

County of Contra Costa
OFFICE OF THE COUNTY ADMINISTRATOR
MEMORANDUM

DATE: March 6, 2017

TO: **Internal Operations Committee**
Supervisor Candace Anderson, Chair
Supervisor Diane Burgis, Vice-Chair

FROM: Allison Picard, Chief Assistant CAO

SUBJECT: **Triennial Review – Phase II Report**

RECOMMENDATION:

ACCEPT the Triennial Review Phase II Report and the specific recommendations summarized below:

- 1) Direct staff to report back by May 2017 with a plan to increase outreach for filling vacant Board committees and commissions that includes working with each Board office to advertise openings in their specific District with a goal of encouraging diverse representation on these bodies.**
- 2) Request the First Five Commission update their by-laws and make a recommendation regarding the number of designated alternates.**
- 3) Refer to the Board's Hiring Outreach Oversight Committee an update of the by-laws for the Advisory Council on Equal Employment Opportunity.**
- 4) Direct staff to report back to the Committee by July 2017 with a more detailed assessment of the status of Municipal Advisory Councils including by-laws and annual reports, and to provide refresher training to employees staffing the MACs as well as CSAs on administrative procedures and fiscal requirements.**

OVERVIEW

The Board of Supervisors is the governing authority for a large number of boards, commissions and committees serving a variety of governmental functions, both mandatory and advisory. The Board approved Resolutions (2012/497 and 2012/498) which formalized a "triennial sunset review process" of these bodies so that a third of these

bodies are reviewed annually. The Board approved Phase I of this review on December 5, 2016.

Summary Findings for Phase II

All of the bodies reviewed in this period are fulfilling their function and no major changes are recommended. A number of bodies requested assistance in filling their vacancies and promoting diversity in these appointments. It is recommended that the Deputy Clerk to the Board, whose office tracks Board appointments, work with each Board office in improving outreach when vacancies are identified for this purpose, and report back on their efforts.

An update of the by-laws for both the First Five Commission (focusing on the number of Commission alternates appointed) and the Advisory Council on Equal Employment (redefining their mission) is recommended.

Not all Municipal Advisory Committees are active, and there were inconsistent responses to the review questionnaire making it difficult to fully assess their effectiveness. The review also demonstrated that the by-laws for these bodies should be updated to reflect current Board policy in areas such as conflict of interest, budget and other procedures. For this reason, it is recommended that staff return to the committee with specific by-law recommendations as well as provide refresher training to the staff supporting these bodies on administrative procedures related to making an annual report of activities, tracking meeting agendas and minutes as well as budget oversight and general record keeping.

Below is a list of bodies included in the Phase II review that are either mandated to exist or are discretionary to the Board. A more detailed description of each body follows that describes its purpose, whether the current membership and meeting frequency is appropriate to carry out its mission, and if any changes to operating policies or by-laws are recommended by staff.

A) Mandated Boards, Commissions, or Committees:

1. Contra Costa In-Home Supportive Services (IHSS) Public Authority Advisory Committee
2. Contra Costa County Planning Commission
3. First 5 Children and Families Commission
4. Local Planning and Advisory Council for Early Care and Education
5. Contra Costa Mental Health Commission

B) Discretionary Boards, Commission, or Committees

1. Advisory Council on Equal Employment Opportunity

2. Family & Children's Trust Committee
3. Contra Costa Council on Homelessness
4. Municipal Advisory Committees (MACs):
 - Alamo
 - Bay Point
 - Bethel Island
 - Byron
 - Contra Costa Centre
 - Diablo
 - El Sobrante
 - Kensington
 - Knightsen (Town)
 - North Richmond
 - Pacheco
 - Rodeo

County Service Areas (CSAs):

- County Service Area P-2A; Blackhawk – Public Protection services
- County Service Area P-2B; Alamo – Public Protection services
- County Service Area P-5; Round Hill – Public Protection Services
- County Service Area P-6; countywide unincorporated excluding Kensington –
Extended police protection services
- County Service Area R-10; Rodeo – Recreation services

A. MANDATED BOARDS, COMMISSIONS OR COMMITTEES

A-1: Contra Costa In-Home Supportive Services Public Authority Advisory Committee

Target Population: In Home Supportive Services recipients and care providers

Background

The In Home Supportive Services (IHSS) Program is outlined in the California Welfare and Institutions Code and provides essential support services to elderly, blind and/or disabled persons who lack full independence, and who require support services to assist them with daily activities.

The Contra Costa County Board of Supervisors is the Board of Directors for the Contra Costa In-Home Support Services Public Authority. The committee reports that no significant changes have occurred in its mandate since the committee was established.

The committee provides a forum for discussion among care-givers, persons served by IHSS programs, and community advocates to discuss issues relevant to in home supportive services. The committee's policies and procedures indicate the committee also participates in 'making final decisions regarding removal of providers or consumers from the [IHSS] Registry.'

The committee receives updates from the County's Employment and Human Services Department concerning items such as training activities available for IHSS care providers and consumers, budget and legislative changes or advocacy issues affecting the State IHSS program and its constituencies, and anti-fraud and quality assurance initiatives.

The committee's current focus, in addition to its usual activities, is to increase its membership. The advisory committee reports that of 11 authorized seats members, the committee has averaged approximately 7 filled seats despite marketing efforts.

Discussion

The agendas and minutes that were submitted for the last three years are in good order. The minutes reflect that the committee has met regularly pursuant to the California Brown Act and County Better Government Ordinance, and has worked consistently toward its identified objectives. The committee does not recommend any changes to its bylaws, membership requirements, or seat structure.

An evaluation of the amount and type of support provided by the County for its appropriateness, consistency and cost.

The committee is currently staffed by the Employment and Human Services department. The committee's level of activity is appropriate for the advisory body's scope and legislative mandate.

Whether there is a need to clarify the policies and procedures under which the advisory body operates.

The committee appears to be operating effectively according to written policies and procedures that were approved in 2010.

Department Staff Liaison and Department Head recommendations

The IHSS Advisory Committee is mandated under the State Welfare and Institutions Code 12301.6. No changes are recommended by staff.

CAO Recommendation

No changes are needed to the In Home Supportive Services Advisory Committee. The committee is mandated, and is consistent with the Board of Supervisor's election to serve as the governing body of IHSS.

A-2: Contra Costa County Planning Commission

Target Population: The Planning Commission reviews planning activities that occur in unincorporated areas of Contra Costa County

Background

The Planning Commission is an example of an independent, decision-making public entity that is mandated by the State of California to perform certain local duties for the citizens of Contra Costa County. Because the Planning Commission is authorized under State law to make "administrative decisions" on relevant subject matter that are independent from the decisions of the Board of Supervisors, it is often referred to as an "independent" commission.

The Planning Commission is responsible for planning matters prescribed by law within the unincorporated area of Contra Costa County and hears all appeals from the Zoning Administrator. The Commission consists of 7 members appointed by the Board of Supervisors with one from each Supervisorial District and two appointed by the Board as a whole.

Discussion

The agendas and minutes that were submitted for the last three years are in good order. The minutes reflect that the committee has met regularly pursuant to the California Brown Act and County Better Government Ordinance, and has performed substantial public hearing duties as described in the California Government Code and the County Ordinance Code. The Planning Commission does not recommend any changes to its membership or seat structure.

An evaluation of the amount and type of support provided by the County for its appropriateness, consistency and cost.

The Planning Commission is currently staffed by the Department of Conservation and Development (DCD). The Planning Commission is funded by annual appropriations in DCD's budget as approved by the Board of Supervisors.

Whether there is a need to clarify the policies and procedures under which the Planning Commission (or agency) operates.

The Planning Commission appears to be acting effectively with no request for clarification of policy or procedures.

Department Staff Liaison and Department Head recommendations

Staff has no recommendations regarding the Commission.

CAO Recommendation

The Planning Commission is a mandated body and no changes are recommended by staff.

A3. First 5 Children and Families Commission

Target Population: Children ages 0 to 5 years old and their families in Contra Costa County

Background

The First 5 Commission was established pursuant to the California Constitution following approval by the voters of Proposition 10 in November 1998. Proposition 10 set aside State tobacco tax revenues received to fund local child care services, early education and child development programs, and family support services that are coordinated and managed by local "First 5 Commissions."

Under Proposition 10 and its enabling legislation, the First Five commissions are independent local bodies. They are independent local agencies, separate from County government. First 5 Commissioners (board members) are appointed by the Board of Supervisors. The structure and functions of the Commission are determined by Health and Safety Code 130140.1. One Member of the Family and Children's Commission is required to be the Chair of the Board of Supervisors or another Board member designated by the Chair. The County Health Officer is also required to be a member of the Commission.

The Commission's recent activities have included work to establish a Quality Rating and Improvement System (QRIS) to assess the quality of service provided by more than 100 public and private providers of early learning services to low-income/high-need children; promoting early developmental screening of all children and assisting parents to locate appropriate resources for early childhood development as needed; and continuing development of "First Five" centers which serve over 2000 families with young children each year.

The Commission's current focus is the implementation of a new Strategic Plan for 2016-20, and taking an increasing role in advocacy for organizational change, policies that support young children and their families, and sustainable funding.

Discussion

The First Five Commission agendas and minutes that were submitted for the last three years are in good order. The minutes reflect that the Commission has met regularly pursuant to the California Brown Act and County Better Government Ordinance, and has worked consistently toward implementing the Strategic Plan that is currently in effect.

An evaluation of the amount and type of support provided by the County for its appropriateness, consistency and cost.

The Commission has its own staff subject to the discretion of the First 5 Commission as the executive board for the agency. The Commission's costs are funded by the State.

Whether there is a need to clarify the policies and procedures under which the advisory body operates.

No changes recommended.

Department Staff Liaison and Department Head recommendations

The Commission's membership consists of nine Commissioners and nine Alternate Commissioners, making it the largest county First Five Commission in the State. The Executive Director recommends reducing the number of alternates from 9 to perhaps 2 or 3 at large members. He recommends reviewing this with the Commission and bringing a recommendation back to the Board of Supervisors for consideration.

CAO Recommendation

This Commission is mandated and therefore must continue to exist. Staff concurs with the recommendation to review the number of Commission alternates.

A4. Local Planning and Advisory Council for Early Care and Education

Target Population: Community agencies and stakeholders working to support low income children and families, public agencies, educational institutions and other community stakeholders that provide services to families and young children

Background

The Local Planning and Advisory Council for Early Care and Education (LPC) was established to administer Federal funds provided by the California Department of Education (through the Federal Child Care and Development Block Grant Program) for local child care planning activities, and, in particular, to identify local priorities among geographic areas for the development of increased or enhanced child care, early childhood education, child development, and family support services. The County Superintendent of Schools and the Board of Supervisors serve as the governing and appointing bodies of the Council.

Education Code Section 8499.3 further describes the mandates of the Council which include in part:

- Conduct an assessment of child care needs no less than every 5 years;
- Prepare comprehensive countywide plans to mobilize public and private resources;
- Conduct local forums to encourage public input; and
- Foster local partnerships with public and private entities performing related services

The LPC recent activities have included, in addition to its regular meetings and program planning activities, the annual Young Children's Forum; a professional development program for child care providers and early childhood educators; and review and discussion of plans for new child care facilities in the County.

The LPC current focus is to continue to identify child care priorities in Contra Costa County in order to allocate Federal child care grant funds, as required by its mandate. The planning and advisory council is focused heavily on training early childhood educators and improving programs in early childhood education and child development.

Discussion

The agendas and minutes that were submitted for the last three years are in good order. The minutes reflect that the LPC has met regularly pursuant to the California Brown Act and County Better Government Ordinance, and has worked consistently toward its identified objectives to coordinate local child care resources pursuant to the Federal Child Care and Development Block Grant Program.

**Whether the advisory body's focus and membership is consistent with its purpose.
Whether the meeting frequency is appropriate for the advisory body's workload.**

The LPC does not recommend any changes to its bylaws, membership requirements, or seat structure. The LPC has recently revised its bylaws to create subcommittees to increase effectiveness. The information provided by staff reflects an active and collaborative LPC that works closely with other planning agencies and advisory committees in the County on a continuous basis.

An evaluation of the amount and type of support provided by the County for its appropriateness, consistency and cost.

The LPC is funded by Federal funds provided through the State Department of Education.

Whether there is a need to clarify the policies and procedures under which the advisory body operates.

The LPC was organized to identify local funding priorities for Federal funds to provide or expand child care services, especially to under-served areas or populations. This federal mandate gives clear direction to Council activities, which are also subject to State and Federal oversight. Therefore no changes appear to be necessary in the LPC operating procedures.

The Council has expressed concern about difficulty it has experienced filling its vacant seats. Membership on the Council has been reduced from 30 seats that were designated at inception in 1991, to 25 seats in 2003, and then to 20 seats in 2012. Nonetheless, the Council reports that it struggles to identify potential members and fill vacancies. The Council has asked for more support from the Board of Supervisors, "to identify and recommend individuals" for appointment.

CAO Recommendation

The LPC is required by law for the allocation of Federal child care funds under the Block Grant program. No changes are recommended for this mandated body.

A5. Mental Health Commission

Target Population: Severely and persistently mentally ill individuals and their family members in Contra Costa County

Background:

The Mental Health Commission is mandated in the California Welfare and Institutions Code, Section 5604, which requires the establishment of a "local mental health services board." Under State law, one member of the "local mental health board" shall be a Member of the Board of Supervisors.

The purpose of the Mental Health Commission is to review and evaluate the community's mental health needs, services, facilities, and special problems; to review any County agreements entered into pursuant to Section 5650 of the Welfare and Institutions Code; to advise the governing body and local mental health director as to any aspect of the local mental health program; to submit an annual report to the Board of Supervisors; review and make recommendations regarding the appointment of a local director of mental health services; review the County's performance outcome data and communicate its findings to the State Mental Health Commission; and assess the impact of the realignment of services from the State to the County on services delivered to clients and the local community.

The committees' recent activities have included ongoing mental health services planning and coordination as specified in State law. The Mental Health Commission's four subcommittees are: Executive Committee; Criminal Justice Committee; Mental Health Services Act/Finance Committee; and Quality of Care Committee. The Mental Health Commission was recently involved in the implementation of "Laura's Law" in Contra Costa County, and continues to advocate for more housing with embedded treatment for the seriously mentally ill, additional services for children as well as those individuals who are incarcerated or on probation.

The committee's current focus is mental health services planning and coordination as specified in State law. The Chair and Vice Chair of the Mental Health Commission meet at least monthly with the Director of Behavioral Health of the Health Services Department.

Discussion

The agendas and minutes submitted for the last three years are in good order. The minutes reflect that the committee has met regularly pursuant to the California Brown Act and County Better Government Ordinance, and has created detailed minutes of its extensive strategic planning and community engagement activities.

An evaluation of the amount and type of support provided by the County for its appropriateness, consistency and cost

The committee is currently staffed by the Health Services Department which develops and distributes materials, organizes meetings, plans agendas, etc.

Whether there is a need to clarify the policies and procedures under which the advisory body operates

The Mental Health Commission is a well-organized and fully operational local mental health board, and includes a Member of the Board of Supervisors who participates in its programs and services.

CAO Recommendation

No changes are recommended to this mandated body.

Discretionary Boards, Commissions, or Committees

B1. Advisory Council on Equal Employment Opportunity

Target Population: County employees hired, promoted or terminated to ensure the goal of equal opportunity and a workforce that is reflective of the community

Background

The purpose of the committee, as originally established, was to review County workforce characteristics (statistics) to identify disparities in representation among groups, based on County demographics, and to expand outreach which is further described in the County's "Affirmative Action Plan." This originally was the result of a court order to ensure that the County diligently worked toward having a workforce that is reflective of its community. That court order has since been vacated. However, it is recommended that the Council still exist for this important purpose.

The committee's current focus continues to be the review of workforce demographic statistics, and meeting with departments and outside organizations to increase outreach for employment to groups that are under-represented in the County workforce. However, the Advisory Council has requested clarification of its current mission and priorities due to the termination of the consent decree under which it was originally established.

Discussion

The agendas and minutes that were submitted for the last three years are in good order. The minutes reflect that the committee has met regularly pursuant to the California Brown Act and County Better Government Ordinance.

An evaluation of the amount and type of support provided by the County for its appropriateness, consistency and cost

The committee is currently staffed by the EEO Officer through the Risk Management Division of the County Administrator's Office.

Whether there is a need to clarify the policies and procedures under which the advisory body operates

No changes to policies or procedures are recommended.

Department Staff Liaison and Department Head recommendations

The EEO Officer recommends that the Advisory Council's by-laws be updated to reflect a renewed mission and direct its future activities and goals.

CAO Recommendation

The by-laws were last modified in 1992 and an update is appropriate.

B2. Family and Children's Trust Committee (FACT)

Target Population: Prevention and Treatment of child abuse and neglect for children and families in Contra Costa County

Background

The Family and Children's Trust Committee (FACT) was established in 1985 to make funding recommendations on the allocation of specific funds for the prevention and treatment of child abuse and neglect, and to provide supportive services for families and children.

FACT reports its current role as providing supplemental funding for programs and agencies that support child abuse prevention, intervention and treatment as well as related family services, based on a bi-annual needs analysis.

FACT currently issues a flyer that is sent with annual property tax bills to inform property owners of FACT and to request donations. The contributions are allocated to the Ann Adler Family and Children's Trust Fund.

The committee reports that no significant changes have occurred in its mandate since the committee was established.

The committees' recent activities have included a bi-annual needs survey of agencies and families (or guardians), issuing Request for Proposals for distribution of available funds, monitoring contracts, and performing site visits to contracted agencies or providers.

The committee's current focus has included discussion of possible new fund-raising activities in addition to the statutory funds received to support of program expansion and public awareness of the committee and its services.

Discussion

The agendas and minutes that were submitted for the last three years are in good order. The minutes reflect that the committee has met regularly pursuant to the California Brown Act and County Better Government Ordinance, and has worked consistently toward its identified objectives.

**Whether the advisory body's focus and membership is consistent with its purpose.
Whether the meeting frequency is appropriate for the advisory body's workload.**

Staff does not recommend any changes to the committee membership requirements or meeting schedule.

An evaluation of the amount and type of support provided by the County for its appropriateness, consistency and cost.

FACT is currently staffed by the Employment and Human Services Department. The Committee has requested that additional dedicated EHSD staff be assigned to assist with the mission of the Committee. However, the cost for increased administrative costs would be deducted from funding direct services to the community. Therefore the department recommends no change in dedicated staffing.

The Committee reported:

- FACT has annual revenues of approximately \$615,000 annually comprised of \$50,000 from the Ann Adler Family and Children's Trust Fund; \$200,000 from the County's Children's Trust Fund (from a portion of birth certificate fees); \$25,000 from the California Kids' Plate Fund (from license plate fees paid to the State); \$300,000 from the Child Abuse Prevention Intervention and Treatment Program (CAPIT), a State-funded program; and \$40,000 from the Community Based Child Abuse Prevention Program (CBCAP), a State-funded program.
- FACT has discussed increasing "innovation" in the provision of child abuse prevention and family support services by awarding "innovation funding awards... to smaller agencies that serve unique populations or that provide novel education and intervention approaches..."

Whether there is a need to clarify the policies and procedures under which the advisory body operates.

The committee does not recommend any changes to its bylaws or policies.

Department Staff Liaison and Department Head recommendations

Staff made no recommendations for any changes to this committee.

CAO Recommendation

No changes are recommended to this committee.

B3. Contra Costa Council on Homelessness

Target Population: People who are homeless or at risk of homelessness

Background

The "Continuum of Care" is a Federal program enacted in 1997 which distributes Federal Funds through the U.S. Department of Housing and Urban Development (HUD) to local and/or regional planning agencies that serve as fiscal agents. These planning agencies then contract with non-profit agencies to provide services and programs to serve the homeless, or to prevent homelessness.

The "Continuum of Care Advisory Board" was established by the Board of Supervisors by Board Order on May 20, 1997 based on recommendations from the Director of Public Health, to assist the Health Services Department to monitor the County's Homeless Plan and assist in the establishment of annual priorities based on the Homeless Plan.

After the Advisory Committee was created in 1997, it was renamed and restructured based on program revisions. In 2004 the Board approved "Ending Homelessness in Ten Years," a county-wide plan for the communities of Contra Costa. In 2008, the Board approved the merger of the Homeless Continuum of Care Advisory Board with the Homeless Inter-jurisdictional Interdepartmental Work Group (the initial group responsible for overseeing the implementation of the 10-year plan). It is now called the Contra Costa Inter-Jurisdictional Council on Homelessness (IJCH). A Consumer Board was also created to provide valuable information to the Council on the effectiveness of programs and the gaps in services.

In June 2013 the IJCH bylaws were amended to revise the committee seat structure and make other necessary changes. The bylaws also added a requirement that the IJCH appointed members a complete financial disclosure form pursuant to a Conflict of Interest Code adopted by the Council. In 2016 the IJCH bylaws were revised to rename the Interjurisdictional Council on Homelessness as the "Contra Costa Council on Homelessness".

The purpose of the Contra Costa Council on Homelessness, as stated in the bylaws approved in 2016, is to act as the planning body that coordinates the community's policy, strategies, and activities toward preventing and ending homelessness. The revised bylaws now specify the role of the Council on Homelessness as follows:

- (1) to be the governing body for the Contra Costa Continuum of Care;
- (2) to provide advice and input on the operations of homeless services, program operations, and program development efforts;
- (3) to establish the local process for applying, reviewing and prioritizing project applications for funding in HUD Homeless Assistance Grant Competitions, including the Continuum of Care program and the Emergency Solutions Grant Program;

- (4) to review, update and approve the Council on Homelessness Governance Charter at least annually; and
- (5) to provide a forum for the Continuum of Care to communicate about the implementation of strategies to prevent and end homelessness.

The Council on Homelessness has been most active recently in updating the County's strategic planning process to prevent and end homelessness. In 2014, the Health Services Department submitted a Strategic Plan update entitled, "Forging Ahead Towards Preventing and Ending Homelessness."

The committee's current focus is on implementation of the updated Strategic Plan. In the past three years, the committee has participated in the development of a Coordinated Entry System and provided recommendations on funding priorities resulting in the award of over \$11 million in Continuum of Care program funds to Contra Costa homeless providers.

Discussion

The agendas and minutes that were submitted for the last three years are in good order. The minutes reflect that the Council on Homelessness has met regularly pursuant to the California Brown Act and County Better Government Ordinance, and has been actively engaged in planning and coordinating a wide range of homeless services with input from stakeholders and the community.

Whether the advisory body's focus and membership is consistent with its purpose. Whether the meeting frequency is appropriate for the advisory body's workload.

Staff does not recommend any changes to the committee membership requirements or meeting schedule.

An evaluation of the amount and type of support provided by the County for its appropriateness, consistency and cost.

The committee is currently staffed by the Health Services Department.

Whether there is a need to clarify the policies and procedures under which the advisory body operates.

Staff does not recommend any further changes to its bylaws, membership requirements or seat structure at this time. However, there may be future changes to the by-laws to reflect that Federal Health Resources and Services Administration (HRSA) regulations no longer require the Council on Homelessness to provide oversight to health care for the homeless. A subcommittee of the Council on Homelessness will be convened to discuss these potential changes and bring any necessary by-law changes to the Board for approval.

Department Staff Liaison and Department Head recommendations

The Director of Health, Housing and Homeless Services recommends that the advisory committee continue to exist. The committee is a significant asset to the community and not only is an advisory body to the Board of Supervisors but also provides important feedback and input for the Homeless Program staff.

CAO Recommendation

It is recommended that the Council on Homelessness continue in its current form.

B4. **Municipal Advisory Councils**

Alamo
Bay Point
Bethel Island
Byron
Contra Costa Centre
Diablo
El Sobrante
Kensington
Knightsen (Town)
North Richmond
Pacheco
Rodeo

Background

The Board of Supervisors is authorized under the California Government Code 31010 to create Municipal Advisory Councils (MACs) to represent the interest of residents of defined unincorporated areas of the County in order to improve the coordination and provision of County services and benefits to specific areas. MACs are designed to be flexible and to be structured by the Board of Supervisors and local residents to best fit the needs of the local residents living in the unincorporated area. MAC's have no fiscal or administrative authority and therefore seek to accomplish its goals through county government. These advisory bodies are staffed by the Board of Supervisors office in which they are located.

MACs face two ways: towards the County offering views of the community to staff and the Board; and toward the community, supplying information about County proposals and a place where individuals can air opinions on community problems and perhaps receive assistance and guidance. MACs hold public meetings, survey community opinion and speak for the community to the Board of Supervisors.

The most common subject of activity is land use planning but may also include parks and recreation, lighting and landscaping, land use and code enforcement, public safety, transportation or other infrastructure. For land use purposes, MACs provide a vehicle for local residents to comment on variances, subdivisions and certain other discretionary land use permits before those permits are decided upon by the County Zoning Administrator or Planning Commission.

Discussion

New establishing Resolutions were approved by the Board of Supervisors for each Municipal Advisory Council on August 4, 2009. Together, these resolutions updated and synchronized the different establishing resolutions that had been previously approved for each of the Municipal Advisory Councils. On April 16, 2016 the Board approved amending

the by-laws of all MACs to delete any reference to Conflict of Interest Codes as it was determined that they are not legally required to have this provision or file annual financial disclosure statements (Form 700). However MAC members are still required to follow Resolution 2002/376 which is a policy for Board appointees concerning conflicts of interest and open meetings which states: "All Board Appointees should conduct the public business as to avoid even any appearance of conflict of interest".

Currently, the following language is included in MAC 2009 Resolutions regarding County financial support:

"a. Until such a time that the Board of Supervisors determines there is sufficient budgetary capacity, the Board shall provide no ongoing professional or clerical staff support to the Council or funds to pay for any of the Council's operating costs."

The Board of Supervisors subsequently approved the allocation of \$3,000 annually to each Municipal Advisory Council. The MAC Resolutions should be amended to reflect this change.

Some of the MACs are very active and meet regularly and provided reports on their activities. Others have been dormant with no meetings called. It is recommended that for those MACs not meeting regularly that staff discuss with each Board office if the Council still needs to formally exist, if a modification of the meeting schedule might be appropriate (e.g. quarterly instead of monthly) or if other administrative support is necessary. Refresher training should be also be provided to the staff supporting the Councils regarding making an annual report to the Board of Supervisors, the Brown Act, tracking meetings, budget expenses, etc.

CAO Staff Recommendation

The authorizing Resolutions should be updated to reflect current Board policy and operational procedures. Additionally, it is recommended that staff work with each Board office to discuss the activities of each MAC and provide refresher training to support staff on administrative procedures. CAO and Auditor staff has already begun meeting to update the training provided to all advisory bodies which will include the specific fiscal requirements for MACs.

County Service Areas (CSAs)

- CSA P-2A: Blackhawk– Public Protection services
- CSA P-2B: Alamo – Public Protection services
- CSA P-5: Round Hill – Public Protection Services
- CSA P-6: Countywide unincorporated excluding Kensington –
Extended police protection services
- CSA R-10: Rodeo – Recreation services

Background

County Service Areas (CSAs) are special districts within the County that provide specific extended benefits or services to residents within the defined area. CSAs are a funding mechanism to provide specific services such as water, transit, streetlight, or parks and recreation services through a tax assessment of the residents authorized via a special election. The County Board of Supervisors acts as the governing board for these dependent special districts with Public Works providing staff support when applicable. When appropriate, Supervisorial Districts may request comment or input from MACs on how to spend CSA funds.

County Ordinance Section 1012 and County Service Area Law (Government Code Section 24210.3) outline the authority and requirements for CSA formation and operation. Depending on the CSA's revenue and formation (e.g. assessment versus ad valorem tax revenue), Public Works presents an annual report to the Board of Supervisors for confirmation so the annual assessment can be placed on the tax roll. Below is a summary of each CSA included in this review period:

CSA P-2A Citizens Advisory Committee

The Board established CSA P-2 on November 18, 1969 (Res. No. 69/765) to advise the Board on the needs of the Alamo/Danville community for extended police services. On July 24, 1984, the Board established Zone A of CSA P-2 (Res. No. 84/440) encompassing the Blackhawk area and authorized the formation of a Citizens Advisory committee for Zone A. The Committee's membership comprises seven (7) members for two-year terms ending December 31st.

Alamo Police Services Advisory Committee

The Board established Zone B of CSA P-2 on September 10, 1985 (Res. No. 85/537) for purposes of providing for the implementation and administration of additional extended police services in the Alamo area and authorized the formation of a Citizens Advisory committee for Zone B. The CSA P-2 Citizens Advisory Committee at the time was reconstituted and appointed as the Zone B Citizens Advisory Committee. The Committee has since been renamed the Alamo Police Services Advisory Committee. The Committee's current membership comprises nine (9) members for two-year terms ending December 31st.

CSA P-5 Citizens Advisory Committee

The Board established CSA P-5 on April 18, 1972 (Res. No. 72/257) for the purpose of financing police services in the Round Hill area of Alamo. The Board appointed the first five members to the Citizens Advisory Committee on February 13, 1973. The Committee's current membership comprises nine (9) members and two (2) alternates for two-year terms ending December 31st.

CSA P-6 Discovery Bay Zones Citizens Advisory Committee

The Board established CSA P-6 in 1983 for purposes of providing extended police protection services for most of the unincorporated areas within the County. On June 23, 2009 (item C.124), the Board authorized the formation of a P-6 Citizens Advisory Committee for Zones 500, 501, 502, 503 and 504 within the Discovery Bay area. The Committee's membership comprises five (5) members who reside within the P-6 Discovery Bay Zones 500-504, with no more than two appointees residing within any one Zone. Appointees serve two-year terms ending December 31st.

CSA R-10: Rodeo

This CSA was formed in 1987 for the purpose of recreation services through the operation of the Lefty Gomez Community Center and its baseball fields. It serves approximately 7.37 square miles and the Citizens Advisory Committee meets regularly. Administrative oversight is provided by staff from the Board of Supervisors District V office.

Discussion

The Citizens Advisory Committees' focus and membership continue to be consistent with their intended purpose. At this time, staff recommends maintaining the Committees, including their membership requirements and seat structure as they currently stand in order to continue advising the Board of Supervisors on the police or recreation services needs of these communities.

CAO Recommendation

Similar to the MACs, it is recommended that refresher training be provided to the staff supporting these bodies on administrative procedures.