

# **CONTRA COSTA COUNTY**

## **Office of the County Administrator**

### **ADMINISTRATIVE BULLETIN**

**Number:** 104.1  
**Date:** December 10, 2009  
**Section:** General

**SUBJECT:** Board Authority for New or Expanded Programs and Projects

- I. APPLICABILITY.** This bulletin is applicable to all County departments.
- II. AUTHORITY.** In accordance with the provisions of County Ordinance Code Section 24-4.009, and Resolution 867, dated May 15, 1962, the County Administrator is responsible for reviewing all departmental, agency and district requests for adjustments and transfers of budgeted funds and making recommendations to the Board of Supervisors.
- III. PURPOSE.** The Contra Costa County Budget, as adopted by the Board of Supervisors, makes provision for specific programs, services and projects to be carried out by County Departments. Occasionally, introduction of new or expanded programs or services during the year may be warranted, either with or without reimbursement for expenditures to be made.
- IV. POLICY.** County policy concerning the establishment or extension of services during the year, or the initiation of special projects, is as follows:

No action shall be taken to initiate new or expanded programs or projects (such as the submission of a grant application) unless approved by the Board of Supervisors in advance. Department must submit requests for the Board of Supervisors consideration to the Office of the County Administrator.

**V. PROCEDURES.**

Departments will request approval for implementation of new services or projects (such as submission of a grant application) in accordance with the following procedures:

1. The department shall submit a written request on the program or project to the Office of the County Administrator. The request must include the following:
  - a. a detailed description of the new program or the expansion of an existing program,

- b. an explanation of why the new or expanded program is in the best interest of the County and its residents,
- c. an estimate of any new staffing requirements,
- d. the total anticipated cost of the new or expanded program,
- e. available revenue to fund the program or project,
- f. pros and cons of the request; and
- g. negative consequences if the request is not approved.

Except in unusual or emergency situations, any additional expenses to the County General Fund must be funded from within the Departments authorized budget. A detailed explanation of how the costs will be absorbed must be included with the request.

- 2. The Office of the County Administrator shall review the request and, if appropriate, forward the request to the Board of Supervisors with a recommendation.
- 3. The Board of Supervisors shall consider the program or project, make a determination as to whether to support the request, and, if approved, authorize the department to submit an application for the available funds, if necessary.

New and additional services, programs and projects affect administrative planning for personnel and space utilization and for that reason will be carefully analyzed by the Office of the County Administrator.

Reference: Resolution Number 867 dated May 15, 1962



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David Twa  
County Administrator

IN THE BOARD OF SUPERVISORS  
OF  
CONTRA COSTA COUNTY, STATE OF CALIFORNIA

In the Matter of Applications  
for Program and Project Funds. }

RESOLUTION NO. 867

WHEREAS legislation enacted by the Congress and the California State Legislature in recent years has made available various program and project fund grants to local agencies in fields such as public health, social welfare, medical care and library services; and

WHEREAS such programs and projects may provide significant benefits and knowledge in the subject fields; and

WHEREAS various county departments have applied for and received various program and project funds for specific purposes; and

WHEREAS certain county departments have expressed interest in other programs and projects; and

WHEREAS program and project grants are usually reimbursable as to salaries and some other costs in whole or part but not as to capital outlay and building space; and

WHEREAS the non reimbursable cost items are of critical importance to the county; and

WHEREAS the value of specific programs and projects warrants careful policy review and evaluation;

NOW, THEREFORE, BE IT BY THIS BOARD RESOLVED that the following policies and procedures shall apply with respect to programs and projects of both a limited term and recurring nature:

1. Departments desiring to make application for program or project funds shall notify the Office of the County Administrator in writing, indicating the nature and scope of the proposed program or project.
2. The Office of the County Administrator shall inform the Board of Supervisors of the program or project and the laws under which funds may be available.
3. The Board of Supervisors shall consider the program or project from the viewpoint of policy and make a determination as to whether the county will attempt to obtain approval.

RESOLUTION NO. 867

4. The Board of Supervisors, if it endorses the program or project, shall issue an order authorizing the department to make application for the available funds.
5. If the application for the funds is approved, the department shall advise the Office of the County Administrator, which will make arrangements for the processing of necessary documents by the Board of Supervisors.

AND BE IT FURTHER RESOLVED that departments and agencies shall refrain from making application for program and project grants except in the manner specified in this resolution.

PASSED AND ADOPTED this 15th day of May, 1962, by the following vote of the Board:

AYES: Supervisors James P. Kenny, Mel F. Nielsen,  
Thomas John Coll, Edmund A. Linscheid.

NOES: None.

ABSENT: Supervisor Joseph S. Silva.

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