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%
County Administrator's Office - Administration						
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						
Fire Protection District	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						
Health Services	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						
Human Resources	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						
Library	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						
Probation	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						
Public Defender	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						
Public Works	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						

Office of the Sheriff	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						
Treasurer - Tax Collector	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						
Veterans Services Office	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						

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

