

# Clerk of the Board of Supervisors

County of Santa Barbara  
105 E. Anapamu St., Rm. 407  
Santa Barbara, CA 93101



one COUNTY | one FUTURE

## Memo: Resolution for Placement on Board of Supervisors' Agenda

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**Agenda Date:** May 6, 2025

**Staff Contact:** Nicole Bury [nbury@countyofsb.org](mailto:nbury@countyofsb.org)

**Subject: Adopt a Resolution of Commendation honoring** Randy Rigby upon his retirement from the Information Technology Department after over 38 years of faithful and distinguished service to the citizens of Santa Barbara County.

**To be Sponsored by Supervisor(s):** Joan Hartmann

### This Resolution (CHECK ONE):

- ☒ Will Be Presented at the Meeting  
☐ Will Not Be Presented at the Meeting

**To be Presented to:** Randy Rigby [rigby@silcom.com](mailto:rigby@silcom.com)

- ☒ In Person  
☐ Via Zoom  
☐ Not to be Presented at BOS Hearing

*\*Emails are required for all recipients in order to provide them with important logistic information.*

### Mandatory Docketing Requirements:

- ☐ Resolution Guidelines:
  - Limit the number of "Whereas" paragraphs to a maximum of 5.
  - Resolutions should not exceed 350 words in length.
- ☐ When being presented - Original Resolution on legal-sized parchment paper with a seal and ribbon, in a navy folder or framed.
  - Paper, Seal, and ribbon can be obtained from the Clerk of the Board.
  - Example of when to frame: Retirement Resolutions
- ☐ Docket One (1) 8 ½" x 11" hard copy.
- ☐ E-mail a scanned copy of the Resolution and Cover Page to [boardletters@countyofsb.org](mailto:boardletters@countyofsb.org) with a clearly titled email by the Docketing Deadline.

### Please Check if Applicable:

- ☐ A reception will immediately follow the presentation of the Resolution.