



**Contra  
Costa  
County**

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: October 25, 2016

Subject: PROPOSED 2017 MEETING SCHEDULE FOR THE CONTRA COSTA COUNTY BOARD OF SUPERVISORS

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**RECOMMENDATION(S):**

ADOPT the attached proposed 2017 meeting schedule for the Contra Costa County Board of Supervisors, including the cancelation of those meetings at which it is anticipated there will not be a quorum of Board members present, as well as noting the following scheduled special events: a special meeting to receive a presentation on the County's economic forecast, on on January 9; the Board's Annual Reorganization on January 10; the Dr. Martin Luther King, Jr. Celebration on January 17; the annual Board retreat on January 31; the Cesar Chavez Commemorative Celebration on March 28; Annual Budget Hearings and Adoption on April 18 and May 9, respectively; and the Veterans Day Recognition on November 7.

**FISCAL IMPACT:**

None.

**BACKGROUND:**

Each year, the Board of Supervisors adopts a meeting schedule that designates regular meeting dates and any dates on which meetings must be canceled in anticipation that a quorum of the Board will not be present. The proposed 2017 meeting schedule, attached,

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

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Action of Board On: **10/25/2016** ☒ APPROVED AS RECOMMENDED ☒ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

Contact: Julie DiMaggio  
Enea 925.335.1077

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: October 25, 2016

David Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

has been prepared in consultation with the incoming Board Chair, Fire Chief and the Housing Authority Executive Director, and is presented for the Board's consideration. The schedule provides 32 meetings for the Contra Costa County Board of Supervisors and 12 meetings for each the Contra Costa County Fire Protection District Board of Directors and the Housing Authority of Contra Costa Board of Commissioners. The Fire District and Housing Authority will take independent action to adopt their meeting schedules.

## BACKGROUND: (CONT'D)

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As in past years, we are recommending that the Board cancel those meetings that fall during a week with a County holiday, the fifth Tuesday of a month, and Tuesdays that fall during those weeks in which the annual policy and legislative meetings of the National Association of Counties (NACo) and the California State of Counties (CSAC) are held:

<u>Conference</u>	<u>Dates</u>	<u>Location</u>
NACo Legislative Conference	February 25-March 1, 2017	Washington, D.C.
CSAC Legislative Conference	May 17-18, 2017	Sacramento, CA
NACo Annual Conference & Exposition	July 21-24, 2017	Columbus, OH
CSAC Annual Meeting	November 27-December 1, 2017	Sacramento, CA

In the past 10 years, several seasonal breaks have also been designated in the Board's meeting schedule, in recognition of both time away needed for vacations and of the time demands on the Board members due to their participation on Board standing committees, and numerous regional and local legislative bodies and task forces, which require preparation, attendance, and involve travel. We are recommending eight seasonal breaks to accommodate these needs. Experience has shown that 32 meetings per year has generally been sufficient to effectively conduct the County's business. However, should it be necessary, there are legal provisions to schedule a special meeting to address any urgent need that cannot be accommodated in the standing meeting schedule.

## CONSEQUENCE OF NEGATIVE ACTION:

Early adoption of a meeting schedule enables staff to effectively plan and manage the Board's calendar and obtain the necessary authority to conduct the County's daily business. To the extent that the Board does not adopt a new year meeting schedule, staff will be hindered in these efforts.

## CLERK'S ADDENDUM

***ADOPTED the meeting schedule as amended today to cancel the meeting of April 11, hold a meeting on April 25 and October 10, 2017.***

## ATTACHMENTS

PROPOSED 2017 BOS schedule