

Board of Supervisors – Community Benefit Fund Concept

September 27, 2022

Background:

The governance manual (*Individual Supervisor Requests Requiring Resources*) indicates that district issues with either a Countywide impact or that surpass an incidental threshold should come to the full board. In the past requests that were incidental were handled by the County Administrator's Office in collaboration with district offices.

Purpose:

At the Board Governance meeting on May 23, 2022, the board had discussion about considering the addition of a Board of Supervisors District Budget allocation to allow the Board members a small budget for incidental costs related to constituent engagement, community outreach and district operations rather than each individual need being separately reviewed and authorized by the County Administrator. This concept attempts to address that need to achieve additional community benefits and is being considered as part of the 2022-23 adopted budget.

Policy Overview:

The principal policy elements for district budget are listed below:

Expenditures – Expenditures must meet the criteria for being allowed to be charged against County funds (*Policy on Allowing Charges Against County Funds*):

- Transaction is supported by information and documentation
- Transaction is related to County business
- Transaction is in compliance with laws and regulations
- Transaction is reasonable
- Transaction was appropriately authorized by District staff

Purchases of food or meals will comply with the County's *Policy on Travel and Expense Reimbursement*.

Expenditures shall be for one-time purposes and shall not be a gift of public funds. Expenditures shall not be for a political purpose or to promote a local candidate, campaign or committee

Example allowable uses:

- Community outreach events, information, or education
- District sponsored activities that have County benefit
- Funding contribution to nonprofits with agreement to document Community benefits

Accounting – Each district's allocation shall be accounted for separately. Districts shall not exceed their budget allocation. Requested increases to a district's allocation shall be approved by the full Board of Supervisors in accordance with County Budget act.

Allocation Amount: The amount shall be determined on an annual basis dependent on the financial condition of the County as part of the adopted budget process when County fiscal situation is known. County staff shall consult with the Budget Ad-Hoc committee, after reviewing County resources and needs to determine the appropriate amount to recommend each fiscal year, however in no case shall individual districts allocation exceed \$25,000.

Rollforward: Board members will be allowed to rollforward unspent allocations up to a maximum of 50% of their authorized allocation to the next fiscal year.

Current Year Proposed Allocation:

The proposed amount per district for Fiscal Year 2022-23 is \$15,000 per district for a total allocation of \$75,000 for the County.