



**Contra
Costa
County**

To: Board of Supervisors
From: David Twa, County Administrator
Date: March 12, 2019

Subject: Delegation of authority to the Executive Director of the Contra Costa County Mayors' Conference City Selection Committee to act as secretary

RECOMMENDATION(S):

ACKNOWLEDGE, RATIFY and APPROVE the delegation of authority to the Executive Director of the Contra Costa County Mayors' Conference to act as permanent secretary and recording officer of the City Selection Committee under Government Code section 50270, et seq., and carry out all other functions of the Clerk to the Selection Committee.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

For administrative convenience, the function of permanent secretary and recording officer of the Mayors' Conference and City Selection Committee, which include noticing meetings and the preparation of minutes, has been performed by the Mayors' Conference for many years. The Contra Costa County Mayors' Conference has its own web site where information about their meetings are posted. <http://www.ccmayors.org/> The purpose of this action is to acknowledge this longstanding practice and formalize the transfer of these ministerial functions to the Executive Director of Mayors' Conference, who currently handles these matters.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/12/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ABSENT: Diane Burgis, District III
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: March 12, 2019

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

By: June McHuen, Deputy

Contact: Jami Napier, (925)
335-1908

cc:

