



Board Agenda Item 32

DATE: April 23, 2019
TO: Board of Supervisors
SUBMITTED BY: Jean M. Rousseau, County Administrative Officer
SUBJECT: New Administrative Policy

RECOMMENDED ACTION(S):

Approve and adopt Administrative Policy 77 - Recognition of Individuals/Groups, Events and the Related Use of County Facilities.

Administrative Policy (AP) 77 will be created if your Board approves the recommended action. AP 77 provides a process for the recognition of individuals/groups/events, and the related Use of County facilities. The proposed AP was developed at the direction of your Board. This item is countywide.

ALTERNATIVE ACTION(S):

Your Board could choose to not approve and adopt the proposed AP.

FISCAL IMPACT:

There is no fiscal impact associated with the recommended action.

DISCUSSION:

On January 29, 2019, your Board directed the County Administrative Officer to develop an Administrative Policy establishing the requirements and/or guidelines for recognizing groups or individuals for their contributions to the community or declaring ceremonial days of recognition on the Board's agenda and the use of County facilities in connection with such recognition. Approval of the recommended action would create the new AP, which would implement a process for the recognition of individuals/groups/events by the Board. In addition, the AP will provide a process for the review of the use of County facilities in relation to the recognition of individuals/groups/events.

If your Board adopts AP 77, AP 48 - Designating County Facilities will be revised as needed. The County Administrative Officer's Management Directives associated with AP 77 are also being updated.

REFERENCE MATERIAL:

BAI #7, January 29, 2019

ATTACHMENTS INCLUDED AND/OR ON FILE:

AP 77

CAO ANALYST:

Samantha Buck