



Board Agenda Item 54

DATE: November 18, 2025

TO: Board of Supervisors

SUBMITTED BY: Sanja Bugay, Director, Department of Social Services

SUBJECT: Department Celebrations and Recognitions

RECOMMENDED ACTION(S):

Ratify the County Administrative Officer's approval of the Department of Social Services' Halloween festivities, pursuant to Administration Policy No. 81.

Administrative Policy No. 81 was approved to govern department celebrations and recognition of holidays, themes, events, days, weeks or months as approved prior to their occurrence by a majority of the Board of Supervisors by resolution or proclamation. The purpose of this agenda item is to seek Board approval to celebrate and recognize Halloween festivities by the Department of Social Services. This item is countywide.

ALTERNATIVE ACTION(S):

Should your Board not approve the recommended actions, the Department will not officially and publicly celebrate or recognize the holidays, themes, events, days, weeks, or months, proposed in this agenda item.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended actions. Costs associated with Administrative Policy 81 for Department Celebrations and Recognitions is estimated to be \$50.00. Sufficient appropriations are included in the Departments Org 5610 FY 2025-26 Adopted Budget.

DISCUSSION:

On August 5, 2025, your Board discussed and provided direction on an approval process for County departments to officially and publicly celebrate or recognize holidays, themes, events, days, weeks, or months.

On September 9, 2025, the County Administrative Officer (CAO) presented to your Board AP 81 for consideration, which allows County departments to officially and publicly celebrate or recognize those holidays, themes, events, days, weeks, or months that have been approved prior to their occurrence by a majority of your Board by resolution or proclamation.

On October 14, 2025, the Department received CAO approval to celebrate Halloween for internal employee celebrations with staff costume and decorating contests, which are intended to boost employee morale and promote teamwork. In addition, the Department would like to maximize its resources and utilize the decorations and supplies from the 8th Annual Trunk or Treat Event, which received Board approval on October 21, 2025, to decorate Clovis Campus Building 1 lobby. This effort will create a festive and

welcoming experience for families receiving services and support and promote a positive experience as candy is distributed to the children.

REFERENCE MATERIAL:

BAI #52, October 21, 2025
BAI #7, September 9, 2025
BAI #9, August 5, 2025

CAO ANALYST:

Ron Alexander