



Legislation Details (With Board Report)

**File #:** PAR 23-002      **Name:** COB Augmentation to Budget for Ceremonial Resolutions

**Type:** Preliminary Analysis Report      **Status:** Agenda Ready

**File created:** 1/11/2023      **In control:** Board of Supervisors

**On agenda:** 1/17/2023      **Final action:** 1/17/2023

**Title:** Consider:  
a. Response to Board Referral No. 2022.21 requesting the Clerk of the Board of Supervisors office to augment their budget to cover all expenses for framed Board resolutions; and  
b. Selecting an updated ceremonial resolution template.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Board Report, 2. Board Referral No. 2022.21 - Alejo, 3. Attachment A - New Ceremonial Resolution template, 4. Attachment B - New Ceremonial Resolution template, 5. Attachment C - New Ceremonial Resolution template, 6. Attachment D - Quote for the new Ceremonial templates for Attachment A and B, 7. Attachment E - Quote for the new Ceremonial template for Attachment C, 8. Attachment F - Current Ceremonial Resolution template, 9. Completed Board Order Item No. 15

Date	Ver.	Action By	Action	Result
1/17/2023	1	Board of Supervisors		

**Consider:**

a. Response to Board Referral No. 2022.21 requesting the Clerk of the Board of Supervisors office to augment their budget to cover all expenses for framed Board resolutions; and  
b. Selecting an updated ceremonial resolution template.

**RECCOMENDATION:**

It is recommended the Board of Supervisors:

Consider a response to Board Referral No. 2022.21 requesting the Clerk of the Board of Supervisors office to augment their budget to cover all expenses for framed Board resolutions. This augmentation is being recommended by the Budget & Analysis Division with the Budget End Year Report (BEYR). If approved, we request the Board select an enhanced ceremonial resolution template from the options provided.

**Options:**

Select Attachment A, B **or** C as the newly enhanced ceremonial template;  
Select Attachment A, B **and** C to have a variety of newly enhanced ceremonial templates;  
Deplete the six (6) month supply of the current ceremonial resolution and then implement the new ceremonial template(s) if approved; or  
Make no changes, at this time, and keep the current ceremonial resolution template; and  
Provide further direction if needed.

**SUMMARY:**

The Clerk of the Board of Supervisors office worked with the Budget & Analysis Division to recommend the approval of the budget augmentation request via Board Referral No. 2022.21, to the Clerk of the Board’s budget. The initial costs would be \$6,000 (approximately) as reflected in the breakdown below to support framed ceremonial resolutions primarily requested by the Board Chair, Members of the Board of Supervisors

and or Department Heads/Directors. This augmentation will alleviate the additional costs on the Clerk's office budget for supplies.

Nick Pasculli, County Communication Director took the lead on the new design(s) of the Ceremonial Resolution template. His team worked closely with the Clerk of the Board's office throughout its conception. A few designs have been created and design proofs are to be presented, reviewed, and discussed by the Board on Tuesday, December 13, 2022.

**FINANCING:**

If the recommended Budget End Year Report (BEYR) is approved by the Board of Supervisors the funding is available. If the BEYR is not approved then further direction is needed on the funding source for this request.

**The initial costs will for Attachment A and B new ceremonial resolution templates:**

\$915.00 (estimate) for the cost 1000 pieces of the new ceremonial templates see Attachment D:  
\$4,000 (approximately) for 200 frames; and  
\$1,000 (approximately) as a cushion if additional framed resolutions are requested by the District offices and others.

Totaling: \$5,915 (approximately)

**The initial costs will be for Attachment C new ceremonial resolution template:**

\$2,698 (estimate) for the cost 1000 pieces of the new ceremonial template see Attachment E;  
\$4,000 (approximately) for 200 frames; and  
\$1,000 (approximately) as a cushion if additional framed resolutions are requested by the District offices and others.

Totaling: \$7,698 (approximately)

This will be a new line item in the Clerk of the Board's budget which is being requested as on-going funding separate and apart from the Clerk of the Board's own supply funds.

Board of Supervisors Strategic Initiatives:

- Economic Development
- Administration
- Health and Human Services
- Infrastructure
- Public Safety

Prepared by Valerie Ralph, Clerk of the Board of Supervisors 831-755-5066

---

Valerie Ralph, Clerk of the Board of Supervisors

Attachments:

- Board Referral 2022.21 - September 27, 2022
- Attachment A - New Ceremonial Resolution template
- Attachment B - New Ceremonial Resolution template

Attachment C - New Ceremonial Resolution template  
Attachment D - Quote from Vendor for Attachment A and B  
Attachment E - Quote from Vendor for Attachment C  
Attachment F - Current Ceremonial Resolution template