

ATTACHMENT B

SUMMARY OF 2018 REFERRALS TO THE INTERNAL OPERATIONS COMMITTEE

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 two reports from the Purchasing Services Manager, together covering the period July through June 2017, and reported out to the Board of Supervisors on April 25 and October 17, 2017. No changes to the SBE and Outreach Programs were recommended. This is a standing referral.

2. County Financial Audit Program. Since 2000, the IOC reviews, each February, the annual schedule of audits and best practices studies proposed by the Auditor-Controller. The Auditor-Controller's Office presented a report of their 2016 audits and the proposed 2017 Audit Schedule to the IOC on February 13, 2017. 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 (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 IOC received the 2015/16 fleet report on March 13, 2017 and reported out to the Board of Supervisors on March 21, 2017. 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 FY 2016/17 report to the IOC on September 11, 2017 and the IOC reported out to the Board of Supervisors on October 17, 2017. This is a standing referral.

5. Advisory Body Recruitments. 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 2017, the IOC submitted recommendations to the Board of Supervisors to fill 14 vacant seats on various committees and commissions. The IOC interviewed 8 individuals for seats on the Retirement Board, East Bay Regional Parks Advisory Committee, East Contra Costa Fire Protection District Board of Directors, and the Law Library. In 2018, the IOC will need to recruit and interview for CCCFPD Advisory Fire Commission, the County Planning Commission, the East Bay Regional Parks Advisory Committee, the Local Enforcement Agency Independent Hearing Panel, the Public Law Library Board of Trustees, and the Redevelopment Successor Oversight Board. 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 10, 2017, the IOC received a report from DCD proposing, on behalf of the FWC, the 2017 Fish and Wildlife Propagation Fund Grant awards. The IOC approved the proposal and, on April 25, 2017, recommended grant awards for six projects totaling \$102,185, 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 completed in 2015/16. The second phase was completed early in 2017 and the third phase was completed in July 2017. The IOC reported out to the Board of Supervisors on March 21, 2017 and December 5, 2017.

Phase I of the next Triennial Review is in progress and will be scheduled for review by the 2018 Committee. This is a standing referral.

8. 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. 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. On September 11, 2017, the IOC received the first annual report on the Animal Benefit Fund covering FY 2016/17 and reported out to the Board of Supervisors on October 17, 2017. This is a standing referral.

9. Commission for Women Member Attrition. The IOC held a discussion of the recent spate of member resignations, and concerns that had been expressed by some members about the Commission not closely adhering to the mission established by the BOS, and a requirement of members to raise funds for the Commission but a with perceived inability to influence how raised funds were utilized. The Asst. Clerk of the Board advised that the Commission for Women would be included in the next phase of the triennial advisory body review. The staff report with recommendations is scheduled to be presented to the IOC in February 2018, at which time the IOC will consider any additional actions to be taken and direction to staff.

10. 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 regular status reports throughout the next several years showing substantial work and progress. 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 continued to work on a draft ordinance with

staff and the franchises throughout 2015 and 2016, and introduced an ordinance on July 11, 2017. The Board directed staff to modify the ordinance on August 15, 2017 and again on September 26, 2017. The ordinance was modified and adopted by the Board of Supervisors on December 5, 2017, with the newly approved non-franchise solid waste hauler permit program to take effect on March 1, 2018. The Board of Supervisors, on January 23, 2018, adopted Environmental Health permit fees in the amount of \$220 per vehicle and a performance bond rate of \$50,000. Inconsistencies between the new ordinance and the franchise agreements remain unresolved.

11. Redevelopment Successor Oversight Board – Public Member Recruitment. On February 6, 2018, the Board of Supervisors referred to the Internal Operations Committee recruitment for the Public Member of the newly formed Oversight Board.

The California state legislature enacted Assembly Bill x1 26 to dissolve redevelopment agencies formed under the Community Redevelopment Law (Health and Safety Code Section 33000 et seq.); and on February 1, 2012, the redevelopment agencies in 17 jurisdictions in Contra Costa County were dissolved. Each of these jurisdictions declared that they would act as successor agency for their dissolved Redevelopment Agencies. Oversight Boards for each of these 17 Successor Agencies were established in accordance with the Dissolution Act.

Commencing on and after July 1, 2018, in each county where more than one oversight board was created there will be only one oversight board which shall be staffed by the county auditor-controller or by another county entity selected by the county auditor-controller. The auditor-controller has selected the Contra Costa County Department of Conservation (DCD) as the County-entity to staff the countywide oversight board. Pursuant to Section 34183, the county auditor-controller may recover directly from the Redevelopment Property Tax Trust Fund, and distribute to the appropriate city or county entity, reimbursement for all costs incurred by it or by the city or county pursuant to this subdivision, which shall include any associated startup costs. The oversight board will be composed by:

- (1) One member may be appointed by the county board of supervisors.
- (2) One member may be appointed by the city selection committee established pursuant to Section 50270 of the Government Code. In a city and county, the mayor may appoint one member.
- (3) One member may be appointed by the independent special district selection committee established pursuant to Section 56332 of the Government Code, for the types of special districts that are eligible to receive property tax revenues pursuant to Section 34188.
- (4) One member may be appointed by the county superintendent of education to represent schools if the superintendent is elected. If the county superintendent of education is appointed, then the appointment made pursuant to this paragraph shall be made by the county board of education.
- (5) One member may be appointed by the Chancellor of the California Community Colleges to represent community college districts in the county.
- (6) One member of the public may be appointed by the county board of supervisors.
- (7) One member may be appointed by the recognized employee organization representing the largest number of successor agency employees in the county.

The Committee may wish to consider qualifications for the public member appointment, as follows:

- All appointees must reside or work in the County;
- All appointees must be electors of this County;
- If any eligibility requirement is not maintained, the Board shall immediately terminate the
- appointment upon notification by the advisory body chair; or
- An interest in complex business agreements and financial transactions.