



Board Agenda Item 11

DATE: April 21, 2026

TO: Board of Supervisors

SUBMITTED BY: Paul Nerland, County Administrative Officer

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

RECOMMENDED ACTION(S):

Approve revised Administrative Policy 80 (AP 80) - Department Contributions of Funds for Non-County Events or Causes.

Approval of the recommended action will revise AP 80 to exclude career fairs from the policy's provisions. This item is Countywide.

ALTERNATIVE ACTION(S):

Your Board may choose to not approve the revision to AP 80 to exclude career fairs, which would keep things "as-is" and Departments will be required to continue requesting approval from your Board to attend career fairs where a financial contribution is made to attend.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. Approval of the recommended action will revise AP 80.

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.

On July 8, 2025, your Board Adopted Administrative Policy 80 - Department Contributions of Funds for Non-County Events or Causes. On August 19, 2025, your Board approved the first revision, exempting departments with elected department heads from its requirements.

Since the time of adoption of AP 80 and the revision, Departments with non-elected department heads have brought items to your Board seeking approval when making a contribution of funds to a non-County event or cause. Included in these items were contributions made by departments to attend career fairs.

Approval of the recommended revision would exclude job fairs from AP 80's provisions, allowing Departments to make financial contributions to attend job fairs without bringing an item to your Board

seeking approval.

REFERENCE MATERIAL:

BAI #35, August 19, 2025

BAI #9, July 8, 2025

BAI #11, June 10, 2025

ATTACHMENTS INCLUDED AND/OR ON FILE:

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

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

CAO ANALYST:

Sevag Tateosian