



NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Britt Ferguson for Nancy Watt - County Executive Officer
County Executive Office
REPORT BY: Britt Ferguson, Assistant County Executive Officer, 253-4406
SUBJECT: Special Projects Fund Allocation Policies and Process

RECOMMENDATION

County Executive Officer requests adoption of a resolution adopting Special Projects Fund Allocation Policies and Procedures, as recommended by the Board's Ad Hoc Special Projects Fund Allocation Committee, including:

1. Special Projects Fund Allocation Principles, Priorities and Process;
2. Special Projects Fund Request for Proposals Standards and Process; and
3. Special Projects Fund Proposal Award Criteria.

EXECUTIVE SUMMARY

At your July 17th meeting you considered a version of this resolution and approved an intent to adopt, with certain changes. Those changes have now been made and are reflected in the attached resolution and documents. The key change is that the annual allocation formula is now 60% of Special Projects Fund revenue to Parks and Open Space programs or services, 30% to Visitor Management and 10% to Arts and Culture. Other changes include a provision in the resolution that makes it clear that the policies and procedures sunset in 3 years.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	SPECIAL PROJECTS FUND
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This action will facilitate the allocation of Special Projects Fund resources in accordance with the Board's Budget Policies and direction.

Is the general fund affected?	Yes
Future fiscal impact:	If adopted, the Special Projects Fund Allocation Principles, Priorities and Process would govern the allocation of Special Projects Fund resources over the next three fiscal years.
Consequences if not approved:	If the Board does not adopt any policies in this area, the Special Projects Fund monies will not be allocated. The Board could change or modify these policies and the impact will depend on the nature of the modifications.
Additional Information:	

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

At your meeting on July 17, you considered a resolution approving the following Special Projects Fund policies or documents:

1. Allocation Principles, Priorities and Process;
2. Request for Proposal Standards and Process; and
3. Proposal Award Criteria.

Following discussion, your Board approved your intent to adopt the resolution, with certain changes, most significantly a decision to change the amount allocated annually to each of the three funding areas: Parks and Open Space, Visitor Management and Arts and Culture. As originally proposed, Parks and Open Space would have been allocated \$600,000 per year, Visitor Management \$300,000 and Arts and Culture \$100,000, with any remaining amount available to be allocated to projects in any of the three areas based on need. The Board's revision calls for allocating 60% of each year's Special Projects Fund revenue to Parks and Open Space, 30% to Visitor Management and 10% to Arts and Culture. These and other requested changes are reflected in the attached resolution and documents and include the following:

- 1 The Resolution indicates that all of these policies expire on June 30, 2010 and provides that, prior to that date, the Board will review these policies and readopt for revise them as the Board at that time deems appropriate (Section 3 of the resolution).
- 1 The Allocation Principles, Priorities and Process document includes changes in Section II.A. 1 to indicate that the goal is to provide initial operational assistance for the new County Parks and Open Space District, changes to Section II.B indicating that the County's goals are to "assist" in various tourism promotion activities, changes to Section II.C indicating that the County's goal is to "assist" in developing an arts and culture needs assessment and implementing that needs assessment, changes in Section III.C. indicating a three year funding priority is to "assist" in implementing the Destination Brand Blueprint and Brand Culturalization Plan, and changes in Section IV, B that indicated that Special Projects Fund revenues received in any year will be allocated 60% to Parks and Open Space, 30% to Visitor Management and 10% to Arts and Culture.

- | The Request for Proposals Standards and Process document includes changes in Section 1 that clarify that staff will insert the appropriate dates in blank spaces and in Section 9 that delete any reference to funds set aside for allocation based on need regardless of funding category.

SUPPORTING DOCUMENTS

A . Special Projects Fund Allocation Policy and Process Resolution

CEO Recommendation: Approve

Reviewed By: Britt Ferguson