



SUMMARY REPORT

Agenda Date: 8/6/2019

To: Board of Supervisors

Department or Agency Name(s): County Administrator's Office

Staff Name and Phone Number: Jennifer Larocque, (707) 565-2431

Vote Requirement: Majority

Supervisorial District(s): Countywide

Title:

Opportunities for increased services with Community Investment Fund Policy change

Recommended Action:

Approve changes to the Community Investment Fund Policy to allow the use of Community Grants and District Priorities funding for staffing.

Executive Summary:

Transient Occupancy Tax (TOT) is levied at a rate of 12% in unincorporated Sonoma County. In 2016, voters approved Measure L, which authorized a 3% increase to the tax - from 9% to 12%. TOT is a discretionary source of funding for the County of Sonoma.

The Community Investment Fund Policy directs one-third of the first 9% of revenues to the General Fund, and allocates the remaining two-thirds of the first 9%, and the 3% Measure L portion according to the Community Investment Fund Policy.

On April 16th, 2019, the Board of Supervisors approved changes to the Community Investment Fund Policy. The updated Policy presented in this item increases the scope of activities eligible for Community Grants and District Priorities funds, to address staffing needs that would enhance services to constituents.

Discussion:

The Community Grants and District Priorities component of the Community Investment Fund totals \$500,000, and is divided equally among supervisorial districts on an annual basis. The current Community Investment Fund Policy allows the Board of Supervisors to allocate the funds to events, organizations, and Supervisorial District priorities.

The intent of the existing program is to:

- Allow non-profit organizations to apply for grant funding for local events that will support businesses or enhance culture.
- Fund organizations that provide a benefit to the community, including enhancing culture, economy, or the environment.
- Provide funding for County Departments to execute Supervisorial District priorities.

The changes proposed today expand the scope of the Fund Policy to include the ability for Supervisorial

Districts to use the funds for staffing that would enhance services for constituents or further Supervisorial priorities. Currently, each Board of Supervisor and their respective Districts are staffed with a District Director and two Board Aides. The proposed changes would allow the funding to be used for more flexible staffing models for the Districts including the ability to use interns, change existing positions, or add new positions that will help support programs and priorities. The use of the Community Grants and District Priorities funding will not change the at-will status of any current or future positions that work for the Board of Supervisors and District Offices. Districts will work with Human Resources as needed for any newly developed or changed positions and follow the County's standard process for classification studies (including the typical timelines for studies, which can take several months). Districts will also request position allocation changes and budget adjustments via the County's standard approval process, which currently includes a consent item requesting Board of Supervisor approval at a regularly scheduled Board meeting.

All salary and benefit costs associated with staffing changes that result in an increase from the current budget allocations must be covered using the Community Grants and District Priorities funding. Other additional costs associated with added or changed staffing such as the cost of office space must also be funded with Community Grants and District Priorities funding.

The changes proposed in the policy may result in decreased funding availability for the existing uses, including funding for grants, local organizations, and other District priorities. This change does not affect the process for awarding funds. The \$500,000 budget will continue to be allocated equally amongst the Districts, and each Board of Supervisor will make their recommendations to the Board of Supervisors for approval.

The recommended changes to the policy include edits to the Measure L Tourism Impact Fund category, to clarify acceptable uses of funding for programs and organizations that provide community benefits.

Prior Board Actions:

April 16th, 2019 - Transient Occupancy Tax Program Update

FISCAL SUMMARY

Expenditures	FY 19-20 Adopted	FY20-21 Projected	FY 21-22 Projected
Budgeted Expenses			
Additional Appropriation Requested			
Total Expenditures			
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources			

Narrative Explanation of Fiscal Impacts:

Transient Occupancy Tax (TOT) is levied at a rate of 12% in unincorporated Sonoma County. In 2016, voters approved Measure L, which authorized a 3% increase to the tax - from 9% to 12%. TOT is a discretionary source of funding for the County of Sonoma.

The Community Investment Fund Policy directs one-third of the first 9% of revenues to the General Fund, and allocates the remaining two-thirds of the first 9%, and the 3% Measure L portion according to the Community Investment Fund Policy.

The Community Investment Fund Policy includes \$500,000 for Community Grants and District Priorities, which is divided equally among supervisorial districts on an annual basis. This funding is established as a part of the Adopted Budget.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

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Attachments:

Attachment A: Community Investment Fund Policy with Redlines

Related Items "On File" with the Clerk of the Board:

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