

To: Board of Supervisors

From: Internal Operations Committee

Report Title: 2025 Annual Report of the Internal Operations Committee and Disposition of Referrals

☒ Recommendation of the County Administrator ☒ Recommendation of Board Committee

RECOMMENDATIONS:

1. ACCEPT the 2025 Annual Report of the Internal Operations Committee (IOC) of the Board of Supervisors.
2. RECOGNIZE the outstanding work of the County department staff who provided the necessary information to the IOC promptly and professionally. Also, acknowledge the members of the Contra Costa community and private industry who offered valuable insights and feedback, aiding in our policy recommendations to improve the quality of life in Contra Costa County.
3. CONTINUE the following referrals for the 2026 IOC: (1) County Financial Audit Program, (2) Annual Report on Fleet Internal Service Fund and Low Mileage Vehicles Disposition, (3) Advisory Body Recruitment, (4) Allocation Process for Propagation Funds by the Fish and Wildlife Committee, (5) Advisory Body Triennial Review, (6) Animal Benefit Fund Review, (7) Triennial Review of County Procurement Policies, and (8) Review Proposed Updates to the County's Administrative Bulletins as requested by the County Administrator.
4. TERMINATE the following referrals: (9) Art Program for Traffic Signal Utility Boxes and (10) Policy on Use of County Parks.

5.

FISCAL IMPACT:

None.

BACKGROUND:

The 2025 Internal Operations Committee (IOC), chaired by Supervisor Candace Andersen and vice-chaired by Supervisor Diane Burgis, met 10 times, addressed 10 referrals (8 standing and 2 mid-year), made 6 reports to the Board, and recommended candidates for advisory body seats.

We appreciate County staff for preparing reports and analyses, residents for attending meetings, and the advisory bodies' staff for recruiting and nominating individuals. This allowed the IOC to focus on key subjects.

1. County Financial Audit Program. Since 2000, the IOC reviews the annual audit schedule and best practices studies each February. On March 24, 2025, the Auditor-Controller's Office presented their 2024 audit report and proposed 2025 Audit Schedule, which the IOC approved and reported to the Board on April 1, 2025 (Item C.2). **RETAIN**

2. Annual Report on Fleet Internal Service Fund and Low Mileage Vehicles. Each year, the Public Works Department Fleet Manager evaluates the fleet and vehicle usage, advising the IOC on replacements and transfers per County policy. In FY 2008/09, after establishing an Internal Services Fund (ISF) for the Fleet, the Board mandated annual reviews by the IOC. The IOC reviewed the 2023/24 fleet report on March 24, 2025, and reported to the Board of Supervisors on April 1, 2024 (Item C.3). This is a standing referral. **RETAIN**
3. Advisory Body Recruitment. On December 12, 2000, the Board of Supervisors approved a policy for recruiting applicants for selected advisory bodies. This policy mandates open recruitment for all vacancies for At Large seats appointed by the Board. The IOC decided to conduct interviews for At Large seats on various bodies, including the Affordable Housing Finance Committee, Retirement Board, Advisory Fire Commission, Integrated Pest Management Advisory Committee, Planning Commission, Treasury Oversight Committee, and the Fish & Wildlife Committee. Screening and nomination for other eligible bodies would be delegated to each body or its subcommittee.

In 2025, the IOC recommended candidates to the Board of Supervisors to fill vacant seats on several committees and commissions. They interviewed individuals for seats on the Affordable Housing Finance Committee, County Connection Citizens Advisory Committee, Retirement Board, Airport Land Use Commission, Hazardous Materials Commission, and the Law Library Board of Trustees.

In 2026, the IOC will need to recruit and interview for the Contra Costa County Fire Protection District Measure O Advisory Committee, East Bay Regional Parks District Advisory Committee, Retirement Board, Fish & Wildlife Committee, Integrated Pest Management Advisory Committee, Treasury Oversight Committee, Mosquito & Vector Control District, and the Law Library Board of Trustees. This is a standing referral.

RETAIN

4. Process for Allocation of Propagation Funds by the Fish and Wildlife Committee. On November 22, 2010, the IOC received a status report from the Department of Conservation and Development (DCD) about the allocation of propagation funds by the Fish and Wildlife Committee (FWC). The IOC accepted the report and recommended a preliminary review by the IOC of annual FWC grant recommendations before Board of Supervisors review. On October 27, 2025, the IOC approved DCD's proposed 2025 Fish and Wildlife Propagation Fund Grant awards on behalf of the FWC, recommending grants totaling \$148,501 for 15 proposals. The Board of Supervisors unanimously approved these recommendations on November 4, 2025 (Item C.1). This is a standing referral. **RETAIN**
5. Advisory Body Triennial Review. Between 2010 and 2012, the Board of Supervisors reviewed advisory body policies and composition, passing Resolutions 2011/497 and 2011/498, later updated by Resolutions 2020/1 and 2020/2. These cover all bodies created by the BOS, whether discretionary or mandated by state or federal regulations. The Resolutions instructed the CAO/CoB's Office to conduct a rotating

triennial review of each body and report findings and recommendations to the Board via the IOC regularly. The second phase of the current review was completed and reported to the IOC on May 27, 2025, and approved by the Board on June 10, 2025 (Item C.5). The IOC also received a status report from the Commission on Women and Girls on May 27, 2025. This is a standing referral. **RETAIN**

6. Animal Benefit Fund Review. On May 12, 2015, the Board of Supervisors adopted the fiscal year 2015/16 budget, which included a directive for the IOC to review the Animal Benefit Fund. In March 2016, the Board decided that this review would be conducted annually to evaluate the fund's impact on the community and families. On October 27, 2025, the IOC received the ninth annual report on the Animal Benefit Fund for FY 2024/25 and directed Animal Services to forward the report to the BOS along with a listing of the types of services and procedures funded with ABF funds. This report is currently scheduled for the Board's December 9 Consent calendar. This review is a recurring responsibility. **RETAIN**
7. Triennial Review of County Procurement Policies. On June 2, 2023, the Board referred a triennial review of County procurement policies to the IOC to ensure policy harmony and directed the Purchasing Agent to provide a review schedule. On October 14, 2024, Public Works reported to the IOC on the Small Business Enterprise (SBE) and Outreach Programs. The IOC recommended, and the Board approved, updates to the SBE Program and the abolishment of old Outreach programs in favor of new requirements in the Purchasing Policy on November 13 and 12, 2024, respectively. The next review is scheduled for October 2027. **RETAIN**
8. Review of Proposed Updates to the County's Administrative Bulletins. On April 24, 2023 and June 27, 2024, the Board referred to the IOC a review of existing and new administrative policies on topics like office space, real estate services, asset management, purchasing (see #5), social media, cybersecurity, and artificial intelligence. We recommend continuing this referral as requested by the County Administrator. **RETAIN**
 - a. Social Media Policy. On September 24, 2024, the Board of Supervisors adopted Resolution No. 2024/321, establishing the County Social Media Policy and directing the Office of Communications and Media to provide training. The IOC proposed updates on September 22, 2025, which the Board approved on October 7, 2025 (Item C.11). **REMOVE**
 - b. TikTok Ban. On August 1, 2023, the IOC recommended updating the County's Social Media Policy, which led to considering a ban on TikTok on County devices. A report on September 11 detailed the risks and the feasibility of such a ban. The IOC advised continuing the development of IT tools to enforce bans on platforms controlled by entities or countries of concern.

The proposed TikTok ban was suspended due to a First Amendment challenge in the U.S. Court of Appeals for Washington, D.C. On October 7, 2025 (Item C.11), the Board of Supervisors accepted the recommendation from the County Chief

Information Officer to permit TikTok for legitimate County business purposes.

REMOVE

- c. Gift Cards as County Program Incentives. On May 13, 2025, the Board asked the IOC to review the County's policy on gift cards used as incentives for County programs, especially by community-based organizations under contract with the County. The IOC held public discussions on July 28 and September 22, 2025, and advised the County Administrator on new procedures to ensure accountability and proper use of funds. **REMOVE**

9. Art Program for Traffic Signal Utility Boxes. On February 6, 2024, the Board of Supervisors referred to the Internal Operations Committee the development and recommendation of a policy and procedures governing placement of art on County property.

On September 9, 2024, the County Administrator's Office presented a draft County Public Art Policy to the Internal Operations Committee. The County Public Art Policy was approved by the Board of Supervisors on December 3, 2024, which included direction for the development of a program for public art on county owned utility boxes.

On June 23, 2025, the IOC approved draft Public Art Program on County-Owned Utility Boxes proposed by the Public Works Department, with the program to be funded by the FY25/26 Measure X allocation of \$25,000. Public Works continue to refine the program and plan to bring the final program to the Board for its consideration in early 2026. **REMOVE**

10. New Policy on Use of County Parks. The County Ordinance Code includes parks use restrictions, hours of use, and required permits, however there is not a comprehensive County policy that includes all park rules. At the June 10, 2025 Board of Supervisors meeting, the Public Works Director recommended a referral to the IOC to develop a parks use policy. On July 8, 2025 (Item C.133), the Board of Supervisors approved the Use of County Parks Policy, as recommended by the IOC. **REMOVE**

CONSEQUENCE OF NEGATIVE ACTION:

Should the Board elect not to approve the recommendations, the Internal Operations Committee will not have clear direction on the disposition of prior year referrals for discussion in calendar year 2025.