

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

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Policy:

This policy formalizes procedures for planning and conducting all ceremonial functions such as groundbreakings, ribbon cutting and dedication of a County facility. There shall be a planning committee established to prepare for any ceremonial function affecting County facilities designated in the purpose of this policy. The committee shall be composed of the affected County department(s)/agency, Facilities Management, a representative of the Board of Supervisors (if designated), and Chaired by the County Executive Office. The purpose of the Committee will be to assure effective coordination on the agenda, attention to protocol and program elements.

Procedures:

1. The County Executive Officer (CEO) shall be contacted whenever there is a need to plan a ceremony for County facilities as designated within this policy.
2. Unless the affected Board Member desires to lead the planning effort, the CEO will designate a lead department/agency to initiate the conceptual plans and execute the committee's direction.
3. Facilities Management and the lead department will jointly suggest three alternate dates/times for the ceremony which will be provided to the Executive Office as early as performable but at least 60 days before the earliest date for the ceremony. The Executive Office will coordinate options with each member of the Board of Supervisors and schedule the ceremony accordingly.
4. Prior to finalizing the agenda and program, the Executive Office shall coordinate tentative plans with the affected district Supervisor(s) and the Chairman of the Board for review and/or modification.
5. The lead department/agency will provide a ceremony budget to the planning committee at the inception of the process for review and approval. The budget should avoid unnecessary expenditures and strive for cost effectiveness. It must include all costs necessary to provide a quality ceremony appropriate for the occasion. Experience has shown that ceremonies for major new facilities require a significant amount of staff effort. The use of consultant services to accomplish many of the details may be far less costly than the use of county employees and should be considered for major ceremonies. Funding for the approved ceremony shall come from the lead department's operating budget or from the facility construction budget.

Within 30 days of completion of the ceremony, the lead department/agency shall provide a summary of all costs incurred to the Executive Office.

Reference:

Minute Order 3.21 of 03/21/89
Minute Order 3.4 of 12/18/07