

County of Santa Clara

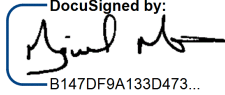
Office of the County Executive

County Government Center, East Wing
70 West Hedding Street
San Jose, California 95110
(408) 299-5105



October 26, 2021

To: Honorable Board of Supervisors
Agency/Department Heads

From: Miguel Márquez
Chief Operating Officer 

Subject: Semi-Annual Reporting of Gifts under \$10,000
Ordinance Code Section A2-17

The Office of the County Executive is responsible for organizing the semi-annual reporting of gifts to the Board of Supervisors. I will prepare and submit a Legislative File for the December 7, 2021, Board of Supervisors Meeting. Please submit your original report in a memorandum format with a list of all gifts received by your Department/Agency for the period of May 1, 2021, through October 31, 2021. If your Department/Agency did not receive any gifts during this period, indicate that on your report. Your original report is due to the County Executive's Office, attention Hilary Armstrong, by Monday, November 15, 2021.

The list should include the following:

<i>Name of Donor</i>	<i>Donated Item(s)</i>	<i>Value of Each Donation</i>
-----------------------------	-------------------------------	--------------------------------------

If you have any questions, please contact Hilary Armstrong.

C: Fiscal Officers