

STAFF REPORT

BOARD MEETING DATE: August 13, 2024

CATEGORY: Consent Calendar 2

SUBJECT: Approve updates to Administrative Policy 2-401, *Acceptance of Donations*, which increases the donation acceptance limit for Department Heads and the County Executive Officer and adds a requirement for a quarterly report for any accepted donations exceeding \$10,000.

DEPARTMENT: County Administrative Office

SUPERVISORIAL DISTRICT #: All

DEPARTMENT CONTACT: Amber Macdonald, Administrative Analyst II, (530) 225-5268

STAFF REPORT APPROVED BY: Erin Bertain, Deputy County Executive Officer

<u>Vote Required?</u>	<u>General Fund Impact?</u>
Simple Majority Vote	No Additional General Fund Impact

RECOMMENDATION

Approve updates to Administrative Policy 2-401, *Acceptance of Donations*, which increases the donation acceptance limit for Department Heads to \$5,000, authorizes the County Executive Officer (CEO) to accept donations in any amount, and adds a requirement for a quarterly report for any accepted donations exceeding \$10,000.

DISCUSSION

The County Administrative Office periodically reviews Administrative Policies for compliance with new laws and to be in line with other changes to County policies and regulations. Upon review of Administrative Policy 2-401, *Acceptance of Donations*, staff recommend increasing Department Head authority to accept donations from \$2,500 to \$5,000 and authorizing the CEO approval to accept donations in any amount. The recommended changes also add that a quarterly report be provided to the Board for any donations exceeding \$10,000.

ALTERNATIVES

The Board may deny the recommended changes, defer consideration to a later date, or consider providing direction to staff. If the Board chooses to not approve, the current policy will remain with any donations over \$2,500 needing Board approval.

OTHER AGENCY INVOLVEMENT

The Auditor-Controller approved the recommendation. County Counsel has approved the recommended changes as to form. The recommendation has been drafted by the County Administrative Office.

FISCAL IMPACT

Sufficient appropriations to administer the policy updates were included in the Fiscal Year 2024-25 County Administrative Office Budget. There is no additional General Fund Impact as a result of the recommended actions.

ATTACHMENTS:

1: Draft Policy