

ATTACHMENT B

SUMMARY OF 2017 IOC REFERRALS

1. Small Business Enterprise (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. Businesses included under these programs include:

- Small Business Enterprise (SBE)
- Minority Business Enterprise (MBE)
- Women Business Enterprise (WBE)
- Disadvantaged Business Enterprise (DBE)
- Disabled Veteran Business Enterprise (DVBE)
- Local Business Enterprise (LBE)

The Outreach Program requires that the County perform solicitation to a minimum of three vendors. A minimum of 50% of the vendors solicited must be an SBE, MBE, WBE, DBE, DVBE or LBE. It does not establish a requirement for awarding contracts.

The IOC accepted an SBE Program report on October 24, 2016 from the County Administrator's Office, covering the County's performance during the period January 2015-June 2016, and reported out to the Board of Supervisors on November 8, 2016. This is a standing referral.

2. County Financial Audit Program. Since 2000, the IOC reviews, each February, and provides input on the annual schedule of audits and best practices studies proposed by the Auditor-Controller. The Auditor-Controller's Office presented a report of their 2015 audits and the proposed 2016 Audit Schedule to the IOC on February 29, 2016. This is a standing referral.

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 for the County Fleet, now administered by the Public Works Department, the Board requested the IOC to review annually the Public Works department report on the fleet and on low-mileage vehicles.

The IOC received the 2015 annual fleet report on March 28, 2016 and reported out to the Board of Supervisors on April 12, 2016. The report highlighted that only two low-mileage vehicles were identified, as compared to nine in the prior year; 44 hybrid vehicles were purchased; Fleet Services added a mobile repair van to its array of services and continues to install GPS telematic devices in the vehicles to track engine performance, location, vehicle speed, and idling time.

The Fleet Services Manager reported that 75% of the fleet staff are now ASE (Automotive Service Excellence) Blue Seal-certified, which has increased technical competency and employee morale. He also commented that the County leverages purchasing incentives to lower the County cost for purchasing hybrid vehicles. This is a standing referral.

4. Local Bid Preference Program. In 2005, the Board of Supervisors adopted the local bid preference ordinance to support small local businesses 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.

The Purchasing Services Manager made a report to the IOC on September 26, 2016 and the IOC report out to the Board of Supervisors on November 15, 2016. This is a standing referral.

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: Retirement Board, Fire Advisory Commission, Integrated Pest Management Advisory Committee, Planning Commission, 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.

In 2016, the IOC submitted recommendations to the Board of Supervisors to fill 30 vacant seats on various committees and commissions. The IOC interviewed 17 individuals for seats on the Airport Land Use Commission, Aviation Advisory Committee, Integrated Pest Management Advisory Committee, East Bay Regional Parks Advisory Committee, Fish & Wildlife Committee, Resource Conservation District, and the Treasury Oversight Committee.

In 2017, the IOC will need to recruit and interview for multiple seats on the Retirement Board of Trustees and the East Contra Costa Fire Protection District Board of Directors. This is a standing referral.

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 that IOC conduct a preliminary review of annual FWC grant recommendations prior to Board of Supervisors review.

On April 25, 2016 the IOC received a report from DCD proposing, on behalf of the FWC, 2016 Fish and Wildlife Propagation Fund Grant awards. The IOC approved the proposal and, on May 10, recommended grant awards for six projects totaling \$22,450, which the Board of Supervisors unanimously approved. This is a standing referral.

7. Advisory Body Triennial Review. Beginning in 2010 and concluding in 2011/2012, the Board of Supervisors conducted an extensive review of advisory body policies and composition, and passed Resolution Nos. 2011/497 and 2011/498, which revised and restated the Board's governing principles for the bodies. The Resolutions dealt with all bodies, whether created by the BOS as discretionary or those that the BOS is mandated to create by state or federal rules, laws or regulations. The Resolutions directed the CAO/COB's Office to institute a method to conduct a rotating triennial review of each body and to report on the results of that review and any resulting staff recommendations to the Board, through the IOC, on a regular basis.

The first phase report of the current Triennial Review Cycle was considered by the IOC on April 13, 2015. At that time, the Supervisors approved many of the recommendations in the report. However, they also asked the CAO's Office to return with additional information about a number of the advisory bodies. On October 12, 2015 the IOC accepted the follow-up report from the County Administrator on outstanding issues and information requests stemming from Phase I of the Review. The IOC reported back to the Board on December 8 with results of Phase I of the Review and recommendations for follow-up.

The IOC made four follow-up reports to the Board of Supervisors with additional recommendations, concluding Phase I of the Triennial Review: Reconstitute the Agriculture Task Force, April 2016; Reauthorize and update the Library Commission, April 2016; Modify the bylaws of the Advisory Council on Aging, September 2016; and Abolish the Public and Environmental Health Advisory Board (November 2016).

Phase II of the Review will be initiated in 2017. This is a standing referral.

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 in order to address a number of problems with illegal haulers including:

- complaints that illegal haulers have been hired by private parties to remove refuse, and some of these companies have subsequently dumped the collected material along roadways and on vacant lots.
- incidents in which the Sheriff's Department found refuse haulers with improperly secured loads, which pose a hazard to motorists if items fall onto roadways.
- haulers that have been found transporting the collected materials to illegal transfer stations that have not undergone the required zoning, environmental, and permitting review, and pose significant threats to public health and the environment.
- haulers that have been found collecting residential or commercial garbage in violation of local franchise agreements.
- haulers that are not posting the bond required by Contra Costa County Ordinance Section 418-2.006. This bond is intended to ensure compliance with applicable laws. It is

questionable if illegal haulers carry liability insurance, and they may not be in compliance with tax or labor laws.

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 had to be examined before the County could proceed with an ordinance. The IOC has continued to work on a draft ordinance with staff and the franchises throughout 2015 and 2016, and expects to bring a report to the Board of Supervisors in early 2017. As this continues to be a work in progress, the Board continued the matter as a referral to the IOC in 2017.

9. Animal Benefit Fund Review. 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, including formal referral of this issue to the Internal Operations Committee.

On September 14, 2015 IOC received a staff report summarizing prior year expenditures and current fund balance of the Animal Benefit Fund. On March 28, 2016, the IOC approved a proposal to expand the animal services donation program and reported out to the Board of Supervisors on April 19, 2016. The Board Order 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.

10. Community Choice Energy Aggregation. On August 18, 2015, the Board of Supervisors referred to the IOC the topic of Community Choice (Energy) Aggregation. Community Choice Aggregation (CCA) is the practice of aggregating consumer electricity demand within a jurisdiction or region for purposes of procuring energy. The existing energy utility remains responsible for transmission and distribution. The most common reason for jurisdictions pursuing CCA is to promote electricity generation from renewable energy sources and offer consumers choice in purchasing electricity with potential opportunities for cost savings.

The IOC took up CCA at its regular September 14, 2015 meeting and on October 13, recommended to the Board of Supervisors that outreach be conducted to Contra Costa cities and neighboring counties to gauge their interest in partnering with Contra Costa County to implement CCA. The Board directed the Conservation and Development Department (DCD) to conduct this outreach and examine the following three CCA options:

- forming a CCA partnership among the cities and the County, representing the unincorporated areas;
- partnering with Alameda County (and its cities) to form a CCA program; or

- joining the existing Marin Clean Energy program (which currently provides energy to three Contra Costa cities – Richmond, San Pablo and El Cerrito).

On March 15, 2016, the Board of Supervisors directed staff to work with interested cities in Contra Costa County to obtain electrical load data from PG&E and conduct a technical study of CCE alternatives. Fourteen Contra Costa cities participated in the study with nine contributing towards the cost of the study. An outside consultant was engaged to conduct the study, which was presented to the IOC on December 12, 2016 and to the Board of Supervisors on January 17, 2017.

The Board, on January 17, directed County staff to work with the technical study consultant to finalize the technical study for presentation to the Board and City Councils in March and April 2017; directed that the option for the County to create its own independent program be removed from consideration; and directed staff to reach out to cities not scheduled for a presentation to inform them of this position and invite them to attend the public workshop at the Danville Veterans Building on January 26; and directed staff to request from the EBCE Board of Directors the terms of membership.

As this matter continues to be a work in progress, the Board continued it as a referral to the 2017 IOC, as needed.

11. Animal Noise Ordinance Update. On December 6, 2016, the Board of Supervisors referred to the IOC development of an ordinance to authorize administrative penalties for barking dogs and other noisy animals, and to limit the number of roosters on private property in the county unincorporated areas. The 2016 IOC was unable to give consideration to this referral, which the Board carried over to the 2017 IOC.