



Contra  
Costa  
County

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: October 17, 2017

Subject: PROPOSED 2018 MEETING SCHEDULE FOR THE CONTRA COSTA COUNTY BOARD OF SUPERVISORS

### **RECOMMENDATION(S):**

ADOPT the attached proposed 2018 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: the Board's Annual Reorganization on January 9; the Dr. Martin Luther King, Jr. Celebration on January 16; the annual Board retreat on January 30; the Cesar Chavez Commemorative Celebration on March 27; Annual Budget Hearings and Adoption on April 17 and May 8, respectively; a 9-11 Day of Remembrance on September 11; and the Veterans Day Recognition on November 13.

### **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 2018 meeting schedule, attached, has been prepared in consultation with the incoming Board Chair, Fire Chief and the

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

Action of Board On: **10/17/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

### **VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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 17, 2017

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

Contact: Julie DiMaggio Enea  
925.335.1077

By: June McHuen, Deputy

Housing Authority Executive Director, and is presented for the Board's consideration. The schedule provides 35 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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The proposed schedule includes a cancelation of 17 Board of Supervisors meetings. 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	March 3-7, 2018	Washington, D.C.
CSAC Legislative Conference	May 16-17, 2018	Sacramento, CA
NACo Annual Conference & Exposition	July 13-16, 2018	Nashville, TN
CSAC Annual Meeting	November 27-30, 2018	San Diego, 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. 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.

## ATTACHMENTS

Proposed 2018 Board of Supervisors Meeting Schedule