



## Fresno County Board of Supervisors

# ADMINISTRATIVE POLICY

NUMBER 75

## COMMUNITY OUTREACH SERVICES

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Effective Date: August 8, 2017

### **POLICY STATEMENT**

Community Outreach Services provide the mechanism whereby the County of Fresno can work together with community organizations to support local community events and functions. These expenditures can be made from individual Supervisorial District budgets in accordance with general guidance as outlined below and with County Counsel approval of the donation to the event. Transfers of appropriations between object levels within a budget unit can be authorized by the CAO (Board Agenda Item #17, February 5, 2013) up to \$200,000 (Board Agenda Item #10, December 2, 2014) provided that the overall appropriations of the budget unit are not increased and the transfer does not result in a Capital Asset purchase.

The following expenditures are generally allowable but assumes compliance with all applicable County and State procedures. All community outreach services must be approved for appropriateness by County Counsel prior to the expenditure being made. Non-county business donations may be made with prior Board of Supervisor's approval.

Given the public nature of funds, information regarding the use of taxpayer dollars is available through the Public Records Act.

### **GENERALLY ALLOWABLE EXPENDITURES**

Sponsorship of community events or information fairs that include County departments or services.

Funding of County departments to perform services within the scope of their operations but for which their budgets are inadequate (such as street repairs; tree trimming, garbage cleanup in or affecting County right of ways, etc.)

Purchasing tables/meals at community events for County employees when the subject of that event includes recognition or involvement of County departments or services.

Purchasing tables/meals at County held events for individuals in the community with a connection to the purpose of the County held event. (e.g. Sheriff puts on a crime stoppers lunch and Supervisor sponsors family of an individual honored at the event; Probation sponsors

ceremony honoring juveniles in the system who receive their degrees or GED, and Supervisor pays for an at risk youth to attend).

Sponsorship of blood drives or similar county-wide health related events (Public Health Department involvement is required).

Purchase of equipment or supplies for County operations or sponsored programs (e.g. recreational equipment for County Parks Department program; Set of books for County library).

### **GENERALLY PROHIBITED EXPENDITURES**

Any expenditure that benefits an individual, entity or small group without any public purpose (e.g. cash gifts to individual; fixing an individual home not part of an overall County housing program; sponsoring a block party).

Sponsorship of community events with no County or public related purpose.

Any expenditure specifically prohibited by law (e.g. expenditures for County Service Areas). Contributions or purchasing tables/meals for any person at political events.

Purchasing admissions, tables or meals for any person at community events that are not related to County departments or services.

### **MANAGEMENT RESPONSIBILITIES**

County Counsel is responsible for reviewing all Community Outreach Services before the event occurs. It is each district's responsibility to have their expenditure reviewed by County Counsel to make a determination if each specific donation or support is 1) a gift of public funds; 2) there is some other legal ban on the type of expenditure ; and 3) whether the expenditure violates any provision of the Political Reform Act, Government Code §1090 et seq., or other conflict of interest laws. County Counsel does not advise individual supervisors on their personal obligation under or compliance with the Political Reform Act, Government Code §1090 et seq., or other conflict of interest laws.

Once County Counsel has approved the expenditure for legal appropriateness, the district may bring a Non-county business donation item to the Board of Supervisors for approval of the expenditure.