

DRAFT



INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR
March 13, 2017

Supervisor Candace Andersen, Chair
Supervisor Diane Burgis, Vice Chair

Present: Candace Andersen, Chair
Diane Burgis, Vice Chair

Staff Present: Julie DiMaggio Enea, Staff

Attendees: Michael Kent, Health Services Department
Nita Rivera, Public Works - Fleet
Diana Oyler, Public Works - Finance
Joe Yee, Deputy Public Works Director
Carlos Velasquez, Public Works-Fleet Svcs Mgr
Steve Burdo, Animal Services Department
Jami Napier, Sr Deputy CAO, Clerk of the Board
Allison Picard, Chief Asst CAO

1. Introductions

Chair Andersen convened the meeting at 1:03 p.m. and self introductions were made around the room.

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 members of the public requested to speak during the public comment period.

3. RECEIVE and APPROVE the Record of Action for the February 13, 2017 IOC meeting.

The Committee approved the Record of Action for the February 13, 2017 IOC meeting as presented.

AYE: Chair Candace Andersen, Vice Chair Diane Burgis
Passed

4. APPROVE Contra Costa Taxpayers' Association nomination of Marjorie Leeds for appointment to the Business #3 Alternate seat on the Hazardous Materials Commission to a four-year term ending on December 31, 2020.

The Committee approved the nomination of Marjorie Leeds for appointment to the Hazardous Materials Commission and directed staff to forward the recommendation to the Board of Supervisors.

AYE: Chair Candace Andersen, Vice Chair Diane Burgis
Passed

5. ACCEPT 2015/16 annual report from the Public Works Director on the Internal Services Fund for the County's Vehicle Fleet.

The report was presented by Joe Yee, Carlos Velasquez, and Diana Oyler. The Committee accepted the report, asked Public Works staff to estimate the dollar savings achieved by reducing the number of underutilized vehicles in the fleet, and directed staff to forward the report to the Board of Supervisors.

AYE: Chair Candace Andersen, Vice Chair Diane Burgis
Passed

6. CONSIDER recommendations of the Animal Services Director to update the current Dog Barking Ordinance to authorize administrative penalties for animal noise violations and to prohibit the harboring of more than four roosters on private property, and DETERMINE action to be taken.

Steve Burdo presented the staff report. Supervisor Andersen asked how the proposed ordinance related to the farm animal ordinance currently under development in the Conservation and Development Department. She commented that, if noise were a concern, it might be preferable to prohibit the harboring of roosters in residential areas altogether. Mr. Burdo responded that the proposed limit of up to four roosters per household was intended to address concerns about cockfighting as well as noise.

The Committee chose to take no action on the proposed ordinance at this time but directed ASD staff to consult with DCD staff regarding consistency with the farm animal ordinance currently under development, and report back to the IOC in April. Supervisor Andersen indicated a willingness to bifurcate the proposed ASD ordinance if the rooster issue was not resolved in April, to permit the barking dog portion of the ordinance to advance to the Board.

7.
 1. ACCEPT the Phase II Triennial Advisory Body Review report.
 2. DIRECT staff to report back by May 2017 with a plan to increase outreach for filling vacant Board committee and commission seats that includes working with each Board office to advertise District seat openings with a goal of encouraging diverse representation on these bodies.
 3. REQUEST the First Five Commission update their by-laws and make a recommendation regarding the number of designated alternates.
 4. DIRECT the EEO Officer to work with the Advisory Council on Equal

- Employment Opportunity to update their by-laws to redefine their mission.
5. DIRECT staff to report back to the IOC 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.

The Committee approved the staff recommendations for Phase II of the triennial advisory body review and directed staff to forward the report and recommendations to the Board of Supervisors. Allison Picard advised the Committee that the Clerk of the Board's Office is updating the annual advisory body training curriculum for training later this year.

AYE: Chair Candace Andersen, Vice Chair Diane Burgis

Passed

8. The next meeting is currently scheduled for April 10, 2017.
9. Adjourn

Chair Andersen adjourned the meeting at 1:28 p.m.

For Additional Information Contact:

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