



Board Agenda Item 37

DATE: November 4, 2025

TO: Board of Supervisors

SUBMITTED BY: Kirk Haynes, Chief Probation Officer

SUBJECT: Department Celebrations and Recognitions

RECOMMENDED ACTION(S):

1. **Ratify the County Administrative Officer's approval of the Probation Department's Trunk or Treat celebration described in Attachment A, pursuant to Administrative Policy No. 81; and**
2. **Approve and authorize the Probation Department to continue to celebrate the annual Trunk or Treat event, as described in Attachment A, for five years or until approval is rescinded by your Board, in accordance with Administrative Policy No. 81.**

There is no Net County Cost (NCC) associated with the approval of the recommended actions. In accordance with Administrative Policy No. 81 (AP 81), departmental celebrations and recognitions-including holidays, themes, events, and observances spanning specific days, weeks, or months (collectively referred to as "Celebrations")-require prior approval by a majority of the Board of Supervisors. The policy grants discretion to the County Administrative Officer (CAO) to approve a Celebration, subject to subsequent ratification by the Board. This agenda item seeks retroactive approval for the Department's Trunk or Treat celebration, which was approved by the CAO on September 16, 2025, and held on October 31, 2025.

ALTERNATIVE ACTION(S):

There is no viable alternative action as the event has already taken place on October 31, 2025.

FISCAL IMPACT:

There is no NCC associated with the recommended actions. This is a voluntary, staff-led initiative, and all essential materials and supplies for the event were provided by participating staff members.

DISCUSSION:

On June 10, 2025, your Board discussed departmental sponsorships and the use of County funds to support community events. During that meeting, your Board directed the CAO to develop a formal process for Board approval of financial contributions to third-party events. Additionally, your Board instructed the CAO to return at a future date with recommendations regarding celebrations that County departments may officially recognize or observe.

On August 5, 2025, your Board revisited the topic and provided guidance for establishing an approval process for departmental Celebrations. Subsequently, on September 9, 2025, the Board adopted Administrative Policy No. 81 (AP 81) - Department Celebrations and Recognitions. This policy authorizes County departments to officially and publicly recognize or celebrate designated holidays, themes, events, and observances-collectively referred to as "Celebrations"-provided they receive prior approval by a majority

of the Board through resolution, proclamation, or agenda item.

AP 81 further stipulates that if a Celebration opportunity arises which, in the CAO's judgment, would likely be approved by the Board but is identified by a Department Head before the next scheduled Board meeting-and is scheduled to occur or begin before that meeting-the CAO may grant provisional approval. In such cases, the department must submit an agenda item for Board ratification at the earliest practicable meeting following the CAO's authorization.

This agenda item seeks retroactive approval for the Department's Trunk or Treat celebration, as described in Attachment A, which was approved by the CAO on September 16, 2025, and held on October 31, 2025.

REFERENCE MATERIAL:

BAI #7, September 9, 2025

BAI #9, August 5, 2025

BAI #9, July 8, 2025

BAI #11, June 10, 2025

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment A - CAO Approval Memo

CAO ANALYST:

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