

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



FROM: Executive Office and Clerk of the Board

SUBMITTAL DATE:
February 5, 2015

SUBJECT: Amendment of Board Policy A-34 and Approval of 2015 Recurring Board Presentations of Proclamations

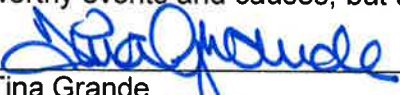
RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the revision of Board Policy A-34;
2. Approve the attached list of recurring Board proclamations for 2015 (Attachment A) and authorize the Chairman or other Supervisor(s) to direct staff to draft and execute said proclamations.

BACKGROUND:

Summary

The purpose of Board Policy A-34 is to provide guidelines for special presentations and recognition by the Board of Supervisors. The Board receives many requests for proclamations to recognize annually recurring events and observances. The proposed revision recognizes the importance of these many worthy events and causes, but also provides a way of presenting them in a timely and efficient manner.


Tina Grande
Executive Office


Kecia Harper-Ihem
Clerk of the Board

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 0	\$ 0	\$ 0	\$ 0	
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>

SOURCE OF FUNDS: N/A

Budget Adjustment: N/A

For Fiscal Year: N/A

C.E.O. RECOMMENDATION:

APPROVE

BY: 
Alex Gann

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

Positions Added

Change Order

A-30

4/5 Vote

Prev. Agn. Ref.: 3.80 4/6/2010

District: All

Agenda Number:

3-37

Departmental Concurrence

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Amendment of Board Policy A-34 and Approval of 2015 Recurring Board Presentations
of Proclamations**

DATE: February 5, 2015

PAGE: 2 of 2

The revised Policy (Attachment B) includes a requirement of the Clerk of the Board to develop an annual list based on the presentations from the previous calendar year and request the adoption by the Board of Supervisors at their first meeting of the calendar year. The attached list was based on a review of presentations over the last three years. The list can be updated through the Chairman of the Board of Supervisors.

Any member of the Board of Supervisors can request through the Chairman that a new presentation or any presentations on the annual adopted list be made at a specific Board meeting.

Impact on Residents and Businesses

Allows the Board of Supervisors to recognize the many annual events and causes in an efficient and timely manner.

ATTACHMENTS:

Attachment A – 2015 Board Proclamations

Attachment B – Board Policy A-34

**COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
RECOGNITION OF SERVICE TO THE COUNTY PRESENTATION OF AWARDS	A-34	1 of 3

PURPOSE

To provide guidelines for special presentations and recognition of Service to the County from the Board of Supervisors and; the expenditure of funds to honor employees or members of the public who have demonstrated exemplary service on behalf of the County of Riverside.

POLICY

1. All proclamations, plaques, mementos or any other presentation signed or made in the name of the Board of Supervisors shall first be authorized by the Chairman of the Board of Supervisors. In the absence of the Chairman, such approval may be made by the Vice-Chairman of the Board. ~~Requests to agendize approved presentations shall be coordinated with the Clerk of the Board 30 days in advance of the event/individual being recognized.~~
2. It shall be the responsibility of the Chairman, assisted by members of the Board, prior to such authorization to determine that there is general agreement regarding the presentation.
3. ~~Every effort shall be made to make presentations at public events. In the interest of recognizing the many worthy events and causes in a timely and efficient manner, a list of annually recurring presentations and proclamations shall be adopted and recognized by the Board of Supervisors at its first regularly scheduled meeting of the calendar year. The Clerk of the Board will prepare the agenda item along with the annual list, which shall be based on the annual list from the previous calendar year. The Clerk of the Board will confer with the Chairman on any additions or deletions to the annual list. The policy does not preclude any member of the Board of Supervisors from making new presentations or presentations listed on the adopted annual list during a Board meeting if authorized by the Chairman of the Board. Whenever possible, presentations shall be made at public events. When a special presentation is agendized, it shall be placed on the Special Presentation Agenda to be convened at 8:30 a.m. immediately preceding the regularly scheduled Board meeting. It shall comply with the applicable provisions of Board Policy A-5 relating to agenda procedures. It shall be the responsibility of the requesting department/ agency to provide a draft proclamation as part of the agenda submittal. It shall include the estimated length of the presentation, not to exceed 10 minutes, and the name of the accepting individual/organization.~~
4. When a special presentation is ~~to be made at an event~~agendized, it shall comply with the applicable provisions of Board Policy A-5 relating to agenda procedures and it shall be the responsibility of the requesting department/agency to provide a draft proclamation to the

**COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
RECOGNITION OF SERVICE TO THE COUNTY PRESENTATION OF AWARDS	A-34	2 of 3

Chairman's office. If the presentation is to be made at the Board meeting, a coversheet/memo shall be attached to the draft proclamation to include the estimated length of the presentation, not to exceed 3 minutes, and the name of the accepting individual/organization, the Chairman of the Board with a brief narrative (biography/accomplishments) about the individual(s) and/or organization(s) to be recognized.

5. When a presentation is to be made at an event, it shall be the responsibility of the requesting department/agency to provide the Chairman of the Board or Supervisor with a brief narrative (biography/accomplishments) about the individual(s) and/or organization(s) to be recognized. Multiple department/agency presentations may include a representative from each department/agency, but still have only one spokesperson.

5.6. _____ Recognition of Service to the County shall be authorized by the Chairman and coordinated with the Clerk of the Board a minimum of 24 hours prior to preparation of the weekly agenda. Such recognitions shall be placed on the regularly scheduled Board meeting and, when possible shall be divided equally among Board Members, recognizing supervisorial district boundaries.

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Presentations and Recognition by Department Heads/Agency Directors:

The county supports recognition of superior performance achieved by county employees, volunteers and others who make significant contributions on behalf of county programs.

1. Award programs should be reserved for exceptional events.
2. Reimbursement for the actual costs of awards programs, including meals or refreshments, shall be limited to \$25 per person. Costs exceeding \$5,000 for award functions shall require advance approval by the Chief Executive Officer. Alcoholic beverages are not reimbursable.
3. Plaques or other tokens of appreciation shall receive advance approval of the department/agency head and not exceed \$100 for an individual award. Advance approval of the Chief Executive Officer is required for an award exceeding this amount.

Official Functions:

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COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
RECOGNITION OF SERVICE TO THE COUNTY PRESENTATION OF AWARDS	A-34	3 of 3

County activities that require the participation of county officers and employees are eligible for reimbursement, with approval of the department/agency head as follows:

1. When they are an integral part of a meeting agenda at which an official presentation or recognition is made;
2. When they are necessary for an official county function in support of the county mission, including dedications, groundbreaking ceremonies and public awareness programs, such as fire prevention.
3. Reimbursement shall be for actual costs not to exceed \$25 per person. Alcoholic beverages are not reimbursable. Cumulative costs exceeding \$5,000 for ceremonial functions shall require advance approval of the Chief Executive Officer.
4. The costs of county officials and employees who attend retirement, political or social functions are not reimbursable.
5. Privately-sponsored events are exempt from this policy.

Reference:

Minute Order 3.18 of 06/02/1987
Minute Order 3.32 of 08/25/1992
Minute Order 3.7 of 11/07/2006
Minute Order 3.80 of 04/06/2010
Minute Order of

	Agenda Presentations	2015
January	Human Trafficking Prevention Month	X
	Mentor Recognition Month	X
	National Fair and Date Festival Queen and her Court	X
	THRIVE	
February	American Heart Month	
	Auditor-Controller Office Award - Certificate of Achievement for Excellence in Financial Reporting	
	California Arbor Day	
	Kaiser Foundation Hospitals, California Community Foundation Check Presentation	
March	Annual Women of the Year Award	X
	First Medal of Honor Recipient Staff Sergeant Ysmael R Villegas	
	Moreno Valley Gospel Choir	
	RCRMC's Therapy Dog Program	
	Riverside County Decathlon Winners	
	Riverside County Employee Campaign	
	Shelter Transport Animal Rescue Team	
	Social Worker Appreciation Month	X
	The Totary Foundations Group Study Exchange Team from District 3201, India	
April	Canyon Springs High School Girls Basketball Team	X
	CASA recognizing Sexual Assault Awareness Month & Denim Day	X
	Child Abuse Prevention Month	X
	Donate Life	X
	Friday Night Live	X
	Healthy Riverside County Initiative	
	Hunger Action Month	
	Mental Health Court - Council on Mentally Ill Offenders Best Practice Award Winner	
	National Autism Awareness Month	
	National Crime Victims Rights Week	
	Public Health Month	
	Public Safety Telecommunications Month	X
	Records and Information Management Month	
	Riverside County Council of Volunteers Presentation	X
	Riverside County Employee Campaign	
	Sexual Assault Awareness Month	X
	Stroke Awareness Month	
	Take a Bite Out of Hunger Food Drive	
	The Lisa Project	
	Valley Wide Recreation & Park District 25th Anniversary serving the Menifee Community	
Veteran Poppy Month		
Volunteer of the Year Awards		
May	Community Action Month	X
	Correctional Deputies of the Year	
	Correctional Officers Week	X
	Food Safety Week	
	Foster Care Awareness Month	X
	Lupus Awareness Month	
	Memorial Day	
	Mental Health Month	X
	National Arson Awareness Week	
	National Drug Court Month	
	National Peace Officer Memorial Month	X
	Nationwide Scholarship Award	
	Nurses Week	X
	Older Americans Month	X
	Perinatal Depression Awareness Month	
	RCRMC Foundations Spring Garden Tour	
Temecula Balloon and Wine Festival		
Water Awareness Month		
June	Elder Abuse Awareness Month	X
	California Park and Recreation Society (CPRS) Award Recipient	
	California State Summer School for the Arts	
	Carol Addiss Student Drug Use Prevention Poster Contest Winners	X
	Declaring Riverside County a Purple Heart County	
	Honoring the Box Springs Mountain Conservation Organization	
	Mosquito Control Awareness	
	Youth Commission Plaques/Awards	X
Youth Opportunity Centers Voices for Youth		

	Agenda Presentations	2015
July	Building Industry Home Aid	
	Idylwild Playground	
	Pretrial, Probation, Parole & Community Supervision Week	X
	SEIU and Educational Support Program Scholarship Certificate	X
	Spirit of 45	
August	Honoring The Annenberg Retreat at Sunnylands	
	Riverside County Regional Medical Center by Senator Richard Roth	
	SEIU Scholarship	
	Vietnam Veterans of America	
September	American Heart Association	X
	Boys and Girls Club of Coachella Valley	
	Honor Riverside County Search Dogs	
	NACO Achievement Award for Workers Compensation In-House Training Program	
	Proclamation Honoring the Riverside Community Health Foundation	
	Proclamation Recognizing Adult Literacy Awareness Month	
	Proclamation Recognizing Recovering Happens Month	X
	Recognize Older Workers Week	
	Riverside Community Health Foundation	
	Riverside County Employee Campaign	X
	Ron Sullivan and SAWPA for National Recognition for OWOW Committee From AWRA	
	San Manuel Band of Serrano Mission Indians	
US Small Business Administration Award Presentation		
October	Archives Month	X
	Desert Cancer Foundation	
	Domestic Violence Awareness Month	
	Energy Awareness Month	
	Excellence in Supervision Award	
	Fire Prevention Week	
	Great Shakeout	X
	KB Homes	
	March Field Air Museum	
	National Cyber Security Awareness Month	
	Pharmacists Week	
	Recognizing the Town of Winchester's 125th Anniversary	
	Red Ribbon Week	X
	Southern California Fair and Farmers Daughters Scholarship Program	
	Weatherization Month	X
November	American College of Surgeons Validation of RCRMC as Level II Trauma Center	
	American Heart Association	
	CSAC Challenge Awards	
	David Goldware Friend of the Veterans Award	
	Family Caregivers Month	X
	National Adoption Awareness Month	X
	National Animal Shelter Week	
	Native American Heritage Month	
	Operation SafeHouse Stuff the Bus Event	
Recognizing Epilepsy Awareness Month		
December	CSAC Challenge Awards	
	December to Remember	X
	Give BIG Riverside County	
	Grant Check to RCRMC from Riverside Community Health Foundation	
	Inland Empire Classic Mustang Club	
	Mojave Desert WWI Veterans Memorial	
	National Drunk & Drugged Driving Prevention Month	X
	National Memorial Day for Persons in Homelessness	X
	Recycling All Starts Award Recognition	
	Statewide Water Action Plan	
The Unforgettables Foundation		