

MEMORANDUM
OFFICE OF THE
County Executive
COUNTY OF PLACER

TO: Honorable Board of Supervisors

FROM: Thomas M. Miller, County Executive Officer
by Holly L. Heinzen, Assistant County Executive Officer

DATE: November 8, 2011

SUBJECT: Revenue Sharing – Process for Allocation of Funds

ACTION REQUESTED

Affirm general administrative process for consideration of requests for Revenue Sharing and authorize staff to make minor adjustments to the process as may be required as the program is implemented.

BACKGROUND

The Revenue Sharing system provides for limited contributions to private non-profit organizations while containing the administrative costs of the program. At the October 11, 2011 Board of Supervisors' meeting, the Revenue Sharing Program was reviewed and alternatives for allocation of these funds was discussed. The Board provided direction to staff to implement a revised process that would increase transparency and public involvement; and provide for cost efficiencies.

In addition, the Board affirmed criteria that may be considered when developing recommendations for programs, activities and/or equipment. Consideration would be given as to the extent the funding would: 1) Support core County functions; 2) Leverage existing dollars or enhance further funding opportunities; 3) Support public/private partnerships; 4) Promote economic development efforts; and 5) Enhance regional and inter - jurisdictional programs and services.

The revised process provides the opportunity to seek input from selected groups and the public at large through the web access. Generally the process would include the following steps:

- 1) The Application for funding is submitted to the District Supervisor that meets identified criteria for that District;
- 2) The Applications are posted for a 14 day review period on the County website and public comment is solicited; only attributed comments will be posted (those with a valid name and contact information).
- 3) At close of the comment period, the District Supervisor makes a recommendation to the Board of Supervisors for funding;

- 4) The item is placed on the agenda and funding is considered and approved (or not approved) by the Board of Supervisors.
- 5) The recommendation of the District Supervisor would be posted next to the item after the 14 day review period, along with any comment the Supervisor would like to make in support or opposition to the request.

In addition, at the October meeting Board members representing Districts 1 and 5 indicated a preference for Revenue Sharing funds to be added directly to the Department of Health and Human Services in support of core County functions. Should budget revisions be required to implement these allocations, HHS will return with a budget revision to do so when adjusting for final state allocations (typically in November or December). At that time, HHS staff will report on use of these funds to the full Board of Supervisors.

ISSUE

The Board requested that the administrative process for processing applications requesting Revenue Sharing Funds be brought back to the Board. The process is generally outlined above. In addition attached (Attachment 1) is a more detailed outline of the administrative process as proposed. With this process public comments received on applications that are posted on the County website will be posted.

FISCAL IMPACT

The process as outlined would have minimal impacts on staff time when the program is operational.

Attachment: Detailed Outline of the Administrative Process as Proposed

Revenue Sharing Administrative Process

All applications for Revenue Share funding will be posted for a 14-day comment period upon submittal of a “complete” application packet to the BOS office.

The Complete packet will include:

1. The completed application for funding
 2. IRS W9 Form – Identification Number and Certification
 3. California 590 Form- Withholding Exemption Certificate
- Public Comments received will be posted along with each application.
1. Only comments that include a name and valid contact information will be posted (personal contact information included in a public comment email but will not be posted on the website).
- Following the 14-day comment period, the application packet will be provided to Board members. Applications that are recommended for funding will be included on the next available agenda. Those not recommended for funding will be posted as such on the website.

Administrative Steps for Revenue Sharing Process to include a 14-day public comment period and posting on county website.

1. Completed Application Form and Auditor’s Forms received at BOS office.
2. Each completed Application Form (only) will be scanned-in and posted to Board of Supervisors’ website under “ Revenue Sharing Applications Under Review”
3. Each posted application will include direction on the following:
 - The end date of the 14-day posting period
 - Information required to submit a valid public comment on an application (person’s name, contact information, provide comments and reference name on the application)

4. A link on this webpage will be available for the public to navigate to an email address (revenuesharing@placer.ca.gov) to provide public comments.
5. Assigned BOS staff will monitor the revenue sharing email account daily and review for appropriateness (ie. personal attacks, foul language etc. will not be posted).
6. Public comments received by email (or U.S. mail) will be scanned into the system.
7. Public comment emails will be uploaded to the website under the specific application.
8. After the 14-day comment period has ended;
 - Staff will provide, to all Board members, the scanned-in completed Application Form, backup documentation, and any public comment emails received.
9. If a District Supervisor provides an affirmative recommendation on an application packet, BOS staff will:
 - Prepare the agenda item paperwork for inclusion on the next available BOS agenda.
 - Post the recommended application on the website with the recommending Board member(s) name with any comments the regarding support of the application.
10. Applications not recommended for funding will be posted for public information.

Previous Administrative Steps for Revenue Sharing Process

1. Completed Application Form and Auditor's Forms received at BOS office.
2. Completed application packet is provided to the Board members for review and recommendation.
3. If a District Supervisor provides an affirmative recommendation on an application packet, BOS staff will prepare the agenda item paperwork for inclusion in an upcoming BOS agenda.
4. Hard copies of unfunded applications are kept in the BOS office in a public binder for review upon request. (as noted on the revenue sharing website).

