



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: CEO  
Department No.: 012  
For Agenda Of: 1/17/17  
Placement: Departmental  
Estimated Tme: 10 Min.  
Continued Item: No  
  
If Yes, date from:  
Vote Required: Majority

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**TO:** Board of Supervisors

**FROM:** Department Director(s) Mona Miyasato, County Executive Officer  
Contact Info: Michael Allen, Chief Deputy Clerk of the Board  
(805) 568-2240

**SUBJECT:** 2017 Board of Supervisors' Schedule of Meeting Dates and Locations

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**County Counsel Concurrence**

As to form: N/A

**Auditor-Controller Concurrence**

As to form: N/A

**Other Concurrence:**

As to form: N/A

**Recommended Actions:**

That the Board of Supervisors:

Consider the 2017 Board of Supervisors' schedule of meeting dates and locations.

**Summary Text:**

The Board adopted the 2017 Schedule of meeting dates and locations on December 6, 2016. A member of the Board has requested that the schedule come back before the Board for review and potential amendments. The 2017 schedule is attached (attachment A).

The 2017 schedule of regular Board meetings continues the practice of conducting meetings on the first, second and third Tuesdays of each month. This schedule includes 30 regular meetings of the Board as well as Budget Workshops and Budget Hearings. The Board can add or cancel meetings throughout the year as appropriate. Exceptions to this practice are as follows:

- County of Santa Barbara Budget Workshops will be conducted in advance of the June Budget Hearings. The County Executive Office Budget Development Schedule calls for Fiscal Year (FY) 2017-2018 Budget Workshops to be held on Monday, Wednesday and Friday, April 17, 19 and 21, 2017 in Santa Barbara. In anticipation of 2017-2018 Budget Workshops the 2017 schedule does not include a regular hearing on Tuesday, April 18, 2017.

- County of Santa Barbara Budget Hearings are conducted the second week of June. In anticipation of FY 2017-2018 Budget Hearings, the 2017 schedule does not include a regular hearing on Tuesday, June 13, 2017. FY 2016-2017 Budget Hearings will be scheduled by a separate Board Letter from the County Executive Office in the spring of 2017.
- The 2017 schedule does not include regular meeting dates on Tuesday February 21, 2017 or on Tuesday September 5, 2017 as these dates follow legal Monday holidays. This exception to the regular meeting schedule was initiated in 2016 to address complications that can arise due to County offices being closed on the day immediately preceding a Board Meeting. These include the unavailability of staff to members of the Board and vice-versa, members of the public being unable to engage staff or the Board and the inability to receive and distribute late material from the public or staff.
- The 2017 schedule incorporates a summer break that includes August 1, 8 and 15, 2017. This break maintains three meetings in July and two in August, 2017. Advance knowledge of a summer recess will allow the Board and staff to efficiently schedule and set hearings for the remaining Board meetings through the summer and provide an opportunity for personal planning.
- The 2017 schedule does not include a meeting on Tuesday November 28, 2017 in anticipation of the CSAC Annual Meeting to be held from November 27 through December 1, 2017 in Sacramento. Meetings are also not scheduled for Tuesday, November 21, 2017 (Thanksgiving holiday) or for December 19 and 26, 2017 (Winter Recess).

**Background:**

Government Code Section 25081 requires the Board of Supervisors to hold regular meetings at the County seat which is located in the City of Santa Barbara. Santa Barbara County Code Chapter 2, Article 1, Section 2-1 provides that a regular adjourned meeting may be held outside of the County seat on a regular meeting date in lieu of a regular meeting.

**Special Instructions:**

Direct the Clerk of the Board to notify all County Departments of any amendments to the 2017 Board of Supervisors' schedule of meeting dates and locations.

**Attachments:**

Attachment A – Adopted 2017 Board of Supervisors' Schedule of Meetings dates and locations.

**Authored by:**

Michael Allen, Chief Deputy Clerk of the Board  
(805) 568-2240