

Request for Board Action Details

File #: 2024-235

Type: Administrative Item **Status:** Passed

In control: Board of Commissioners

On agenda: 7/2/2024 **Final action:** 7/2/2024

Title: Amendments to Administrative Code - Chapter 5, Acceptance of Gifts Policy

Sponsors: County Manager's Office

Indexes:

Code sections:

Attachments: 1. Admin Code 5.40.03 revision - blackline, 2. Admin Code 5.40.03 revision - with changes made, 3. Resolution

Date	Ver.	Action By	Action	Result
7/2/2024	1	Board of Commissioners	approved	Pass

Sponsor: County Manager's Office

Title
Amendments to Administrative Code - Chapter 5, Acceptance of Gifts Policy

Recommendation

1. Approve the amendments to Administrative Code, Chapter 5.40.03, Acceptance of Gifts Policy.
2. Direct the Chief Clerk to amend the Administrative Code to reflect the approved amendments.
3. Rescind Resolution 85-549, to withdraw authority from the Trustees of the Ramsey County Public Library to accept gifts to the Library.
4. Rescind Resolution 88-554, to withdraw authority from the Parks and Recreation director to accept gifts of cash or personal property up to \$500 in value.

Background and Rationale

This request for board action proposes revisions to Administrative Code, Chapter 5.40.03, Acceptance of Gifts and rescission of two resolutions cited above for a more consistent, countywide approach to the acceptance and tracking of gifts to the county.

Administrative Code 5.40.03, Acceptance of Gifts, sets forth the authority granted by the Ramsey County Board to the County Manager to administratively accept gifts on behalf of Ramsey County. It sets forth specific conditions for each of four categories of gifts: monetary, financial instruments and intellectual property, personal property, and real property.

Only the Ramsey County Board has authority to accept gifts or donations valued at or above \$10,000. Administrative Code, Chapter 5.40.03, Acceptance of Gifts, delegates authority to the County Manager to accept gifts of cash and personal property (including securities) valued under \$10,000, with some exceptions. Resolution 85-549 delegates authority to the Trustees of the Ramsey County Public Library to accept gifts of cash, books, and other materials and equipment valued under \$5,000 to the Library. The Ramsey County Board also currently delegates authority to the Parks and Recreation Director to accept gifts of cash or personal property up to \$500 per Resolution 88-554.

Major Changes Proposed

In the black-line mark-up attached, deletions are shown with strikethrough text (~~strikethrough~~) and additions are shown in **underlined and bold** text. Text that is underlined but not bold does not represent any change; it indicates language contained in the Ramsey County Home Rule Charter.

The proposed revisions to the Administrative Code, Chapter 5.40.03 would:

- Authorize the County Manager to delegate gift acceptance to deputy county managers for monetary (cash) gifts and gifts of personal property up to \$1,000.
- Authorize the County Manager to delegate authority to deputy county managers to delegate authority to department directors to accept (on behalf of the county) gifts of personal property (not monetary gifts) valued up to \$1000. This would allow department directors besides the Parks & Recreation director to accept donations of items such as books, games, clothing, and objects with historical significance to the county.
- Direct the county manager to establish standard requirements for fundraising campaigns initiated by county staff. Delegation authorities for accepting gifts received during fundraising campaigns are the same as for other gifts.
- Prohibit advisory boards from accepting gifts on behalf of Ramsey County.
- Direct the County Manager to create donor recognition policy and standards.
- Add language on how tenant improvements and alterations to county owned property should be treated, authorizing the County Manager to accept improvements and alterations valued less than \$10,000.
- Establish standard requirements for reporting gifts to the Ramsey County Board.
- Include new conditions on gifts to be accepted by Ramsey County, including the right to refuse any gift, the non-guarantee of permanence of a gift, and the refusal of any gift that places a material obligation or lien upon the county's general budget revenues.
- Clarify other language and provides definitions of gift categories.

The proposed delegation of authority by the County Manager to department directors for the acceptance of gifts includes only personal property and not monetary gifts. Because Resolution 88-554 grants authority to the Parks and Recreation Director to accept gifts of cash or personal property up to \$500 in value, this resolution should be rescinded.

Two additional exceptions were added to this policy revision, including gifts for water, sewer, or combined systems, which may only be accepted by the Ramsey County Board, in accordance with Minnesota Statutes, section 116A.23; and gifts for the Ramsey County Law Library, which may only be accepted by the Law Library Board of Trustees, in accordance with Minnesota Statutes, section 134A.05.

Upon county board approval of the amendments to the Administrative Code and rescission of relevant resolutions, county staff will accordingly revise its administrative policy on gifts and donations and develop enhanced procedures for tracking and reporting gifts and donations to enhance accountability, transparency, and ease of administration.

County Goals (Check those advanced by Action)

Well-being Prosperity Opportunity Accountability

Racial Equity Impact

This policy revision would bring greater consistency across county departments and more transparent and centralized oversight of gifts and donations to Ramsey County. Moreover, with the approval of these revisions, the county may develop more consistent donor recognition policy and standards. While these revisions and the creation of new standards may have little impact on racial equity, it supports Ramsey County's goal of Accountability and is part of the county's ongoing effort to nurture a stronger culture of compliance. Greater transparency and accountability in

governance has a broad positive effect, both direct and indirect, on racial equity within the organization and in services to residents.

Community Participation Level and Impact

There is no community engagement associated with this board request.

Inform Consult Involve Collaborate Empower

Fiscal Impact

There is no fiscal impact associated with this board request.

Last Previous Action

On September 5, 2023, the Ramsey County Board of Commissioners approved amendments to the Administrative Code to reflect the new library governance structure and responsibilities (Resolution B2023-144).

On June 20, 2023, the Ramsey County Board of Commissioners approved changes in Session Law Chapter 62 (HF1830) that created the Ramsey County Library Advisory Board (Resolution B2023-092).

Attachments

1. Admin Code 5.40.03 revision - blackline
2. Admin Code 5.40.03 revision - with changes made