



Board Agenda Item 9

DATE: July 8, 2025

TO: Board of Supervisors

SUBMITTED BY: Paul Nerland, County Administrative Officer

SUBJECT: New Administrative Policy Number 80 - Department Contributions of Funds for Non-County Events or Causes

RECOMMENDED ACTION(S):

Approve and Adopt Administrative Policy 80 - Department Contributions of Funds for Non-County Events or Causes

Approval of the recommended action will adopt Administrative Policy 80 regarding department contributions of funds for non-County events, causes, or anything similar. This item is Countywide.

ALTERNATIVE ACTION(S):

Your Board could choose to not approve the Administrative Policy (AP) regarding department financial contributions, which would allow departments to make contributions of funds for non-County events, causes, or anything similar without approval or notice to your Board. Your Board could also choose to place a minimum dollar amount requirement before requiring Board approval.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the Recommended Action. Costs associated are primarily staff time and financial contributions made by departments. Departments will include the necessary appropriations for these expenditures in their budgets.

DISCUSSION:

During the Board of Supervisors' Committee Reports and Comments section of the June 10, 2025, meeting, your Board discussed department sponsorships and financial contributions to community events. Following that discussion, your Board directed the County Administrative Officer to return to your Board on July 8, 2025 with an administrative policy requiring any department seeking to spend any amount of money on a community event to receive Board approval prior to making the expenditure.

Approval of the recommended action will implement this new AP. Upon approval of this AP, the County Administrative Officer will release the Management Directive which details the process for departments to seek approval for departments to make contributions of funds for non-County events, causes, or anything similar with the necessary forms and disseminate that information to county departments in order to implement this AP.

Your Board's approval of the recommended AP 80 will ensure that the County follows a consistent process when departments seek to make contributions of funds for non-County events, causes, or anything similar.

The County Administrative Officer's intent is to return to your Board at a future date to address your Board's comments regarding recognized events, dates or holidays that are promoted or celebrated by County departments and staff while on County time or at County buildings.

REFERENCE MATERIAL:

BAI #11, June 10, 2025

ATTACHMENTS INCLUDED AND/OR ON FILE:

AP 80 - Department Contributions of Funds for Non-County Events or Causes

CAO ANALYST:

Sevag Tateosian