



**ADMINISTRATIVE MEMORANDUM
COUNTY OF SAN MATEO**

NUMBER: B-12.2

SUBJECT: Department Participation in Non-County Sponsored Events and Activities

RESPONSIBLE DEPARTMENT: County Manager/Clerk of the Board

APPROVED:  **DATE:** 2-27-13
John L. Maltbie, County Manager

PURPOSE

The purpose of this memo is to establish policies, procedures and a required approval form for County employees and/or County resources to participate in events and activities that fall outside of the direct provision of services by a department, but benefit the County. An example of an event that would require prior approval is a fundraiser for a community group or a non-profit partner. Prior approval would be required.

Upon prior approval, the expenses for on-duty personnel, and/or the costs associated with the use of County owned or leased vehicle, equipment and/ or County buildings or grounds may be paid by the County for events or activities that are considered to be outside of the direct provision of services by a department, but benefit the County. These events may include non-County participants. Departments must establish internal approval and controls to document and report participation and all expenditures, inclusive of personnel costs, use of County equipment, buildings and or grounds. All expenditures must be made in accordance with other County policies and procedures.

Events and activities that are social in nature such as parties, retirements, holiday event and picnics are expected to be paid by the participants and are not legitimate departmental operating expenses.

Events and Activities \$2,500 and Below

Gross expenditures up to \$2,500 per event and or activity or the cumulative amount up to \$2,500 for a series of events and or activities in a single fiscal year may be authorized by the Department Head at least 15 days prior to the event. A copy of the Approval Form to Participate in Non-County Sponsored Events and Activities must be submitted to the County Manager's Office and to the Controller's Office with claims for payment.

Events and Activities Exceeding \$2,500

Gross expenditures exceeding \$2,500 per event or activity, or a cumulative amount exceeding \$2,500 for a series of events and or activities in a single fiscal year, require approval of the County Manager, at least 15 days prior to the event date. The authorization form must be submitted to the County Manager. At his or her discretion, the County Manager may require Board of Supervisors approval.

Reporting Requirement

Departments hosting or participating in sanctioned events at the expense of the County shall provide a copy of the Approval Form to Participate in Non-County Sponsored Events and Activities to the County Manager. The County Manager may report annually to the Board of Supervisors on the costs and benefits of County participation in outside events and activities to the Board of Supervisors.



**APPROVAL FORM TO PARTICIPATE IN NON-COUNTY SPONSORED
EVENTS AND ACTIVITIES**

Department _____

EVENT/ACTIVITY: _____

Sponsor/Organizer _____

Description _____

Purpose / How event benefits the County _____

Date(s) _____

Duration _____

Location(s) _____

Itemization of County resources to be used:

of personnel _____ Estimated Cost \$ _____

of county vehicles _____ Estimated Cost \$ _____

Other County equipment to be used: _____
_____ Estimated Cost \$ _____

Travel Expenses (describe) _____ Estimated Cost \$ _____

_____ Total Estimated Cost \$ _____

Authorized by: _____
(Department Head or Designee)

AUTHORITY FOR EVENTS EXCEEDING \$2,500

County Manager Action:

- Approved
- Not approved
- Recommended for Board Approval

Board of Supervisors Action:

(If Board approval recommended)

- Approved
- Not approved

County Manager or Designee Date

Authorized Signature Date

Copies of all completed forms must be submitted to the County Manager.