




February 27, 2018

TO: Jon Weiss, Director, Community, Environmental and Development Services  
Tracy Salem, Manager, Youth and Family Services  
Timothy Armstrong, Assistant Director, Utilities

FROM: Ajit Lalchandani, County Administrator 

SUBJECT: Authorization for Countywide United Way Events

As you are aware, in 2008 the County adopted and implemented a number of ethics policies and procedures. One of the goals for the additional standards is to remove the practice and perception that County staff provides favorable treatment to certain vendors or consultants, and remove potential for conflict of interest between a firm under contract and the County staff that administers the contract.

In an abundance of precaution, the United Way Executive Committee was directed to eliminate all scenarios where any donations were solicited from any consultant or vendor doing business with the County or potentially seeking contracts with the County. However, after some review and discussion with the County Attorney's Office, which consulted with the Florida State Commission on Ethics, a set of guidelines was developed and presented to the Board of County Commissioners. These guidelines were prepared specifically for Orange County's United Way Golf Tournament, but shall be utilized for all United Way campaign events. The guidelines include:

- a) County staff shall refrain from soliciting United Way donations from vendors or consultants that they or their departments have contractual obligations with;
- b) Donations shall be obtained under the United Way umbrella, where requests use "United Way" letterhead and checks are made payable to the United Way;
- c) A broad spectrum of sponsors and participants are solicited, and not limited to, County consultants or vendors;
- d) County employees will use personal leave to play in the golf tournament or other United Way events, and;
- e) Consult with the County Attorney's Office on any ethics-related issues arising out of the campaign.

Therefore, with these guidelines in place, which are consistent with the July 14, 2009 Board of County Commissioners approval, the United Way Executive Committee may proceed with the 2018 United Way Countywide Events which include the Orange County Golf Tournament, 5 K Walk/Run, Bowling Tournaments, Creeper Races, Barbeque, and similar events.

I want to take this opportunity to thank you for volunteering to chair our United Way campaign. The campaign allows all of us in the County to help and provide needed support to our community by demonstrating that Orange County Government employees are caring, giving, and lead by example.

c: Teresa Jacobs, Orange County Mayor  
Graciela Noriega-Jacoby, Chief of Staff  
Jeffrey Newton, County Attorney  
Deputy County Administrators  
Department Directors

**COUNTY ADMINISTRATOR'S OFFICE**

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