

Sacramento County  
\$100,000 Annual Allocation of Transient Occupancy Tax Revenue to Each Supervisorial District for  
Community Services Projects  
Board of Supervisors Allocation Policies and Procedures  
Revised June 14, 2016

Funding of Board of Supervisors Staff Support

1. At the request a member of the Board of Supervisors, a portion of the revenue from this source allocated to that Supervisor's District may be transferred to the Board of Supervisors Budget Unit to cover the cost of additional extra help staff needed for constituency or other services.
2. This transfer will be included in the Recommended Budget if it is requested prior to the preparation of the Recommended Budget, or it can be approved by the Board as an Appropriation Adjustment Request during the fiscal year.
3. All other use of these funds will be guided by the Allocation Policies and Standards and Process and Procedures set forth below.

Allocation Policies and Standards

1. The money must be used for a public purpose provided by a County department, another government agency or a non-profit organization providing services to the community.
2. Any project or service funded with this money must have a clear and measurable deliverable or outcome.
3. The money can only be committed on a one-time basis and not entail an on-going funding obligation.
4. Any organization receiving funding must agree to be audited as required by the County.
5. The minimum allocation for any program or project will be \$1,000.

Process and Procedures

- Board members will identify potential projects or programs and forward those on to the Office

of Economic Development and Marketing (OEDM).

- OEDM staff will review allocation proposals for consistency with the above criteria. If proposal is consistent, OEDM staff will negotiate contract with any outside agency or organization. Contracts within the County Executive Officer's contract authority will be signed by the CEO.
- For contracts not within the CEO's signature authority, OEDM staff will prepare and present an agenda item to Board asking for approval of contract.
- For outside organizations receiving funding, contract will require that invoices must be accompanied by project status report. County departments receiving funding will provide periodic status reports to OEDM. OEDM staff will review status reports to monitor project status and identify any issues.
- A list of outside agencies or organizations receiving funding will be provided to the County Finance Department's Internal Audits Division for possible inclusion on list of contractors to be audited.
- For allocations to County departments for programs or services, staff will prepare an Appropriation Adjustment Request (AAR) transferring money to the appropriate budget unit and providing appropriation authority in that budget unit.