



**BOARD OF SUPERVISORS  
AGENDA LETTER**

**Agenda Number:**

**Clerk of the Board of Supervisors**  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Department Name:** County Executive Office  
**Department No.:** 012  
**For Agenda Of:** November 28, 2023  
**Placement:** Administrative Agenda  
**Estimated Time:** N/A  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

**TO:** Board of Supervisors

**FROM:** Department Director(s)  
Contact Info:

Mona Miyasato, County Executive Officer  
Jacquelyne Alexander, Chief Deputy Clerk of the Board  
Brittany Odermann, Deputy County Executive Officer

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**SUBJECT: 2024 Board of Supervisors Schedule of Meeting Dates and Locations**

**County Counsel Concurrence**

As to form: Yes

**Other Concurrence:** N/A

As to form: N/A

**Auditor-Controller Concurrence**

As to form: N/A

**Recommended Actions:**

That the Board of Supervisors:

Adopt a Resolution establishing the 2024 Board of Supervisors' schedule of meeting dates and locations.

**Summary:**

This item is on the agenda to adopt a resolution establishing the 2024 Board of Supervisors schedule of meeting dates and locations. The schedule includes 28 regular meetings of the Board of Supervisors, Budget Workshops, Budget Hearings, and a summer and winter recess. The regular meetings of the Santa Barbara County Board of Supervisors are generally held on the first three Tuesdays of every calendar month at 9:00 A.M., with the exception of a Tuesday following a Monday holiday.

**Discussion:**

On October 17, 2023, the Board revised Chapter 2 of the County Code to reflect current Board meeting practices. The code now requires a Resolution be adopted to establish meeting dates for the coming calendar year. Advance knowledge of the schedule and summer and winter recesses provides greater transparency to the public and allows the Board of Supervisors and staff to efficiently schedule and set hearings for Board of Supervisors meetings throughout the year.

The proposed schedule is attached within the resolution. Of note:

- Budget Workshops are planned for Monday, April 8, 2024, Wednesday, April 10, 2024 and Friday, April 12, 2024 in Santa Barbara.
- Budget Adoption Hearings on Tuesday June 11, 2024 and Thursday, June 13, 2024, if needed, in Santa Barbara.
- Summer recess is planned from July 23, 2024 through August 13, 2024.
- Winter recess from December 17, 2024 through December 31, 2024. (The proposed recesses maintain two Board of Supervisors meetings a month in July, August, and December 2024).
- The proposed 2024 schedule does not include a meeting on Tuesday, April 16, 2024 in anticipation of the California State Association of Counties (CSAC) Legislative Conference, nor on Tuesday November 19, 2024 in anticipation of the California State Association of Counties (CSAC) Annual Conference.
- Lastly, the Board of Supervisors does not meet on Tuesdays following a Monday holiday. As such, meetings are not scheduled for the following Tuesdays following a Monday holiday:
  - Tuesday, January 16, 2024 (Martin Luther King Jr. Holiday)
  - Tuesday, February 20, 2024 (Presidents' Day Holiday)
  - Tuesday, May 28, 2024 (Memorial Day Holiday)
  - Tuesday, September 3, 2024 (Labor Day Holiday)
  - Tuesday, November 12, 2024 (Veterans Day Holiday)
  - In addition, a meeting is not scheduled for Tuesday, November 26, 2024 due to the Thanksgiving Holiday.

The members of the Board of Supervisors are also ex officio members of the Boards of a number of Dependent Districts. Dependent Districts may hold hearings at any of the locations and dates identified in the resolution.

**Background:**

Chapter 2 of the Santa Barbara County Code, titled "Administration," Section 2-1, when and where regular Board of Supervisors meetings are held requires that the regular meetings of the Santa Barbara County Board of Supervisors shall generally be held on the first three Tuesdays of every calendar month at 9:00 A.M., with the exception of a Tuesday following a Monday holiday. Budget Workshops if held, and Budget Hearings, are considered regular meetings and the location and dates of the meetings shall be established, and amended, by Resolution of the Board of Supervisors.

The Board of Supervisors may recess for a consecutive four-week period generally during the last two weeks in July through the first two weeks in August, although the Board may convene during that time, as needed. At the discretion of the Board of Supervisors, meetings can be added or cancelled throughout the year as necessary.

The Santa Barbara County Board of Supervisors currently provides in-person participation as well as virtual participation until further notice. Board members and the public may participate from the County Administration Building, Board Hearing Room, Fourth Floor, 105 East Anapamu Street in Santa Barbara

or the Joseph Centeno Betteravia Government Administration Building, Board Hearing Room, 511 Lakeside Parkway, Santa Maria, unless otherwise noted on the posted Agenda.

The agenda for each regular meeting shall be available by 12:00 p.m. on the Thursday preceding the meeting. By that hour, copies shall be available to the news media and public in the Clerk of the Board office. The agenda and associated materials are available on the County of Santa Barbara website by Friday of each week preceding the meeting date.

Special meetings of the Board of Supervisors may be called pursuant to and in accordance with Section 54956 of the Government Code. The Clerk shall prepare the notice and call of any special meeting. The notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such special meeting. Emergency Meetings of the Board are conducted pursuant to Section 54956.5 of the Government Code.

**Special Instructions:**

Direct the Clerk of the Board of Supervisors to notify all County Departments of the adopted 2024 Board of Supervisors' Schedule of Meeting Dates and Locations.

**Attachments:**

Attachment A – 2024 Board of Supervisors' Schedule of Meetings Dates and Locations Resolution

**Authored by:**

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