



**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:** 1st Reading: 10/10/23  
2nd Reading: 10/17/23

**Placement:** Departmental 10/10/23  
Administrative 10/17/23

**Estimated Time:** 20 MIN. on 10/10/23

**Continued Item:** No

**If Yes, date from:**

**Vote Required:** Majority

**TO:** Board of Supervisors

**FROM:** Department Director(s) Mona Miyasato, County Executive Officer  
Contact Info: Nancy Anderson, Chief Assistant County Executive Officer  
Brittany Odermann, Deputy County Executive Officer

DocuSigned by:  
*Mona Miyasato*  
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**SUBJECT:** Adoption of a Resolution in the Matter of the Board of Supervisors Agenda Policy and Protocols for the Conduct of Meetings and Amendments to Santa Barbara County Code Chapter 2, Article I, Section 2.1 Regarding When and Where Regular Board of Supervisors Meetings Are Held

**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: N/A

**Other Concurrence:**

As to form: N/A

**Recommended Actions:**

That the Board of Supervisors consider recommendations, as follows:

On October 10, 2023:

- a) Adopt a Resolution regarding the Board of Supervisors' Agenda Policies and Protocols for the Conduct of Meetings rescinding and replacing Resolution No. 09-368;
- b) Consider the Introduction (First Reading) of an Ordinance of the Board of Supervisors of the County of Santa Barbara amending Chapter 2, Article I, Section 2.1 of the Santa Barbara County Code regarding when and where regular Board of Supervisors meetings are held;
- c) Read the title and waive further reading of the Ordinance in full;

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d) Provide other direction as appropriate;

e) Set a hearing on the Administrative Agenda of October 17, 2023 to consider recommendations, as follows:

On October 17, 2023:

a) Consider the Adoption (Second Reading) of an Ordinance of the Board of Supervisors of the County of Santa Barbara amending Chapter 2, Article I, Section 2.1 of the Santa Barbara County Code regarding when and where regular Board of Supervisors meetings are held;

b) Determine that the above actions are not a project under the California Environmental Quality Act (CEQA) pursuant to Section 15378(b)(5) of the CEQA guidelines because they consist of administrative activities of government that will not result in direct or indirect physical changes in the environment.

**Summary:**

This item is on the Agenda to rescind and replace Board Resolution No. 09-368 which sets forth the current policies and procedures for the conduct of meetings of the Board of Supervisors. The new resolution updates language to reflect current agenda and meeting protocols including how and where agendas are posted, the order of meeting business, adjustments to public comment periods to account for changes in technology, and other minor revisions. In addition, Chapter 2, Article I, Section 2-1 of the Santa Barbara County Code is being amended to reflect the regular date and time of board meetings as the first three Tuesdays of each month, starting at 9:00 a.m.; set general, annual dates summer recess; and require that the location and dates of board meetings be established by resolution of the Board.

**Background:**

As the guiding documents with respect to the conduct of the meetings of the Board of Supervisors, it is appropriate to periodically review the associated policies and provide the Board with an opportunity to amend and enhance these policies based on the changing environment of County Government.

These protocols provide the Board, County staff, and the public with the framework necessary for the conduct of timely, fair and efficient meetings and incorporate policy as to the following: agenda preparation; publication and posting; establishing the order of business to be conducted; defining the component sections of the agenda; providing the rules for public participation in the meetings as well as expectations as to behavior and decorum during the proceedings.

The Board of Supervisors' policy related to Agenda production and conduct of meetings was last amended in 2009 by the adoption of Board Resolution No. 09-368. A new Resolution rescinding and replacing Resolution No. 09-368 is recommended to amend current policy and document updated Board practices and requirements for the preparation of the agenda, minutes and conduct of meetings. A red-line version of the proposed resolution is included as Attachment A.

Chapter 2, Article I, Section 2-1 of the Santa Barbara County Code was last amended in 1992 by the adoption of Board Ordinance No. 4069. The proposed Ordinance amendment adjusts the regular date and time for meetings as the first three Tuesdays of each month, starting at 9:00 a.m.; adds language to

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prescribe the timing a summer recess; and require that the annual calendar of meeting dates and locations be established by resolution of the Board. A red-line version of the proposed ordinance amendment is included as Attachment C.

**Special Instructions:** The Clerk of the Board shall publish the ordinance in accordance with Government Code section 25124. Additionally, direct the Clerk of the Board to notify all County Departments.

**Attachments**

Attachment A: Resolution 09-368, Redline

Attachment B: Resolution 23-\_\_\_\_\_

Attachment C: County Code, Chapter 2 Ordinance Amendment, Redline

Attachment D: County Code, Chapter 2 Ordinance Amendment, Non-Redline

**Authored by:**

Jacquelyne Alexander, Chief Deputy Clerk of the Board

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