



**Contra
Costa
County**

To: Board of Supervisors
From: David Twa, County Administrator
Date: March 15, 2016

Subject: Policy on Expenditure and Payment Authorization for Annual Board of Supervisors-Hosted Commemorative Events

RECOMMENDATION(S):

1. APPROVE and AUTHORIZE County Department Heads to donate, and those County Department Heads who are serving as Event Committee Chairpersons to accept voluntary contributions of, County appropriations and/or in-kind services in an amount not to exceed \$1,000 per County department, annually, for the planning and conduct of the following Board of Supervisors-hosted commemorative celebrations:
 - Martin Luther King Jr. Commemorative Celebration
 - Cesar Chavez Commemorative Celebration
 - 9-11 Remembrance Ceremony
 - Veteran's Day Recognition
2. APPROVE and AUTHORIZE those County Department Heads who are serving as Event Committee Chairpersons to accept County department donations up to \$3,000 per event and expend up to \$5,000 per event annually for expenses incurred in planning and conducting the Board of Supervisors-hosted commemorative celebrations.
3. APPROVE and AUTHORIZE the Auditor-Controller to pay up to \$5,000 per event for event expenses that generally include promotional posters, food, decorations, keynote

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/15/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 15, 2016

David Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Barbara Riveira,
925-335-1018

speakers, music, and custodial that are incurred by the staff committees convened by the County Administrator to organize these events. Reimbursement for keynote speaker's honorarium will not exceed \$595 for service and travel.

RECOMMENDATION(S): (CONT'D)

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4. APPROVE and AUTHORIZE reimbursement to employee committee members for expenses incurred in the planning and conducting of Board of Supervisors-hosted commemorative celebrations as authorized by the Department Head/Acting Committee Chair and in accordance with the County's expense reimbursement policy and procedures.

FISCAL IMPACT:

Costs are covered by private donations, various County appropriations and in-kind services, and the County General Fund.

BACKGROUND:

The Board of Supervisors has for many years scheduled and hosted annual public celebrations for special events including the Dr. Martin Luther King, Jr. Commemorative Celebration, the Cesar Chavez Commemorative Celebration, the 9-11 Day of Remembrance, and the Veteran's Day Recognition.

The County Administrator convenes committees of staff volunteers to plan and organize these events. These committees are chaired by Department Heads, who coordinate the planning effort and commitment of County and private resources. Expenses associated with these events generally include promotional posters, food, decorations, keynote speakers, music, and custodial (set-up and clean-up) services, and typically do not exceed \$5,000 per event. Authorization is requested for those County Department Heads who are acting as Committee Chairs to accept voluntary department appropriations and private donations towards these events; for each County department to voluntarily transfer up to \$1,000 in appropriations and/or in-kind services to these events up to a maximum of \$3,000 per event; and for the Auditor-Controller to pay such expenses authorized by the designated Department Head/Acting Committee Chair.

CONSEQUENCE OF NEGATIVE ACTION:

The Department Head/Acting Committee Chair for these events will not be able to secure items for the events, and the Auditor-Controller will not be able to pay expenses incurred by these annual special events authorized by the Board of Supervisors.