



Board Agenda Item 8

DATE: October 17, 2017

TO: Board of Supervisors

SUBMITTED BY: Jean M. Rousseau, County Administrative Officer

SUBJECT: Revised Administrative Policy Regarding Donations

RECOMMENDED ACTION(S):

Adopt the revisions and updates to Administrative Policy No. 30 - Donations.

Approval of the recommended action will revise the current Donations Policy to create greater transparency, reduce the risk of potential conflicts of interest and align the County's policies and procedures with the best practices of other governmental agencies.

ALTERNATIVE ACTION(S):

If the revised policy is not adopted, the current Donations Policy would remain in effect.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action.

DISCUSSION:

The County may accept or reject gifts or bequests made in favor of the County for a public purpose. The County has existing Board of Supervisors Administrative Policies, County Administrative Officer Management Directives, and a full chapter in the County Purchasing Manual that outlines ethical values and behaviors as well as policy and procedural direction for the acceptance of donations. However, current policies do not cover prior donors/donations disclosures to the Board of Supervisors, Commissions, or Committees when those bodies are considering action or providing recommendations that involved the donor.

The goal of the following recommended revisions to Administrative Policy 30 - Donations is to strengthen existing policy and enhance transparency for the public.

- Increase the dollar threshold of a donation, from \$500 to \$7,500, when acceptance of the donation must be presented to the Board of Supervisors prior to use of the donation. The Auditor-Controller/Treasurer-Tax Collector would have the delegated authority to accept or reject donations below the \$7,500 threshold.
- Require that Board Items for donations in excess of \$7,500 (those donations requiring BOS acceptance) disclose additional information, including:
 - Identify the donor and disclose if the donor is a County contractor or principal in a business, agency or organization providing contracted services with the County;
 - Description of the donation(s);
 - Donation(s) value;
 - Purposes for which the donation(s) will be used; and

- Account to be credited (if a monetary donation).
- Include additional conditions to be considered in a department's recommendation to reject or accept a gift, including:
 - Costs of shipping, delivery, installation, maintenance, insurance and training;
 - Compatibility with existing equipment and County standards; and
 - Fiscal impacts on other County departments that may result from receipt of the donation and any restrictions or requirements placed on the budget or operations of the County.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Administrative Policy 30 - Donations, REDLINE
Administrative Policy 30 - Donations, REVISED

CAO ANALYST:

Juan Lopez