



Contra
Costa
County

To: Board of Supervisors
From: David Twa, County Administrator
Date: October 9, 2018

Subject: PROPOSED 2019 MEETING SCHEDULE FOR THE CONTRA COSTA COUNTY BOARD OF SUPERVISORS

RECOMMENDATION(S):

ADOPT the attached proposed 2019 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 15; the Dr. Martin Luther King, Jr. Celebration on January 22; the annual Board retreat on January 29; the Cesar Chavez Commemorative Celebration on March 26; Annual Budget Hearings and Adoption on April 16 and May 7, respectively; a 9-11 Day of Remembrance on September 10; and the Veterans Day Recognition on November 12.

FISCAL IMPACT:

None.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **10/09/2018** ☐ APPROVED AS RECOMMENDED ☒ OTHER

Clerks Notes: Approved revised version

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 9, 2018

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

By: June McHuen, Deputy

Contact: Jami Napier,
335-1908

cc:

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 2019 meeting schedule, attached, 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 26 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. The proposed schedule includes a cancelation of 26 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 2-6, 2019	Washington, D.C.
CSAC Legislative Conference	April 24-25, 2019	Sacramento, CA
NACo Annual Conference & Exposition	July 12-15, 2019	Las Vegas, NV
CSAC Annual Meeting	November 26-29, 2019	San Francisco, 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

2019 BOS Calendar