

employees requires the approval of the County Manager, the department director or designee. All travel by elected officials shall be accounted for in the same manner as other County employees.

For a description of financial procedures, see Section 6.10.64.

b. Frequent Flier Policy

Source: County Board Resolution #93-469, passed August 17, 1993.

Whenever public funds are used to pay for airline travel by an elected official or public employee, any credits or other benefits issued by an airline must accrue to the benefit of the County providing the funding. The individual passenger shall report receipt of the credit or benefit to the County's Budgeting and Accounting Office within 90 days of receipt.

For more information contact: Budgeting and Accounting.

5.40.00 CODIFICATION OF MAJOR POLICIES

The following policies are taken verbatim from County Board resolutions. They are not summaries, they are the actual policies adopted by County Board resolution. The original resolutions have been rescinded, and the Administrative Code has become the source of authority for these policies.

5.40.03 Acceptance of Gifts

Source: County Board Resolution #97-374, passed September 9, 1997.

Amended by Resolution 2003-159, passed May 13, 2003

Amended by Resolution 2024-XXX, passed [date]

This policy describes the **authority granted by the County Board to** gifts that the County Manager **to accept** ~~may administratively~~ **gifts** ~~accept~~ on behalf of Ramsey County. -It identifies conditions that apply to all types of gifts, and specific conditions for each of four categories of gifts: **monetary** ~~cash~~, financial instruments **and intellectual property**, personal property, and real property **(see definitions below)**.

- A. The County Manager may administratively accept on behalf of the County all **monetary** gifts, ~~of cash and~~ **gifts of financial instruments and intellectual property, and gifts of** personal property (clothing, vehicles, equipment, securities, etc.), **with estimated values of** less than \$10,000, except those defined in ~~paragraph C subdivision B.~~ **If valuation of the gift is in doubt or could reasonably be estimated both above and below the threshold, authority defaults to the County Board.** Gifts accepted by the County Manager will be reported to the Board of County Commissioners and an annual day of recognition will be held to honor the donors.

B. The County Manager has the discretion to delegate authority for the acceptance of monetary gifts and gifts of personal property with an estimated value of less than \$1,000 to deputy county managers. Deputy county managers may in turn delegate the acceptance of gifts of personal property to department directors. If valuation of a gift is in doubt or could reasonably be estimated both above and below the delegation threshold, authority defaults to the County Manager. The County Manager may not delegate authority for the acceptance of gifts of financial instruments and intellectual property or real property.

C. For any minor improvements to County-owned property with an estimated value under \$10,000 and made pursuant to a contractual agreement effective prior to May 1, 2022, between the County and a third party, the County Board delegates authority for acceptance to County Manager. Tenant Improvements or alterations made as consideration pursuant to a lease with the County are not gifts, and are not subject to this policy.

D. The following gifts may only be accepted by the Board:

1. Personnel Complement

If an increase in a department's personnel complement is required in order to implement the intent of the donor, only the County Board may approve the gift.

2. Real Property

Only the County Board may accept gifts of real property: ~~land or structures.~~

3. Support for County Board Operations

Only the County Board may accept gifts which will be used to support the operations of the Board. -Examples include donations toward Commissioner travel, office expenses and other County business related activities.

4. Gifts ~~over~~ **of \$10,000 or more.**

Unless otherwise specified above, only the County Board may accept gifts that are valued \$10,000 ~~and over~~ **or more.**

5. Gifts for water, sewer, or combined systems, in accordance with Minnesota Statutes Sec. 116A.23.

E. Fundraising campaigns. The County Manager will establish administrative policy and procedure for fundraising activities initiated by county staff. The delegation authorities for accepting gifts received during fundraising campaigns are the same as for other gifts, as stated above.

C.F. The following conditions will apply to all gifts, including donations received in a fundraising campaign:

1. Funds received as gifts will be treated the same as funds from other sources such as tax levy funds. The same procedures and practices apply, as presented in the County's Administrative Code and County Board resolutions. Implied or stated restrictions or conditions involving an individual(s) or employee(s) will not be accepted.
2. Personal and real property received as gifts will be treated in the same manner as items purchased by the County with local tax levy funds and will be included in the County's inventory. In order to do this, gift acceptance will be coordinated by the County Manager's Office.
3. Where delegations of authority exist for making budget adjustments, amending contracts, and similar actions, they will apply to the use of gifts.
4. Gifts of cash **to the county** for the direct benefit of clients **or of residents of congregate facilities**, such as fees for field trips, holiday gifts, or similar activities will be placed in the appropriate County accounts, such as trust accounts. **Cash or p**Personal property donated for the direct benefit of **specific, individual** clients **or residents** will be treated in the same manner as other items of ~~client~~**resident** personal property **and are not considered to be gifts to the county under this policy.** ~~For example, if an inventory of each residents' property is maintained, gifts will be recorded on the inventory.~~

5. The County Manager will submit an annual report to the County Board listing all donations and gifts accepted administratively by the county that fall within the scope of this policy.

56. The County Manager or designee will send a thank-you note for each gift accepted by the County Board or County Manager. A Department will send a thank-you note for each gift **accepted on its behalf by a deputy county manager**. For individual gifts with a value of \$100 ~~\$500~~ or more, the department will prepare a thank you letter to **thank-you note will** be signed by the Chair of the County Board. This letter will contain specific information about the gift and how it will be used. Copies of the letter will be sent to the members of the County Board of Commissioners. **The requirements set forth in this paragraph do not apply to anonymous donations. Any additional forms of donor recognition will be set forth in administrative policy by the county manager.**

- ~~7. The County Manager shall arrange an annual recognition day where all donors will be officially recognized by the Ramsey County Board of Commissioners.~~

8. The county:

- has the right to refuse any gift.
- cannot guarantee the permanence of any gift. All gifts may be used, sold, donated, or disposed in the best interest of the county.
- will not accept any offers, gifts, or agreements that would result in placing a material obligation or a lien upon the county's general budget revenues.

89. No gift will be accepted that is contingent upon a specified use for the gift that either:

- Provides the donor with a benefit that is greater than the benefit provided to the general public, or
- Contains express or implied conditions that would provide the donor preferential treatment with respect to any County purchases or services.

10. No advisory board may accept gifts on behalf of the County.

G. Definitions:

1. **Gifts.** Gifts are defined as money or property conferred to Ramsey County by a corporation or private individual. They are distinguished from grants and other contract-based transfers in that there is no agreement to exchange anything of value.
2. **Monetary Gifts.** Monetary gifts are defined as gifts of cash and cash equivalents (e.g., gift cards) to the county.
3. **Personal property.** Personal property is defined as tangible, moveable property, such as clothing, books, vehicles, and equipment.
4. **Financial Instruments and Intellectual Property.** Financial instruments are defined as tradable or negotiable assets with stored value, such as stocks and bonds, or securities. Intellectual property is defined as a product of human intellect protected by law from unauthorized use by others, which constitutes an intangible asset such as a patent, copyright, trademark, or trade secret.
5. **Real property.** Real property is defined as land and structures.
6. **Fundraising campaigns.** Fundraising campaigns are limited periods of active solicitation to multiple prospective donors, including private individuals and/or organizations, for funds that will be used for a special, dedicated purpose or program (and not for general operating expenses).

H. Exceptions:

1. **Gifts and donations for the Ramsey County Law Library may only be accepted by the Law Library Board of Trustees, in accordance with Minnesota Statutes Sec. 134A.05.**

Cross reference: See Administrative Code, Chapter 3.40.03.