



# Attachment A CONTRA COSTA COUNTY

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MARTINEZ, CA 94553

## Legislation Details (With Text)

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**On agenda:** 12/9/2025      **Final action:** 12/9/2025

**Title:** ACCEPT the 2025 Annual Report of the Internal Operations Committee of the Board of Supervisors and APPROVE the disposition of referrals, as recommended by the Committee.

**Attachments:** 1. 2025 Year End IOC Report DATA

Date	Ver.	Action By	Action	Result	Tally
12/9/2025	1	BOARD OF SUPERVISORS	approved	Pass	

**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.

### 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 8 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**

To note, the IOC is offering recommendations in a separate report today to reconfigure the seats of the Affordable Housing Finance Committee to promote the filling of vacancies and the meeting of quorum. That item is C.10.

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. The Board of Supervisors accepted the annual report on December 9, 2025 (Item C.7). 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.

**2025 INTERNAL OPERATIONS COMMITTEE  
REPORTS OUT TO THE BOARD OF SUPERVISORS**

REPORTS

File ID	File Status	File Title	Agenda Dat	Agenda Nr.
25-1206	Passed	ACCEPT report on the Auditor-Controller's audit activities for 2024, APPROVE the proposed schedule of financial audits for 2025, and REFER to the Internal Operations Committee a review of the County's policy on incentives for County programs and services, as recommended by ACCEPT the 2023/24 annual report from the Public Works Director on the Internal Services Fund and status of the County's Vehicle Fleet and disposition of low-mileage vehicles, as recommended by the Internal	4/1/2025	C.2.
25-1207	Passed	ACCEPT the Triennial Advisory Body Phase II Report prepared by the County Administrator's Office, and APPROVE recommendations to improve compliance with pertinent County policies and procedures and on changes to mandatory training for advisory body staff and Board appointees, as recommended by the Internal	4/1/2025	C.3.
25-2296	Passed	APPROVE and AUTHORIZE the Use of County Parks Policy as recommended by the Internal Operations Committee.	6/10/2025	C.5.
25-2743	Passed	APPROVE updates to the County's social media policy, as recommended by the Internal Operations Committee.	7/8/2025	C.133.
25-4084	Passed	Animal Benefit Fund Annual Report pending ASD	10/7/2025	C.11.
TMP-14149		APPROVE and AUTHORIZE the allocation of \$148,501 in Fish and Wildlife Propagation funds to 15 eligible projects based on the Fish and Wildlife Committee's recommendations, as recommended by the Internal	12/9/2025	C.7
25-4624	Passed	APPROVE amendments to the bylaws of the Affordable Housing Finance Committee to modify the seat designations and office terms, increase the meeting	11/4/2025	C.1
TMP-14235		Women and Girls Comm Update NO REPORTOUT	12/9/2025	C.10

APPOINTMENTS

25-2290	Passed	REAPPOINT Sarah Birdwell to the County Representative seat on the County Connection Advisory Committee to a new term that will expire on June 30, 2028, as	6/10/2025	C.20.
25-2291	Passed	REAPPOINT Scott Gordon to the Board Appointee #4 seat on the Contra Costa County Employees' Retirement Association Board of Trustees to a new term ending on June 30, 2028, as recommended by the Internal	6/10/2025	C.21.
25-1204	Passed	REAPPOINT Willie Robinson to the County West Subregion seat on the Affordable Housing Finance Committee to a new three-year term that will expire on June 30, 2028, as recommended by the Internal	4/1/2025	C.26.

25-4542	Passed	APPOINT Vinoy Mereddy to the Board of Supervisors #1 seat on the Airport Land Use Commission to complete the unexpired term ending on May 7, 2028, as	11/4/2025	C.16
TMP-14211		REAPPOINT Stephen Piser to the Member of the Bar seat on the Public Law Library Board of Trustees to a new one-year term from January 1 through December 31, 2026.	12/9/2025	C.27
TMP-14214		REAPPOINT Mark Hughes to the Business #2 seat and Amy McTigue for Business #2 Alternate seat and APPOINT Ron Chinn to the Environmental Engineering Firm seat to terms ending December 31, 2029; and APPOINT Maureen Brennan to the Environmental Justice Representative seat and Sharon Pinkstaff to the Environmental Justice Representative Alternate seat to complete the current terms that will expire December 31,	12/9/2025	C.28
REFERRALS				
25-1864	Passed	REFER to the Internal Operations Committee a review of the County's policy on gift cards as incentives for County programs, as recommended by the County	5/13/2025	C.6.
25-2295	Passed	REFER to the Internal Operations Committee the development of a parks policy governing the use of County parks, as recommended by the Public Works	6/10/2025	C.4.