

ATTACHMENT C

SUMMARY OF 2015 IOC REFERRALS

1. Small Business Enterprise (SBE) and Outreach Programs. The IOC accepted one semi-annual report in August from the County Administrator's Office, covering the period July-December 2013. The IOC accepted the report and forwarded it to the Board of Supervisors on December 2 with no recommendations for program modification.
2. County Financial Audit Program. In 2000, the Board of Supervisors directed that the IOC review each December the annual schedule of audits and best practices studies proposed by the County Administrator and the Auditor-Controller. Due to the exigent need to complete the County's Comprehensive Annual Financial Report by the prescribed deadline, the IOC agreed to change, henceforth, the Auditor-Controller's annual audit plan deadline to February. The Auditor-Controller's Office presented a report of their 2013 audits and the proposed 2014 Audit Schedule to the IOC at its February 3, 2014 meeting. The IOC accepted the 2014 work plan with a modification that the Auditor-Controller should additionally review prior-year contracts of the Health Services-Mental Health Division to ensure that payments to contractors were made in strict accordance with the contract payment provisions.
3. Annual Report on Fleet Internal Service Fund and Disposition of Low Mileage Vehicles. Each year, the Public Works Department Fleet Manager has analyzed the fleet and annual vehicle usage, and made recommendations to the IOC on the budget year vehicle replacements and on the intra-County transfer of underutilized vehicles, in accordance with County policy. In FY 2008/09, following the establishment of an Internal Services Fund (ISF) for the County Fleet, to be administered by Public Works, the Board requested the IOC to review annually the Public Works department report on the fleet and on low-mileage vehicles. The Fleet Manager, in a report on July 7, 2014, identified 44 low mileage vehicles out of 893 vehicles in the Internal Services Fund Fleet and consulted with each department having low mileage vehicles in the formulation of his recommendations. The Fleet Manager concluded that all but 12 of the 44 low mileage vehicles had compelling reasons to be maintained in the fleet and recommended that the Public Works Department install GPS telemetric devices in those vehicles to better inform any decision to reassign those vehicles and/or develop alternatives such as use of rental or personal vehicles. Based on the Fleet Manager's assurance that the installation and subscription costs for the GPS telemetric devices were included in the FY 2014/15 fleet rates, the IOC concurred with, and the Board of Supervisors on July 29 approved, the recommendation with direction that the next annual report to the Committee be scheduled for February 2015, in preparation for the 2015/16 budget.
4. Local Vendor Preference Program. In 2005, the Board of Supervisors adopted the local bid preference ordinance to support small local business and stimulate the local economy, at no additional cost to the County. Under the program, if the low bid in a commodities purchase is not from 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. Since adoption of the ordinance, the IOC has continued to monitor the effects of the program through annual reports prepared and presented by the Purchasing Agent or designee.

On April 14, 2014, the IOC accepted the FY 2013/14 Report from the Public Works department and reported the outcome to the Board on November 4.

5. Advisory Body Candidate Screening/Interview. On December 12, 2000, the Board of Supervisors approved a policy on the process for recruiting applicants for selected advisory bodies of the Board. This policy requires an open recruitment for all vacancies to At Large seats appointed by the Board. The IOC made a determination that it would conduct interviews for At Large seats on the following bodies: Integrated Pest Management Advisory Committee, Treasury Oversight Board, Airport Land Use Commission, Aviation Advisory Committee and the Fish & Wildlife Committee; and that screening and nomination to fill At Large seats on all other eligible bodies would be delegated to each body or a subcommittee thereof.

6. Process for Allocation of Propagation Funds by the Fish and Wildlife Committee. On November 22, 2010, the IOC received a status report from Department of Conservation and Development (DCD) regarding the allocation of propagation funds by the Fish and Wildlife Committee (FWC). The IOC accepted the report along with a recommendation IOC conduct a preliminary review of annual FWC grant recommendations prior to Board of Supervisors review. On April 14, 2014 the IOC received a report from DCD proposing, on behalf of the FWC, 2014/15 Fish and Wildlife Propagation Fund Grant awards. The IOC approved the proposal and, on April 22, recommended grant awards for 16 projects totaling \$140,605, which the Board of Supervisors approved unanimously.

7. Special Recruitments. This is a standing referral for the IOC to conduct recruitments for certain bodies, as designated by the Board of Supervisors. For example, in 2014, the IOC recruited to fill vacancies on the Retirement Board, Planning Commission, Contra Costa County Fire Protection District Fire Advisory Commission, East Contra Costa Fire Protection District Board of Directors, the Local (Solid Waste) Enforcement Agency Independent Hearing Panel, the Contra Costa Resource Conservation District, and the Law Library. The IOC has one special recruitment on referral at this time: for two independent observers for the Ambulance Service RFP Scoring.

8. Waste Hauler Ordinance. On May 8, 2012, the Board of Supervisors referred to the Internal Operations Committee a proposal to develop a waste hauler ordinance. The IOC received a preliminary report from the Environmental Health (EH) Division of the Health Services Department on May 14, 2012 and status report on November 13, 2013 showing substantial work and progress. The IOC requested EH staff to bring a final draft ordinance to the Committee for further consideration but staff subsequently identified issues with the interplay between the proposal and current franchise agreements that must be examined before the County can proceed with an ordinance.

9. Social Media Policy Follow-up. On June 26, 2012, the Board of Supervisors referred to the IOC the potential development of a policy governing the use of social media by County departments. The County Administrator's Office assigned the Office of Communications and Media (OCM) with the task of researching this issue and providing information to the IOC. The IOC began studying the issue in August 13, 2012 and received periodic updates over the subsequent 18 months, during which time work on the policy had to be tabled for several months due to other emerging priorities. The policy was completed and approved by the Board of Supervisors on June 17, 2014, with direction to the Communications and Media Director to work with the County Counsel and Risk Manager to prepare social media site usage guidelines, terms of use disclaimers, and staff training curriculum, and to report back to the Internal Operations Committee on the status of these efforts.

10. Emergency Operations Plan Update. On July 29, 2014, the Board referred to the IOC the triennial update of the County's Emergency Operations Plan (EOP). The EOP is a working document that covers emergency management guidelines. The plan explains the emergency management cycle, which includes mitigation of, preparation for, response to, and recovery from an emergency of any size and hazard type. Prior updates occurred in 2006, 2009, and 2011. The Emergency Services Policy Board may review and make recommendations on emergency and mutual aid plans and agreements, ordinances, resolutions and regulations as necessary to implement emergency services plans and agreements. This matter will be scheduled once the Policy Board has forwarded its proposed updates to the IOC.

11. Evaluation of Establishing Property Assessed Clean Energy (PACE) Financing Districts within the County. PACE financing is authorized in State law to allow financing of renewable energy, energy efficiency and water efficiency improvements on private property. PACE financing involves a property owner voluntarily agreeing to enter into a contractual assessment with a PACE financing provider. The PACE program provides capital for construction of energy efficiency improvements on the property, and a levy is placed on the property whereby the contractual assessment is then repaid in installment payment placed on the property tax bill and collected by the County through the property tax collection process. On August 14, 2012, the Board of Supervisors referred to the IOC an evaluation of establishing PACE districts within the County. The matter was taken up by the IOC in December 2012, but as new information became available regarding legal and federal regulatory issues, Supervisor Mitchoff, who introduced the matter to the Board for study, decided to withdraw her committee referral. The matter was again referred to the IOC on September 9, 2014. The IOC had a lively discussion of the program on November 3, and requested additional information from staff and PACE Program administrators for future deliberations in March 2015.