



## Agenda Submittal

**Agenda #:** 5 **Status:** Consent Calendar  
**Type:** Non-County Contributions **Department:** Board of Supervisors  
**File #:** 17-406 **Contact:** Stephen Hallett, 784-2974  
**Agenda date:** 6/13/2017 **Final action:** 6/13/2017  
**Title:** Authorize the County's contribution of \$2,000 from the General Fund contribution allocated to District 2 to benefit the Fairfield-Suisun Unified School District for the use of field trips for Sheldon Elementary School (\$500) and the Vallejo City Unified School District for the use of school supplies at Franklin Middle School (\$500), Pennycook Elementary School (\$500), and Grace Patterson Elementary School (\$500)  
**Governing body:** Board of Supervisors  
**District:** District 2

**Attachments:**

Date	Ver.	Action By	Action	Result
6/13/2017	1	Board of Supervisors	Approved	

Published Notice Required? Yes ☐ No ☒  
Public Hearing Required? Yes ☐ No ☒

### **DEPARTMENTAL RECOMMENDATION:**

Supervisor Brown requests that the Board of Supervisors authorize the County's contribution of \$2,000 from the General Fund contribution allocated to District 2 to benefit the Fairfield-Suisun Unified School District for the use of field trips for Sheldon Elementary School (\$500) and the Vallejo City Unified School District for the use of school supplies at Franklin Middle School (\$500), Pennycook Elementary School (\$500), and Grace Patterson Elementary School (\$500).

### **Guidelines for Grant Funding Requests:**

During the 2016/17 Budget Hearings, the Board appropriated \$25,000, \$5,000 to each supervisorial district, to allow Board members to support community service programs. An additional \$4,000 was allocated to District 2 to ensure that Supervisor Brown, who assumed office in January, was able to donate a full \$5,000. The Board directed County Counsel to provide guidelines on how to recommend funding for qualifying agencies or programs. The guidelines are as follows:

- 1) Each supervisor must submit the proposed expenditure to the County Counsel and the Auditor/Controller for initial review.
- 2) The Board must approve the expenditure by a majority vote.
- 3) The Board must determine that the expenditure is for a public purpose.
- 4) The Board may authorize an expenditure of public funds to a nonprofit organization so long as the County retains ultimate control over the exercise of judgment and discretion of the intended program.
- 5) To ensure accountability, all expenditures are subject to periodic audit by the Auditor/Controller; and
  - a) If the recipient provides an activity, program or service ("activity"), it shall provide an activity report within 30 days of the activity that states the number of persons attending (if applicable) or participating activities carried out, feedback from participants (if applicable) and benefits of the activity. The recipient's failure to provide a report may result in its being considered ineligible for

future funding.

- b) If the recipient is purchasing property or making improvements, it shall use the funds for only the specified purposes and allow representatives of the county to inspect and/or audit the purchase or the contractor's performance, the facility or the portion improved with the funds and/or the records pertaining to the expenditures. The recipient shall retain for inspection and audit purposes any and all books, receipts, documentation and other records of the expenditures for three (3) years from date of receiving funds.

**FINANCIAL IMPACT:**

This expenditure is included in the District 2 FY2016/17 budget.

**ALTERNATIVES:**

The Board could choose not to authorize this expenditure. However, this is not recommended as this item is consistent with Board policy.

**OTHER AGENCY INVOLVEMENT:**

This report was prepared in coordination with the County Administrator's Office, County Auditor-Controller's Office and County Counsel.