

Matthew H. Hymel
COUNTY ADMINISTRATOR

June 2, 2015

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Board of Supervisors
Marin County Civic Center
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SUBJECT: Board Subcommittee Program Reforms to the FY 15-16
Community Services Program

RECOMMENDATION: Consider further program reforms and
provide direction to staff concerning FY 2015-16 Community Services
program.

Overview

The County of Marin has had a Community Services program for over 20 years. The purpose of the program is to provide small funding amounts to support various community services needs throughout the year on a timely basis. The funds are used for small, one-time service requests and are typically allocated to non-profit service providers or other governmental entities. All allocations are reviewed by the Administrator's Office to ensure that the services are appropriate and provide a local public benefit. All allocations are approved by the full Board of Supervisors in a public meeting. Service providers that receive funds are required to complete a notice of completion and are subject to County audit.

At the request of Supervisor Rice and Supervisor Connolly, staff has worked with the Board subcommittee to prepare potential revisions to the FY 15-16 program intended to improve transparency, program implementation and design. The current program and potential revisions for FY 2015-16 are outlined below.

Current Program, including FY 2013-14 Program Revisions:

- Individual Supervisors sponsor requests
- The County Administrator reviews sponsor requests and recommends allocations, \$300,000 annual program funding with 3 cycles

- Countywide allocation instead of a district specific allocation
- Minimum funding level of \$1,000 and maximum of \$10,000
- Allocations only made to non-profit agencies or other governmental partners
- Community Services request forms are available on the County website
- Funding criteria will include the ability for Community Service funds to be used to leverage other funds
- Any unallocated funding will be returned to the General Fund following the close of the fiscal year.

In general, these program revisions improved transparency and provided clearer criteria for allocation of these funds. However, to further improve transparency and improve our decision making process, the Board subcommittee is recommending additional reform measures, including the elimination of individual Supervisor sponsorship.

Proposed FY 2015-16 Program Reforms

- Individual Supervisors will no longer sponsor funding requests; instead, all requests that have met the funding criteria will be reviewed by the Board of Supervisors at a public workshop and approved at a regularly scheduled Board meeting.
- Instead of 3 funding cycles, there will be 2 application periods (July 1 – September 30 and January 1 – March 31). Based on the input received at the two public workshops, the County Administrator will return to the Board at a subsequent Board meeting with a policy item with staff-recommended funding allocations.
- At the discretion of the County Administrator, a request that is time-sensitive and needs to be considered outside the application period can be recommended for funding at a regularly scheduled Board meeting.
- The Community Services program is intended to support one-time needs or projects. As such, recurring requests for ongoing programming needs are discouraged. Organizations that receive County funds through other means can only receive funding for a one-time project or an emergency need.

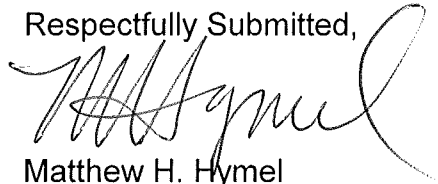
- A budget outlining the expenses and all sources of funding for the project is required to be included with the application submittal. Applicants are encouraged to leverage funding from other sources. Priority will be given to requests that represent no more than 50% of total project cost.
- All applications deemed complete will be accepted into the review process and posted on the County website prior to the public workshop.
- Applicants and any member of the public may address the Board of Supervisors at either proceeding.
- Any unspent funds will be returned to the General Fund following the close of the fiscal year.

Fiscal Impact

There will be no fiscal impact if the proposed program modifications are implemented.

Please feel free to contact me if you have any questions or concerns.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'M. Hymel', written in a cursive style.

Matthew H. Hymel
County Administrator