

# 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:** Matthew Young [mcyoung@countyofsb.org](mailto:mcyoung@countyofsb.org)

**Subject:** Resolution Proclaiming May 2025 as Water Awareness Month in Santa Barbara County

**To be Sponsored by Supervisor(s):** Laura Capps, Chair

### This Resolution (CHECK ONE):

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

### To be Presented to: N/A

- ☐ 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.