



BOARD OF SUPERVISORS **Agenda Number:**
AGENDA LETTER

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: Set-Hearing: 09.19.23
1st Reading: 10.10.23
Departmental
2nd Reading: 10.17.23
Administrative
Placement: Set Hearing
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: 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

Other Concurrence:

As to form: N/A

Auditor-Controller Concurrence

As to form: N/A

Recommended Actions:

That the Board of Supervisors on September 19, 2023, set a public hearing on the Departmental Agenda for the October 10, 2023 Board of Supervisors meeting to 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;

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- c) Read the title and waive further reading of the Ordinance in full;
- d) Set a hearing on the Administrative Agenda of October 17, 2023 to consider recommendations, as follows:

On October 17, 2023:

- i) 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;
- ii) 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 Text:

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 the meetings of the Board of Supervisors; and to amend Chapter 2, Article I, Section 2-1 of the Santa Barbara County Code regarding when and where regular Board of Supervisors meetings are held. 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.

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.

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.

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. An amendment to the Ordinance to build in more flexibility in setting the location of regular meetings of the Board of Supervisors is before the Board for approval on the October 10, 2023 Agenda.

A more detailed Board Letter with all necessary attachments and details of proposed changes will be prepared and provided prior to the October 10, 2023 hearing.

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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.

Authored by:

Jacquelyne Alexander, Chief Deputy Clerk of the Board

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