



# COUNTY MANAGER'S OFFICE

## Fiscal Year 2018-19

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### September Revisions Final Budget Changes

**SEPTEMBER 25, 2018**

PRESENTED BY:

**John L. Maltbie**  
County Manager/  
Clerk of the Board

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# COUNTY OF SAN MATEO

## FY 2018-19 ADOPTED BUDGET

### RECOMMENDED BY:

**JOHN L. MALTBIÉ**  
County Manager &  
Clerk of the Board

**MIKE CALLAGY**  
Assistant County Manager

**PEGGY JENSEN**  
Deputy County Manager

**ILIANA RODRIGUEZ**  
Deputy County Manager

**ROBERT MANCHIA**  
Budget Director

#### **TIM NEVIN**

Principal Management Analyst

First 5 Commission  
Human Services Agency  
Information Services Department  
Retirement (SamCERA)  
5-Year Technology Improvement Plan\*\*  
Capital Projects 5-Year Plan\*\*

#### **SOPHIE MINTIER**

Management Analyst

Agricultural Commissioner / Sealer  
Controller's Office  
Department of Housing  
Health System  
Human Resources Department  
Office of Sustainability  
Parks Department, Parks Fund,  
Coyote Point Marina  
Planning and Building Department  
Real Property Services  
LAFCo\*

#### **PANIZ AMIRNASIRI**

Associate Management Analyst

Assessor - County Clerk - Recorder  
Board of Supervisors  
County Manager's Office  
Treasurer - Tax Collector  
Sherpa Administrator\*\*  
Measure K\*

\*Fiscal Officer Assignment

\*\*Project Manager Assignment

#### **MICHAEL BOLANDER**

Financial Services Manager

Office of Sustainability\*  
County Manager's Office\*  
Board of Supervisors\*  
Revenue Services\*  
County FIRE – CSA #1\*  
Coroner\*

#### **HEATHER LEDESMA**

Principal Management Analyst

Coroner's Office  
District Attorney  
Fire Protection / CSA #1  
Message Switch  
Probation Department  
Sheriff / Office of Emergency Services  
Non-Departmental Services  
Private Defender Program  
Sherpa Administrator\*\*  
County Support of the Courts\*

#### **ALICIA GARCIA**

Management Analyst

Assessor - County Clerk - Recorder  
County Library  
Department of Child Support Services  
Health System  
Treasurer - Tax Collector  
Measure K\*  
Grand Jury\*  
Children's Budget\*\*

#### **MICHAEL LEACH**

Management Analyst

Construction Funds  
County Counsel  
Department of Public Works  
Project Development Unit  
Public Safety Communications  
Sherpa Administrator\*\*  
Capital Projects 5-Year Plan\*\*  
Continuity of Operations Plan\*\*  
Children's Budget\*\*

#### **ACCOUNTING STAFF**

##### **JOY LIMIN**

Senior Accountant

##### **JOSE GOMEZ**

Accountant

##### **DIVINA NICDAO**

Fiscal Office Specialist

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**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
County Manager's Office



**Date:** September 10, 2018  
**Board Meeting Date:** September 25, 2018  
**Special Notice/Hearing:** Yes  
**Vote Required:** Majority

**TO:** Honorable Board of Supervisors

**FROM:** John L. Maltbie, County Manager  
Mike Callagy, Assistant County Manager

**SUBJECT:** Final Budget Changes to the Fiscal Year 2018-19  
Approved Recommended Budget

**RECOMMENDATION:**

Approve the following actions related to final budget changes to the Fiscal Year 2018-19 Approved Recommended Budget:

Adopt Resolutions:

- a. Adopting the revised County of San Mateo budget as to the expenditures for Fiscal Year 2018-19 and making appropriations therefore;
- b. Adopting the revised County of San Mateo budget as to the means of financing for Fiscal Year 2018-19;
- c. Establishing the appropriation limit for the County of San Mateo for Fiscal Year 2018-19; and
- d. Amending the Fiscal Year 2018-19 Master Salary Resolution (076018) for changes related to the Fiscal Year 2018-19 budget.

**BACKGROUND:**

The County Budget Act (Government Code §§ 29000-29144, 30200, and 53065) requires that the Board of Supervisors adopt the County budget by October 2.

On September 26, 2017, as part of the two-year budget process, the Board of Supervisors approved the FY 2017-18 Adopted Budget and received the FY 2018-19 Preliminary Recommended Budget. On June 26, 2018 the Board formally approved the FY 2018-19 Recommended Budget. The purpose of this budget transmittal is to adopt the FY 2018-19 Budget, which has been amended to include FY 2017-18 year-end Fund Balance adjustments; the re-appropriation of capital improvement projects, IT projects, and Measure K initiatives; and other adjustments deemed necessary to ensure the effective delivery of services that contribute to achieving County goals.



## **DISCUSSION:**

The Recommended Budget that the Board approved on June 26, 2018 was \$2.75 billion with 5,528 authorized positions. With the completion of the County's year-end financial closing activities and availability of updated information, increases of \$290.9 million or 10.6 percent are proposed to the FY 2018-19 Adopted Budget. These consist of \$177.5 million in final Fund Balance adjustments and \$113.4 million in September revisions, with a net increase of seven authorized positions. With these changes, the FY 2018-19 Budget now presented to the Board for adoption totals \$3.0 billion with 5,535 authorized positions. The budget for the General Fund is \$2.0 billion with 4,360 authorized positions.

The following table summarizes the final Fund Balance adjustments and September Revisions by County Agency:

County Agencies All Funds	FY 2018-19 Approved Recommended Budget	Final Fund Balance Adjustments (Attachment B)	September Revisions (Attachment D)	FY 2018-19 Final Budget for Adoption	FY 2018-19 Final Positions
ADMFIS	518,427,329	90,673,699	24,817,380	633,918,404	541
COMSVC	661,152,877	57,631,360	67,801,268	786,585,503	583
CRIMJU	444,666,202	10,177,818	6,476,987	461,321,006	1,375
HEALTH	861,210,001	12,205,540	11,962,294	885,377,835	2,194
SOC SVC	263,320,133	6,784,337	2,379,491	272,483,961	842
<b>Total All Agencies</b>	<b>2,748,776,542</b>	<b>177,472,754</b>	<b>113,437,420</b>	<b>3,039,686,709</b>	<b>5,535</b>
<b>Information Only:</b>					
County Library Fund	48,712,680	4,931,639	(75,000)	53,569,319	122
First Five Fund	18,645,808	(2,101,133)	0	16,544,675	8
Housing Authority	88,227,499	0	9,497,065	97,724,564	47
LAFCo	568,123	21,629	0	589,752	2
Retirement Trust Fund	9,163,435	0	0	9,163,435	24
<b>Total</b>	<b>165,317,545</b>	<b>2,852,135</b>	<b>9,422,065</b>	<b>177,591,745</b>	<b>203</b>

## **Position Changes**

Final budget changes result in a net increase of seven authorized positions. Attachment A contains a summary of position changes.

## **Final Fund Balance Adjustments**

Final Fund Balance adjustments included herein comply with the County's Fund Balance Policy and Reserves Policy guidelines. Following FY 2017-18 year-end closing activities, additional Fund Balances of \$177.5 million for all County funds (\$121.7 million in the General Fund and \$55.8 million in all other funds) are included in the budget. These adjustments are summarized in Attachment B.

## **Measure K Appropriations**

The FY 2018-19 Adopted Budget recommended for approval includes \$194,615,692 in Measure K appropriations, which includes the County Library at \$798,939. This is an increase of \$51,168,187 over the Approved Recommended Budget. The summary of Measure K appropriations is in Attachment C.

### **Final Budget Changes (September Revisions)**

Final budget changes for all County funds result in a net increase to the County Budget of \$113.4 million. Attachment D contains all September Revisions.

### **Key September Revisions**

#### **Capital Construction Projects**

Changes to the FY 2018-19 Approved Recommended Budget include a proposed increase of \$17.5 million in re-appropriations and new funding for capital and maintenance projects for both the Department of Public Works (DPW) and the Project Development Unit (PDU).

Attachment E contains a summary of Capital Projects for County facilities appropriated in the FY 2018-19 Approved Recommended Budget. Attachment E does not include infrastructure projects (i.e., roads, sewers, drainage, lighting, flood control, and County Airports). Those projects are included in the Department of Public Works budget. The Department of Public Works is available to supply information on infrastructure projects upon request.

In DPW there is a proposed increase of \$5.8 million to the FY 2018-19 Approved Recommended Budget for a revised total of \$57.7 million. Adjustments were made to true-up rollover balances for ongoing projects from FY 2017-18, adjust appropriations based on updated cost estimates for projects already included in the FY 2018-19 Approved Recommended Budget, and appropriate funding for new projects, including Huddart Park Restroom Building ADA Improvements, Pescadero Yard Fuel Tank Replacement, and the Tower Road Elections Space Update.

In PDU there is a proposed increase of \$11.7 million to the FY 2018-19 Approved Recommended Budget for a revised total of \$170.2 million. Significant adjustments include a roll-forward amount of \$11.9 million for the Animal Shelter, which is at the beginning stages of construction at the end of FY 2017-18, and an increase to the Lathrop House Relocation Project by \$300,000. This is offset by a reduction of \$6.9 million in Measure K roll-forward for the Regional Operations Center (ROC) due to expenditures that occurred after the FY 2018-19 Recommended Budget was submitted. There is also an additional Measure K increase of \$6.5 million for the ROC for information technology infrastructure.

#### **Federal Aviation Administration (FAA) Ruling (\$2,443,529)**

Measure K funding is added to the following budgets as a result of the FAA ruling that Measure K sales tax generated by jet fuel sales at the San Francisco Airport be spent strictly for services provided at the County airports: Sheriff (\$1,826,367); Department of Public Works (\$280,916); Agriculture, Weights and Measures (\$153,623); County Counsel (\$118,908); and Health System (\$63,715). These amounts are included in the Measure K appropriations total above. The estimated annual amount of Measure K FAA

\$3.5 million. Per FAA requirements, these funds must be spent within County airport funds or transferred to SFO International Airport. We anticipate taking a separate item to the Board later this fall to appropriate the revenues received through June 30, 2018.

Property Tax System Replacement Adjustment (\$3,418,124)

Adjustments are made in Non-Departmental to rollover funds for the Assessor's Property Tax System Replacement from FY 2017-18, increasing the total for FY 2018-19 to \$18,735,556. This is the first year of a three-year project to implement new systems.

General Purpose Revenue Adjustments (\$16,644,749)

General purpose revenues are adjusted to reflect the increases in Property Tax with a final growth roll of 8 percent and increases due to higher Fund Balance and interest earnings.

Parks Projects (\$1,429,288)

Rollover and grant adjustments are appropriated for County parks projects: Mid-Coast Multi-Modal Trail, Coyote Point, GAP Trail, Wunderlich Trail, and Flood Park.

Countywide IT Projects (\$13,148,641)

One-time funds appropriated for various IT projects, including: Radio System Upgrade Projects (\$6,578,390), Probation Information Management System (\$4,100,000), Health IT Projects, including Cyber Security Program, Digital Workplace, and HIE Design and Implementation (\$1,770,251), and Aging and Adult Services Document Management System (\$700,000).

Whole Person Care (\$2,151,484)

This change appropriates rollover funds from Program Year 2 to Program Year 3. Funds will be used for improving communications with clients, enhancing peer counseling services, and building showers at the sobering stations.

Housing Authority (\$9,497,065) (Information Only)

The Housing Authority's budget increased by \$9,497,065 or 10.7 percent due to revenue increase in federal aid from HUD for Voucher and Continuum of Care Programs. Funds are appropriated to Housing Assistance Payments expenditures, including Voucher and Continuum of Care programs.

County Counsel has reviewed and approved the resolutions as to form.

**SHARED VISION 2025:**

The approval of these final budget changes contributes to the Shared Vision outcome of a Collaborative Community by ensuring that the County budget is adopted in accordance with the law, and that resources are appropriated in all programs to ensure the effective delivery of services that contribute to achieving County goals, the improvement and maintenance of long-term capital assets and payment of debt, and compliance with the County's Fund Balance and Reserves Policies.

**FISCAL IMPACT:**

The impact of all September changes on Total Requirements for all funds is an increase of \$113.4 million in FY 2018-19. Fund Balance has increased by \$177.5 million for all County funds (\$121.7 million in the General Fund and \$55.8 million in all other funds). General Fund Reserves now total \$283.8 million, which represents 16.9 percent of Net Appropriations. It is important to note that this budget does not include upcoming negotiated increases for most labor bargaining units. In addition, only a fraction of the costs associated with the Property Tax Systems and the radio and microwave replacement projects are appropriated.

**ATTACHMENTS**

Attachment A – Position Changes Summary  
Attachment B – Final Fund Balance Adjustments  
Attachment C – Measure K Appropriations Summary  
Attachment D – September Revisions  
Attachment E – Capital Projects Summary  
Attachment F – Report Back Items

cc: Peggy Jensen, Deputy County Manager  
Iliana Rodriguez, Deputy County Manager

**RESOLUTION NO. \_\_\_\_\_**

**BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA**

\* \* \* \* \*

**RESOLUTION ADOPTING THE BUDGET OF THE COUNTY OF SAN MATEO AS TO  
EXPENDITURES FOR THE FISCAL YEAR 2018-19 AND MAKING  
APPROPRIATIONS THEREFORE**

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**RESOLVED**, by the Board of Supervisors of the County of San Mateo, State of California, that

**WHEREAS**, this Board has, pursuant to law, held its hearing on the budget of the County of San Mateo as to expenditures for the fiscal year 2018-19, and there being no additional requests or applications on file with the Board for further hearing on the said budget; and

**WHEREAS**, Government Code Section 29088 requires the Board to adopt the budget by resolution no later than October 2.

**NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED AS FOLLOWS:**

1. The Board of Supervisors of the County of San Mateo does hereby adopt the budget of the County of San Mateo for the fiscal year 2018-19 as to the expenditures program as now determined and hereinafter specified under the general classes of salaries and employee benefits, services and supplies, other charges, fixed assets, other financing uses and expenditures transfers and reimbursements;
2. The hereinafter specified proposed expenditures are appropriated to the several offices, departments, services, institutions, and districts for the fiscal year 2018-19;
3. Revenues classified as tax proceeds received during the fiscal year in excess of

that amount budgeted in conformance with California Constitution Article XIII B shall be deemed appropriated to Contingencies at the end of the fiscal year;

4. The Clerk of the Board shall forward certified copies of this Resolution to the County Controller, who is hereby authorized and directed to open books of the account for the fiscal year 2018-19, setting forth each of said appropriation accounts with the various departments and districts whose affairs and funds are under supervision and control of the Board, and to allow requisition against the same commencing July 1, 2018; and
5. The herein above expenditures, by general classes as aforesaid, are detailed in the Recommended Budget approved June 26, 2018 and the Budget hereby adopted on this date.

\* \* \* \* \*

RESOLUTION NO. \_\_\_\_\_

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

\* \* \* \* \*

**RESOLUTION ADOPTING THE BUDGET OF THE COUNTY OF SAN MATEO AS TO  
THE MEANS OF FINANCING FOR THE FISCAL YEAR 2018-19**

---

**RESOLVED**, by the Board of Supervisors of the County of San Mateo, State of California, that

**WHEREAS**, that pursuant to the law in such cases made and provided, the Board of Supervisors of the County of San Mateo, State of California, does hereby adopt the summarization of the Final Budget by funds and the means of financing and the estimated revenue accruals including taxes to be collected on the current year secured tax roll for the Fiscal Year 2018-19 as set forth in the Recommended Budget approved on June 26, 2018 and the Budget presented for adoption herewith and summarized herein; and

**NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED**, that the County Controller shall set forth and tabulate on the budget forms prescribed by the State Controller, State Schedules 1 through 15. Upon finalization by the County Controller, these schedules will be included in the Adopted Budget book for Fiscal Year 2018-19.

\* \* \* \* \*

RESOLUTION NO. \_\_\_\_\_

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

\* \* \* \* \*

**RESOLUTION ESTABLISHING APPROPRIATION LIMIT  
FOR THE COUNTY OF SAN MATEO FOR FISCAL YEAR 2018-19**

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**RESOLVED**, by the Board of Supervisors of the County of San Mateo, State of California, that

**WHEREAS**, on November 6, 1979, California voters passed Proposition 4, an initiative to restrict government spending by establishing limits on the annual appropriations of local agencies; and

**WHEREAS**, Proposition 4 added Article XIII B to the California State constitution; (commencing with Section 7900) to Title I of the Government Code prescribing procedures to be used in implementing Article XIII B; and

**WHEREAS**, Article XIII B of the California Constitution was amended by Proposition 111; and

**WHEREAS**, Government Code Section 7910 requires local jurisdictions to establish by resolution their Appropriation Limit each year for the following fiscal year; and

**WHEREAS**, the growth factors used to determine the cost-of-living adjustment are California Per Capita Personal Income and Population Percentage Changes (Combined Counties), as provided by the State Department of Finance.

**NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED**, by the Board of Supervisors that the Appropriation Limit for the County of San Mateo and certain Board governed special districts for Fiscal Year 2018-19 shall be \$528,147,235; and

**BE IT FURTHER RESOLVED**, that the documentation used in the computation of the aforementioned Appropriation Limit be made available to the public for review in the



County Controller's Office.

\* \* \* \* \*

## **RESOLUTION NO.**

**BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA**

\* \* \* \* \*

### **RESOLUTION AUTHORIZING AN AMENDMENT TO MASTER SALARY RESOLUTION 076017 TO ADD EIGHT POSITIONS AND DELETE ONE POSITION**

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**RESOLVED**, by the Board of Supervisors of the County of San Mateo, State of California, that

**WHEREAS**, section 206a(4) of the San Mateo County Charter authorizes the Board of Supervisors to establish the number of all appointed officers and employees; and

**WHEREAS**, sections 206a(5) and 508 of the San Mateo County Charter authorize the Board of Supervisors to establish by ordinance or resolution the compensation and benefits of County officers and employees; and

**WHEREAS**, San Mateo County Ordinance No. 07303 ordered that henceforth the number of County appointed officers and employees and their compensation and benefits shall be established by resolution of the Board of Supervisors; and

**NOW THEREFORE, IT IS HEREBY ORDERED** that the Board of Supervisors authorizes an amendment to Master Salary Resolution 075338 as follows:

#### **ORGANIZATION 12000 COUNTY MANAGER'S OFFICE**

1. Item D105, Communications Officer is increased by 1 position for a new total of 1 position.
2. Item G245S, Community Program Analyst Series, is increased by 1 position for a new total of 1 position.

#### ORGANIZATION 13000 ASSESSOR-COUNTY CLERK-RECORDER

1. Item V233, Departmental Systems Analyst Series, is increased by 2 positions for a new total of 5 positions.

#### ORGANIZATION 30000 SHERIFF'S OFFICE

1. Item H044, Sheriff's Sergeant is increased by 1 positions for a new total of 61 positions.

#### ORGANIZATION 38000 PLANNING AND BUILDING

1. Item R065S, Planner Series is increased by 1 position for a new total of 13 positions.

#### ORGANIZATION 40000 OFFICE OF SUSTAINABILITY

1. Item E030S, Accountant Series is increased by 1 position for a new total of 2 positions.

#### ORGANIZATION 47300 FACILITIES SERVICES

1. Item T064S, Utility Worker Series is increased by 1 position for a new total of 9 positions.
2. Item T075, Custodian is decreased by 1 position for a new total of 25 positions.

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# Attachment A

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## POSITION SUMMARY CHANGES

DEPARTMENT	BUDGET UNIT ID	JOB TITLE	JOB CLASS CODE	ADD	DEL	DESCRIPTION
Sheriff's Office	3051P	Deputy Sheriff	H060		(1.00)	One vacant Deputy is deleted and one Sergeant position is added to the Patrol Division to better align community policing operations.
		Sergeant	H044	1.00		
Sheriff's Office	3051P	Deputy Sheriff	H060	1.00		One Deputy Sheriff is added to the Patrol Division to increase contracted traffic enforcement efforts in Woodside.
<b>Criminal Justice - Totals</b>				<b>2.00</b>	<b>(1.00)</b>	
San Mateo Medical Center	6601P	Patient Services Specialist	E414		(1.00)	One Patient Services Specialist from the Patient Access department is deleted and one Management Analyst is added in the Human Resources department to align with current staffing needs.
		Management Analyst	D181	1.00		
San Mateo Medical Center	6620P	Crisis Team Technician	F121		(1.00)	One Crisis Team Technician is deleted and one Psychiatric Nurse is added to align with current staffing needs.
		Psychiatric Nurse	F037	1.00		
San Mateo Medical Center	6640P	Pharmacist	F059		(1.00)	One Pharmacist is deleted and one Lead Pharmacist is added to align with current staffing needs.
		Lead Pharmacist	F090	1.00		
San Mateo Medical Center	6850P	Dentist	F032		(1.00)	One Dentist is deleted and one Supervising Dentist is added to align with current staffing needs.
		Supervising Dentist	F030	1.00		
San Mateo Medical Center	6601P	Administrative Assistant I	E029		(1.00)	One Administrative Assistant is deleted and one Program Coordinator is added to align with current staffing needs.
		Program Coordinator I	G243	1.00		
San Mateo Medical Center	6601P	Management Analyst	D181		(1.00)	One Management Analyst is moved from Human Resources to Hospital Administration to align with the Department's reporting structure.
		Management Analyst	D181	1.00		
San Mateo Medical Center	6850P	Financial Services Manager II	D151		(1.00)	One Fiscal Services Manager is moved from Clinic Administration to Hospital Administration to align with the Department's reporting structure.
	6601P	Financial Services Manager II	D151	1.00		
San Mateo Medical Center	6850P	Health Services Manager I	D023		(1.00)	One Health Services Manager from Clinic Administration is moved to the Quality department to align with the reporting structure.
	6601P	Health Services Manager I	D023	1.00		
<b>Health Services - Totals</b>				<b>8.00</b>	<b>(8.00)</b>	
Human Services Agency	7220P	Benefit Analyst III	G069		(1.00)	One Benefit Analyst II is moved from OHP Foster Care to the Overpayments unit due to the operational needs of the units.
		Benefit Analyst III	G069	1.00		
Human Services Agency	7220P	Benefit Analyst III	G069		(1.00)	One Benefit Analyst III position in the Eligibility Determination Unit is deleted and one Contracts Administrator II position is added to the Contract Unit restructure.
	7010P	Contracts Administrator II	G248	1.00		
<b>Social Services - Totals</b>				<b>2.00</b>	<b>(2.00)</b>	
Planning & Building	3843P	Planner III	R040	1.00		One Planner III is added.
		Custodian	T075		(1.00)	Custodial Building Services: One Custodian is deleted and one Utility Worker I is added to align with current staffing needs (effective

DEPARTMENT	BUDGET UNIT ID	JOB TITLE	JOB CLASS CODE	ADD	DEL	DESCRIPTION
Public Works	4730P	Utility Worker I	T064	1.00		One Utility Worker I position is added (effective date 10/2018).
Public Works	4860P	Road Maintenance Worker II	T085		(1.00)	One vacant Road Maintenance Worker II is deleted and one Wastewater Collection Worker II is added to align with current staffing needs.
		Wastewater Collection Worker II	N064	1.00		
Office of Sustainability	4010P	Accountant I/II	E011	1.00		One Accountant I/II position is added to support finance and accounting related to Measure K and to replacement of the County's property tax system.
Community Services - Totals				4.00	(2.00)	
Assesor-County Clerk-Recorder	1310P	Departmental Systems Analyst	V233	2.00		Two limited term Departmental Systems Analysts are converted to permanent positions.
County Manager's Office	1210P	Communications Officer	D105	1.00		One Communications Officer is added for public outreach and education for Measure K.
County Manager's Office	1210P	Community Program Analyst	G245	1.00		One Community Program Analyst is added to the Office of Community Affairs to coordinate services and resources for immigrants living in the county.
Administration and Fiscal Services - Totals				4.00	0.00	
				18.00	(11.00)	
				7.00		

# Attachment B



## FINAL FUND BALANCE ADJUSTMENTS

Program	Department Name	2018-19 Final FB Adjusted	Description
1210P	County Manager/Clerk of the Board- County Management	928,763	Final Fund Balance is set aside in Reserves.
1230P	County Manager/Clerk of the Board- Project Development Unit	24,440	Final Fund Balance is set aside in Reserves.
1310P	Assessor-County Clerk-Recorder- Appraisal Services	504,065	Final Fund Balance is appropriated for Easy Access service and maintenance, Continuity Of Operations Planning (COOP), computer refresh, software license, maintenance, FileNet system upgrade, Dell EMC and VMware service and storage, and disencumbered purchase orders for fixed assets and computer equipment.
1320P	Assessor-County Clerk-Recorder- Administration and Support	140,415	Final Fund Balance is appropriated to the website redesign.
1330P	Assessor-County Clerk-Recorder- Elections	409,856	Final Fund Balance is appropriated for a new voting system study/evaluation and Voting/Language Accessibility Advisory Committee (LAAC); and disencumbered purchase orders for Computer Equipment, Office Furniture and Equipment, and Other Election Expense.
1340P	Assessor-County Clerk-Recorder-County Clerk-Recorder	425,979	Final Fund Balance is appropriated for the recording system license, upgrade and support; preservation of historical documents; and disencumbered purchase orders for Computer Equipment and Office Furniture and Equipment.
1411P	Controller's Office-Administration	250,939	Final Fund Balance is appropriated for software license renewal fees, contract services for the implementation of a Disaster Cost Recovery Annex, and systems integration testing of FileBound.
1461P	Controller's Office-Property Tax/Special Accounting	581,082	Final Fund Balance is appropriated for contract services of a Project Manager for the replacement of the property tax system and for the vendor agreement for operating system and application server upgrades.
1510P	Treasurer - Tax Collector-Tax Collector	799,115	Final Fund Balance is appropriated for a Department-wide computer upgrade and other pending projects, including the property tax system, purchase of remittance processing machine, the imaging project, and benefit adjustments.
1520P	Treasurer - Tax Collector-Treasurer	464,955	Final Fund Balance is appropriated for the imaging project, purchase of remittance processing machine replacement project, hardware refreshment, and benefit adjustments.
1600P	County Counsel's Office-County Counsel's Office	994,721	Final Fund Balance is set aside in Reserves.
1720P	Human Resources Department-Employee Benefits & Wellness and HRIM	64,412	Final Fund Balance is appropriated to improve or potentially replace the current platform for the Civil Services Files Project.
1730P	Human Resources Department-Risk Management	565,229	Final Fund Balance is appropriated for ongoing ADA capital projects.
1750P	Human Resources Department-Workforce Resources and Diversity	44,273	Final Fund Balance is appropriated for the incomplete Fair Labor Standards Act Study.
1780P	Human Resources Department-Shared Services	53,946	Final Fund Balance is appropriated for continuation of purchasing redesign and Reserves.



Program	Department Name	2018-19 Final FB Adjusted	Description
1810P	Information Services Department-Business & Fiscal Administration	2,861,415	Final Fund Balance is appropriated for server upgrade, professional services contract, Active Directory Modernization Assessment project, firewall installation and configuration, and other one-time expenditures to improve County security and videoconferencing infrastructure.
1830P	Information Services Department-IT Operations	(303,500)	Final Fund Balance and Reserves are reduced to properly align Reserves to Radio Services.
1830P	Information Services Department-IT Operations	300,419	Final Fund Balance is appropriated for Elections VoIP.
1844P	Information Services Department-Planning & Project Management	722,049	Final Fund Balance is appropriated for Sheriff Ham Radio and Consolidated Check Printing.
1844P	Information Services Department-Planning & Project Management	3,587,006	Final Fund Balance is appropriated to correctly align Customer Reserves from Application Support to Project Management for Human Resources Information System, Department of Child Support Services hardware, budget system server, Consolidated Check Printing, ATKS server, radio system, and IFAS server.
1860P	Information Services Department-Applications	(3,873,088)	Final Fund Balance is appropriated to correctly align Customer Reserves from Application Support to Project Management for Human Resources Information System, Department of Child Support Services hardware, budget system server, Consolidated Check Printing, ATKS server, radio system, and IFAS server.
8000P	Non-Departmental Services-Non-Departmental Services	81,049,190	Final Fund Balance is set aside in ERAF Reserves.
<b>Administration and Fiscal Services - General Fund</b>		<b>90,595,681</b>	
8900P	Debt Service Fund-Debt Service Fund	78,018	Final Fund Balance is set aside in Reserves.
<b>Administration and Fiscal Services - Non-General Fund</b>		<b>78,018</b>	
1220P	Real Property Services-Real Property Services	462,936	Final Fund Balance is appropriated to cover increased salaries and benefits costs due to reclassification of an Administrative Assistant II to a Management Analyst position and the appointment of an interim Real Property Manager, and to Reserves.
1240P	Public Safety Communications-Public Safety Communications	1,928,435	Final Fund Balance is appropriated for training, consultant contracts, Computer Aided Dispatch procurement staging trailer, staffing study, and Reserves.
1260P	Agricultural Commissioner/Sealer-Agricultural Commissioner/Sealer	90,076	Final Fund Balance is appropriated for the purchase of new ergonomic office furniture, computer equipment upgrades, network infrastructure improvement, and the fine vegetation mapping project.
3810P	Planning and Building-Administration and Support	925,608	Final Fund Balance is appropriated to contract services and to Reserves.
3900P	Parks Department-Parks and Recreation	1,389,794	Final Fund Balance is appropriated for Geographic Information Systems development; Pillar Point Boundary Survey project; truck and all-terrain vehicle purchase; the Department's reservations system; and other miscellaneous projects; the remainder is set aside in Reserves.

Program	Department Name	2018-19 Final FB Adjusted	Description
4010P	Office of Sustainability-Administration	881,158	Final Fund Balance is set aside in Reserves.
4020P	Office of Sustainability-Climate Change / Adaptation	105,000	Final Fund Balance is appropriated for the Coastal Working Group and Resource Conservation District support for Sea Level Rise initiatives on the coast.
4040P	Office of Sustainability-Energy and Water	146,968	Final Fund Balance is appropriated for water efficiency and stormwater programs that are continuing in FY 2018-19.
4660P	Department of Public Works-Enhanced Flood Control Program Admin	573,484	Final Fund Balance is appropriated for consultant services related to the creation of a new water organization and other associated projects.
4730P	Department of Public Works-Facilities Services	6,696,654	Final Fund Balance is appropriated to Reserves and one-time expenses in facilities services and health and hospitals maintenance.
4840P	Department of Public Works-Utilities	766,807	Final Fund Balance is appropriated for one-time capital projects, Reserves, and Contingencies in various sewer, drainage, lighting, sanitary, and other utility districts.
7920P	Department of Housing-Housing and Community Development	(42,105)	Reserves are reduced to offset a negative Fund Balance variance and meet the federal administrative income minimum of \$36,904 Housing and Community Development Reserves.
<b>Community Services - General Fund</b>		<b>13,924,815</b>	
3550P	Structural Fire-Structural Fire	1,946,192	Final Fund Balance is set aside in Reserves.
3560P	County Service Area #1-County Service Area #1	461,067	Final Fund Balance is set aside in Reserves.
3570P	Local Agency Formation Commission-Local Agency Formation Commission	21,629	Final Fund Balance is set aside in Reserves.
3700P	County Library-County Library	4,931,639	Final Fund Balance is appropriated for furniture and equipment for the Half Moon Bay Library and communications and system programming.
3950P	Parks Department-Fish and Game	(68)	Due to lower than anticipated Fish and Game fines, Reserves are reduced to offset negative Fund Balance variance.
3970P	Parks Department-Acquisition, Conservation and Development	1,405,374	Final Fund Balance is appropriated for the Complete the Gap Trail; the Crystal Springs Trail Construct South of Dam Highway 35; Student Conservation Association Summer Crews; and the Coyote Point Water Distribution System; the remainder is set aside in Reserves.
3980P	Parks Department-Coyote Point Marina	474,075	Final Fund Balance is appropriated to Services and Supplies and residual costs associated with the Marina's 2017 dredging project, with the remainder set aside in Reserves.
4060P	Office of Sustainability-Solid Waste Management	1,486,609	Final Fund Balance is set aside in Reserves.

Program	Department Name	2018-19 Final FB Adjusted	Description
4070P	Office of Sustainability-OOS - County Service Area #8	827,048	Final Fund Balance is appropriated for the purchase of cameras at additional locations in North Fair Oaks; one half-time Community Services Officer as a pilot program to monitor the seven cameras in North Fair Oaks, enforce parking, and look for road or sidewalk hazards; and payment of an invoice for solid waste disposal for the 4th quarter that was received late and the expense was not accrued in FY 2017-18. The remainder is set aside in Reserves.
4520P	Department of Public Works-Road Construction and Operations	8,426,383	Final Fund Balance is appropriated to the Road Fund for the completion of the Fuel Management System upgrades, completion of diesel filter project, the purchase of one vehicle and mower equipment, and the carry-forward of Road Maintenance and Rehabilitation Account-funded roads projects. Reserves are reduced in Los Trancos County Maintenance District.
4740P	Department of Public Works-Construction Services	4,833	Final Fund Balance is appropriated for loan repayment increase.
4760P	Department of Public Works-Vehicle and Equipment Services	399,714	Final Fund Balance is appropriated for the following projects: one hoist and a car wash facility at the Belmont Motorpool, completion of the Grant Yard Fuel Station E-Power project, and the Fuel Management System Upgrade. Reserves are increased in Fleet Maintenance and reduced in Fleet Replacement.
4840P	Department of Public Works-Utilities	11,845,829	Final Fund Balance is appropriated for one-time capital projects, Reserves, and Contingencies in various sewer, drainage, lighting, sanitary, and other utility districts.
4850P	Department of Public Works-Airports	498,277	Final Fund Balance is appropriated for the San Carlos Airport Hangar Project and Reserves.
8200P	Accumulated Capital Outlay Fund-Accumulated Capital Outlay Fund	9,887,662	Final Fund Balance is appropriated to the County Office Building 3 project.
8300P	Courthouse Construction Fund-Courthouse Construction Fund	0	No change.
8400P	Criminal Justice Construction Fund-Criminal Justice Construction Fund	189,538	Final Fund Balance is set aside in Reserves.
8450P	Other Capital Construction Fund-Warm Shell Project Budget	3,965,407	Final Fund Balance is set aside in Reserves.
8450P	Other Capital Construction Fund-Warm Shell Project Budget	1,899,663	Final Fund Balance of Measure K is appropriated to the Skylonda Fire Station project.
8470P	Other Capital Construction Fund-Major Capital Construction	(720)	Final Fund Balance and fixed assets are reduced to reflect minor shortfall.
8500P	Capital Projects-Capital Projects	(10,338)	Final Fund Balance and Reserves are reduced to reflect shortfall.
<b>Community Services - Non-General Fund</b>		<b>48,659,813</b>	
1940P	Message Switch-Message Switch	165,055	Final Fund Balance is appropriated to ongoing IT projects and set aside in Reserves.
2510P	District Attorney's Office-District Attorney's Office	823,344	Final Fund Balance is set aside in Reserves.

Program	Department Name	2018-19 Final FB Adjusted	Description
3011P	Sheriff's Office-Administrative Services	5,901,758	Final Fund Balance is appropriated for office reconfigurations, the outdoor Siebel Firearms Range project, and technology projects, with the remainder set aside in Reserves.
3211P	Probation Department-Administrative Services	3,354,096	Final Fund Balance is re-appropriated to ongoing projects, with the remainder set aside in Reserves.
3300P	Coroner's Office-Coroner's Office	(66,435)	Reserves are reduced to account for year-end shortfall.
<b>Criminal Justice - General Fund</b>		<b>10,177,818</b>	
5500P	Health System-Health Administration	5,232	Final Fund Balance is set aside in Reserves.
5510P	Health System-Health Coverage Unit	4,609	Final Fund Balance is set aside in Reserves.
5550P	Health System-Public Health, Policy and Planning	2,368	Final Fund Balance is set aside in Reserves.
5560P	Health System-Health IT	1,770,251	Final Fund Balance is appropriated to ongoing IT projects (Cyber Security Program, Digital Workplace, and Health Information Exchange design and implementation) that will continue into FY 2018-19.
5900P	Health System-Environmental Health Services	520,134	Final Fund Balance is allocated for continued IT and other one-time projects.
6110P	Health System-Behavioral Health and Recovery Administration	(3,343,845)	Short Doyle revenues were miscalculated (low estimate) during year-end process. Short Doyle revenues will be corrected through September Revisions.
6240P	Health System-Family Health Services	82,500	Final Fund Balance is appropriated for fixed assets for the East Palo Alto office renovation project.
6300P	Health System-Correctional Health Services	1,175,894	Final Fund Balance is appropriated for purchase and install of a medication dispensing machine and contractual costs related to the inpatient psychiatric unit.
<b>Health Services - General Fund</b>		<b>217,143</b>	
1950P	First 5 San Mateo County-First 5 San Mateo County	(2,101,133)	Reserves are reduced to account for shortfall and balance the budget.
5630P	Health System-Emergency Medical Services Fund	784,206	Final Fund Balance is set aside in Reserves.
6600P	Health System-San Mateo Medical Center	11,204,191	Final Fund Balance variance of \$11.2 million is set aside in Reserves. This represents \$9.0 million of unused Fund Balance from FY 2017-18 plus \$2.2 million net income from operations.
<b>Health Services - Non-General Fund</b>		<b>9,887,264</b>	
7010P	Human Services Agency-Office of Agency Director	350,000	Final Fund Balance is appropriated for improvement projects related to building security upgrades and other necessary building modifications. Project includes the installation of intrusion alarms and other security improvements.
7010P	Human Services Agency-Office of Agency Director	5,908,565	Final Fund Balance is set aside in Reserves.

Program	Department Name	2018-19 Final FB Adjusted	Description
7220P	Human Services Agency-Eligibility Determination	133,400	Final Fund Balance is appropriated for Economic Self Sufficiency's share of the cost for the completion of the facility improvements to the lobby at the Redwood City Middlefield Road offices to improve the overall customer experience.
7320P	Human Services Agency-Employment Services	49,300	Final Fund Balance is appropriated for Employment Services' share of costs for the completion of the facility improvements to the lobby at the Redwood City Middlefield Road offices to improve the overall customer experience.
7420P	Human Services Agency-Children and Family Services	107,300	Final Fund Balance is appropriated for Child Welfare Services' share of the cost for the completion of the facility improvements to the lobby at the Redwood City Middlefield Road offices to improve the overall customer experience and to install adjustable sit/stand desks at staff workstation.
7510P	Human Services Agency-Homeless and Safety Net Services	235,772	Final Fund Balance is appropriated for the one-time short-term contract costs of the interim provider for the Core Service Agency serving East Palo Alto and Menlo Park, while the Request for Proposals process is completed to identify a new, long-term service provider.
<b>Social Services - General Fund</b>		<b>6,784,337</b>	

Summary - County	2018-19 Final FB Adjusted
General Fund	121,699,794
Non-General Fund	55,772,960
<b>Total All County Funds</b>	<b>177,472,754</b>

Summary - Information Only	2018-19 Final FB Adjusted
Non-General Fund	2,852,135
<b>Total All County Funds</b>	<b>2,852,135</b>

# Attachment C

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## MEASURE K SUMMARY

Budget Unit	Department Name	Project Name	2018-19 Adopted
1200B	County Manager/Clerk of the Board	Measure K Admin Assistant	142,100
3000B	Sheriff's Office	Programs and Services Dist 5	55,000
3800B	Planning and Building	Programs and Services Dist 3	200,000
3900B	Parks Department	Programs and Services Dist 2	61,888
3900B	Parks Department	Programs and Services Dist 3	331,000
4000B	Office of Sustainability	Loans & One-Time Contrib D3	0
4000B	Office of Sustainability	Measure K Admin Assistant	50,777
4520B	Department of Public Works	Loans & One-Time Contrib D3	0
4520B	Department of Public Works	Programs and Services Dist 3	51,041
8000B	Non-Departmental Services	Loans & One-Time Contrib D1	0
8000B	Non-Departmental Services	Loans & One-Time Contrib D2	0
8000B	Non-Departmental Services	Loans & One-Time Contrib D3	0
8000B	Non-Departmental Services	Loans & One-Time Contrib D4	0
8000B	Non-Departmental Services	Loans & One-Time Contrib D5	0
8000B	Non-Departmental Services	Programs and Services Dist 1	1,578,750
8000B	Non-Departmental Services	Programs and Services Dist 2	1,864,648
8000B	Non-Departmental Services	Programs and Services Dist 3	1,280,273
8000B	Non-Departmental Services	Programs and Services Dist 4	1,413,249
8000B	Non-Departmental Services	Programs and Services Dist 5	1,100,000
8000B	Non-Departmental Services	Unspecified Measure K	0
<b>District-Specific Total</b>			<b>8,128,726</b>
3000B	Sheriff's Office	Coastside Response Coordinator	65,858
3000B	Sheriff's Office	Human Trafficking & CSEC	210,000
3000B	Sheriff's Office	School Safety	578,212
3200B	Probation Department	Human Trafficking and CSEC	0
3580B	Fire Protection Services	County Fire Engine Replc Fnd	1,500,000
7330B	Human Services Agency	ReEntry Employment Preparation	0
7420B	Human Services Agency	Human Trafficking & CSEC	0
7520B	Human Services Agency	CORA - Legal Expenses	77,250
8450B	Other Capital Construction Fund	Skylonda Fire Station Repl	3,175,558
8470B	Other Capital Construction Fund	Pescadero Fire Station	1,563,240
8470B	Other Capital Construction Fund	PSC Regional Ops Ctr (ROC)	48,929,578
8500B	Capital Projects	Pescadero Fire Station	0
8500B	Capital Projects	PSC Regional Ops Ctr (ROC)	0
<b>Public Safety Total</b>			<b>56,099,696</b>
6100B	Health System	Jail Alternate Program	171,699
6100B	Health System	Respite Program	1,058,000
6100B	Health System	SMART Program	86,862
6240B	Health System	Home Visit Expansion	1,226,592
6300B	Health System	Jail Alternate Program	143,405

Budget Unit	Department Name	Project Name	2018-19 Adopted
6600B	Health System	Coastside Medical Services	519,865
6600B	Health System	Whole Person Care Match	2,000,000
7420B	Human Services Agency	Public Health Nurse Program	524,943
8000B	Non-Departmental Services	Agreement with Seton Med Ctr	6,137,800
<b>Health and Mental Health Total</b>			<b>11,869,166</b>

1200B	County Manager/Clerk of the Board	Students With Amazing Goals	350,000
1700B	Human Resources Department	Supported Training Employ Prog	400,000
3700B	County Library*	Library Summer Reading Progrms	366,000
5550B	Health System	4H Youth Development Program	30,900
5550B	Health System	Neighborhood Data Prioritization	521,437
6100B	Health System	COE and Schools Coordination	163,822
6100B	Health System	Comm Collab East Palo Alto	116,390
6100B	Health System	Early Childhood Comm Teams	679,800
6100B	Health System	Early Onset Bipolar	420,512
6100B	Health System	First Aid-MH	259,708
6100B	Health System	Parenting Project-MH	196,099
6100B	Health System	PES Case Management	309,301
6100B	Health System	Pre To Three	569,905
6100B	Health System	Residential Substance Abuse	386,250
6100B	Health System	Youth Outpatient Case Mgmt	761,924
6100B	Health System	Youth Trauma Intervention	592,250
6240B	Health System	Pre To Three	404,390
7420B	Human Services Agency	At-Risk Foster Youth Services	1,030,000
7420B	Human Services Agency	CASA (Advocates) - Foster Care	108,212
7420B	Human Services Agency	CFS Orange&Grand Const Proj	650,000
7420B	Human Services Agency	Foster Youth Svcs AB403	0
7420B	Human Services Agency	Housing for Foster Youth AB12	0
7420B	Human Services Agency	HSA PEI-At Risk Child	1,622,296
7510B	Human Services Agency	StarVista Dybrk Fstr Yth Trg	219,300
7520B	Human Services Agency	One EPA Youth Employment	0
8000B	Non-Departmental Services	Early Learnng and Care Trust Fd	5,165,533
<b>Youth and Education Total</b>			<b>15,324,029</b>

1200B	County Manager/Clerk of the Board	Home for All	325,000
3800B	Planning and Building	Affordable Housing Initiative	330,393
4000B	Office of Sustainability	Home for All	275,000
5900B	Health System	Augmented Housing Insp Pgm	404,547
6100B	Health System	Mental Health Housing Telecare	0
7010B	Human Services Agency	ITA - Clarity & FRC database	107,952
7510B	Human Services Agency	AgreeYa Clarity IT Support	0
7510B	Human Services Agency	BitFocus Clarity Human Svcs	189,935



Budget Unit	Department Name	Project Name	2018-19 Adopted
7510B	Human Services Agency	CORE Agenc Emerg Housg Assist	438,600
7510B	Human Services Agency	EPA Homeless Shelter Op Exp	577,280
7510B	Human Services Agency	Homeless Living in Cars Prog	450,000
7510B	Human Services Agency	Homeless Outreach Teams	334,683
7510B	Human Services Agency	HOPE Plan Implementation	939,755
7510B	Human Services Agency	Housing Retention	1,200,000
7510B	Human Services Agency	HSN Special Program Implementn	0
7510B	Human Services Agency	Maple Site H&SN Renovation	500,000
7510B	Human Services Agency	Maple Site H&SN Services	100,000
7510B	Human Services Agency	Mobile Hygiene Unit	35,646
7510B	Human Services Agency	One Time Homeless Services	0
7510B	Human Services Agency	Rotating Church &#160;Shelters	75,000
7510B	Human Services Agency	RRHHL Abode Contract	1,220,275
7510B	Human Services Agency	RRHHL Abode Services	1,119,517
7510B	Human Services Agency	RRHHL CoC Tech Assistance	105,000
7510B	Human Services Agency	RRHHL Focus Strategies	0
7510B	Human Services Agency	RRHHL Hot Expansion	0
7510B	Human Services Agency	RRHHL Inclement Weather	30,030
7510B	Human Services Agency	RRHHL Interim Housing Capacity	504,173
7510B	Human Services Agency	RRHHL Medical Services	257,066
7510B	Human Services Agency	RRHHL MVP Bridge Funding	450,000
7510B	Human Services Agency	RRHHL MVP Diversion	40,000
7510B	Human Services Agency	RRHHL One Day Count - Homeless	0
7510B	Human Services Agency	RRHHL Program Auditing Needs	10,000
7510B	Human Services Agency	RRHHL Shelter Needs	0
7510B	Human Services Agency	Safe Harbor Shelter Bridge	173,349
7510B	Human Services Agency	Safe Harbor Shelter Upgrade	300,000
7900B	Department of Housing	21 Elements CCAG	92,970
7900B	Department of Housing	2nd Unit Amnesty Program	500,000
7900B	Department of Housing	Affordable Housing 3.0 and 4.0	38,038,110
7900B	Department of Housing	BHRS-Provider Property Debt	245,623
7900B	Department of Housing	Farm Labor Housing	2,725,260
7900B	Department of Housing	HIP Shared Housing	265,392
7900B	Department of Housing	Housing Innovation Fund	43,946
7900B	Department of Housing	Housing Preservation	970,789
7900B	Department of Housing	Landlord Tenant I and R	597,882
7900B	Department of Housing	Middlefield Junction	8,671
7900B	Department of Housing	Mobile Home Park Outreach	16,612
7900B	Department of Housing	Staff Support	225,000
<b>Housing and Homelessness Total</b>			<b>54,223,456</b>
3900B	Parks Department	Fair Oaks Beautification	0

Budget Unit	Department Name	Project Name	2018-19 Adopted
3900B	Parks Department	Multi Modal Trail Planning	155,129
3900B	Parks Department	Natural Resource Management	441,688
3900B	Parks Department	Parks Baseline Mapping	9,003
3900B	Parks Department	Parks Department Ops and Maint	4,823,532
3900B	Parks Department	Parks Interpretive Program	50,000
3900B	Parks Department	Parks Master Plan	375,707
3900B	Parks Department	Parks Playground Improv	474,251
3900B	Parks Department	Parks Shuttle Program	13,565
3900B	Parks Department	Parks Volunteer Program	36,735
3900B	Parks Department	Pedro Point Headlands	58,034
3900B	Parks Department	Pescadero Old Haul Rd Brdg Rpr	76,238
3900B	Parks Department	Ravenswood Bay Trail	673,914
3900B	Parks Department	Sanchez Adobe Renovation	731,608
3900B	Parks Department	SCA GIS Database	27,782
3900B	Parks Department	SCA Youth Corps	4,087
3900B	Parks Department	Volunteer Stewardship Corps	277,063
3900B	Parks Department	Wavecrest Trail	38,859
3900B	Parks Department	Wunderlich Horse Riding Arena	0
3970B	Parks Department	Alambique Trail Repairs	195,567
3970B	Parks Department	Coyote Point Marina Concession	37,707
3970B	Parks Department	Crystal Springs Trail HWY 92	150,000
3970B	Parks Department	Flood Park Baseball Field Reno	196,101
3970B	Parks Department	Flood Park Improvements	1,350,000
3970B	Parks Department	Green Valley Trail	1,314,544
3970B	Parks Department	Homestead Youth Septic Rpr	49,159
3970B	Parks Department	Huddart Park Meadow Lawn Reno	14,151
3970B	Parks Department	Huddart Richard Road Repairs	173,009
3970B	Parks Department	Huddart Water Lines and Supply	750,000
3970B	Parks Department	Memorial Park Paving Tan Oak Loop	400,000
3970B	Parks Department	Memorial Sewer Road Paving	200,000
3970B	Parks Department	Old Gaudalupe Trail Reno	267,710
3970B	Parks Department	Parks Concessions Study	56,710
3970B	Parks Department	Parks Department Capital Projs	0
3970B	Parks Department	Pescadero Old Haul Rd Repair	3,740,080
3970B	Parks Department	Ralston Trail Paving	107,448
3970B	Parks Department	Ranger Residences	160,798
3970B	Parks Department	Sam Mcdonald VC Renovation	375,167
3970B	Parks Department	Wunderlich Carriage Restroom	561,592
3970B	Parks Department	Wunderlich Hay Barn Plans	242,223
4000B	Office of Sustainability	Groundwater Study	0
8500B	Capital Projects	Parks Department Capital Projs	0

Budget Unit	Department Name	Project Name	2018-19 Adopted
<b>Parks and Environment Total</b>			<b>18,609,161</b>
2510B	District Attorney's Office	District Attorney Elder Abuse	1,131,012
5600B	Health System	EMS Falls Prevention	41,416
5700B	Health System	AAS Dementia Services	463,500
5700B	Health System	AAS Elder Depend Adult Protect	675,263
5700B	Health System	AAS Friendship Line	206,000
5700B	Health System	AAS Kinship Caring MH	77,250
5700B	Health System	AAS Meals Express Pgm	146,904
5700B	Health System	AAS Ombudsman	114,981
5700B	Health System	Contract Foster City Village	0
7520B	Human Services Agency	Veterans Services	309,399
<b>Older Adults and Veterans Total</b>			<b>3,165,725</b>
1200B	County Manager/Clerk of the Board	Community Legal Aid Services	276,000
1200B	County Manager/Clerk of the Board	Measure A Outreach Coordinator	397,897
1200B	County Manager/Clerk of the Board	N Fair Oaks General Plan Implm	8,891,343
1260B	Agricultural Commissioner/Sealer	Measure K Airport (FAA Ruling)	153,633
1600B	County Counsel's Office	Measure K Airport (FAA Ruling)	118,908
1800B	Information Services Department	Technology Infra and Open Data	5,620,813
3000B	Sheriff's Office	Measure K Airport (FAA Ruling)	1,826,367
3700B	County Library *	Library Capital - EPA	432,939
4000B	Office of Sustainability	Bicycle Coordinator	75,000
4000B	Office of Sustainability	N Fair Oaks General Plan Implm	0
4840B	Department of Public Works	Bldgs and Facil Infrastructure	0
4840B	Department of Public Works	CSA11 Improvement Projects	155,000
4850B	Department of Public Works	MCO Airport Sup	218,320
4850B	Department of Public Works	Meas K Airport Capital Proj	1,510,000
5550B	Health System	Measure K Airport (FAA Ruling)	63,715
7220B	Human Services Agency	Second Harvest Food Bank	150,000
7520B	Human Services Agency	Community Legal Aid Services	0
7520B	Human Services Agency	Immigrant and Veterans Svcs	0
7520B	Human Services Agency	Peninsula Family Svcs Dist2	97,850
7520B	Human Services Agency	Peninsula Family Svcs Dist5	126,175
7520B	Human Services Agency	Rosalie Rendu Inc.	0
8000B	Non-Departmental Services	SamTrans-Yth, Elderly, Disabl	2,500,000
8500B	Capital Projects	Bldgs and Facil Infrastructure	4,469,648
8500B	Capital Projects	Library Capital - Misc	112,125
<b>Community Total</b>			<b>27,195,733</b>
<b>Total All Categories</b>			<b>194,615,692</b>

County Libraries Information Only (total of \$798,939)

# Attachment D



## SEPTEMBER REVISIONS

**Criminal Justice  
Sheriff's Office (3000B)**

**FY 2018-19 September Revisions**

The following are significant changes from the FY 2018-19 Approved Recommended Budget to the FY 2018-19 Adopted Budget:

**Program: 3013P - Support Services Division**

**1. Grant Funding for Drug-Impaired Driver Training**

This action appropriates State grant funding from the California Office of Traffic Safety and reimburses for backfill costs when deputies attend Drug Recognition Evaluator training.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
50,000	0	0	50,000	0	0

**2. Recruitment Efforts Enhancement**

This action reallocates existing resources to provide additional support around recruitment efforts to fill Correctional Officer and Deputy vacancies.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
45,000	0	0	0	45,000	0

**Program: 3017P - Forensic Laboratory Division**

**3. Crime Lab Funding Adjustment**

This change reclassifies the proper recording of Proposition 69 DNA State funding and carries no budgetary impact.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
0	0	0	0	0	0

**4. Automated Fingerprint Identification System**

This action re-appropriates funds from the prior year to acquire an Automated Fingerprint Identification System (AFIS).

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
596,000	(596,000)	0	0	0	0

**Criminal Justice  
Sheriff's Office (3000B)**

**Program: 3051P - Patrol Division**

**5. Measure K - Citizens for Safety "Operation Lipstick"**

Measure K funding is rolled over for the Operation Lipstick initiative (Ladies Involved in Putting a Stop to Inner-City Killing) which provides education designed to reduce the willingness of women and girls to straw purchase, hide, or carry guns for people who cannot pass criminal background checks.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
0	0	0	55,000	(55,000)	0

**6. CARON Position Change**

This action deletes one vacant Deputy position within the Community Alliance to Revitalize Our Neighborhood (CARON) program and adds a Sergeant in order to better align with the operational needs of this unit. The cost increase is being absorbed within the existing budget.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
31,913	0	0	0	31,913	0

**7. Adjustments for Community Outreach Services**

Adjustments are made to support parking enforcement efforts in North Fair Oaks (Intrafund Transfer of \$151,664), city-supported outreach efforts in Half Moon Bay (Sources of \$80,000), and the correct tracking of the CORA community support contract (Intrafund Transfer of \$162,338).

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
231,664	(314,002)	0	80,000	(162,338)	0

**8. Woodside Motorcycle Deputy**

This action increases traffic enforcement efforts by adding a motorcycle Deputy in Woodside, which is offset by a law enforcement services contract with the town.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
341,545	0	0	341,545	0	1

**9. Alcohol Policing Partnership Program Grant**

This action appropriates State grant funding to increase alcoholic beverage law enforcement efforts and develop a strategic approach to eliminating the crime and public nuisance problems associated with problem alcoholic beverage outlets.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
40,000	0	0	40,000	0	0

**Criminal Justice  
Sheriff's Office (3000B)**

**Program: 3053P - Investigations Bureau**

**10. Drug Enforcement Officer**

Measure K is appropriated for one Drug Enforcement Officer due to FAA regulation that Measure K jet fuel sales tax be spent strictly for airport-associated expenditures in San Mateo County.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
0	0	0	0	0	0

**11. Sheriff's Investigation Unit at SFO**

Measure K is appropriated for five positions in the Investigations Unit at SFO due to FAA regulation that Measure K jet fuel sales tax be spent strictly for airport-associated expenditures in San Mateo County.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
0	0	0	0	0	0

**12. Cargo Theft Task Force at SFO**

Measure K is appropriated for one position in the Cargo Theft Task Force at SFO due to FAA regulation that Measure K jet fuel sales tax be spent strictly for airport-associated expenditures in San Mateo County.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
0	0	0	0	0	0

**13. Prop 172 Funds**

Prop 172 funds are appropriated for Cargo Theft Task Force and Drug Enforcement Unit due to FAA regulation that Measure K jet fuel sales tax be spent strictly for airport-associated expenditures in San Mateo County.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
0	0	0	0	0	0

**Program: 3055P - Homeland Security Division**

**14. New Homeland Security Grants**

This action appropriates funds from the FY 2018 State Homeland Security Grant and the FY 2018 Urban Areas Security Initiative (UASI) Grant. These grants support a range of preparedness activities, including administration, planning, equipment purchases, training, and exercises.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
1,810,441	0	0	1,810,441	0	0

**Criminal Justice  
Sheriff's Office (3000B)**

**Program: 3150P - Maple Street Corrections Division**

**15. Maple Street Corrections Division Reallocation**

Reallocates funding for inmate food services and inmate programming using existing resources.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
140,425	0	0	0	140,425	0

**FY 2018-19 Total Funding Adjustments**

Total Requirements	Total Intrafund Transfers	Total Contingencies/ Reserves	Total Sources	Net County Cost	Positions
3,286,988	(910,002)	0	2,376,986	0	1



**Criminal Justice  
Probation Department (3200B)**

**FY 2018-19 September Revisions**

The following are significant changes from the FY 2018-19 Approved Recommended Budget to the FY 2018-19 Adopted Budget:

**Program: 3211P - Administrative Services**

**1. ISD Pass-Through Charges**

ISD pass-through charges are reclassified from Services and Supplies to Other Charges due a countywide change for greater transparency into one-time and ongoing costs related to technology purchases and projects.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
0	0	0	0	0	0

**2. Reappropriation for PIMS and Hardware Refreshment Projects**

Due to the schedule delay, the Probation Information Case Management System (PIMS) project and the hardware refreshment project have been rolled over from FY 2017-18 to FY 2018-19. Prop 172 funds have been used to cover project costs.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
4,100,000	0	0	4,100,000	0	0

**FY 2018-19 Total Funding Adjustments**

Total Requirements	Total Intrafund Transfers	Total Contingencies/ Reserves	Total Sources	Net County Cost	Positions
4,100,000	0	0	4,100,000	0	0

**Criminal Justice  
District Attorney's Office (2510B)**

**FY 2018-19 September Revisions**

The following are significant changes from the FY 2018-19 Approved Recommended Budget to the FY 2018-19 Adopted Budget:

**Program: 2510P - District Attorney's Office**

**1. ISD Pass-Through Charges**

ISD pass-through charges are reclassified from Services and Supplies to Other Charges due a countywide change for greater transparency into one-time and ongoing costs related to technology purchases and projects.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
0	0	0	0	0	0

**FY 2018-19 Total Funding Adjustments**

Total Requirements	Total Intrafund Transfers	Total Contingencies/ Reserves	Total Sources	Net County Cost	Positions
0	0	0	0	0	0

**Health Services  
Health Administration (5500B)**

**FY 2018-19 September Revisions**

The following are significant changes from the FY 2018-19 Approved Recommended Budget to the FY 2018-19 Adopted Budget:

**Program: 5500P - Health Administration**

**1. Construction Costs**

Funds are appropriated for a trailer and related expenses to house Department of Public Works staff on site at 37th Avenue as the construction begins for the campus.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
584,150	0	0	584,150	0	0

**FY 2018-19 Total Funding Adjustments**

Total Requirements	Total Intrafund Transfers	Total Contingencies/ Reserves	Total Sources	Net County Cost	Positions
584,150	0	0	584,150	0	0

**Health Services  
Health Coverage Unit (5510B)**

**FY 2018-19 September Revisions**

The following are significant changes from the FY 2018-19 Approved Recommended Budget to the FY 2018-19 Adopted Budget:

**Program: 5510P - Health Coverage Unit**

**1. Children's Health Insurance Program Increases**

The State changed the monthly member rate in the Children's Health Insurance Program (CHIP) program and as such, both premium costs and revenue from the Children's Health Insurance Trust Fund have increased to cover the premium increase for non-CHIP covered children. There is no Net County Cost as a result of this change.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
1,063,692	0	0	1,063,692	0	0

**FY 2018-19 Total Funding Adjustments**

Total Requirements	Total Intrafund Transfers	Total Contingencies/ Reserves	Total Sources	Net County Cost	Positions
1,063,692	0	0	1,063,692	0	0

**Health Services**  
**Public Health, Policy and Planning (5550B)**

**FY 2018-19 September Revisions**

The following are significant changes from the FY 2018-19 Approved Recommended Budget to the FY 2018-19 Adopted Budget:

**Program: 5550P - Public Health, Policy and Planning**

**1. Vital Statistics Cornerstone Implementation**

The Vital Statistics program anticipates starting the implementation of the Cornerstone project during FY 2018-19. This program is currently in use by the Assessor, Clerk, and Recorder's Office for cashiering purposes during the issuance of birth and death certificates.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
102,000	0	0	102,000	0	0

**2. Whole Person Care Grant Adjustment**

The Whole Person Care grant is on a calendar year with potential opportunities to roll over unused funds. The State has now completed review of Program Year 2 and approved roll over funding for Program Year 3. This change now appropriates those roll over funds, which will be used for emerging client needs, an additional vehicle to support programmatic efforts, and additional administrative infrastructure.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
453,591	0	0	453,591	0	0

**3. Community Collaborative for Children's Success Continuation**

The Community Collaboration for Children's Success project will continue into FY 2018-19. Unspent Measure K funding allocated for this effort in FY 2017-18 will continue into FY 2018-19 to complete the assessment phase.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
521,437	0	0	521,437	0	0

**4. Public Health Laboratory Equipment Purchase Rollover**

The PH Lab embarked on buying lab equipment to become part of the PulseNet national laboratory network that connects foodborne illness cases to detect outbreaks. Not all of the equipment purchases associated with the testing were able to be completed. Funds are reallocated into the FY 2018-19 budget to complete the process.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
45,000	0	0	45,000	0	0

**Health Services**  
**Public Health, Policy and Planning (5550B)**

**5. Animal Control Performance Audit**

Per the Grand Jury report, the Animal Control program was tasked with facilitating a performance audit for the vendor, Peninsula Humane Society. Contract negotiations were approved by the Board of Supervisors in July and funds are allocated in the FY 2018-19 budget.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
150,000	0	0	150,000	0	0

**6. Communicable Disease Investigator at SFO**

Measure K is appropriated for half the cost of a Communicable Disease Investigator position at San Francisco International Airport due to FAA regulation that Measure K jet fuel sales tax be spent strictly for airport-associated expenditures in San Mateo County.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
0	0	0	63,715	(63,715)	0

**FY 2018-19 Total Funding Adjustments**

Total Requirements	Total Intrafund Transfers	Total Contingencies/ Reserves	Total Sources	Net County Cost	Positions
1,272,028	0	0	1,335,743	(63,715)	0

**Health Services**  
**Emergency Medical Services GF (5600B)**

**FY 2018-19 September Revisions**

The following are significant changes from the FY 2018-19 Approved Recommended Budget to the FY 2018-19 Adopted Budget:

**Program: 5600P - Emergency Medical Services GF**

**1. Health Emergency Preparedness Grants Reduction**

Emergency Preparedness Grants were reduced for FY 2018-19. This reduction will be absorbed by the elimination of one-time purchases and the redirection of staff to other emergency preparedness activities.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
(107,779)	0	0	(107,779)	0	0

**FY 2018-19 Total Funding Adjustments**

Total Requirements	Total Intrafund Transfers	Total Contingencies/ Reserves	Total Sources	Net County Cost	Positions
(107,779)	0	0	(107,779)	0	0

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**Health Services**  
**Aging and Adult Services (5700B)**

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**FY 2018-19 September Revisions**

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The following are significant changes from the FY 2018-19 Approved Recommended Budget to the FY 2018-19 Adopted Budget:

**Program: 5700P - Conservatorship Program**

**1. Administrative Services Manager Position Reclassification**

A Financial Services Manager I position in Aging and Adult Services was reclassified to Administrative Services Manager I to align with the responsibilities of the position. The reclassification results in an increase cost of \$8,115 which will be covered by federal and State claims.

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Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
8,115	0	0	8,115	0	0

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**Health Services**  
**Aging and Adult Services (5700B)**

**Program: 5720P - Community-Based Programs**

**2. Eletronic Document Management System**

The Electronic Document Project was part of the FY 2017-18 Adopted Budget to improve document management capabilities for Aging and Adult Services. The project did not start in FY 2017-18 and is being re-appropriated and will be funded by a combination of federal, State, and Realignment funds.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
700,000	0	0	700,000	0	0

**3. Age-Friendly Communities**

A pilot project is underway to begin the process to make San Mateo County part of the World Health Organization's Age-Friendly Community designation. This project is funded from Non-Departmental Services and will start with Daly City, Redwood City, and Pacifica.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
115,000	(115,000)	0	0	0	0

**4. Older Americans Act Funding Amendment**

The County will receive increased funds for Older Americans Act programs for FY 2018-19 through a change in federal and State funds for Supportive Services, Ombudsman, Congregate Nutrition, Home-Delivery Means, Disease Prevention, and Family Caregiver Services. This amount will be appropriated to community-based organizations.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
590,660	0	0	590,660	0	0

**5. ISD Pass-Through Charges**

ISD pass-through charges are reclassified from Services and Supplies to Other Charges due a countywide change for greater transparency into one-time and ongoing costs related to technology purchases and projects.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
0	0	0	0	0	0

**FY 2018-19 Total Funding Adjustments**

Total Requirements	Total Intrafund Transfers	Total Contingencies/ Reserves	Total Sources	Net County Cost	Positions
1,413,775	(115,000)	0	1,298,775	0	0

**Health Services  
IHSS Public Authority (5800B)**

**FY 2018-19 September Revisions**

The following are significant changes from the FY 2018-19 Approved Recommended Budget to the FY 2018-19 Adopted Budget:

**Program: 5800P - IHSS Public Authority**

**1. IHSS Maintenance of Effort**

A new agreement for IHSS providers for increased wage and benefits was approved by the State of California and effective July 1, 2018. It is anticipated that the new agreement will increase County cost by \$1,500,000 for FY 2018-19. This will be funded through the Realignment Trust Fund.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
1,500,000	0	0	1,500,000	0	0

**2. IHSS Public Authority Health Benefits**

Health benefits costs for IHSS providers increased in the amount of \$1,250,000 due to an increase of 100 additional benefit slots and increases in the premium rate. The costs are part of IHSS Maintenance Effort and are reimbursed by federal and State funds and offset by an Intrafund Transfer of \$400,000 reflected in the table below.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
1,250,000	(400,000)	0	850,000	0	0

**FY 2018-19 Total Funding Adjustments**

Total Requirements	Total Intrafund Transfers	Total Contingencies/ Reserves	Total Sources	Net County Cost	Positions
2,750,000	(400,000)	0	2,350,000	0	0

**Health Services**  
**Behavioral Health and Recovery Services (6100B)**

**FY 2018-19 September Revisions**

The following are significant changes from the FY 2018-19 Approved Recommended Budget to the FY 2018-19 Adopted Budget:

**Program: 6110P - Behavioral Health and Recovery Administration**

**1. Increase Short Doyle Revenue**

This action corrects the miscalculation of Short Doyle revenues during the year-end process.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
0	0	3,343,845	3,343,845	0	0

**Program: 6140P - Mental Health Adult Services**

**2. Whole Person Care - Adult Services**

The Whole Person Care budget runs on a calendar year with potential opportunities to roll over unused funds. The State has now completed review of Program Year 2 and approved rollover funding for Program Year 3. This change now appropriates those rollover funds which will be used for improving communications with clients, enhancing peer counseling services, and building showers at sobering stations.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
1,044,016	0	0	1,044,016	0	0

**Program: 6170P - Alcohol and Other Drug Services**

**3. Whole Person Care - Alcohol and Other Drug Services**

The Whole Person Care budget runs on a calendar year with potential opportunities to roll over unused funds. The State has now completed review of Program Year 2 and approved rollover funding for Program Year 3. This change now appropriates those rollover funds which will be used for improving communications with clients, enhancing peer counseling services, and building showers at sobering stations.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
653,877	0	0	653,877	0	0

**FY 2018-19 Total Funding Adjustments**

Total Requirements	Total Intrafund Transfers	Total Contingencies/ Reserves	Total Sources	Net County Cost	Positions
1,697,893	0	3,343,845	5,041,738	0	0

**Health Services  
San Mateo Medical Center (6600B)**

**FY 2018-19 September Revisions**

The following are significant changes from the FY 2018-19 Approved Recommended Budget to the FY 2018-19 Adopted Budget:

**Program: 6600P - San Mateo Medical Center**

**1. SMMC Position Adjustments**

To align the changing operational needs of departments with appropriate staffing, the Medical Center submitted the proposed changes and obtained approval from the Board of Supervisors. This action aligns the budget with those approved changes. In addition, three positions within the Medical Center are moved to align with the reporting structure.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
189,690	0	0	189,690	0	0

**2. Correction of Medical Supplies Budget**

The Medical Surgical department medical supply budget is increased to correct the original budget. Revenues have been adjusted to cover this increase.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
270,000	0	0	270,000	0	0

**FY 2018-19 Total Funding Adjustments**

Total Requirements	Total Intrafund Transfers	Total Contingencies/ Reserves	Total Sources	Net County Cost	Positions
459,690	0	0	459,690	0	0

**Social Services**  
**Human Services Agency (7000D)**

**FY 2018-19 September Revisions**

The following are significant changes from the FY 2018-19 Approved Recommended Budget to the FY 2018-19 Adopted Budget:

**Program: 7010P - Office of Agency Director**

**1. Centralized Contract Management Model**

This action adds one Contract Administrator II position to the Agency's contract unit to complete restructure. An existing vacant position within the Agency has been repurposed for this reason.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
136,894	(136,894)	0	0	0	1

**2. DPW Card Key Service Charges**

This action adds funds related to the transfer of card key management from ISD to DPW. Expense will be distributed to the agency branches within the Agency through cost applied.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
128,123	(128,123)	0	0	0	0

**3. ISD Pass-Through Charges**

ISD pass-through charges are reclassified from Services and Supplies to Other Charges due a countywide change for greater transparency into one-time and ongoing costs related to technology purchases and projects for Generic Services and Supplies.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
0	0	0	0	0	0

**4. STARS Award Carry Forward**

This action allows the Agency to carry forward the STARS Award appropriation from FY 2017-18 to FY 2018-19.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
20,000	(20,000)	0	0	0	0

**Social Services**  
**Human Services Agency (7000D)**

**Program: 7220P - Eligibility Determination**

**5. ISD Pass-Through Charges**

ISD pass-through charges are reclassified from Services and Supplies to Other Charges due a countywide change for greater transparency into one-time and ongoing costs related to technology purchases and projects for Eligibility Determination.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
0	0	0	0	0	0

**6. DPW Card Key Service Charges**

This action represents Economic Self-Sufficiency's distributed cost of the transfer of card key management from ISD to DPW.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
64,062	0	0	64,062	0	0

**7. Centralized Contract Management Model**

This action deletes one Benefit Analyst III position to complete a restructure to the Agency contract unit. This position will be converted and moved.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
(118,780)	0	0	(118,780)	0	(1)

**8. Transfer of Benefit Analyst III Position**

This action transfers one Benefit Analyst III position from Eligibility Determination Unit to the Overpayment Unit due to operational needs.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
0	0	0	0	0	0

**Social Services**  
**Human Services Agency (7000D)**

**Program: 7320P - Employment Services**

**9. DPW Card Key Service Charges**

This action represents Employment Services' distributed costs of the transfer of card key management from ISD to DPW.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
19,218	0	0	19,218	0	0

**10. ISD Pass-Through Charges**

ISD pass-through charges are reclassified from Services and Supplies to Other Charges due a countywide change for greater transparency into one-time and ongoing costs related to technology purchases and projects for CalWORKs.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
0	0	0	0	0	0

**Program: 7330P - Vocational Rehab Services**

**11. ISD Pass-Through Charges**

ISD pass-through charges are reclassified from Services and Supplies to Other Charges due a countywide change for greater transparency into one-time and ongoing costs related to technology purchases and projects for Vocational Rehabilitative Services.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
0	0	0	0	0	0

**Social Services**  
**Human Services Agency (7000D)**

**Program: 7360P - Child Care Services****12. Re-alignment of Child Care appopriation based on caseload**

This action re-aligns appropriation for Child Care Services based on current trends in caseload activity. Stage 1 Child Care appropriation will be decreased due to declining caseloads. The amount of this decrease will be added to the appropriation for California Alternative Payment Program (CAPP) and Title IV-E Child Care services due to increasing caseloads.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
0	0	0	0	0	0

**13. Emergency Child Care Bridge Program**

This action funds the Emergency Child Care Bridge Program. The program provides short-term Child Care to eligible families when long-term placement is not available. Program services also mandate a dedicated case manager and, in certain cases, trauma-informed child care training for providers.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
370,148	0	0	370,148	0	0



**Social Services**  
**Human Services Agency (7000D)**

**Program: 7420P - Children and Family Services**

**14. ISD Pass-Through Charges**

ISD pass-through charges are reclassified from Services and Supplies to Other Charges due a countywide change for greater transparency into one-time and ongoing costs related to technology purchases and projects for FRC Collaboratives.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
0	0	0	0	0	0

**15. DPW Card Key Service Charges**

This action represents Child Welfare Services' distributed costs of the transfer of card key management from ISD to DPW.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
44,843	0	0	44,843	0	0

**16. Measure K Funds for Orange & Grand Construction Project**

This action adds Measure K funding to allow the County to address facility and furniture needs for the Transitional Housing Units in South San Francisco.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
650,000	0	0	650,000	0	0

**Social Services**  
**Human Services Agency (7000D)**

**Program: 7510P - Homeless and Safety Net Services**

**17. Measure K Funds for Services for Homeless Living in Cars**

This action adds Measure K funding in order to develop and implement strategies to serve homeless individuals living in their cars and other vehicles. It provides funding needed to create and apply specialized strategies for outreach services and to collect additional information about this population in order to meet their service needs.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
450,000	0	0	450,000	0	0

**18. Measure K Funds for facility improvements at Maple Street**

This action adds Measure K funding to renovate, improve, and furnish the Maple Street facility, previously used by the Sheriff's Department, to be used for homeless services.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
500,000	0	0	500,000	0	0

**19. Measure K Funds for Case Management Services at Maple Street**

This action adds Measure K funding for case management services for clients being served by the homeless services program in the renovated Maple Street facility.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
100,000	0	0	100,000	0	0

**20. Measure K Funds for Safe Harbor Shelter Repairs**

This action adds Measure K funding needed to upgrade the Safe Harbor Shelter facility. Facility projects and improvements to promote a safe, habitable living environment for the individuals who are residing in the shelter and to maintain the facility so that it can maintain operations for future clients.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
300,000	0	0	300,000	0	0

**Social Services**  
**Human Services Agency (7000D)**

**Program: 7520P - Community Capacity**

**21. ISD Pass-Through Charges**

ISD pass-through charges are reclassified from Services and Supplies to Other Charges due a countywide change for greater transparency into one-time and ongoing costs related to technology purchases and projects for Prevention Management.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
0	0	0	0	0	0

**22. ISD Pass-Through Charges**

ISD pass-through charges are reclassified from Services and Supplies to Other Charges due a countywide change for greater transparency into one-time and ongoing costs related to technology purchases and projects for Veterans Services.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
0	0	0	0	0	0

**FY 2018-19 Total Funding Adjustments**

Total Requirements	Total Intrafund Transfers	Total Contingencies/ Reserves	Total Sources	Net County Cost	Positions
2,664,508	(285,017)	0	2,379,491	0	0

**Community Services  
Planning and Building (3800B)**

**FY 2018-19 September Revisions**

The following are significant changes from the FY 2018-19 Approved Recommended Budget to the FY 2018-19 Adopted Budget:

**Program: 3830P - Long Range Planning Services**

**1. Measure K Rollover**

Unspent Measure K budget from FY 2017-18 is rolled over and appropriated for the affordable housing initiative and the Gray Whale Cove Improvement Project.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
392,893	0	0	392,893	0	0

**Program: 3843P - Planning and Development Review**

**2. County-Wide Vegetation Mapping Regional Project**

Funds are allocated to the Department's share in the countywide Vegetation Mapping Regional Project in partnership with the Golden Gate National Recreation Area (GGNRA). \$25,000 cost of the project is absorbed through reductions in contract services.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
0	0	0	0	0	0

**3. Add Planner III, Permanent Position**

This action adds a permanent Planner III position. For the last 3 years, the Department utilized limited-term Planners to assist with Current Planning workload. However, retention of the limited-term Planner has been a challenge. The Department saw a succession of limited-term Planners leave the Department for permanent positions in other jurisdictions, after extensive time has been invested in training them. Over the years, new regulations in stormwater, water efficiency landscaping, grading, green infrastructure, and other new ordinances have made planning work more complex and time-intensive. The nature of planning work has evolved significantly and planning is now heavily involved in most, if not all, building plan check reviews, in addition to planning permit processing. For these reasons, the complex workload warrants the addition of a permanent Planner III position. Costs will be partially offset by zoning fees.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
123,722	0	0	86,640	37,082	1

**FY 2018-19 Total Funding Adjustments**

Total Requirements	Total Intrafund Transfers	Total Contingencies/ Reserves	Total Sources	Net County Cost	Positions
516,615	0	0	479,533	37,082	1

**Community Services  
Parks Department (3900B)**

**FY 2018-19 September Revisions**

The following are significant changes from the FY 2018-19 Approved Recommended Budget to the FY 2018-19 Adopted Budget:

**Program: 3900P - Parks and Recreation**

**1. Measure K Rollover**

Budget adjustments are made to rollover unused funds for ongoing projects and programs including: operations and maintenance; natural resource management; playground improvements; GIS and baseline mapping; master planning; multi-modal planning; Sanchez Adobe restoration; Volunteer Program; Volunteer Stewardship Corps; Environmental Youth Corps; district-specific funding for the Ohlone Portola Trail feasibility study; Pescadero Old Haul Road; Shuttle Program; and other funding to organizations completing projects, including Ravenswood Bay Trail Connection, Wavcrest Trail, and Pedro Point Headlands. Funding is also properly moved from Parks Operations and Maintenance to the Parks Interpretative Program and Volunteer Program.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
5,640,341	0	0	5,640,341	0	0

**2. Non-Departmental Services Rollover**

Budget adjustments are made to roll over unused funds from Non-Departmental Services for various projects, including Geographic Information Systems; Tunitas Creek Beach; metal out building; San Pedro Valley ADA Upgrades; and the Sanchez Adobe Restoration.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
254,297	(254,297)	0	0	0	0

**3. Grant and Donation Adjustments**

Budget adjustments are made to rollover grant funds for the San Vicente Creek Restoration Project and remove a donation that was previously budgeted.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
(140,588)	130,000	0	(10,588)	0	0

**FY 2018-19 Total Funding Adjustments**

Total Requirements	Total Intrafund Transfers	Total Contingencies/ Reserves	Total Sources	Net County Cost	Positions
5,754,050	(124,297)	0	5,629,753	0	0

**Community Services**  
**Parks Acquisition and Development (3970B)**

**FY 2018-19 September Revisions**

The following are significant changes from the FY 2018-19 Approved Recommended Budget to the FY 2018-19 Adopted Budget:

**Program: 3970P - Acquisition, Conservation and Development**

**1. Measure K Rollover**

Budget adjustments are made to rollover unused funds for multi-year capital projects, including Crystal Springs Trail Highway 92 Crossing Plans; Flood Park Baseball Field Renovation; Huddart Park Meadow Lawn Renovation; Huddart Richards Road Repairs; Memorial Homestead Youth Camp Septic Repairs; Old Guadalupe Trail Renovations; Ralston Trail Repaving; Wunderlich Carriage House Restroom ADA Improvements; Wunderlich Stable Hay Barn Plans and Construction; Flood Park Improvements; Green Valley Trail; Memorial Park Paving Tan Oak Loop; Pescadero Old Haul Road Repairs; Huddart Park Water Lines and Supply Systems; Alambique Trail Repairs; Sam McDonald Visitor Center Renovation and Interpretative Center; and Ranger Residence Improvements.

Requirements	Intrafund Transfers	Contingencies/Reserves	Sources	Net County Cost	Positions
7,341,966	0	0	7,341,966	0	0

**2. Non-Departmental Services Rollover**

Budget adjustments are made to rollover unused funds from Non-Departmental Services for various projects, including the Mid-Coast Multi-Modal Trail; Wunderlich Trailhead Restroom and Picnic Area; Coyote Point Bay Trail Repair on North Levee; and Flood Park Tennis Court Renovation.

Requirements	Intrafund Transfers	Contingencies/Reserves	Sources	Net County Cost	Positions
579,586	0	0	579,586	0	0

**3. Grant Adjustments**

Budget adjustments are made to rollover unused grant funds for the Complete the Gap Trail and remove funding for the Crumb Clean grant as it was previously budgeted in the Department's operating budget.

Requirements	Intrafund Transfers	Contingencies/Reserves	Sources	Net County Cost	Positions
849,702	0	0	849,702	0	0

**FY 2018-19 Total Funding Adjustments**

Total Requirements	Total Intrafund Transfers	Total Contingencies/Reserves	Total Sources	Net County Cost	Positions
8,771,254	0	0	8,771,254	0	0

**Community Services**  
**County Library (Information Only) (3700B)**

**FY 2018-19 September Revisions**

The following are significant changes from the FY 2018-19 Approved Recommended Budget to the FY 2018-19 Adopted Budget:

**Program: 3700P - County Library**

**1. Reduction in Anticipated Fines**

Funding adjustment is made to account for the reduction in anticipated Library fines.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
(75,000)	0	0	(75,000)	0	0

**FY 2018-19 Total Funding Adjustments**

Total Requirements	Total Intrafund Transfers	Total Contingencies/ Reserves	Total Sources	Net County Cost	Positions
(75,000)	0	0	(75,000)	0	0

**Community Services  
Office of Sustainability (4000B)**

**FY 2018-19 September Revisions**

The following are significant changes from the FY 2018-19 Approved Recommended Budget to the FY 2018-19 Adopted Budget:

**Program: 4010P - Administration**

**1. New Position - Accountant I/II**

Due to the increased number of Measure K initiatives and the implementation of a new property tax system, an Accountant I/II position is being added. This position will be responsible for processing Measure K agreements for the Board of Supervisors and the County Manager's Office as well as the distribution and reconciliation of Measure K payments made for both departments. Additionally, this position will also support the finance and accounting related to the replacement of the County's property tax system and be responsible for managing the project budget, assist with contract execution, perform the day to day accounting for the project, and provide financial reports to various stakeholders. This position will be funded partially by Measure K and the balance by the General Fund.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
101,552	0	0	50,777	50,775	1

**Program: 4030P - Livable Communities**

**2. Caltrans Sustainable Communities Grant**

In July 2018, the Office of Sustainability received a grant from the California Department of Transportation under the Sustainable Communities initiative with the objective of encouraging local and regional multimodal transportation and land use planning that furthers the regions Regional Transportation Plan / Sustainable Communities Strategy, contributes to the State's greenhouse gas reduction targets, and addresses the needs of disadvantaged communities. This grant will allow the County to plan for closing gaps in the bicycle and pedestrian network countywide and to develop programs that increase use of active transportation to reduce congestion and greenhouse gas emissions.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
228,820	0	0	228,820	0	0

**FY 2018-19 Total Funding Adjustments**

Total Requirements	Total Intrafund Transfers	Total Contingencies/ Reserves	Total Sources	Net County Cost	Positions
330,372	0	0	279,597	50,775	1



**Community Services  
Facilities Services (4730B)**

**FY 2018-19 September Revisions**

The following are significant changes from the FY 2018-19 Approved Recommended Budget to the FY 2018-19 Adopted Budget:

**Program: 4730P - Facilities Services**

**1. Custodial Building Services Staffing Adjustments**

This action adds one Utility Worker I position and deletes one Custodian position from the Custodial Building Services unit. The current duties of this position include parking enforcement services (patrol and citation issuance) in addition to custodial duties for the parking facilities at County Center.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
0	0	0	0	0	0

**FY 2018-19 Total Funding Adjustments**

Total Requirements	Total Intrafund Transfers	Total Contingencies/ Reserves	Total Sources	Net County Cost	Positions
0	0	0	0	0	0

**Community Services**  
**Road Construction and Operations (4520B)**

**FY 2018-19 September Revisions**

The following are significant changes from the FY 2018-19 Approved Recommended Budget to the FY 2018-19 Adopted Budget:

**Program: 4520P - Road Construction and Operations**

**1. Roadside Ditch Maintenance Equipment**

This action appropriates funds for an internal lease request to purchase a Ditch Master to assist crews in addressing drainage problems, mitigating costly road repair and replacement costs resulting from water damage.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
400,000	0	0	400,000	0	0

**2. Carry-Forward of Measure K Funding for Road Projects**

This action appropriates Measure K funds for initiatives that were not completed in FY 2017-18 to complete the following projects: Pescadero Bathrooms, Santa Cruz Avenue Bicycle Improvement Project, and Street End Waterfront Access Improvement Project in Princeton.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
19,541	0	0	19,541	0	0

**3. Road and Bridge Project Adjustments**

This action appropriates funds for road and bridge projects due to project progress, revised priorities, and updated funding sources. Grant funding was increased for both the Crystal Springs Dam Bridge project and Bridge Preventive Maintenance Program. Funding from Mitigation Fee and Half-Cent Transportation funds was increased.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
645,540	0	1,192,817	1,838,357	0	0

**FY 2018-19 Total Funding Adjustments**

Total Requirements	Total Intrafund Transfers	Total Contingencies/ Reserves	Total Sources	Net County Cost	Positions
1,065,081	0	1,192,817	2,257,898	0	0

**Community Services**  
**Enhanced Flood Control Program Admin (4660B)**

**FY 2018-19 September Revisions**

The following are significant changes from the FY 2018-19 Approved Recommended Budget to the FY 2018-19 Adopted Budget:

**Program: 4660P - Enhanced Flood Control Program Admin**

**1. Flood Emergency Response Grant**

This adjustment appropriates funds from both the Flood Emergency Response Grant and the California Department of Water Resources to install stream gauges and expand the County's flood warning system, including a flood warning website.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
485,850	0	0	485,850	0	0

**FY 2018-19 Total Funding Adjustments**

Total Requirements	Total Intrafund Transfers	Total Contingencies/ Reserves	Total Sources	Net County Cost	Positions
485,850	0	0	485,850	0	0

**Community Services**  
**Vehicle and Equipment Services (4760B)**

**FY 2018-19 September Revisions**

The following are significant changes from the FY 2018-19 Approved Recommended Budget to the FY 2018-19 Adopted Budget:

**Program: 4760P - Vehicle and Equipment Services**

**1. Purchase of Sheriff Vehicles**

This action appropriates funds for the purchase of ten additional vehicles for the Sheriff's Office. Due to the manufacture's production cycle, the vehicles (2019 Ford Utility Interceptor) were ordered in July 2018 and will be delivered in FY 2018-19.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
362,171	0	(362,171)	0	0	0

**FY 2018-19 Total Funding Adjustments**

Total Requirements	Total Intrafund Transfers	Total Contingencies/ Reserves	Total Sources	Net County Cost	Positions
362,171	0	(362,171)	0	0	0

**Community Services  
Utilities (4840B)**

**FY 2018-19 September Revisions**

The following are significant changes from the FY 2018-19 Approved Recommended Budget to the FY 2018-19 Adopted Budget:

**Program: 4840P - Utilities**

**1. San Francisquito Creek Flood Zone Contribution to JPA**

This action appropriates funds from reserves to increase the San Francisquito Creek Flood Control Zone's contribution to the San Francisquito Creek Joint Powers Authority, as approved on July 10, 2018 by the Board of Supervisors, acting as the Governing Board of the San Francisquito Creek Flood Control Zone.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
33,000	0	(33,000)	0	0	0

**2. Sewer Service Rate Increases**

This action appropriates funds for continued routine and emergency maintenance, sewage treatment and disposal, capital improvement projects, and compliance with State and Federal regulations. Increased revenue from sewer service charges in the Burlingame Hills, Crystal Springs, Fair Oaks, and Harbor Industrial Sewer Maintenance Districts is due to rate increases approved by the Board of Supervisors on July 24, 2018.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
2,950,995	0	(750,000)	2,200,995	0	0

**3. Sewer District Maintenance Staffing Adjustments**

This action deletes one vacant Road Maintenance Worker II position and adds one vacant Wastewater Collection Worker II position to align with current staffing needs. In addition, an agile/work-out-of-class development opportunity for a Lead Wastewater Collection Worker has been added in the Sewer District Maintenance crew.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
23,440	0	0	23,440	0	0

**4. Emerald Lake Heights Sewer District Capital Improvements**

This action appropriates funds to complete the following projects: Edgewood Road/Cordilleras Road Sewer Rehabilitation and Mudslide Sewer Replacement projects for Oak Knoll Drive and Park Road.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
500,598	0	0	500,598	0	0

**Community Services**  
**Utilities (4840B)**

**5. County Service Area 11 Water Supply Project**

This action appropriates funds to complete the in-progress County Service Area 11 Water Supply and Sustainability Project, which will provide a new well and storage tank. The appropriation includes a roll-forward from FY 2017-18 in General Fund contribution, Measure K funding, and State grant funding.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
378,646	0	(17,372)	361,274	0	0

**6. Old County Road Undergrounding Project**

This action appropriates loan proceeds from the Utilities General Fund and Cable TV reserves, to the Belmont Highway Lighting District fund in order to complete the Old County Road Undergrounding Project. A loan from the Cable TV fund was used to help pay for the project because of higher than anticipated bid prices.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
100,000	0	0	100,000	0	0

**FY 2018-19 Total Funding Adjustments**

Total Requirements	Total Intrafund Transfers	Total Contingencies/ Reserves	Total Sources	Net County Cost	Positions
3,986,679	0	(800,372)	3,186,307	0	0

**Community Services**  
**Airports (4850B)**

**FY 2018-19 September Revisions**

The following are significant changes from the FY 2018-19 Approved Recommended Budget to the FY 2018-19 Adopted Budget:

**Program: 4850P - Airports**

**1. Measure K Supported Airport Improvement Projects**

This action appropriates Measure K funds for the 795 Skyway Building Phase I project and the 670 Airport Way Building Remediation Phase I project. Funds will be used to design the renovation of the existing 795 Skyway Building structure for future use by an existing flight school that is being displaced by the Skyway Building development or other appropriate aviation use. In addition, renovation and remediation of the 670 Airport Way Building will include: demolition of office space, upgrade to ADA requirements, certification of sprinkler system, remediation of any required hazmat, and exterior work to ready the structure for a future tenant. In addition, Measure K funds are appropriated for the Terminal Building Stair Repair at San Carlos Airport.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
1,510,000	0	0	1,510,000	0	0

**2. Airport Revenue Adjustments**

This action reduces revenue from Airport landing fees and fuel concessions based on the latest projections. This adjustment is offset by additional revenue resulting from a three percent Consumer Price Increase in hangar and tie-down fees as approved by the Board of Supervisors on June 19, 2018; an increase in lease revenue; a reduction in project funding for security upgrades and a fee study; and a minor reduction in operating expense.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
(152,515)	0	0	(152,515)	0	0

**3. Federal Aviation Administration Grant-Funded Projects**

This action appropriates funds for the following Federal Aviation Administration projects: Half Moon Bay Electrical Study, Part 150 Noise Study at the San Carlos Airport, and replacement of the Half Moon Bay Airport's main windsock.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
154,879	0	(14,421)	140,458	0	0

**Community Services  
Airports (4850B)**

**4. Security Upgrades at San Carlos Airport**

This action appropriates funds for Security Upgrades at San Carlos Airport. This project is funded by contributions from Non-Departmental and is anticipated to be completed in FY 2018-19.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
114,754	0	0	114,754	0	0

**5. San Carlos Terminal Building Parking Lot Rehabilitation**

This action appropriates an additional \$42,250 from Reserves for the previously appropriated San Carlos Terminal Building Parking Lot Rehabilitation Project based on current cost estimates. This project is necessary to replace pavement that has begun to fail.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
42,250	0	(42,250)	0	0	0

**FY 2018-19 Total Funding Adjustments**

Total Requirements	Total Intrafund Transfers	Total Contingencies/ Reserves	Total Sources	Net County Cost	Positions
1,669,368	0	(56,671)	1,612,697	0	0



**Community Services  
Capital Projects (8500B)**

**FY 2018-19 September Revisions**

The following are significant changes from the FY 2018-19 Approved Recommended Budget to the FY 2018-19 Adopted Budget:

**Program: 8500P - Capital Projects**

**1. Capital Projects Adjustments**

This action appropriates funds to continue ongoing projects from FY 2017-18; adjusts appropriations based on scope changes, and updates cost estimates for projects already included in the FY 2018-19 Approved Recommended Budget, including Cordilleras Bathroom Improvements and Elections Registration Improvements. This action also appropriates funding for new projects, including Huddart Park Restroom Building ADA Improvements and Pescadero Yard Fuel Tank Replacement.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
7,204,501	0	(1,373,525)	5,830,976	0	0

**FY 2018-19 Total Funding Adjustments**

Total Requirements	Total Intrafund Transfers	Total Contingencies/ Reserves	Total Sources	Net County Cost	Positions
7,204,501	0	(1,373,525)	5,830,976	0	0

**Community Services**  
**Other Capital Construction Fund (8450B)**

**FY 2018-19 September Revisions**

The following are significant changes from the FY 2018-19 Approved Recommended Budget to the FY 2018-19 Adopted Budget:

**Program: 8450P - Warm Shell Project Budget**

**1. Skylonda Fire Station Project**

This action appropriates roll-forward funds for the completion of the Skylonda Fire Station project.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
(93,590)	0	0	(93,590)	0	0

**2. Project Development Unit Budget Increase**

This action appropriates new Measure K fund increases to complete the Skylonda Fire Station project.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
1,324,094	0	0	1,324,094	0	0

**FY 2018-19 Total Funding Adjustments**

Total Requirements	Total Intrafund Transfers	Total Contingencies/ Reserves	Total Sources	Net County Cost	Positions
1,230,504	0	0	1,230,504	0	0

**Community Services**  
**Major Capital Construction (8470B)**

**FY 2018-19 September Revisions**

The following are significant changes from the FY 2018-19 Approved Recommended Budget to the FY 2018-19 Adopted Budget:

**Program: 8470P - Major Capital Construction**

**1. Major Capital Construction Projects**

This action appropriates roll-forward funds to the following existing projects: Animal Shelter, Lathrop House relocation, Pescadero Fire Station, and the Regional Operations Center.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
4,945,806	0	0	4,945,806	0	0

**2. Lathrop House Relocation Budget Increase**

This action appropriates a funding increase for the Lathrop House Relocation project.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
300,000	0	0	300,000	0	0

**3. Regional Operations Center Infrastructure**

This action appropriates funds for the Regional Operations Center information technology infrastructure that was not originally included in the FY 2018-19 Recommended Budget. It is being added now in order to begin this phase of work.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
6,500,000	0	0	6,500,000	0	0

**4. Lathrop House Relocation Project Funding Change**

This action moves the Lathrop House Relocation Project Funding from Major Capital Construction to the General Fund.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
0	0	0	0	0	0

**FY 2018-19 Total Funding Adjustments**

Total Requirements	Total Intrafund Transfers	Total Contingencies/ Reserves	Total Sources	Net County Cost	Positions
11,745,806	0	0	11,745,806	0	0

**Community Services**  
**Agricultural Commissioner/Sealer (1260B)**

**FY 2018-19 September Revisions**

The following are significant changes from the FY 2018-19 Approved Recommended Budget to the FY 2018-19 Adopted Budget:

**Program: 1260P - Agricultural Commissioner/Sealer**

**1. Miscellaneous September Revisions**

Revenue accounts are adjusted to reflect projected changes in State subvention and contracts. Adjustments are made to reflect lower labor costs. Funds are appropriated to upgrade computers and other equipment, as well as a contract for maintenance, support, and enhancements of Department's time and activity database software.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
0	0	0	0	0	0

**2. SFO Agricultural Inspections**

Measure K is appropriated for the cost of agricultural inspections at San Francisco International Airport due to FAA regulation that Measure K jet fuel sales tax be spent strictly for airport-associated expenditures in San Mateo County.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
153,633	0	0	153,633	0	0

**FY 2018-19 Total Funding Adjustments**

Total Requirements	Total Intrafund Transfers	Total Contingencies/ Reserves	Total Sources	Net County Cost	Positions
153,633	0	0	153,633	0	0

**Community Services  
Department of Housing (7900B)**

**FY 2018-19 September Revisions**

The following are significant changes from the FY 2018-19 Approved Recommended Budget to the FY 2018-19 Adopted Budget:

**Program: 7920P - Housing and Community Development**

**1. Miscellaneous Increases and Carryovers**

This action reflects an increase of federal aid from HUD, increase in Measure K loan fees, intrafund transfer from Human Services Agency for Foster Youth Housing, intrafund transfer of repayment of PCE loan, and carryover of funds from Redwood City for the Middlefield Junction redevelopment project. Funds are appropriated to HCD project costs.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
2,652,242	(2,307,896)	0	344,346	0	0

**2. Measure K Rollover**

Unspent Measure K funds from FY 2017-18 are rolled over.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
25,705,255	0	0	25,705,255	0	0

**Program: 7930P - Housing Authority**

**3. 7930P - Housing Authority**

Total Sources increase by \$9,497,065 or 10.7 percent due to revenue increase in federal aid from HUD for Voucher and Continuum of Care Programs. Total Requirements increase by \$9,497,065 or 10.8 percent due to anticipated increases in Service Charges and Housing Assistance Payment expenditures, including Voucher and Continuum of Care programs.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
9,497,065	0	0	9,497,065	0	0

**FY 2018-19 Total Funding Adjustments**

Total Requirements	Total Intrafund Transfers	Total Contingencies/ Reserves	Total Sources	Net County Cost	Positions
37,854,562	(2,307,896)	0	35,546,666	0	0

**Administration and Fiscal Services  
County Manager/Clerk of the Board (1200B)**

**FY 2018-19 September Revisions**

The following are significant changes from the FY 2018-19 Approved Recommended Budget to the FY 2018-19 Adopted Budget:

**Program: 1210P - County Management**

**1. New Position - Community Program Analyst**

In FY 2016-17, a limited term Community Program Analyst position was transferred from the Human Services Agency to the newly created Office of Community Affairs in the County Manager's Office. This position focuses on coordinating available services and resources for immigrants living in the county and collaborates with Non-profits to host citizen workshops, develop a communication plan to inform immigrants of services, and develop additional supportive services. Due to the critical nature of these services, a permanent position is being added. This position will be funded by a decrease in extra help salaries and benefits, which offsets the increase in Requirements for a net of zero.

Requirements	Intrafund Transfers	Contingencies/Reserves	Sources	Net County Cost	Positions
0	0	0	0	0	1

**2. Measure K - Communications Officer**

In FY 2015-16, a limited term Communications Officer was hired to conduct education and outreach to the public on the Measure K (formerly Measure A) half-cent sales tax. Measure K was passed by the voters in November of 2016 and extended the sales tax until March 31, 2043. Given the length of the extension, a permanent Communications Officer position is being added to continue the education and outreach to the public, as well as support the Measure K Oversight Committee. This position is fully funded through Measure K.

Requirements	Intrafund Transfers	Contingencies/Reserves	Sources	Net County Cost	Positions
197,897	0	0	197,897	0	1

**3. Measure K - Immigrant Legal Services**

In July 2017, the County entered into an agreement with the Legal Aid Society of San Mateo County to provide legal workshops to immigrants on topics such as immigrant rights, the path to citizenship, and immigration benefits, including but not limited to, relief for crime victims, Deferred Action for Childhood Arrival (DACA), and Special Immigrant Juveniles. Due to the success of the first year of these services, the County will continue the agreement with the Legal Aid Society for FY 2018-19. This contract is fully funded through Measure K.

Requirements	Intrafund Transfers	Contingencies/Reserves	Sources	Net County Cost	Positions
276,000	0	0	276,000	0	0

**Administration and Fiscal Services  
County Manager/Clerk of the Board (1200B)**

**Program: 1217P - Special Projects and Grants**

**4. Memberships and Contributions Adjustments**

The County is increasing the membership fee to the Association of Bay Area Governments (ABAG) due to a change to ABAG's formula to calculate counties' shares. This change was implemented to shore up ABAG expenses and to support additional costs the Metropolitan Transportation Commission (MTC) has incurred in the transition between the MTC and the Executive Board. Additionally, the County is increasing the contributions to both the Peninsula Conflict Resolution Center (PCRC) and the Half Moon Bay Coastsides Chamber of Commerce and Visitor's Bureau to adjust for increasing costs for both agencies.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
58,586	0	0	0	58,586	0

**Program: 1230P - Project Development Unit**

**5. 1230P - New Trailer**

Fund Balance is appropriate to add an additional trailer on to the 1402 Maple Street property. The trailer space will be split between PSC's CAD refresh team and contractors for PDU projects.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
194,268	(64,756)	0	0	129,512	0

**FY 2018-19 Total Funding Adjustments**

Total Requirements	Total Intrafund Transfers	Total Contingencies/ Reserves	Total Sources	Net County Cost	Positions
726,751	(64,756)	0	473,897	188,098	2

**Administration and Fiscal Services  
Assessor-County Clerk-Recorder (1300B)**

**FY 2018-19 September Revisions**

The following are significant changes from the FY 2018-19 Approved Recommended Budget to the FY 2018-19 Adopted Budget:

**Program: 1310P - Appraisal Services**

**1. Assessor Property Assessment System (APAS) Staffing Costs**

Funding is appropriated for staffing expenditures associated with the Assessor Property Assessment System (APAS). The non-staffing related costs, including contract and contractor costs, will be included in the Non-Departmental Services budget. The APAS system is a replacement for the current property assessment system, EZ Access.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
1,652,682	(1,652,682)	0	0	0	0

**2. Geographical Information System (GIS) Reappropriation**

Funding is appropriated for the Geographical Information System (GIS).

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
1,841,091	(1,841,091)	0	0	0	0

**3. Two Department System Analyst (DSA) Regular Employees**

Two Department System Analyst (DSA) regular positions are added to work on the implementation and ongoing support for the Assessment Property Assessment System and other IT projects.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
327,126	(327,126)	0	0	0	2

**4. Consultant for Assessor Studies**

Funding is appropriated for a consultant to do a Cap Rate Study, Leasing Study, and Vacancy Factor Study. These studies will increase the efficiency with which Assessors can value properties and will also be beneficial during appeals. Funding will be covered by Departmental Reserves.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
100,000	0	(100,000)	0	0	0



**Administration and Fiscal Services  
Assessor-County Clerk-Recorder (1300B)**

**5. ISD Pass-Through Charges**

ISD pass-through charges are reclassified from Services and Supplies to Other Charges due a countywide change for greater transparency into one-time and ongoing costs related to technology purchases and projects.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
0	0	0	0	0	0

**6. Elections - Tower Road Infrastructure Improvements**

Funding is appropriated for the Elections Tower Road Infrastructure Improvements Project, including Phase I work to redesign the Tower Road facility in line with the new Voter's Choice Act election model.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
300,000	0	(300,000)	0	0	0

**Program: 1330P - Elections****7. November 2018 Statewide General Election Cost Update**

Funding is appropriated for the November 2018 Election based on updated cost estimates from the June 2018 Election.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
520,000	(520,000)	0	0	0	0

**FY 2018-19 Total Funding Adjustments**

Total Requirements	Total Intrafund Transfers	Total Contingencies/ Reserves	Total Sources	Net County Cost	Positions
4,740,899	(4,340,899)	(400,000)	0	0	2

**Administration and Fiscal Services  
Controller's Office (1400B)**

**FY 2018-19 September Revisions**

The following are significant changes from the FY 2018-19 Approved Recommended Budget to the FY 2018-19 Adopted Budget:

**Program: 1411P - Administration**

**1. Administration Division Adjustments**

Various pass-through charges are reclassified so that they may be paid directly by the Controller's Office instead of being passed through the Information Services Department.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
0	0	0	0	0	0

**Program: 1431P - Payroll Services**

**2. ISD Pass-Through Charges**

ISD pass-through charges are reclassified from Services and Supplies to Other Charges due a countywide change for greater transparency into one-time and ongoing costs related to technology purchases and projects.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
0	0	0	0	0	0

**Program: 1441P - General Accounting**

**3. Fiscal Services Extra Help Hours**

Appropriations are reduced in Extra Help hours for a part-time Fiscal Office Specialist position.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
(9,563)	0	0	0	(9,563)	0

**Program: 1461P - Property Tax/Special Accounting**

**4. Property Taxes**

Revenues associated with SB107 Redevelopment Agency Oversight Board, Tax/Assessment Collection fees, and Supplemental Taxes are increased. Expenditures are appropriated for contract services with PCMG for upgrades to the operating system and application servers, a Limited Term Programmer to assist in the replacement of the property tax system, license renewal costs, and County Manager and County Counsel intrafund charges associated with SB107 Redevelopment Agency Oversight Board.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
185,497	12,500	0	188,434	9,563	0

**Administration and Fiscal Services  
Controller's Office (1400B)****FY 2018-19 Total Funding Adjustments**

<b>Total Requirements</b>	<b>Total Intrafund Transfers</b>	<b>Total Contingencies/ Reserves</b>	<b>Total Sources</b>	<b>Net County Cost</b>	<b>Positions</b>
175,934	12,500	0	188,434	0	0

**Administration and Fiscal Services  
County Counsel's Office (1600B)**

**FY 2018-19 September Revisions**

The following are significant changes from the FY 2018-19 Approved Recommended Budget to the FY 2018-19 Adopted Budget:

**Program: 1600P - County Counsel's Office**

**1. Revenue Revision**

This action appropriates funds to Contingencies/Reserves due to greater than anticipated revenue from legal services fees and reimbursement for outside legal services charges.

Requirements	Intrafund Transfers	Contingencies/Reserves	Sources	Net County Cost	Positions
0	(539,028)	539,028	0	0	0

**2. Airport Consultancy Contract**

Measure K is appropriated for airport consultant costs, including legal services and noise study, due to FAA regulation that Measure K jet fuel sales tax be spent strictly for airport-associated expenditures in San Mateo County

Requirements	Intrafund Transfers	Contingencies/Reserves	Sources	Net County Cost	Positions
118,908	0	0	118,908	0	0

**FY 2018-19 Total Funding Adjustments**

Total Requirements	Total Intrafund Transfers	Total Contingencies/Reserves	Total Sources	Net County Cost	Positions
118,908	(539,028)	539,028	118,908	0	0

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**Administration and Fiscal Services  
Information Services Department (1800B)**

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**FY 2018-19 September Revisions**

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The following are significant changes from the FY 2018-19 Approved Recommended Budget to the FY 2018-19 Adopted Budget:

**Administration and Fiscal Services  
Information Services Department (1800B)**

**Program: 1844P - Planning & Project Management**

**1. Appropriating Non-Dept Project Budgets for FY 2018-19**

During FY 2018-19 ISD will utilize non-departmental project funding to improve the County's information technology infrastructure and security; provide public Wi-Fi connectivity; implement an application to provide low-income housing list to County constituents; expand the use of geographical information systems for functionality; and publish open data for various entities.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
12,935,543	(12,935,543)	0	0	0	0

**2. FY 2017-18 Prop 172 Rollover to FY 2018-19**

During FY 2018-19, the County will continue to upgrade its out of support radio communications systems that will allow public safety agencies to communicate with minimal downtime.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
2,991,384	0	0	2,991,384	0	0

**3. Appropriating FY 2018-19 Customer Funded Projects**

During FY 2018-19, ISD will provide application support for the Probation Department's Information Management System.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
1,393,406	(1,393,406)	0	0	0	0

**4. Appropriating FY 2018-19 OFAS Shared & CCP Budget**

This action appropriates FY 2018-19 OFAS Shared Budget of \$434,367 with corresponding Intrafund Transfers for collections from County departments. Additionally, this action appropriates FY 2018-19 Consolidated Check Printing Budget of \$119,414 with corresponding Intrafund Transfers for collections from County departments.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
553,781	(553,781)	0	0	0	0

**5. FY 2018-19 Measure K Rollover from FY 2017-18**

During FY 2018-19, ISD will utilize Measure K rollover funds to continue the upgrade of the County telephone system and network expansion to better connect County workforce. Additionally, the rollover funds will be utilized to implement new public Wi-Fi sites across the County for better civic engagement.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
620,813	0	0	620,813	0	0

**Administration and Fiscal Services  
Information Services Department (1800B)**

**FY 2018-19 Total Funding Adjustments**

<b>Total Requirements</b>	<b>Total Intrafund Transfers</b>	<b>Total Contingencies/ Reserves</b>	<b>Total Sources</b>	<b>Net County Cost</b>	<b>Positions</b>
18,494,927	(14,882,730)	0	3,612,197	0	0

**Administration and Fiscal Services  
Non-Departmental Services (8000B)**

**FY 2018-19 September Revisions**

The following are significant changes from the FY 2018-19 Approved Recommended Budget to the FY 2018-19 Adopted Budget:

**Program: 8000P - Non-Departmental Services**

**1. September Revisions**

Adjustments are made for rollover of property tax system replacement and capital projects (including DPW, PDU, IT and Parks).

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
30,025,590	0	0	16,644,749	13,380,841	0

**2. Net County Cost Adjustments to Balance Budget**

ERAF Reserves are reduced to offset September Revisions.

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
0	0	(13,593,081)	0	(13,593,081)	0

**3. Measure K Rollover**

Unspent Measure K funds from FY 2017-18 are re-appropriated (\$1,137,800 for Seton Medical Center and \$2,665,533 for the Early Learning and Care Trust Fund).

Requirements	Intrafund Transfers	Contingencies/ Reserves	Sources	Net County Cost	Positions
3,803,333	0	0	3,803,333	0	0

**FY 2018-19 Total Funding Adjustments**

Total Requirements	Total Intrafund Transfers	Total Contingencies/ Reserves	Total Sources	Net County Cost	Positions
33,828,923	0	(13,593,081)	20,448,082	(212,240)	0



# Attachment E



## CAPITAL PROJECTS SUMMARY

**Capital Projects Summary - Public Works**

Project Description	FY 2018-19 Recommended	Change	FY 2018-19 Total Approp
<b>HEALTH PROJECTS</b>			
37th Ave ADA Barrier Removal	500,000	(500,000)	0
<b>Subtotal Health Services Projects - County General Fund 85110</b>	<b>500,000</b>	<b>(500,000)</b>	<b>0</b>
San Mateo Medical Center Replace Heat Exchangers on Low Capacity Boilers	1,967,492	(225,286)	1,742,206
San Mateo Medical Center Retrofit Water Tank	1,945,977	(36,394)	1,909,583
SMMC Old Hospital Bldg. - Non Structural Upgrades	2,000,000	(971,846)	1,028,154
San Mateo Medical Center HVAC Equipment Controls Upgrade	266,116	(62,492)	203,624
SMMC Psychiatric Unit Patient Safety Remodel 3AB Bathrooms & Padded Room	548,756	136,315	685,071
<b>Subtotal Medical Center Projects - County General Fund 85115</b>	<b>6,728,341</b>	<b>(1,159,701)</b>	<b>5,568,640</b>
Respite Center - Hacienda House Remodel	600,000	(200,000)	400,000
<b>Subtotal Health Services Projects - Measure K 85810</b>	<b>600,000</b>	<b>(200,000)</b>	<b>400,000</b>
<b>TOTAL HEALTH PROJECTS</b>	<b>7,828,341</b>	<b>(1,859,701)</b>	<b>5,968,640</b>

<b>CRIMINAL JUSTICE PROJECTS</b>		<b>0</b>	<b>0</b>
San Mateo County Honor Camp Site Characterization		50,000	50,000
Maguire Renovation Phase 2	800,000	150,780	950,780
<b>Subtotal Criminal Justice Projects - County General Fund 85120</b>	<b>800,000</b>	<b>200,780</b>	<b>1,000,780</b>
Relocate Motorpool from RWC to Grant Yard	20,000	64,110	84,110
<b>Subtotal Criminal Justice Projects- Measure K 85820</b>	<b>20,000</b>	<b>64,110</b>	<b>84,110</b>
2014 MSCC Bond Administration Program	65,924	(734)	65,190
<b>Subtotal Criminal Justice Projects-Bond 87920</b>	<b>65,924</b>	<b>(734)</b>	<b>65,190</b>
<b>TOTAL CRIMINAL JUSTICE PROJECTS</b>	<b>885,924</b>	<b>264,156</b>	<b>1,150,080</b>

<b>PARKS AND MARINA PROJECTS</b>		<b>0</b>	<b>0</b>
Alpine Trail Improve Bike/Pedestrian Trail	284,859	(142,879)	141,980
Alpine Trail Required Mitigation/Permitting	39,000	0	39,000
Memorial Park Replace Wastewater System and Potable Water System	3,879,541	345,872	4,225,413
Crystal Springs Trail South of Dam to Highway 35	875,000	121,289	996,289
Parallel Trail Creation (Fishman Creek to Princeton)	3,442,370	0	3,442,370
<b>Subtotal Parks and Marina Projects - County General Fund 85130</b>	<b>8,520,770</b>	<b>324,282</b>	<b>8,845,052</b>
Coyote Point Water Distribution & Fire Suppression	0	358,765	358,765
Crystal Springs Construct Trail South of Dam to Highway 35	149,729	1,536	151,265
<b>Subtotal Parks and Marina Projects- Parks Acquisition Fund 86130</b>	<b>149,729</b>	<b>360,301</b>	<b>510,030</b>
Huddart Park Restroom Building ADA Improvements	0	100,000	100,000
<b>Subtotal Parks/Marina Projects-Facility Surcharge 88330</b>	<b>0</b>	<b>100,000</b>	<b>100,000</b>

**Capital Projects Summary - Public Works**

Project Description	FY 2018-19 Recommended	Change	FY 2018-19 Total Approp
<b>TOTAL PARKS AND MARINA PROJECTS</b>	<b>8,670,499</b>	<b>784,583</b>	<b>9,455,082</b>

<b>OTHER COUNTY PROJECTS</b>		<b>0</b>	<b>0</b>
Pine Street Warehouse Feasibility Study	50,000	0	50,000
New Jail Project Management	0	36,979	36,979
Graffiti Abatement Program	50,000	4,290	54,290
Strategic Energy Master Plan Project Development	500,000	1	500,001
EPA City Hall Improvements	1,418,913	0	1,418,913
Pescadero Creek Dredging	127,757	295,666	423,423
Pescadero Creek Dredging-Reporting and Maintenance ( No Construction)	20,000	0	20,000
Pescadero Creek Flooding Feasibility	245,657	40,576	286,233
Sand Hill Rd Bicycle Conflict Zones Striping	120,000	(50)	119,950
Coastside Clinic Improvements	151,117	(30,653)	120,464
Exterior Lighting Upgrade Phase II- Medical Center	114,000	(91,756)	22,244
Capital Project Development	900,000	25,558	925,558
Integrated Workplace Management System	900,000	(21,998)	878,002
Countywide Interior Lighting Upgrade	1,400,000	105,992	1,505,992
Countywide Electrical Specifications and Safety Compliance	55,000	5,548	60,548
Emergent Special Jobs-GF	350,000	2,388	352,388
Health Replace 12 Fire Doors	0	59,856	59,856
Health Replace Nurse Call System Design	140,997	(6,292)	134,705
Scenic Drive Hazard Mitigation Project - 2017 Storm Event	150,000	68,817	218,817
Spruce St- North County Health Clinic Renovations	536,325	(3,407)	532,918
2500 Middlefield ADA Requirement due to Human Services Agency Remodel	353,832	(92,799)	261,033
Old Courthouse Façade Renovation	2,290,300	(131,324)	2,158,976
COB 2 DPW Security Barriers and Space Improvements	1,500,000	218,587	1,718,587
Princeton Yard- Above Ground Fuel Tank	450,000	0	450,000
Santa Cruz and Alameda Corridor Improvement	0	250,000	250,000
ADA Transition Plan Projects	0	350,000	350,000
Cordilleras Bathroom Improvements	0	535,247	535,247
<b>Subtotal Other County Projects - County General Fund 85170</b>	<b>11,823,898</b>	<b>1,621,228</b>	<b>13,445,127</b>
Fair Oaks Library & HSA Remodel	701,963	(589,838)	112,125
<b>Subtotal Library Projects- Measure K 85840</b>	<b>701,963</b>	<b>(589,838)</b>	<b>112,125</b>
Maple Street Shelter Renovation- Existing		22,786	22,786
CSA-7 Infra-structure Replacement	3,000,000	560,401	3,560,401

**Capital Projects Summary - Public Works**

Project Description	FY 2018-19 Recommended	Change	FY 2018-19 Total Approp
Flooding in North Fair Oaks-Hire Consultant to Study Possible Solutions	182,557	0	182,557
Pescadero Alternate Water Source Evaluation (CSA-11)	100,000	0	100,000
Pescadero (CSA-11) Aquifer Study	85,000	34,793	119,793
<b>Subtotal Other County Projects - Measure K 85870</b>	<b>3,367,557</b>	<b>617,981</b>	<b>3,985,538</b>
Children's Receiving Home Emergency Generator	275,000	502,731	777,731
SMMC Replace Boilers 1-6 (Compliance Issue) Phase 2	700,000	0	700,000
Construction Services Mill Asphalt	10,747	0	10,747
Motor Pool CSS Mill Asphalt Pavement	6,098	0	6,098
Daytop Drug Treatment Center Seal Coat Asphalt	8,928	0	8,928
Old Courthouse Roof & Improvements	225,000	0	225,000
Countywide Fire Alarm Upgrade Phase 1 (Design, Programming & Survey)	500,000	0	500,000
Elections Registration Install Fire Alarm	50,000	0	50,000
Elections Registration Replace Insulation	0	150,000	150,000
HOJ Replace Epoxy Flooring in Mechanical Room	120,000	0	120,000
HOJ Commissioning of the Air Handlers	300,000	0	300,000
HOJ Replace Underground Tank-UST Pipeline	30,000	0	30,000
HOJ Ballistic Film Window Project	0	170,794	170,794
YSC Replace Artificial Turf	0	150,000	150,000
YSC Children's Rec. Home Bathroom Improvement	0	125,000	125,000
Fire Damper Inspect & Replace at HOJ, COB 2 & Maguire Inspect & Design	0	175,000	175,000
<b>Subtotal Other County Projects - Facility Surcharge 88370</b>	<b>2,225,773</b>	<b>1,273,525</b>	<b>3,499,298</b>
Crystal Springs Fencing Projects (Measure K)	0	700,000	700,000
Parkwide Asphalt Paving (Measure K)	0	500,000	500,000
Wunderlich Carriage House ADA Restroom Renovation (Measure K)	0	561,592	561,592
Maple Street White Portable Renovation (HSA Measure K)	0	381,000	381,000
Human Services Agency -Safe Harbor Shelter Renovation	0	250,000	250,000
Canyon Oaks Youth Center -Residential Chart Room	60,000	0	60,000
SMMC MRI Project Design and Install	3,327,940	0	3,327,940
SMMC Compounding Pharmacy Hood	250,000	0	250,000
HSA Replace Outdoor Packaging Units	350,000	0	350,000
Old Maguire Remodel	75,000	(9,885)	65,115
37th Ave ADA Barrier Removal	500,000	207,613	707,613
Serenity House Project	259,464	(247,577)	11,888
<b>Subtotal Other County Projects- Other 88670</b>	<b>4,822,404</b>	<b>2,342,743</b>	<b>7,165,147</b>
General Bond Program Administration	0	100,000	100,000

**Capital Projects Summary - Public Works**

Project Description	FY 2018-19 Recommended	Change	FY 2018-19 Total Approp
<b>Subtotal Other County Project Bond Proceed 87970</b>	<b>0</b>	<b>100,000</b>	<b>100,000</b>
Skylonda 2013 Series A Bond Administration	29,000	(2,648)	26,352
<b>Subtotal Capital Projects Bond Proceeds 87950</b>	<b>29,000</b>	<b>(2,648)</b>	<b>26,352</b>
YSC Co-Gen/Central Plant Upgrade	499,686	0	499,686
SMMC Replace Base Board throughout Hospital	51,067	(11,140)	39,927
SMMC Repair/Replace Boiler SB1-SB6	109,389	(6,449)	102,940
MCF Replace Co-Gen with Tico Units	650,000	34,894	684,894
COB2 Roof Construct Trex Work Platform	0	1,869	1,869
HOJ Replace Air Handling Units	500,000	(377,353)	122,647
Parking Garage Update Monopoly Board Directory	45,221	(8,365)	36,856
SMMC Eye Washer Project	100,000	50,000	150,000
San Mateo Medical Center Replace Smoke Detector & Fire Alarm Upgrade	400,000	200,000	600,000
Countywide Survey Update - New FCIS Projects Development	60,000	0	60,000
Maguire Correctional Facility Add Main Line to Main Sewer	49,170	0	49,170
County Parking Structure Reset Pavers	0	6,556	6,556
Honor Camp Install Monitoring Well	75,000	(5,723)	69,277
San Mateo Medical Center Non-Structural Deficiency Corrections	40,000	(36,763)	3,237
Facilities Projects Warranty and Close-out	50,000	1,073	51,073
Construction Services Bldg. B Replace Built Up Roof	0	51,422	51,422
Central Library Replace Fixed Sash Window	14,860	0	14,860
Construction Services Bldg. B Replace Overhead Door	0	15,300	15,300
SSF Adult Probation Replace Vinyl Floor Tiles	4,637	0	4,637
MCF Replace Air Handling Unit	408,030	(10,842)	397,188
HSA Replace Outdoor Packaging Units	259,411	(8,975)	250,436
Ag Building Paint Wood Windows, Exterior Stucco, And Doors Throughout	203,083	(203,083)	0
Canyon Oaks Prep and Paint Stucco Exterior Surface Throughout	16,714	0	16,714
CDF Belmont Apparatus Paint Concrete Floor Throughout Interior	6,855	14,000	20,855
CDF Belmont Apparatus Paint Interior Walls Throughout	12,625	0	12,625
CDF Belmont Apparatus Replace Aluminum Building Ladder	14,089	0	14,089
CDF Belmont Apparatus Replace Built-up Roofing		11,219	11,219
CDF Belmont Apparatus Replace Half Glass Exterior Double Doors	3,280	20,000	23,280
CDF Belmont Apparatus Replace Half Glass Wood Interior Solid Doors	9,162	0	9,162
CDF Belmont Apparatus Replace Window Throughout Exterior Including Tower	24,035	0	24,035
CDF Belmont Apparatus Replace Wood Exterior Door With Frame	1,231	0	1,231
CDF Belmont Apparatus Replace Wood Interior Solid Core Doors	7,013	0	7,013

**Capital Projects Summary - Public Works**

Project Description	FY 2018-19 Recommended	Change	FY 2018-19 Total Approp
CDF Belmont Barracks Paint Both Sides Wood Interior Door & Frame	1,227	10,000	11,227
CDF Belmont Barracks Prep And Paint Interior Walls, Ceilings	39,411	0	39,411
CDF Belmont Barracks Replace Built Up Roof		6,786	6,786
CDF Belmont Barracks Replace Half Glass Wood Door Interior	2,161	10,000	12,161
CDF Belmont Barracks Replace Half Glass Wood Double Interior Solid Door	6,123	0	6,123
CDF Belmont Barracks Replace Half Glass Wood Exterior Door 2nd Floor	1,402	0	1,402
CDF Belmont Barracks Replace Wood Exterior Door West Side 1st Floor	1,231	10,000	11,231
CDF Belmont Barracks Replace Wood Interior Hollow Core Door 1st Floor	9,096	10,000	19,096
CDF Belmont Barracks Replace Wood Interior Hollow Core Door 2nd Floor	8,111	10,000	18,111
CDF Belmont Paint Metal And Wood Doors (East Side & Apparatus Bay)	1,564	(1,564)	0
Central Library Replace Built Up Roof and Uninsulated Standing Seam	262,911	0	262,911
Central Library Replace Water Closet Compartment	7,188	20,000	27,188
County Office Building One prepare & Paint Metal Siding (Penthouse)	5,517	0	5,517
County Office Building One Replace Steel Exterior Door (Penthouse)	6,500	0	6,500
County Office Building Two Prepare & Paint Metal Roof	10,500	0	10,500
County Office Building Two Sandblast & Epoxy Paint Structural Steel At Roof	12,500	0	12,500
Construction Services Replace Domestic Water Heater	0	1,351	1,351
Elections Registration Improvements-California Mandated	1,099,484	2,653,960	3,753,444
Glenwood Boys Ranch Admin. Building Replace Generator Set	27,042	(27,042)	0
Hall Of Justice Replace 12 x 12 Vinyl Floor Tile	16,360	0	16,360
Hall Of Justice South Entrance Restoration	559,497	74,187	633,684
Human Services Agency Replace Modified Bituminous Roofing	498,878	(11,385)	487,493
Old Courthouse Roof & Improvements	197,988	(4,896)	193,093
Pescadero Yard Fuel Tank Replacement	0	89,899	89,899
San Mateo Medical Center Admin Health Center Wing Paint Exterior Stucco	29,644	0	29,644
San Mateo Medical Center Health Center Wing 3rd Floor Administration Paint	88,375	0	88,375
San Mateo Medical Center Seal Coat Asphalt North Admin/North Of Central Plant	0	13,536	13,536
CSS Shop Improvements	0	50,000	50,000
<b>Subtotal County Projects - FCIS 85410</b>	<b>6,507,269</b>	<b>2,652,472</b>	<b>9,159,741</b>
<b>TOTAL OTHER COUNTY PROJECTS</b>	<b>29,477,864</b>	<b>8,015,464</b>	<b>37,493,329</b>

<b>TOTAL ALL PROJECTS ALL FUNDS</b>	<b>46,862,628</b>	<b>7,204,501</b>	<b>54,067,130</b>
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**Capital Projects Summary - PDU**

Project Description	FY 2018-19 Recommended	Change	FY 2018-19 Total Approp
<b>Warm Shell Project Budget</b>			
Skylonda Fire Station Project	1,945,054	0	1,945,054
<b>Skylonda Fire Station Project - Measure K 84512</b>	<b>1,945,054</b>	<b>0</b>	<b>1,945,054</b>
<b>Major Capital Construction - General</b>			
San Mateo Medical Center Master Plan Implementation - GF	10,000,000	0	10,000,000
South San Francisco County Campus	3,786,289	0	3,786,289
Cordilleras Mental Health Facility Replacement	5,000,000	0	5,000,000
Homeless Shelter	2,000,000	0	2,000,000
County Government Center Parking Structure II	5,000,000	0	5,000,000
Animal Care Shelter	7,000,000	11,934,765	18,934,765
Lathrop House Relocation	667,857	218,487	886,344
<b>Major Capital Construction - General Fund 84710</b>	<b>33,454,146</b>	<b>12,153,252</b>	<b>45,607,398</b>
<b>Major Capital Construction - Accumulated Capital Outlay</b>			
County Office Building 3	32,363,933	0	32,363,933
<b>Major Capital Construction - ACO Fund 84720</b>	<b>32,363,933</b>	<b>0</b>	<b>32,363,933</b>
<b>Major Capital Construction - Measure K</b>			
Public Safety Dispatch & Regional Operations Center	49,300,264	(370,686)	48,929,578
Pescadero Fire Station Replacement	1,600,000	(36,760)	1,563,240
<b>Major Capital Construction - Measure K 84730</b>	<b>50,900,264</b>	<b>(407,446)</b>	<b>50,492,818</b>
<b>Major Capital Construction - Bond Proceeds</b>			
San Mateo Medical Center Master Plan Implementation - Bond	24,464,686	0	24,464,686
Homeless Shelter	1,326,923	0	1,326,923
Cordilleras Mental Health Facility Replacement	7,000,000	0	7,000,000
County Government Center Parking Structure II	8,976,236	0	8,976,236
<b>Major Capital Construction - Bond Proceeds 84740</b>	<b>41,767,845</b>	<b>0</b>	<b>41,767,845</b>
<b>TOTAL ALL PROJECTS ALL FUNDS</b>	<b>160,431,242</b>	<b>11,745,805</b>	<b>172,177,047</b>

**Capital Projects Summary - Parks**

Project Description	FY 2018-19 Recommended	Change	FY 2018-19 Total Approp
<b>INFRASTRUCTURE IMPROVEMENT</b>			
Coyote Point Park Water Distribution System	376,657	(17,892)	358,765
<b>Subtotal Infrastructure Improvement Projects - Parks Acquisition and Development Fund</b>	<b>376,657</b>	<b>(17,892)</b>	<b>358,765</b>
Memorial Homestead Youth Camp Septic Repairs	0	49,159	49,159
Wunderlich Stable Hay Barn Plans and Construction	0	242,223	242,223
Wunderlich Carriage House Restroom ADA Improvements	0	561,592	561,592
Huddart Park Water Lines and Supply Systems	250,000	250,000	500,000
Sam McDonald Visitor Center Renovation & Interpretive Center	200,000	(24,833)	175,167
Ranger Residences Improvements	0	160,798	160,798
Memorial Park Water Storage	500,000	0	500,000
Sanchez Adobe Restoration	519,742	411,866	931,608
<b>Subtotal Infrastructure Improvement Projects - Measure K</b>	<b>1,469,742</b>	<b>1,650,805</b>	<b>3,120,547</b>
Sanchez Adobe Restoration	360,309	0	360,309
<b>Subtotal Infrastructure Improvement Projects - General Fund</b>	<b>360,309</b>	<b>0</b>	<b>360,309</b>
<b>TOTAL INFRASTRUCTURE IMPROVEMENT PROJECTS</b>	<b>2,206,708</b>	<b>1,632,913</b>	<b>3,839,621</b>
<b>TRAIL CONSTRUCTION/IMPROVEMENT</b>			
Old Guadalupe Trail Renovations	0	267,710	267,710
Crystal Springs Trail Highway 92 Crossing Plans	0	150,000	150,000
Ralston Trail Paving	0	107,448	107,448
Alambique Trail Repairs	0	195,567	195,567
Green Valley Trail (On Hold)	0	1,314,544	1,314,544
<b>Trail Construction/Improvement Projects - Measure K</b>	<b>0</b>	<b>2,035,269</b>	<b>2,035,269</b>
Coyote Point Bay Trail Repair on North Levee	0	280,000	280,000
<b>Trail Construction/Improvement Projects - General Fund</b>	<b>0</b>	<b>280,000</b>	<b>280,000</b>
<b>TOTAL TRAIL CONSTRUCTION/IMPROVEMENT PROJECTS</b>	<b>0</b>	<b>2,315,269</b>	<b>2,315,269</b>
<b>PARK AND LAND IMPROVEMENT</b>			
Memorial Park - Paving Tan Oak Loop	300,000	100,000	400,000
Memorial Park Sequoia-Sewer Plant Road Paving	200,000	0	200,000
Flood Park Improvements & Baseball Field Renovations	0	1,500,000	1,500,000
Huddart Richards Road Repairs	0	173,009	173,009
Pescadero Old Haul Road Repairs	2,050,000	(283,682)	1,766,318
Huddart Park Meadow Lawn Renovation	0	14,151	14,151
<b>Park and Land Improvement Projects - Measure K</b>	<b>2,550,000</b>	<b>1,503,478</b>	<b>4,053,478</b>



**Capital Projects Summary - Parks**

Project Description	FY 2018-19 Recommended	Change	FY 2018-19 Total Approp
Wunderlich Trailhead, Restroom, Picnic Area	0	29,586	29,586
Flood Park Tennis Court Renovation	0	220,000	220,000
Park and Land Improvement Projects - General Fund	0	249,586	249,586
TOTAL PARK AND LAND IMPROVEMENT PROJECTS	2,550,000	1,753,064	4,303,064
TOTAL ALL PROJECTS ALL FUNDS	4,756,708	5,701,246	10,457,954

**Capital Projects Summary - Technology**

Project Description	FY 2018-19 Recommended	Change	FY 2018-19 Total Approp
<b>AGRICULTURE PROJECTS</b>			
Daily Reporting System	37,000	19,000	56,000
Countywide Fine-Scale Vegetation Mapping	0	15,000	15,000
<b>Subtotal Agriculture Projects</b>	<b>37,000</b>	<b>34,000</b>	<b>71,000</b>
<b>ASSESSOR PROJECTS</b>			
Analysis of Voting System Replacement	5,000,000	0	5,000,000
Assessment System	0	12,000,000	12,000,000
CARE Conversion to ACRE (Website Integration)	140,000	0	140,000
GIS	1,050,000	0	1,050,000
Update Business Continuation Plan (COOP)	380,000	0	380,000
Imaging (RICOH)	200,000	0	200,000
Imaging (Preservation - Kofile)	200,000	0	200,000
<b>Subtotal Assessor Projects</b>	<b>6,970,000</b>	<b>12,000,000</b>	<b>18,970,000</b>
<b>CMO PROJECTS</b>			
CMO: Budget Solution	0	151,248	151,248
<b>Subtotal CMO Projects</b>	<b>0</b>	<b>151,248</b>	<b>151,248</b>
<b>CONTROLLER PROJECTS</b>			
Property Tax System	5,988,633	0	5,988,633
<b>Subtotal Controller Projects</b>	<b>5,988,633</b>	<b>0</b>	<b>5,988,633</b>
<b>DISTRICT ATTORNEY PROJECTS</b>			
Electronic Case File Management	0	189,484	189,484
<b>Subtotal District Attorney Projects</b>	<b>0</b>	<b>189,484</b>	<b>189,484</b>
<b>HEALTH PROJECTS</b>			
Automated Drug Pharmacy Storage System	0	650,000	650,000
Food and Nutrition Patient Diet Information System Replacement	150,000	110,000	260,000
Refrigeration Temperature Management System Replacement	0	250,000	250,000
Remote Medication Dispensing Devices (previously approved - Talyst)	0	400,000	400,000
Workforce Management Staff Scheduling System Replacement	0	150,000	150,000
Enterprise Electronic Health Record (EHR 2.0) + EHR Assessment	178,511	310,900	489,411
Real-time Client Registration Accuracy	0	900,000	900,000

**Capital Projects Summary - Technology**

Project Description	FY 2018-19 Recommended	Change	FY 2018-19 Total Approp
Digital Workplace (SharePoint / Intranet)	198,912	275,165	474,077
Electronic Document Management	0	700,000	700,000
Health Information Exchange + Enterprise Data Warehouse (Combined)	836,800	874,475	1,711,275
Household Hazardous Waste Web-based Solution	100,000	0	100,000
Replacement of OP Pharmacy Robot	1,337,000	0	1,337,000
<b>Subtotal Health Projects</b>	<b>2,801,223</b>	<b>4,620,540</b>	<b>7,421,763</b>
<b>HOUSING PROJECTS</b>			
Technology Refresh	100,000	0	100,000
<b>Subtotal Housing Projects</b>	<b>100,000</b>	<b>0</b>	<b>100,000</b>
<b>HUMAN RESOURCES PROJECTS</b>			
Data Management / Predictive Analysis	0	56,780	56,780
Document Management for all divisions	0	64,412	64,412
<b>Subtotal Human Resources Projects</b>	<b>0</b>	<b>121,192</b>	<b>121,192</b>
<b>HUMAN SERVICES AGENCY PROJECTS</b>			
Case Management	1,400,000	77,000	1,477,000
<b>Subtotal Human Services Agency Projects</b>	<b>1,400,000</b>	<b>77,000</b>	<b>1,477,000</b>
<b>ISD PROJECTS</b>			
Server Patching Upgrade	0	30,000	30,000
ServiceNow Professional Services Contract	0	170,000	170,000
AD Modernization	0	300,000	300,000
Firewall Installation and Configuration	0	50,000	50,000
Security Monitoring Evaluation	0	50,000	50,000
Security Orchestration Tools	0	100,000	100,000
Secure Remote Access	0	60,000	60,000
Box Proof of Concept	0	86,000	86,000
ServiceNow License	0	70,000	70,000
ISD PCaaS	0	114,536	114,536
Video Conference Room Improvements	0	150,000	150,000
Back-up Appliances	53,560	0	53,560
Out of Area Disaster Recovery	381,100	0	381,100
SMC Public WiFi	775,000	0	775,000

**Capital Projects Summary - Technology**

Project Description	FY 2018-19 Recommended	Change	FY 2018-19 Total Approp
Video Conference Expansion	501,089	0	501,089
Townridge Microwave Upgrade	200,000	0	200,000
County Wireless Expansion	1,200,000	0	1,200,000
County Fiber Expansion	1,000,000	0	1,000,000
VoIP Phone Phase 2	79,200	620,800	700,000
Radio Facilities Equipment	467,000	0	467,000
Smart Corridor Fiber	100,000	0	100,000
Smart Kiosks	50,000	0	50,000
Other Measure K Projects	193,051	0	193,051
Radio System Upgrade	0	2,991,384	2,991,384
ATS - Contractor	0	390,000	390,000
Enterprise GIS Architecture Implementation	0	609,843	609,843
Open Data Portal Expansion	0	550,000	550,000
Countywide Survey Tools	0	40,000	40,000
County Website Redesign	0	150,000	150,000
Datacenter Costs for Marshall	0	1,086,494	1,086,494
Radio Service Move to Bransten	0	500,000	500,000
County Microwave Upgrade	0	300,000	300,000
Countywide IT Asset Management - Phase 2	0	508,620	508,620
ISD Financial Operations Redesign	0	366,840	366,840
County Telephone Operators	0	2,335,114	2,335,114
Exygy Housing Listing	0	375,000	375,000
SMC Labs Support	0	789,120	789,120
SMC Public Wi-Fi Connectivity	0	234,881	234,881
Datacenter Cameras	0	150,000	150,000
Internet Bandwidth Expansion	0	300,000	300,000
Remote Sites Connectivity Upgrade	0	550,000	550,000
Replace Cisco Switches	0	500,000	500,000
County Training Room Rent	0	90,000	90,000
Non-Departmental Phone Billings	0	778	778
Customer - ATKS Advanced Scheduler	0	1,682,796	1,682,796
Customer - Human Resources/Payroll Sys Replacement	0	1,426,057	1,426,057
<b>Subtotal ISD Projects</b>	<b>5,000,000</b>	<b>17,728,263</b>	<b>22,728,263</b>

**Capital Projects Summary - Technology**

Project Description	FY 2018-19 Recommended	Change	FY 2018-19 Total Approp
<b>PARKS PROJECTS</b>			
GIS Development	204,459	22,271	226,730
Reservation System	0	40,000	40,000
Audio Visual Upgrades	0	47,666	47,666
GIS Mapping	0	120,000	120,000
Security Cameras	47,500	198,365	245,865
<b>Subtotal Parks Projects</b>	<b>251,959</b>	<b>428,302</b>	<b>680,261</b>
<b>PROBATION PROJECTS</b>			
Mobility / Hardware	400,000	500,000	900,000
PIMS Project (Phase II and III)	1,400,000	2,100,000	3,500,000
Security / Information Access Information	100,000	0	100,000
<b>Subtotal Probation Projects</b>	<b>1,900,000</b>	<b>2,600,000</b>	<b>4,500,000</b>
<b>PUBLIC SAFETY PROJECTS</b>			
COOP Project	50,000	0	50,000
NextGen911	77,000	0	77,000
<b>Subtotal Public Safety Projects</b>	<b>127,000</b>	<b>0</b>	<b>127,000</b>
<b>PUBLIC WORKS PROJECTS</b>			
Airport Security Upgrades	0	114,754	114,754
Data Access / Data Warehouse	20,000	0	20,000
GIS	175,000	0	175,000
JCI - Physical Security	589,438	0	589,438
<b>Subtotal Public Works Projects</b>	<b>784,438</b>	<b>114,754</b>	<b>899,192</b>
<b>SHERIFF PROJECTS</b>			
CAFIS and Mobile Readers	0	596,000	596,000
<b>Subtotal Sheriff Projects</b>	<b>0</b>	<b>596,000</b>	<b>596,000</b>
<b>TAX PROJECTS</b>			
Tax System	5,573,364	0	5,573,364
Tax System	1,000,000	0	1,000,000
Document Imaging	0	460,000	460,000

**Capital Projects Summary - Technology**

Project Description	FY 2018-19 Recommended	Change	FY 2018-19 Total Approp
Remittance Processing Machines Replacement	0	280,000	280,000
Hardware Refresh	0	60,000	60,000
Security Cameras Upgrade	0	35,000	35,000
Subtotal Tax Projects	6,573,364	835,000	7,408,364
TOTAL TECHNOLOGY PROJECTS	31,933,617	39,495,782	71,429,399

# Attachment F

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## REPORT BACK ITEMS

#	Report Back Items	Department
1	Unaccompanied Minors	Human Services Agency
2	SB1 Analysis	Department of Public Works
3	Measure K - Initiatives in Each Category	County Manager's Office
4	Update on Elections Outreach Efforts	Assessor-County Clerk-Recorder





**COUNTY OF SAN MATEO**  
**Inter-Departmental Correspondence**  
**COUNTY MANAGER'S OFFICE**

**Information Only**

**DATE:** July 2, 2018

**TO:** Honorable Board of Supervisors

**FROM:** John Maltbie, County Manager  
Iliana Rodriguez, Deputy County Manager

**SUBJECT:** Unaccompanied Minors in San Mateo County

**BACKGROUND:**

When a child who is not accompanied by a parent or legal guardian is apprehended by immigration authorities, the child is transferred to the care and custody of the Office of Refugee Resettlement (ORR). Federal law requires that ORR feed, shelter, and provide medical care for unaccompanied children until they can release them to safe settings with a family member or sponsor, while they await immigration proceedings. Family members and sponsors must be deemed suitable by ORR to provide for the child's physical and mental well-being and have not engaged in any activity that would indicate a potential risk to the child. All sponsors must pass a background check. The sponsor must agree to ensure the child's presence at all future immigrations proceedings. They also must agree to ensure the minor reports to ICE for removal from the United States if an immigration judge issues a removal order or voluntary departure order.

**DISCUSSION:**

At the June 26, 2018 Board Hearing, your Board asked the County Manager's Office to report back on the number of unaccompanied minors placed in San Mateo County.

Total Number of Unaccompanied Minors Released						
San Mateo	FY14	FY15	FY16	FY17	FY18	Total
	245	154	256	288	182	1,125

We found that a total of 1,125<sup>1</sup> minors were released to family members and/or sponsors in San Mateo County from FY2014 – FY2018 by Health and Human Services through the California Department of Social Services.

HHS has strong policies in place to ensure the privacy and safety of unaccompanied minors by maintaining the confidentiality of their personal information. These children may have histories of abuse or may be seeking safety from threats of violence. HHS will not release information about individual children that could compromise the child's location or identity.

The Human Services Agency ran queries of all data systems in the Agency and they currently have three (3) children, who were previously unaccompanied minors, in their caseload in receipt of benefits. Two of the three are in foster care because of abuse by their relative/sponsor.

Should your Board have any further questions, please do not hesitate to contact Iliana Rodriguez.

CC: Michael Callagy, Assistant County Manager  
Peggy Jensen, Deputy County Manager  
Nicole Pollack, Agency Director H.S.A  
Robert Manchia, Budget Director

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<sup>1</sup> link: <https://www.acf.hhs.gov/orr/resource/unaccompanied-alien-children-released-to-sponsors-by-county>




**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence

Department of Public Works

**DATE:** August 31, 2018

**TO:** Members, Board of Supervisors

**FROM:** James C. Porter, Director of Public Works 

**SUBJECT:** **Report Back on Impacts of Loss of SB 1 Revenues to the Road Fund**

**BACKGROUND:**

The Road Fund, managed by the Department of Public Works (Department), is the County's sole funding source for maintaining and managing the County's transportation infrastructure (316 miles of roads), including road surfacing, bridge maintenance, sidewalks, roadside vegetation management, and associated storm water drainage facilities. This work is carried out by Road maintenance staff, contractors, and civil engineers in the Engineering Division that design and inspect construction of the capital improvement projects associated with our transportation system.

Revenues to support the operations are primarily derived from Federal and State gas taxes, which prior to the passage of Senate Bill 1 (SB 1) in 2017, were last increased in 1994. These revenues have generally been stagnant over the last decade, as they are based on gallons of gasoline sold statewide (not on the price of gas). Additional miles driven statewide have generally been offset by vehicular fuel economy improvements, and the emergence of electric and compressed natural gas (CNG) vehicles.

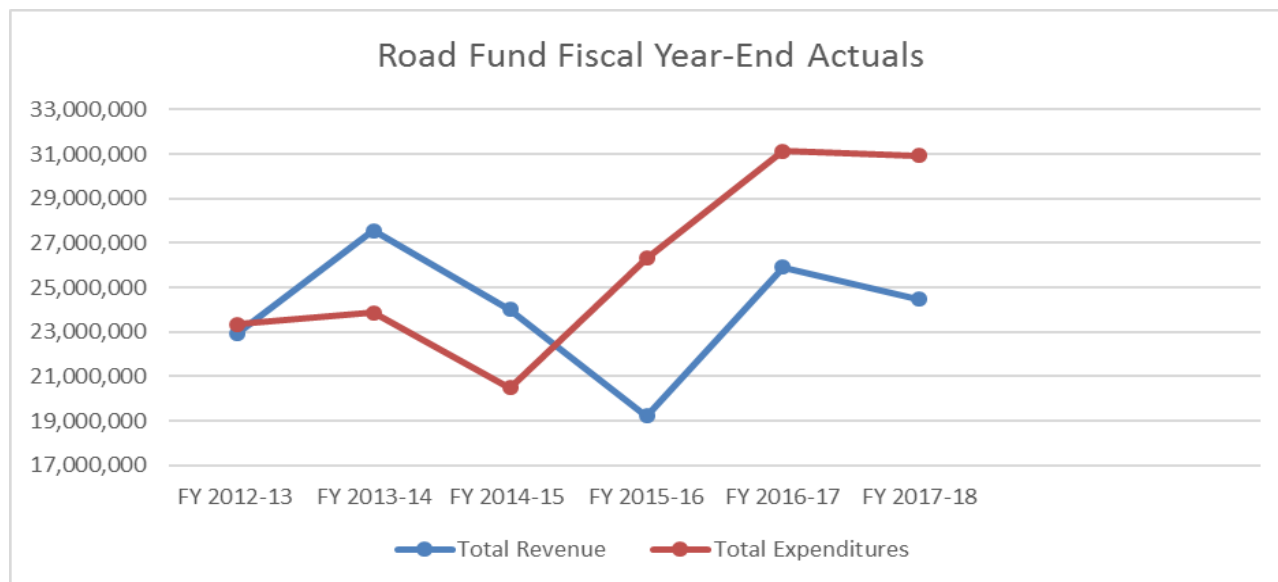
In FY 2017-18, gas tax revenues, excluding SB 1 were \$13,200,000. Gas tax revenue is restricted and can only be used to support transportation infrastructure, construction, and maintenance within the public right of way on County maintained roadways. A more detailed description of allowable uses of gas taxes is included in Attachment A. In addition, the County received roughly \$3,000,000 in Impact Mitigation Fee and ½ sales tax sub-funds, which have additional specific use restrictions and have been used, in part, for road resurfacing and reconstruction work.

The Roads and Engineering Division's baseline expenditures (e.g. labor and equipment) are paid with gas tax revenues and are slightly less than the amount of Federal and

To: Members, Board of Supervisor  
Re: Report Back on Loss of SB 1 Revenues to the Road Fund

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State gas tax revenues that we receive. Notably, materials and supplies costs such as asphalt, cutback, concrete, base rock, signs, sand bags, dump fees, etc. vary each year, but typically range from between \$6,000,000 to \$8,000,000 and are influenced heavily by the extent of emergency response events, drainage issues related to the roadway network, and coastal erosion. In summary, Road Fund expenditures are exceeding revenues. Refer to the chart below that summarizes total Road Fund revenues versus expenditures.



The Department has been using gas tax reserve funds to supplement our operations. However, the reserve funds have nearly exhausted. As mentioned previously, gas tax revenues have not increased since 1994 and are not indexed to keep up with inflation. Road construction and personnel costs have been rising steadily since 1994, which has led to a declining reserve fund balance. Regardless of what happens to SB 1 in November, we are now at a critical point where difficult decisions must be made to protect the Road Fund from insolvency. Should SB 1 funds be lost, the combined impacts to our transportation system will be devastating long-term, absent additional funding from other unidentified sources.

### **DISCUSSION:**

In November 2018, California voters will be asked through Proposition 6 whether the new gas tax that was adopted through SB 1 should be repealed. While it should be noted that SB 1 revenues received to date have been less than originally projected, the California State Association of Counties (CSAC) most recent forecast suggests the County can expect to receive SB 1 revenues estimated at \$9,700,000 in FY 2018-19. Those funds are restricted and can only be used on capital projects, meaning street resurfacing, major bridge repairs, etc. Those funds cannot be used for operations and maintenance, nor materials and supplies.

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Re: Report Back on Loss of SB 1 Revenues to the Road Fund

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Given the uncertainty of SB 1 funds and the static nature of traditional Federal and State gas taxes, the Department is actively reducing current expenditures in the Road Fund and restricted funding sources within the budget on capital projects. These actions have allowed for a balanced budget in FY 2018-19. However, additional strategies to reduce transportation related expense will need to be implemented in future years to maintain the solvency of the fund. Those actions include:

1. Deferring all roadway capital projects that are not currently in construction. Based on revenue projections for FY 2018-19 and considering the possible loss of SB 1, we can no longer afford to pave, reconstruct, or improve roads, apart from the restricted (TA's 1/2 cent sales tax and mitigation fee) revenues that we receive for street pavement or improvement projects. The amount spent on these projects in prior years varies based on several factors but amounts to approximately \$1,000,000 annually. The Department will continue to prioritize critical infrastructure projects where possible.

This action is necessary but is extremely concerning. The County's Pavement Management System calculates that the County needs to annually invest roughly \$5,000,000 in sealing, resurfacing, and road reconstruction projects to maintain roads at current pavement condition levels. This estimate generally assumes the Department is continuing with current maintenance efforts, which are critical in arresting further deterioration of County roads. However, we will not be able to provide the current maintenance levels based upon available revenues from Federal and State gas taxes. The result will be deferring maintenance of the roadway, bridge, and drainage systems. Absent additional revenues, our transportation system will continue to degrade steadily over time and will be much costlier to repair at a later date.

2. Apply for grant funds wherever possible. Caltrans and the Federal Highway Administration (FHWA) regularly solicit applications for competitive grant funds for capital improvement projects. The Department will aggressively pursue these sources, as we do today. Unfortunately, all jurisdictions in California will be facing similar funding challenges, so competition will be even more fierce than it is currently.
3. Use Impact Mitigation Fees as they are collected for road resurfacing, reconstruction, and drainage improvements. Impact Mitigation Fees are collected from private developers and residents that are performing new construction or major renovations to their properties, and are based on the increase in accessible space created. These revenues are volatile, are dependent on the volume of development, and can only be spent in the areas or districts where the fee is collected.

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Re: Report Back on Loss of SB 1 Revenues to the Road Fund

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4. Assume responsibility for implementing major capital projects on behalf of the Parks Department (Parks). Department staff has met with Parks staff and identified several projects that will be implemented by Department staff that would normally work on roadway projects. This strategy has multiple benefits. Department engineers working on Parks projects will be able to charge their time to the projects that they're working on, thereby reducing their salary burden to the Road Fund. Further, Parks staff that had been working on major capital projects will be freed up to focus on core mission Parks work.
5. Defer vehicle and equipment purchases. The Department will suspend major equipment purchases for as long as possible. However, there will eventually be a need to replace the Department's heavy equipment and crew trucks as they are heavily used and will eventually break down. Deferred replacement significantly increases repair expenditures, and the Department will need to monitor this closely.
6. Freeze positions. A reduction in staffing because of this action will impact our ability to perform routine maintenance and complete capital improvement projects. The result would be a reduction in the frequency of roadside vegetation mowing, ditch clearing, street sweeping, replacement of road signs, traffic striping maintenance work, and repairs of failing sidewalks. More concerning is the impact this will have on emergency response. Roads that are damaged during winter storm events may be closed for extended periods if alternate access is possible. The Department simply will not have adequate staff or available resources to respond to flooding and mudslides in the manner that we responded during the FY 2016/17 winter storms.

In summary, absent SB 1 revenue and other supplemental funding, the Department will be required to substantially reduce the pavement maintenance program, freeze positions, and reduce operations and maintenance activities to conform with available revenues. Our transportation system condition will steadily decline, and we will be forced to make tough decisions on where the limited remaining funds will be allocated. In a time where the demand on our transportation network is rapidly increasing, we will be forced to reduce and/or defer our maintenance efforts. That being said, we will continue to explore innovative solutions to provide the highest level of service possible with available resources.

If you have any questions or would like to discuss this strategy in more detail, please contact me directly.

cc: John Maltbie, County Manager  
Mike Callagy, Assistant County Manager

To: Members, Board of Supervisor  
Re: Report Back on Loss of SB 1 Revenues to the Road Fund

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Iliana Rodriguez, Deputy County Manager  
Peggy Jensen, Deputy County Manager  
Ann Stillman, Deputy Director, Engineering and Resource Protection  
Joe Lo Coco, Deputy Director, Roads Division  
Rochelle Kiner, Deputy Director, Administrative Services and Airports  
Deanna Haskell, Finance Services Manager

ATTACHMENT: Guidelines Relating to Gas Tax Expenditures for Cities and Counties



# **Guidelines Relating to Gas Tax Expenditures For Cities and Counties**



**BETTY T. YEE**  
California State Controller

August 2015



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**BACKGROUND 100****PURPOSE OF THE GUIDELINES 110**

These *Guidelines Relating to Gas Tax Expenditures* were developed to assist cities and counties in making determinations as to eligibility, responsibilities, accounting requirements, and records, and as a source of technical assistance. These guidelines are not intended to replace statutory or legal authority, but to enhance and hopefully explain the somewhat general descriptions found in *California Constitution* Article XIX and the *Streets and Highways Code*.

**EXPENDITURE AUTHORITY 120**

Expenditure authority is governed by *California Constitution* Article XIX and *Streets and Highways Code* Section 2101, both of which are reproduced in the appendices of these guidelines. They describe the allowable uses of gas tax funds for public streets and highways, public mass transit guideways, and their related public facilities.

**STATE CONTROLLER'S RESPONSIBILITIES 130**

The constitutional responsibilities of the State Controller are outlined in the constitution and various statutes, the most general of which is *Government Code* Section 12410, which requires the Controller to superintend the fiscal concerns of the State. In addition, *Streets and Highways Code* Section 2153 imposes a mandatory duty on the Controller to ensure that the annual street and road reports are adequate and accurate.

To help ensure that annual reports are accurate and highway users taxes are expended in compliance with the law, the State Controller's Office, Division of Audits, conducts fiscal and compliance audits of the cities' Street Improvement Funds and the counties' Road Funds. The Controller's audit function consists of an examination of expenditures after the fact. If the expenditure is for a legal purpose, valid, and supported by sufficient competent evidential matter, no exception will be deemed necessary. Conversely, if the expenditure was outside the intent of the law, an exception will be taken. The Controller may not substitute judgment for that of the local agency, providing the expenditure is for a legal purpose.

**LOCAL JURISDICTIONAL RESPONSIBILITIES 140**

Cities and counties are not required to subject their proposed expenditures to prior administrative and engineering reviews. The highway users taxes are apportioned and allocated directly to cities and counties and it is within their administrative discretion to determine local priorities, providing the expenditure is permitted by the constitution and authorized by law. However, all expenditures are subject to audit by the Controller and, if warranted, the judiciary system.



**REPORTING REQUIREMENTS 200****REPORTING REQUIREMENTS 210**

On or before the first day of October of each year, the governing body of each county and city shall cause to be made and filed with the Controller a complete report of the expenditures for street or road purposes during the preceding fiscal year ending on the 30th day of June. However, the City of El Segundo, the City of Huntington Beach, the City of Inglewood, the City of Long Beach, or the City of South Lake Tahoe may send, on a one-time basis, a written notice to the Controller that it has selected a fiscal year ending on a date other than June 30, and, in that case, the fiscal year selected by the city shall be its fiscal year for reports under this section. (Appendix B, S&H Code §2151)

**CONTENTS OF REPORTS 220**

The reports filed by cities and counties shall show the amount expended for construction by contract, maintenance by contract, construction by day labor, and maintenance by day labor. For construction and maintenance by day labor, the amount shall include the cost of material, labor, equipment, and overhead for work performed.

The reports shall also include a detailed statement of all money available from all sources during the fiscal year covered by the report. This includes money made available by the federal government, the State, the county or city, and any other governmental agency, and money available from bond issues, special assessments, or from any other source for expenditure for street or road purposes.

The expenditures included in the report shall be broken down into expenditure categories, such as expenditures for rights-of-way or other property, new construction, reconstruction, widening, resurfacing, maintenance, repair, and acquisition and maintenance of equipment. The report shall also include a detailed statement of all expenditures for snow removal. (Appendix B, S&H Code §2152)

**ANNUAL TABULATION AND COMPILATION 230**

Annually, these reports from cities and counties are compiled and tabulated by the State Controller's Office. Copies of the compilation and tabulation are distributed to the Governor, the Lieutenant Governor, members of the State Legislature, the Department of Transportation, the Auditor General, cities and counties, and to any legislative committee charged with the investigation of streets, roads, highways, or bridges in the State. (Appendix B, S&H Code §2154)

**DELINQUENT REPORTS 240**

No state money will be allocated to any city or county that is delinquent in filing this report. (Appendix B, S&H Code §2155)

**GAS TAX FUND APPORTIONMENTS****300****REVENUES****310**

Revenues from the gas tax deposited into the Highway Users Tax Account in the Transportation Tax Fund are apportioned by the State Controller to cities and counties. These apportionments are provided for in *Streets and Highways Code* Sections 2103 to 2122. The table below outlines the recipients, apportionment basis, and restricted use of the gas tax money.

**TABLE 1****Apportionment Basis and Usage of Funds Apportioned Per the Streets and Highways Code**

<u>Code Section</u>	<u>Apportioned To</u> <u>City</u> <u>County</u>	<u>Apportionment Based On</u>	<u>Restricted Use</u>
S&H §2103		Weight fee revenues	Any street or road purpose
S&H §2105		Per gallon tax per H&S §7351 and R&T §8651	Any street or road purpose
S&H §2106		Vehicle registration assessed valuation population	Any street or road purpose
S&H §2107		Population	Any street or road purpose
S&H §2107 Snow Removal		Amount equal to one-half of expenditures in excess of \$5,000	Snow removal
S&H §2107.5		Population	Engineering cost and administrative expense*
S&H §2104(a)		Specified amount of \$1,667 per month	Undistributed engineering cost and administrative expense
S&H §2104(b)		80% of actual cost in excess of \$5,000 or apportioned share of \$7,000,000, whichever is less (per §2110 and §2152)	Snow removal or snow grooming or both
S&H §2104(c)		Specified percentage per §2110.5 payable only to certain counties	Heavy rainfall and storm damage
S&H §2104(d)(e)(f)		Vehicle registration maintained mileage	Any road purpose
S&H §2182		Vehicle registration maintained mileage	Maintenance or reconstruction
S&H §2182		Population	Maintenance or reconstruction
R&T §7104		Population	Maintenance or reconstruction
R&T §7104		Vehicle registration maintained mileage	Maintenance or reconstruction

\* Cities with populations of less than 10,000 inhabitants may expend H&S Code Section 2107.5 money for acquisition of rights-of-way and for construction of their street system.

**PREREQUISITES TO RECEIVE GAS TAX APPORTIONMENTS****320**

A city or county will not receive any gas tax apportionment when it has failed to establish any street or road fund as required by law; failed to deposit money received from the Highway Users Tax Fund in a separate bank account when required by law; failed, neglected, or refused to file any report required by law; or failed, neglected, or refused to restore any such moneys not expended in conformance with any law or constitutional provision. When a city or county has provided satisfactory proof to the State Controller of the establishment of such street or road fund, the depositing of money in a separate bank account, the filing of the report, or the restoration of the improperly expended moneys, the city or county will then receive the gas tax apportionments. (Appendix B, S&H Code §2119)



**DEFINITIONS RELATED TO STREETS & ROADS****400****GENERAL****410**

The following information was derived from the *Local Assistance Program Guidelines* and the *Local Assistance Procedures Manual* developed by the California Department of Transportation (Caltrans), and the applicable sections in the *Streets and Highways* (S&H) Code, California Attorney General Opinions, and State Controller's Office (SCO) legal opinions, as well as frequently asked questions and various audit findings.

The subsequent definitions presented are useful for the proper accounting of street and road costs. Some consolidations have been made and certain wording modified; however, the definitions are essentially those presented in the aforementioned documents.

<u>Term</u>	<u>Definition</u>
City	Includes "city and county" and "incorporated town." (S&H Code §15)
County highway or roads	Any highway that is (a) laid out or constructed as such by the county, (b) laid out or constructed by others and dedicated or abandoned to or acquired by the county, (c) made a county highway in any action for the partition of real property, or (d) made a county highway pursuant to law. (S&H Code §25)
County	Includes "city and county." (S&H Code §14)
Exclusive public mass transit guideways	A channel, slot, or track in which a common carrier vehicle is fitted or linked so that its line of motion is controlled.
Governing body	City council for cities and board of supervisors for counties.
Highway	Includes bridges, culverts, curbs, drains, and all works incidental to highway construction, improvement, and maintenance. (S&H Code §23)
Non-motorized transportation facility	A facility designed primarily for the use of pedestrians, bicyclists, or equestrians. (S&H Code §887)
Sidewalks	That portion of a highway, other than the roadway, set apart by curbs, barriers, markings, or other delineation for pedestrian travel. (Vehicle Code §555)
Street	All or any portion of territory within a city set apart and designated for the use of the public as a thoroughfare for travel, and includes the sidewalks, the center, and the side plots thereof. (S&H Code §22010)
Right of way	Land acquired for use as a street or highway, either as an easement or by grant deed conveying title in fee.
City street	No public or private street or road shall become a city street or road until the governing body, by resolution, has accepted the street or road into the city street system (see Appendix B, Section 1806, of the S&H Code). The width of all city streets except state highways, bridges, alleys, and trails, shall be at least 40 feet. The governing body of any city may, by a resolution passed by a four-fifths vote of its membership, determine that the public convenience and necessity demand the acquisition, construction, and maintenance of a street of less than 40 feet. (Appendix B, S&H Code §1805)
County road	No public or private road shall become a county highway until the board of supervisors by appropriate action caused the road to be accepted into the county road system. (Appendix B, S&H Code §941) The width of all county highways, other than bridges, alleys, lanes, and trails, shall be at least 40 feet, except the board of supervisors of any county may, by a resolution passed by a unanimous vote of its members, determine that the public convenience and necessity demand the maintenance of a highway of less than 40 feet. (Appendix B, S&H Code §906)

**CONSTRUCTION****420**

Construction can be defined as the building or rebuilding of streets, roads, bridges, ferries, and acquisition of rights-of-way or their component parts to a degree that improved traffic service is provided and geometric or structural improvements are effected. It also includes allocated administration and engineering necessarily incurred and directly related to the above.

The following information is provided to help define the categories of expenditures as well as provide examples for general guidance.

Construction work includes four categories:

*New Construction*—A construction that substantially deviates from the existing alignment and provides for an entirely new street or roadbed for the greater parts of its length.

*Reconstruction*—A construction involving realignment or the use of standards well above those of the existing element, whereby the type or the geometric and structural features are significantly changed.

*Preventative Maintenance*—Includes, but is not limited to, roadway activities such as joint and shoulder rehabilitation, heater re-mix, seal coats, corrective grinding of PCC pavement, and restoration of drainage systems.

*3R Work*—All other work which does not fall into the above defined categories for new construction, reconstruction, or preventative maintenance and typically involves the improvement of highway pavement surfaces through resurfacing, restoration, or rehabilitation. It is generally regarded as heavy, non-routine maintenance designed to achieve a ten-year service life. Specifically, 3R Work is defined as the following:

- Resurfacing generally consists of placing additional asphalt concrete over a structurally sound highway, street, or bridge that needs treatment to extend its useful service life.
- Restoration means returning a road, street, structure, or collateral facility to the condition existing after original construction.
- Rehabilitation implies providing some betterments, such as upgrading guardrail or widening shoulders.

The following examples of construction expenditures are grouped by types of work:

<u>Expenditures</u>	<u>Types of Work</u>
Additions	<ul style="list-style-type: none"> <li>• The addition of a frontage street or road</li> <li>• Addition of auxiliary lanes such as speed change, storage, or climbing lanes</li> </ul>
Barriers	<ul style="list-style-type: none"> <li>• Earthwork protective structures within or adjacent to the right-of-way area</li> <li>• Extensions and new installation of walls</li> <li>• Replacement of retaining walls to a higher standard</li> <li>• Extension of new installation of guardrails, fence lines, raised medians, or barriers for traffic safety</li> </ul>
Bikeways	<ul style="list-style-type: none"> <li>• Construction of bikeways when they are an integral part of the streets and highways system</li> <li>• Construction of bicycle or pedestrian underpasses or overhead crossings for the general public use</li> </ul>



<u>Expenditures</u>	<u>Types of Work</u>
Bridges	<ul style="list-style-type: none"> <li>• Reconstruction of an existing bridge or installation of a new bridge</li> <li>• Widening of a bridge</li> <li>• Replacement of bridge rails and floors to a higher standard</li> </ul>
Curbs, etc.	<ul style="list-style-type: none"> <li>• Installation or extension of curbs, gutters, sidewalks, or underdrains</li> </ul>
Drainage	<ul style="list-style-type: none"> <li>• A complete reconstruction or an addition to a culvert</li> <li>• Extending old culverts and drains and replacing headwalls</li> </ul>
Landscaping	<ul style="list-style-type: none"> <li>• Installation or additional landscape treatment such as sod, shrubs, trees, irrigation, etc., along the street or road right-of-way</li> </ul>
Layout	<ul style="list-style-type: none"> <li>• Change of alignment, profile, and cross-section</li> <li>• Reconstruction of an intersection and its approximate approaches to a substantially higher type involving a change in its character and layout including changes from a plain intersection to a major channelized intersection or to a grade separation and ramps</li> </ul>
Lighting	<ul style="list-style-type: none"> <li>• Installation or expansion of street or road lighting system</li> </ul>
Relocation	<ul style="list-style-type: none"> <li>• The removal of old street and roadbeds and structures, and detour costs when connected with a construction project</li> <li>• Replacement in kind, when legally required, of structures that are required to be relocated for street and road purposes</li> </ul>
Signs and signals	<ul style="list-style-type: none"> <li>• The installation of <u>original</u> traffic signs and markers</li> <li>• Replacement of all major signs or traffic control devices on a street or road</li> <li>• The installation of a new sign or the replacement of an old sign with one of superior design such as increased size, illumination, or overhead installations</li> <li>• Installation or improvement of traffic signal controls at intersections and protective devices at railroad grade crossings</li> <li>• Purchase and installation of traffic signal control equipment including traffic actuated equipment, radio or other remote control devices and related computers, and that portion of preemption equipment not mounted on motor vehicles</li> </ul>
Striping	<ul style="list-style-type: none"> <li>• Painting or rearrangement of pavement striping and markings, or repainting to a higher standard</li> </ul>
Surface work	<ul style="list-style-type: none"> <li>• Original surfacing of shoulders</li> <li>• Improvement of a surface to a higher type</li> <li>• Placing sufficient new material on soil surface or gravel street or road to substantially improve the quality or the original surface</li> <li>• Bituminous material of 1" or more placed on bituminous or concrete material—a lesser thickness may be considered construction provided the engineer certifies that the resulting pavement is structurally adequate to serve anticipated traffic</li> <li>• Remix existing bituminous surfacing with added materials to provide a total thickness of 1" or more—a lesser thickness may be considered construction provided the engineer shall certify that the resulting pavement is structurally adequate to serve anticipated traffic</li> <li>• Stabilization of street or road base by adding material such as cement, lime, or asphalt</li> </ul>
Widening	<ul style="list-style-type: none"> <li>• Widening of existing street or roadbed or pavement, with or without resurfacing</li> <li>• Resurfacing, stabilizing, or widening of shoulders including necessary connections to side streets or road approaches</li> </ul>

**MAINTENANCE****430**

Maintenance can be defined as the preservation and upkeep of a street or road constructed condition, and the operation of a street or road facility and its integral services to provide safe, convenient, and economical highway transportation.

*Physical Maintenance*—The preservation and upkeep of a highway, including all of its elements, in as nearly as practicable its original condition or its subsequently improved condition.

*Traffic Services*—The operation of a highway facility, and services incidental thereto, to provide safe, convenient, and economic travel.

- Scarifying, reshaping, and restoring material losses
- Applying dust palliatives
- Patching, repairing, surface treating, and joint filling on bituminous or concrete surfaces
- Jacking concrete pavements
- Repairing traveled way and shoulders
- Adding bituminous material of less than 1" to bituminous material including seal coats
- Remixing existing bituminous surfacing with added materials to provide a total thickness of less than 1"
- Patching operations including base restoration
- Resealing street or road shoulders and side street and road approaches
- Reseeding and resodding shoulders and approaches
- Reshaping drainage channels and side slopes
- Restoring erosion controls
- Cleaning culverts and drains
- Removing slides and restoring facilities damaged by slides (additional new facilities shall be construction)
- Mowing, tree trimming, and watering within the street right-of-way
- Replacing topsoil, sod, shrubs, trees, irrigation facilities, etc., on street and roadside
- Repairing curb, gutter, rip-rap, underdrain, culverts, and drains
- Cleaning, painting, and repairing bridges and structures
- Performing all snow control operations such as erection of snow fences and the actual removal of snow and ice from the traveled way
- Repainting pavements, stripings, and markings
- Repainting and repairing signs, guard rails, traffic signals, lighting standards, etc.
- Adding small numbers of conventional traffic control devices including signs
- Servicing street or road lighting and traffic control devices
- Furnishing power for street or road lighting and traffic control devices



**OVERHEAD****440**

Overhead is those elements of cost necessary in the production of an article or performance of a service which are of such a nature that the amount applicable to the functions is not readily discernible. Usually they relate to those objects of expenditure which do not become an integral part of the finished product or service.

Components of overhead are shown below and are comprised of costs that cannot be identified or charged to a project, unless an arbitrary allocation basis is used.

Payroll	General accounting/finance
Personnel	Departmental accounts/finance
Procurement	Facilities
Advertising	Data processing
Legal costs	Top management
General government	Bids

Overhead will only be allowed via an approved cost allocation plan or an equitable and auditable distribution of overhead to all departments.

**INELIGIBLE EXPENDITURES****450**

In the course of performing many types of projects, the term "construction" is utilized. However, the term does not make the costs eligible for funding under the Highway Users Tax Program. To be eligible, the work must be for a street or road purpose.

The following is a list of the types of expenditures not eligible for financing from gas tax moneys:

- Cost of rearranging non-street or road facilities, including utility relocation, when not a legal road or street obligation
- New (first installation of) utilities, including water mains, sanitary sewers, and other non-street facilities
- Cost of leasing property or right-of-way, except when required for construction work purposes on a temporary basis
- Cost of constructing or improving a street or area for parking purposes, except for the width normally required for parking adjacent to the traveled way and within the right-of-way
- Decorative lighting
- Park features such as benches, playground equipment, and restrooms
- Work outside the right of way which is not a specific right-of-way obligation
- Equestrian under- and overpasses or other similar structures for any other special interest group unless as a part of a right of way obligation
- Construction, installation, or maintenance of cattle guards
- Acquisition of buses or other mass transit vehicles or maintenance and operating costs for mass transit power systems or passenger facilities (passenger facilities include but are not limited to bus benches, shelters, and bus stop signs, or equipment and services)
- Maintenance or construction on alleys that have not been formally designated as part of the jurisdiction's street and road system
- Improvements and maintenance to park and ride designated lots
- Driveways outside of the street and road right-of-way
- Debt service payments for non-voter-approved bonds (or Certificate of Participation (COPs))

## SPECIFIC DETERMINATIONS

500

## QUESTIONS RELATED TO GAS TAX EXPENDITURES

510

The following information is to provide guidance on some specific questions that may arise during the course of a jurisdiction's annual street and road program. The list is not all-inclusive, but does cover a comprehensive area of activities.

<u>Subject</u>	<u>Determination</u>
May highway users taxes fund a freeway emergency telephone system?	This has been construed as a highway purpose, potentially increasing traffic capacity through better accident reporting.
May a city or county purchase land for "greenbelt" purposes with Highway Users Taxes?	Surplus street or road land may be used for a park, providing it mitigates the environmental impact of a street construction project. However, legislative action is necessary to authorize the use of highway users taxes to purchase land for "greenbelt" purposes.
May a city or county expend interest earned on highway users taxes for non-street or road purposes?	Interest follows the principal and may not be spent for a non-street or road purpose.
May a city or county temporarily transfer or lend money in its Special Gas Tax Street Improvement Fund or Road Fund to other funds in its treasury, if the borrowed amounts are repaid in the same fiscal year?	Article XIX of the Constitution, confining highway users taxes to direct use for street and road purposes, prohibits such temporary transfers or loans.
May highway users taxes fund the cost of lighting for bus stop shelters?	No, a bus stop shelter is not a facility for non-motorized traffic and such shelters appear related to the motorized mass transit system.
May a city or county expend highway users taxes for rubberized railroad grade crossing material or repair grade crossing?	Yes, the purchase or repair would constitute a streets and roads purpose and be eligible for highway users taxes funding.
May a city or county expend highway users taxes for maintenance on a state highway?	Yes, if there is an agreement allowing the city or county authority to maintain a state highway. Otherwise, the State has sole authority to maintain it.
May a city or county purchase equipment with highway users taxes?	Street or road related equipment is eligible for highway users taxes funding, provided the following criteria are met: <ul style="list-style-type: none"> <li>• The city or county keep accurate records on acquisition cost, use, maintenance, and disposition;</li> <li>• The city or county reimburses the Special Gas Tax Street Improvement Fund or Road Fund for equipment utilized for a non-street purpose using either Caltrans equipment rates or internally developed rental rates with adequate supporting documentation;</li> <li>• The city or county provides a representation letter substantiating street use, non-street use; and</li> <li>• Proceeds from disposition are redeposited in the Special Gas Tax Street Improvement Fund or Road Fund.</li> </ul>
May the highway users taxes program be charged for expenses incurred in attending or participating in Institute of Transportation and Traffic Engineering-sponsored programs conducted for street or road purposes?	The aforementioned programs are eligible for funding with highway users taxes.



What is the acceptable methodology for charging the Special Gas Tax Street Improvement Fund or Road Fund for its proportionate share of governmental overhead?

Overhead must be substantiated by a cost allocation plan, or an equitable and auditable distribution of these costs to all departments.

What is the proper treatment of right-of-way acquisition and disposal?

- Any city or county having purchased salable excess right-of-way with highway users taxes must report any unsold portions to the Controller, including the reasons for holding it and the anticipated date of disposal.
- If a city or county rededicates a park or other city-owned property for a street right-of-way, no charge may be made to the Special Gas Tax Street Improvement Fund or Road Fund for the value of this property.
- Any local jurisdiction may expend highway users taxes for relocation expenses necessitated by right-of-way acquisitions in accordance with the applicable *Government Codes* on relocation assistance.

May a city charge percentage engineering in lieu of actual costs?

Percentage engineering is allowable. The constraints are outlined as follows:

Contract Work—

<i>Preliminary Engineering</i>	<i>Construction Costs (in thousands)</i>	<i>Construction Engineering</i>
22%	\$0–\$49	22%
17%	\$50–\$74	20%
15%	\$75–\$99	18%
13%	\$100–\$149	16%
10%	\$150–\$249	15%
8%	\$250–\$499	14%
8%	\$500–\$999	14%
8%	\$1,000–\$2,000	14%

(These percentages will be computed on the eligible portion of the contract price.)

Day Labor—5% for preliminary engineering and 6% for construction engineering and inspection. (These percentages will be computed on eligible portions of material, equipment, rental and labor (including fringe benefits).)

Right of Way Engineering—2% (This percentage is on the total eligible right-of-way costs. If percentage engineering is used, the agency must carefully watch the following points: (1) no agency may claim percentage engineering in excess of its total street purpose engineering shown on the agency's records; (2) percentage charges may be made to the Special Gas Tax Street Improvement Fund during the same fiscal year in which the actual engineering work occurred (in some cases, this may require an estimate to be made in one year with an adjustment to actual in a subsequent year); and (3) if actual costs are known, it must be used in all cases.)

May a jurisdiction charge the Special Gas Tax Street Improvement Fund and Road Fund for construction of facilities that are necessary to drain streets and roads?

For this purpose those portions of the drainage system listed below may be financed entirely with such moneys:

- Cross culverts regardless of angle of crossing
- Storm drains, culverts, or drainage channels that are required to be constructed or reconstructed by improvements of the roadway
- Longitudinal storm drains or other longitudinal culverts, including manholes
- Cross or longitudinal gutters at intersections
- Catch basins and related pipes (The term “catch basin” shall include outlet structures or curb openings. Eligible “catch basin” must be located within the road or street system rights of way, or as close to the curb return joining the road or street system as practicable considering the location of obstructions and/or hydraulic considerations.)

Are highway users taxes available to be utilized for payment of the cost of any project to the extent that such cost is not reimbursable from federal funds (matching)?

Highway users taxes are eligible to fund matching contributions to railroad grade separation projects, and county and federal matching programs

**SPECIAL ACCOUNTING REQUIREMENTS****600****SPECIAL ACCOUNTING REQUIREMENTS FOR CITIES****610**

The following serves as a guide in installation of accounting and financial systems, to ensure that the systems as conceived will continue through changes in personnel, to answer procedural inquiries, to aid in the audit process, and to aid in systems evaluation.

The *Streets and Highways Code* states, in part, “. . . no apportionment of money from the Highway Users Tax Account as provided in Section 2106 and 2107 shall be made to a city unless the city has set-up by ordinance a ‘Special Gas Tax Street Improvement Fund’.” This fund is a special revenue fund utilized to account for proceeds of specific revenue sources that are legally restricted to expenditures for special purposes.

Specific Criteria:

- Basis of Accounting—Modified accrual
- Primary Means of Spending Control—Annual budget appropriation limitations
- Usual Financing Sources—Legally or contractually identified revenues
- Measurement Focus—Spending and the quality and/or quantity of the products or services provided

Specific Requirements:

The following requirements are to provide guidance on the specific accounting treatment as it relates to the “Special Gas Tax Street Improvement Fund.”

- All apportionments shall be deposited directly into the Special Gas Tax Street Improvement Fund.
- Interest received by a city from the investment of money in its Special Gas Tax Street Improvement Fund shall be deposited in the fund and shall be used for street purposes.
- If other revenues are commingled in the Special Gas Tax Street Improvement Fund, it is the jurisdiction’s responsibility to provide accurate and adequate documentation to support revenue and expenditure allocation as well as segregated balances.
- Any expenditures being funded by “expenditure reimbursement” transfers of gas tax cash to other funds must be identified. Generally accepted accounting principles require that expenditures of the fund being reimbursed are credited to avoid an overstatement of expenditures. The credit would specifically identify the nature of expenditures being funded by gas tax.
- The modified accrual method of accounting is required by generally accepted accounting principles for the special revenue funds.

Interest Requirements (S&H Code §2113):

Any interest earned on investment of highway users taxes must be deposited in the Special Gas Tax Street Improvement Fund. Any city not electing to invest its highway users taxes, but at the same time investing most of its other available funds, should deposit the highway users taxes in a separate checking account to clearly indicate that no such moneys were invested.



If highway users taxes are invested, they must receive their equitable pro-ratio of interest earned on the total funds invested. Several methods are available to determine an equitable distribution of interest earned. Whatever method is employed, it will be analyzed during audit to determine reasonableness and confirm distribution to the Special Gas Tax Street Improvement Fund. The SCO recommends a distribution based on average month-end cash balances.

#### Reimbursements:

Reimbursements from whatever source, of highway users taxes previously expended for street and road construction or right of way purposes, must be deposited in the Special Gas Tax Street Improvement Fund. This includes, but is not limited to:

- Federal aid urban projects
- Cooperative agreements
- Right-of-way dispositions
- Federal and safety projects

### SPECIAL ACCOUNTING REQUIREMENTS FOR COUNTIES

620

Gas tax moneys paid to the county shall be deposited into the county's Road Fund. The counties may deposit other money into this fund. All money deposited into this fund shall be expended by the county exclusively for county roads for the purposes specified in Section 2101 of the *Streets and Highways Code*. (Appendix B, S&H Code §2150)

#### Specific Requirements:

The following requirements are to provide guidance on the specific accounting treatment as it relates to the County Road Fund.

- Section 30200 of the *Government Code* requires the State Controller to prescribe uniform accounting procedures for counties. (Appendix C, GC §30200)
- The SCO's *Accounting Standards and Procedures for Counties* manual, Chapter 9, Appendix A, prescribes the accounting for the Road Fund.
- All apportionments received from the Highway Users Tax Fund shall be deposited into the county's Road Fund.
- The road commissioner of each county shall prepare a tentative road budget covering all proposed county road expenditures. This budget shall be submitted to the board of supervisors in accordance with Chapter 1 (commencing with Section 29000) of Division 3 of Title 3 of the *Government Code* and in the form and manner prescribed by the SCO and at the same time as other county departments submit their recommended budgets. (Appendix B, S&H Code §2007)
- Interest received by the county from the investment of money of its Road Fund shall be deposited in its Road Fund and shall be used for road purposes.
- All other moneys deposited into the Road Fund shall be used for road purposes.

**Other County Requirements:**

Each county board of supervisors shall appoint a single road commissioner for all road districts in the county. Every person who is appointed road commissioner after December 31, 1965, shall be a registered civil engineer. There are exceptions to this requirement. The City and County of San Francisco may appoint a road commissioner who is not a registered civil engineer. (Appendix B, S&H Code §2006)

The board of supervisors of any county may abolish the office of road commissioner if the board transfers all duties of the road commissioner to the county director of transportation. The director of transportation need not have any special permit, registration, or license. Any civil engineering functions required shall be performed by a registered civil engineer acting under the authority of the director of transportation. (Appendix B, S&H Code §2006.1)

The Board of Supervisors of Orange County may abolish the office of road commissioner if the board of supervisors transfers all duties of the road commissioner to an environmental management agency. The director of such environmental management agency shall not be required to have any special permit, registration, or license. Any civil engineering functions required to be performed by the road commissioner shall be performed by a registered civil engineer acting under the authority of the director of the agency. (Appendix B, S&H Code §2006.5)

Allocations or payments will not be made to any county from the Highway Users Tax Account until the county has complied with the requirements of *Streets and Highways Code* Section 2006. If a vacancy occurs, the county has 180 days to appoint a new road commissioner. The 180-day time limit is contingent on the condition that there be a qualified acting road commissioner functioning during the interim period appointed by the board of supervisors. (Appendix B, S&H Code §2006)

In May of each year, each county shall submit to Caltrans any additions or exclusions from its mileage of maintained county highways, specifying the termini and mileage of each route added or excluded from its county maintained roads. (Appendix B, S&H Code §2121)

**RECORDS****630****Source Documentation:**

On construction or purchase of right-of-way, all expenditures charged to the Special Gas Tax Street Improvement Fund or Road Fund must be supported by a warrant or other source document clearly showing that the payment for the expenditure was made and that the source document (invoice, requisition, time sheet, equipment rental charge, engineering plans, specifications and other pertinent data, etc.) clearly identifies the project and other pertinent data to establish a readily discernible audit trail.

**INFORMAL DETERMINATION****700****GENERAL INFORMATION****710**

The law does not provide for prior review of projects or proposed expenditures. The SCO's audit function relates only to a review of expenditures after the fact. However, the State Controller will provide an informal determination as to whether a particular expenditure is within the guidelines. This does not constitute a final determination, but would point out whether or not a question of legality or authorized purpose exists. The initial determination still rests with the jurisdiction.

To obtain general information, contact the State Controller's Office, Division of Audits, Gas Tax Program, at (916) 324-7226. If an informal determination is desired, submit a written request to the State Controller at the following address:

Betty T. Yee  
Controller of the State of California  
Division of Audits  
Gas Tax Program  
Post Office Box 942850  
Sacramento, California 94250-5874



**APPENDIX A**

*The following code sections provide guidance on some questions that may arise related to the cities' or counties' street or road programs. These code sections are not intended to be all-inclusive, but do cover a comprehensive area of activities. Each city or county should refer to the Legislative Counsel for up-to-date legislative information on California law.*

**Article XIX of the  
California Constitution  
Motor Vehicle Revenues****§1. Fuel taxes**

Revenues from taxes imposed by the state on motor vehicle fuels for use in motor vehicles upon public streets and highways, over and above the cost of collection and any refunds authorized by law, shall be used for the following purpose:

- (a) The research, planning, construction, improvement, maintenance, and operation of public streets and highways (and their related public facilities for nonmotorized traffic), including the mitigation of their environmental effects, the payment for property taken or damaged for such purposes, and the administrative costs necessarily incurred in the foregoing purposes.
- (b) The research, planning, construction, and improvement of exclusive public mass transit guideways (and their related fixed facilities), including the mitigation of their environmental effects, the payment for property taken or damaged for such purposes, the administrative costs necessarily incurred in the foregoing purposes, and the maintenance of the structures and the immediate right-of-way for the public mass transit guideways, but excluding the maintenance and operating costs for mass transit power systems and mass transit passenger facilities, vehicles, equipment and services.

**§2. Vehicular fees**

Revenues from fees and taxes imposed by the State upon vehicles or their use or operation, over and above the costs of collection and any refunds authorized by law, shall be used for the following purposes:

- (a) The state administration and enforcement of laws regulating the use, operation, or registration of vehicles used upon the public streets and highways of this State, including the enforcement of traffic and vehicle laws by state agencies and the mitigation of the environmental effects of motor vehicle operation due to air and sound emissions.
- (b) The purposes specified in Section 1 of this article.

**§3. Revenue allocation**

The Legislature shall provide for all allocation of the revenues to be used for the purposes specified in Section 1 of this article in a manner which ensures the continuance of existing statutory allocation formulas for cities, counties, and areas of the State, until it determines that another basis for an equitable, geographical, and jurisdictional distribution exists; provided that, until such determination is made, any use of such revenues for purposes specified in subdivision (b) of Section 1 of this article by or in a city, county, or area of the State shall be included within the existing statutory allocations to, or for expenditure in, that city, county, or area. Any future statutory revisions shall provide for the allocation of these revenues, together with other similar revenues, in a manner which gives equal consideration to the transportation needs of all areas of the State and all segments of the population consistent with the orderly achievement of the adopted local, regional, and statewide goals for ground transportation in local general plans, regional transportation plans, and the California Transportation Plan.

**§4. Mass transit expenditures**

Revenues allocated pursuant to Section 3 may not be expended for the purposes specified in subdivision (b) of Section 1, except for research and planning, until such use is approved by a majority of the votes cast on the proposition authorizing such use of such revenues in an election held throughout the county or counties, or a specified area of a county or counties, within which the revenues are to be expended. The Legislature may authorize the revenues approved for allocation or expenditure under this section to be pledged or used for the payment of principal and interest on voter-approved bonds issued for the purposes specified in subdivision (b) of Section 1.

**§5. Highway bond payments**

The Legislature may authorize up to 25 percent of the revenues available for expenditure by any city or county, or by the State, for the purposes specified in subdivision (a) of Section 1 of this article to be pledged or used for the payment of principal and interest on voter-approved bonds issued for such purposes.



**APPENDIX B**

*The following code sections provide guidance on some questions that may arise related to the cities' or counties' street or road programs. These code sections are not intended to be all-inclusive, but do cover a comprehensive area of activities. Each city or county should refer to the Legislative Counsel for up-to-date legislative information on California law.*

**Selected Streets and Highways Code Sections****§906. Width of county highways; Exception**

The width of all county highways, other than bridges, alleys, lanes, and trails, shall be at least 40 feet, except as provided by Sections 906.5 and 969 and except that the board of supervisors of any county may, by a resolution passed by a unanimous vote of its members, determine that the public convenience and necessity demand the maintenance of a highway of less than 40 feet and may after such determination proceed with the maintenance of any such highway.

This section shall not increase or diminish the width of any county highway established, dedicated, and maintained as such prior to January 1, 1945.

**§906.5. Installation of grates not hazardous to bicycle riders**

On construction under a contract advertised for bids after July 1, 1973, the board of supervisors shall install on the surface of county highways upon which the operation of bicycles is permitted only those types of grates which are not hazardous to bicycle riders.

**§906.6. Maintenance of highway less than 40 feet in width**

Notwithstanding Section 906, a county may maintain a highway of less than 40 feet in width if all the cost of maintenance thereof is paid for by a maintenance district created pursuant to Chapter 26 (commencing with Section 5820) of Part 3 of Division 1.

**§941. Establishment, recordation, construction, maintenance of highways; When public or private road to become county highway; Liability for failure to maintain road**

(a) Boards of supervisors shall, by proper order, cause those highways which are necessary to public convenience to be established, recorded, constructed, and maintained in the manner provided in this division.

(b) No public or private road shall become a county highway until and unless the board of supervisors, or its designee, by appropriate action, has caused the road to be accepted into the county road system. No county shall be held liable for failure to maintain any road unless and until it has been accepted into the county road system by action of the board of supervisors or its designee.

(c) The acceptance of any road or the acceptance of any road subject to improvements pursuant to Section 66477.1 of the Government Code does not constitute the acceptance of the road into the county road system in the absence of the adoption of a resolution by the board of supervisors accepting the road into the county road system.

(d) In lieu of the procedures set forth in subdivisions (b) or (c), boards of supervisors may, by ordinance, designate a county officer to accept, on behalf of the board, roads or portions thereof, into the county road system and to record conveyances to the county of real property interests for road uses and purposes. The designee shall, prior to recording any conveyance under this section, affix a certificate to the instrument stating the acceptance into the county road system and designating the name or number, or both, of the county road. The designee shall report all acceptances and recordings to the board at the end of the fiscal year, or at more frequent intervals as determined by the board.



**§969. Roads between towns and villages; Acquisition and reconstruction; Resolution determining; Expense**

Whenever a road is of general utility and of public convenience and constitutes the only or principal means of communication between one town or village and another town or village in the same county, the board of supervisors may determine, by a two-thirds vote of its membership, that the public convenience and necessity demand the acquisition and reconstruction of such road. Thereafter, by a resolution passed by a two-thirds vote of its membership, the board may determine to, and after such determination may proceed to, acquire and reconstruct such road although it is not of the width required by Section 906. The board shall charge the expense of such acquisition and reconstruction to the county general fund, the road fund of the county, or the district fund of each district benefited, or to any two or more of such funds in such proportions as the board considers just and equitable.

**§969.5. Improvement, etc., of private roads; Rental of equipment**

Such boards may, after they have determined by a resolution adopted by a four-fifths vote of their membership that general county interest demands the improvement or repair of a privately owned road, improve or repair such road in consideration of the grant or lease of a right of way to the county for its own use or the use of the State, any political subdivision or other appropriate public agency for the public purposes specified in the resolution.

Such improvements or repairs shall be made and paid for in like manner as improvements or repairs of county highways.

By the same authorization the board may rent to the owner of land over which such a road has been open to the public for more than five years the machinery and equipment necessary to repair such road and the approaches thereto and any protecting embankments there may be, charging therefor by way of rental the cost of labor and other necessary expenses in addition to a reasonable allowance for depreciation of machinery.

Proceedings under this section shall not cause the road to become a county highway.

**§985. Cattle guards, construction and maintenance**

The board of supervisors may construct, install and maintain cattle guards on or adjacent to the county highways. The cost of constructing, installing, and maintaining such cattle guards may be paid from the general county fund.

The board supervisors may, under such restriction, plans and specifications as it may deem proper, permit any property owner to construct, install or maintain at his own expense, cattle guards on or adjacent to any county highway. The construction and maintenance of such cattle guards shall be under the direction and supervision of the board of supervisors, and they may require such bond as they deem proper as a condition of the granting of permission to erect such cattle guard.

**§1622. "Road Fund"**

All amounts paid to each county, out of money derived from the Highway Users Tax Fund shall be deposited in a "road fund" which each board of supervisors shall establish for that purpose.

Interest received by a county from the investment of money in its road fund shall be deposited in the fund and shall be used for road purposes.

**§1623. Expenditures in cities; Fixing basis of allotment**

The board of supervisors of any county may expend any portion of the amounts thus received by that county in the construction, maintenance, improvement or repair of streets, bridges, and culverts within those cities in the county the governing bodies of which by ordinance or resolution authorize such work of acquisition of any real property or interest therein, or right-of-way, construction, maintenance, improvement or repair. For this purpose each board of supervisors shall provide by ordinance the basis



and conditions upon which allocations will be made from its road fund for expenditure upon streets, bridges, and culverts in cities within the county.

**§1624. Expenditures outside county limits; Authorizing resolution or ordinance**

The board of supervisors of any county may, as provided in Section 1625, expend any portion of the amounts paid to that county, and deposited in the road fund, for the acquisition of right-of-way and the construction of any public highway outside of its county limits, whenever such construction is authorized by ordinance or resolution of the board of supervisors of the county in which the highway is to be constructed or for the acquisition of rights-of-way for, or the construction, improvement or maintenance of, any State highway pursuant to a contract made as provided in Section 130.

**§1625. Procedures for making expenditures outside county limits**

Where such authorization is given, the board of supervisors of the county desiring the construction may:

- (a) Expend, through its own officers or agencies, the amounts authorized by section 1624.
- (b) By resolution transfer such amounts to the account of the commission or to the account of the Secretary of Agriculture of the United States, and may by such resolution specify and determine the location and type of construction of such highway. The amount thus transferred shall, if accepted by the Commission or the Secretary of Agriculture, be expended exclusively for the purpose specified and determined in the resolution.

**§1680. County aid to cities; Purposes of aid; Resolution determining**

The board of supervisors of any county may, by a resolution adopted by a four-fifths vote of its members, determine that any of the following activities are of general county interest and that county aid shall be extended therefor:

- (a) The laying out, opening, construction, improvement, maintenance, repair, or altering of all or any part of any street within a city or extending along or across the boundary of a city.
- (b) The establishing, modifying or changing the grade of any such street.
- (c) The separation of the grades of any two or more such streets which intersect.
- (d) The separation of the grade of any such street from the grade of any steam, electric or street railroad crossing such street.
- (e) The construction of the necessary pavements, curbs, culverts, bridges, tunnels, subways, viaducts, drainage facilities or structures incident to or a part of such street.
- (f) The acquisition of any real property or interest therein, rights of way or other property necessary for any of the purposes mentioned in this section.

**§1805. Width of city streets, private highways and by-roads**

The width of all city streets, except state highways, bridges, alleys, and trails, shall be at least 40 feet, except that the governing body of any city may, by a resolution passed by a four-fifths vote of its membership, determine that the public convenience and necessity demand the acquisition, construction and maintenance of a street of less than 40 feet and, after such determination, proceed with the acquisition, construction or maintenance of any such street. The width of all private highways and by-roads, except bridges, shall be at least 20 feet. This section does not require that the width of city streets established or use as such prior to September 15, 1935, be increased or diminished.



**§1806. Acceptance of street or road by city**

(a) No city shall be held liable for failure to maintain any road until it has been accepted in the city street system in accordance with subdivision (b) or (c).

(b) Except as provided by Section 989, or by Section 57329 or 57385 of the Government Code, no public or private street or road shall become a city street or road until the governing body, by resolution, has caused the street or road to be accepted into the city street system.

(c) In lieu of the procedure set forth in subdivision (b), the governing body of a city may, by ordinance, designate a city officer to accept, on behalf of the governing body, streets and roads or portions thereof, into the city street system and to record conveyances to the city of real property interests for street and road uses and purposes. The designee shall, prior to recording any conveyance under this section, affix a certificate to the instrument stating the acceptance into the city street system and designating the name or number, or both, of the city street or road.

**§2006. Road commissioner; Appointment; Qualifications; Public hearing on qualifications; Notice of hearing; Publication**

(a) The board of supervisors of each county shall appoint a single road commissioner for all road districts in the county. Every person who is appointed road commissioner after December 31, 1965, shall be a registered civil engineer. However, the City and County of San Francisco may appoint a person road commissioner who is not a registered civil engineer. Any person appointed road commissioner on or before December 31, 1965, need not be a registered civil engineer if he or she is approved by the board of supervisors as qualified and competent to handle the road and highway work of the county. Any person who is a road commissioner in any county on December 31, 1965, need not be a registered civil engineer to be appointed road commissioner of another county after December 31, 1965. After October 1, 1952, no person shall be appointed road commissioner until the board of supervisors holds a public hearing on the qualifications of the candidate or candidates for the position of road commissioner. At least 14 days but not more than 30 days prior to the hearing, notice of the hearing shall be posted at the county courthouse and published at least once in a newspaper of general circulation in the county. Nothing in this section precludes one person from serving two or more counties. An elective county official shall not be appointed road commissioner after October 1, 1952, unless the official is holding the position of road commissioner on that date. The road commissioner is, at all times, under the direction and supervision of the board of supervisors but may be dismissed, after a hearing, only upon a majority vote of the board. This subdivision does not apply in chartered counties whose charter requires the county surveyor to perform the duties of, or exercise the powers conferred by law on, the road commissioner.

(b) Each county shall furnish evidence to the Controller that it has complied with this section.

(c) Neither the Controller nor any other state officer shall make any allocations or payments to any county from the Highway Users Tax Account in the Transportation Tax Fund until the county has complied with the requirements of this section; except that, if a vacancy occurs in the office of road commissioner of a county, the allocations or payments to the county shall not be suspended pursuant to this section unless the county has not appointed a new road commissioner in accordance with this section within 180 days from the date the vacancy first occurred.

(d) The 180-day time limit is contingent on the condition that there be a qualified acting road commissioner functioning during the interim period under direct appointment by the board of supervisors.

**§2006.1. Abolition of office of road commissioner and transfer of duties**

Notwithstanding Section 2006 or Section 2006.5, the board of supervisors of any county may abolish the office of road commissioner if the board transfers all duties of the road commissioner to the county director of transportation. The director of transportation shall not be required to have any special permit, registration, or license. Any civil engineering functions which are required to be performed by the road commissioner shall be performed by a registered civil engineer acting under the authority of the director of transportation.



**§2006.5. Abolition of office of road commissioner in Orange County**

Notwithstanding any other provision of law, the Board of Supervisors of Orange County may abolish the office of road commissioner if the board of supervisors transfers all duties of the road commissioner to an environmental management agency. The director of such environmental management agency shall not be required to have any special permit, registration, or license. Any civil engineering functions which are required to be performed by the road commissioner shall be performed by a registered civil engineer acting under the authority of the director of such agency.

The Legislature hereby finds and declares that this section, applicable only to Orange County, is necessary because of the unique and special problems of county road management in Orange County due to the extent of municipal incorporation found in the county.

**§2007. Duty to prepare road budget; submission to supervisors; Hearings; Changes and revisions; Purposes for which funds expendable; Cancellation or transfer of appropriations**

The road commissioner shall each year prepare a tentative road budget covering all proposed expenditures for the ensuing fiscal year for county road purposes. The road commissioner shall submit the budget to the board of supervisors in accordance with Chapter 1 (commencing with Section 29000) of Division 3 of Title 3 of the Government Code and in the form and manner prescribed by the Controller and at the same time as other county departments submit their recommended budgets.

The board of supervisors shall hold public hearings on the proposed road budget at the same time as the general county budget is considered and after like notice. In adopting the budget, the board may make such changes and revisions as it considers will subserve the public interest.

After adoption of the budget by the board of supervisors, the road commissioner shall not obligate or expend funds appropriated for county road purposes other than as set forth in the budget as adopted. However, the board of supervisors may, by appropriate action at any regular or special meeting, authorize the cancellation or transfer, in whole or in part, of any appropriation or appropriations set forth in the budget and reappropriate funds thus canceled for road purposes not set forth in the budget or to expenditure classifications insufficiently provided for where this action will best serve the interests of the people. Funds transferred pursuant to this section, or as authorized by the board of supervisors, shall immediately be made available for expenditure by the road commissioner for road purposes.

**§2010. Inspection of roads by supervisors; Additional mileage; Use of privately owned automobile**

In order that the provisions of this chapter may be effectively carried out, the members of the board of supervisors of their respective counties shall make reasonable inspection from time to time of the roads within their counties maintained from funds supplied by this chapter. The additional mileage entailed by this section, not to exceed six hundred dollars (\$600) in any one year, shall be a proper charge against and shall be paid from the one thousand six hundred sixty-seven dollars (\$1,667) monthly apportionment to the county under subdivision (a) of Section 2104.

Such mileage shall be deemed to be in addition to any other mileage allowed by law or county charter, and each supervisor who uses a privately owned automobile in the discharge of duties imposed upon him in connection with the county road system shall receive for the performance of such duties in addition to the compensation and any other allowances paid him as supervisor, but not in duplication of any other mileage allowed by law or county charter, twenty-five dollars (\$25) per month for the first 250 miles traveled, without filing a report of the specific inspection tours requiring such mileage. For mileage traveled in excess of 250 miles, each supervisor shall be paid ten cents (\$0.10) for each mile traveled up to 250 miles, or twenty-five dollars (\$25) for a total not to exceed 500 miles or fifty dollars (\$50). The supervisor claiming such additional mileage shall file a report of the inspection tour or tours requiring such travel.



**§2101. Moneys in Highway Users Tax Account appropriated; Purposes**

All moneys in the Highway Users Tax Account in the Transportation Tax Fund and hereafter received in the account are appropriated for all of the following:

- (a) The research, planning, construction, improvement, maintenance, and operation of public streets and highways (and their related public facilities for nonmotorized traffic), including the mitigation of their environmental effects, the payment for property taken or damaged for such purposes, and the administrative costs necessarily incurred in the foregoing purposes.
- (b) The research and planning for exclusive public mass transit guideways (and their related fixed facilities), the payment for property taken or damaged for such purposes, and the administrative costs necessarily incurred in the foregoing purposes.
- (c) The construction and improvement of exclusive public mass transit guideways (and their related fixed facilities), including the mitigation of their environmental effects, the payment for property taken or damaged for such purposes, the administrative costs necessarily incurred in the foregoing purposes, and the maintenance of the structures and the immediate right-of-way for the public mass transit guideways, but excluding the maintenance and operating costs for mass transit power systems and mass transit passenger facilities, vehicles, equipment, and services, in any area where the voters thereof have approved a proposition pursuant to Section 4 of Article XIX of the California Constitution.
- (d) The payment of principal and interest on voter-approved bonds issued for the purposes specified in subdivision (c).

**§2103. Apportionment of money in fund**

At least 90 percent of the balance deposited to the credit of the Highway Users Tax Account in the Transportation Tax Fund by the 28<sup>th</sup> day of each month shall be apportioned by the State Controller by the second working day thereafter, except for June, in which case the apportionment shall be made the same day. These apportionments shall be made as provided for in Sections 2103 to 2122, inclusive. If information is not available to make the apportionment as required, the apportionment shall be made on the basis of the information of the previous month. Amounts not apportioned shall be included in the apportionment of the subsequent month.

**§2104. Apportionment among counties of money derived under Motor Vehicle Fuel License Tax Law**

A sum equal to the net revenue derived from a per gallon tax of 2.035 cents (\$0.02035) under the Motor Vehicle Fuel License Tax Law (Part 2 (commencing with Section 7301) of Division 2), 1.80 cents (\$0.0180) under the Use Fuel Tax Law (Part 3 (commencing with Section 8601) of Division 2), and 1.80 cents (\$0.0180) under the Diesel Fuel Tax Law (Part 31 (commencing with Section 60001) of Division 2) of the Revenue and Taxation Code, shall be apportioned among the counties, as follows:

- (a) Each county shall be paid one thousand six hundred sixty-seven dollars (\$1,667) during each calendar month, which amount shall be expended exclusively for engineering costs and administrative expenses with respect to county roads.
- (b) A sum equal to the total of all reimbursable snow removal or snow grooming, or both, costs filed pursuant to subdivision (d) of Section 2152, or seven million dollars (\$7,000,000), whichever is less, shall be apportioned in 12 approximately equal monthly apportionments for snow removal or snow grooming, or both, on county roads, as provided in Section 2110.
- (c) A sum equal to five hundred thousand dollars (\$5,000,000) shall be apportioned in 12 approximately equal monthly apportionments, as provided in Section 2110.5.
- (d) Seventy-five percent of the funds payable under this section shall be apportioned among the counties monthly in the respective proportions that the number of fee-paid and exempt vehicles which are registered in each county bears to the total number of fee-paid and exempt vehicles registered in the state.



For purposes of apportionment under this subdivision, the Department of Motor Vehicles shall, as soon as possible after the last day of each calendar month, furnish to the Controller a verified statement showing the number of fee-paid and exempt vehicles which are registered in each county and in the state as of the last day of each calendar month as reflected by the records of the Department of Motor Vehicles.

(e) Of the remaining money payable, there shall be paid to each eligible county a amount that is computed monthly as follows: The number of miles of maintained county roads in each county shall be multiplied by sixty dollars (\$60); from the resultant amount, there shall be deducted the amount received by each county under subdivision (d) and the remainder, if any, shall be paid to each county.

(f) The remaining money payable, after the foregoing apportionments, shall be apportioned among the counties in the same proportion as the money referred to in subdivision (d).

#### **§2105. Additional apportionment to counties and cities**

In addition to the apportionments prescribed by Sections 2104, 2106, and 2107, from the revenues derived from a per gallon tax imposed pursuant to Section 7351 of the Revenue and Taxation Code, and per gallon tax imposed pursuant to Section 8651 of the Revenue and Taxation Code, and a per gallon tax imposed pursuant to Sections 60050 and 60115 of the Revenue and Taxation Code, the following apportionments shall be made:

(a) A sum equal to the net revenue from a tax of 11.5 percent of any per gallon tax in excess of nine cents (\$0.09) per gallon under Section 7351 of the Revenue and Taxation Code, . . . 11.5 percent of any per gallon tax in excess of nine cents (\$0.09) per gallon under Section 8651 of the Revenue and Taxation Code, and 11.5 percent of any per gallon tax in excess of nine cents (\$0.09) per gallon under Sections 60050 and 60115 of the Revenue and Taxation Code, shall be apportioned among the counties, including a city and county. The amount of apportionment to each county, including a city and county, during a fiscal year shall be calculated as follows:

(1) One million dollars (\$1,000,000) for apportionment to all counties, including a city and county, in proportion to each county's receipts during the prior fiscal year under Sections 2104 and 2106.

(2) One million dollars (\$1,000,000) for apportionment to all counties, including a city and county, as follows:

(A) Seventy-five percent in the proportion that the number of fee-paid and exempt vehicles which are registered in the county bears to the number of fee-paid and exempt vehicles registered in the state.

(B) Twenty-five percent in the proportion that the number of miles of maintained county roads in the county bears to the miles of maintained county roads in the state.

(3) For each county, determine its factor which is the higher amount calculated pursuant to paragraph (1) or (2) divided by the sum of the higher amounts for all of the counties.

(4) The amount to be apportioned to each county is equal to its factor multiplied the amount available for apportionment.

(b) A sum equal to the net revenue from a tax of 11.5 percent of any per gallon tax in excess of nine cents (\$0.09) per gallon under Section 7351 of the Revenue and Taxation Code, 11.5 percent of any per gallon tax in excess of nine cents (\$0.09) per gallon under Section 8651 of the Revenue and Taxation Code, and 11.5 percent of any per gallon tax in excess of nine cents (\$0.09) per gallon under Sections 60050 and 60115 of the Revenue and Taxation Code, shall be apportioned to cities, including a city and county, in the proportion that the total population of the city bears to the total population of all the cities in the state.

#### **§2106. Apportionment of motor vehicle fuel license tax proceeds to counties and cities**

A sum equal to the net revenue derived from one and four one-hundredths cent (\$0.0104) per gallon tax under the Motor Vehicle Fuel License Tax Law (Part 2 (commencing with Section 7301) of Division 2 of the Revenue and Taxation Code) shall be apportioned monthly from the Highway Users Tax Account in the Transportation Tax Fund among the counties and cities as follows:



- (a) Four hundred dollars (\$400) per month shall be apportioned to each city and city and county and eight hundred dollars (\$800) per month shall be apportioned to each county and city and county
- (b)(1) Commencing on July 31, 2001, and on the last day of each month after that date, to and including June 30, 2006, the sum of six hundred thousand dollars (\$600,000) per month shall be transferred to the Bicycle Transportation Account in the State Transportation Fund.
- (2) After June 30, 2006, the sum of four hundred sixteen thousand six hundred sixty-seven dollars (\$416,667) shall be transferred on the last day of each month after that date to the Bicycle Transportation Account in the State Transportation Fund.
- (c) The balance shall be apportioned, as follows:
  - (1) A base sum shall be computed for each county by using the same proportions of fee-paid and exempt vehicles as are established for purposes of apportionment of funds under subdivision (d) of Section 2104.
  - (2) For each county, the percentage of the total assessed valuation of tangible property subject to local tax levies within the county which is represented by the assessed valuation of tangible property outside the incorporated cities of the county shall be applied to its base sum, and the resulting amount shall be apportioned to the county. The assessed valuation of taxable tangible property, for purposes of this computation, shall be that most recently used for countywide tax levies as reported to the Controller by the State Board of Equalization. If an incorporation or annexation is legally completed following the base sum computation, the new city's assessed valuation shall be deducted from the county's assessed valuation, the estimate of which may be provided by the State Board of Equalization.
  - (3) The difference between the base sum for each county and the amount apportioned to the county shall be apportioned to the cities of that county in the proportion that the population of each city bears to the total population of all the cities in the county. Populations used for determining apportionment of money under Section 2107 are to be used for purposes of this section.

**§2106.5. Agreement of county and included incorporated cities on allocation of funds; Disposition of apportionments**

- (a) Each county and any of its incorporated cities may enter into an agreement regarding the base sum established by paragraph (1) of subdivision (c) of Section 2106, providing for expenditure of the amounts apportioned to the county and apportioned for expenditure within the cities participating in the agreement upon roads and streets within the county and the cities participating in the agreement.
- (b) Any of the incorporated cities within a county may enter into an agreement among themselves regarding the amount apportioned to them pursuant to paragraph (3) of subdivision (c) of Section 2106 for expenditure upon city streets within the cities participating in the agreement.
- (c) Any such agreement shall be filed with the State Controller. After verification of the agreement by the State Controller, the State Controller shall make disposition of the apportionments to the parties participating in the agreement in accordance with terms of the agreement.

**§2107. Apportionment to cities, and cities and counties on basis of population**

A sum equal to the net revenues derived from a per gallon tax of 1.315 cents (\$0.01315) under the Motor Vehicle Fuel License Tax Law (Part 2 (commencing with Section 7301) of Division 2) 2.59 cents (\$0.0259) under the Use Fuel Tax Law (Part 3 (commencing with Section 8601) of Division 2), and 1.80 cents (\$0.0180) under the Diesel Fuel Tax Law (Part 31 (commencing with Section 60001) of Division 2) of the Revenue and Taxation Code, shall be apportioned monthly to the cities and cities and counties of this state from the Highway Users Tax Account in the Transportation Tax Fund as provided in this section.



From that sum, the Controller shall allocate annually to each city that has filed a report containing the information prescribed by subdivision (c) of Section 2152, and that had expenditures in excess of five thousand dollars (\$5,000) during the preceding fiscal year for snow removal, an amount equal to one-half of the amount of its expenditures for snow removal in excess of five thousand dollars (\$5,000) during that fiscal year.

The balance of that sum from the Highway Users Tax Account shall be allocated to each city, including city and county, in the proportion that the total population of the city bears to the total population of all the cities in this state.

For the purpose of this section, except as otherwise provided in this paragraph, the population in each city is the population determined for that city in the manner specified in Sections 11005 and 11005.3 of the Revenue and Taxation Code. Commencing with the ninth fiscal year of a city described in subdivision (a) of Section 1105.3 of the Revenue and Taxation Code, and the sixth fiscal year of a city described in subdivision (b) of the that same section, the population in each city is the population determined for that city in the manner specified in Section 11005 of the Revenue and Taxation Code.

**§2107.3. Apportionment of funds; Incorporation, annexation or exclusion of territory, increase in population or disincorporation**

The incorporation of a new city, or any annexation or exclusion of territory to or from an existing city, shall be considered for the purpose of apportionment of funds pursuant to Section 2107. The revenue shall be apportioned among the cities monthly as revenues are received in the Highway Users Tax Fund. Any newly incorporated city or any increase in population due to annexation shall be included in the monthly apportionment following such incorporation or annexation.

In the event of the disincorporation of a city, or in the event the incorporation of a city is adjudged invalid, any funds apportioned pursuant to Section 2107 to such city, but which are unexpended, shall revert to the Highway Users Tax Fund and shall be reapportioned to all other cities and cities and counties pursuant to Section 2107.

The Controller shall not be required to reapportion funds previously apportioned for expenditure in the different cities of the state by reason of any subsequent incorporation, invalidation of incorporation, annexation or exclusion of territory.

**§2107.4. Use of funds for debt payment**

Not more than one-quarter of the funds allocated to a city or county from the Highway Users Tax Account in the Transportation Tax Fund for the construction of streets therein may be used to make principal and interest payments on bonds issued for such construction, if the issuance of such bonds is authorized by a proposition approved by a majority of the votes cast thereon. The term of any such bonds shall not exceed 25 years.

**§2107.5. Allocations; Engineering costs and administrative expenses in respect to city streets**

In addition to the amounts apportioned to cities from the Highway Users Tax Fund under Sections, 2106 and 2107, the following amounts shall be allocated annually during the month of July of each fiscal year for expenditure exclusively for engineering costs and administrative expenses in respect to city streets:

(a) For each city with a population of over 500,000 inhabitants.....	\$20,000
(b) For each city with a population of 100,000 to 500,000 inhabitants.....	10,000
(c) For each city with a population of 50,000 to 99,999 inhabitants.....	7,500
(d) For each city with a population of 25,000 to 49,999 inhabitants.....	6,000
(e) For each city with a population of 20,000 to 24,999 inhabitants.....	5,000
(f) For each city with a population of 15,000 to 19,999 inhabitants.....	4,000
(g) For each city with a population of 10,000 to 14,999 inhabitants.....	3,000
(h) For each city with a population of 5,000 to 9,999 inhabitants.....	2,000
(i) For each city with a population of less than 5,000 inhabitants.....	1,000



For the purpose of this section the population in each city shall be determined in accordance with Sections 2107, 2107.1 and 2107.2 at the time of allocation. Any city incorporated after the first day of July of any year shall receive the full annual allocation prescribed in this section, such allocation to be made during the month succeeding the filing or certification of the incorporation by the Secretary of State.

Any city under subdivision (h) or (i) above may expend the moneys allocated to it hereunder for acquisition of rights-of-way for and construction of its street system.

#### **§2110. Apportionment of moneys payable to counties under Section 2104(b)**

(a) The moneys payable to the counties under subdivision (b) of Section 2104 shall be apportioned monthly among the several counties as follows:

(1) A sum equal to the total of all reimbursable snow removal costs filed pursuant to subdivision (d) of Section 2152, or five million five hundred thousand dollars (\$5,500,000), whichever is less, shall be apportioned in 12 approximately equal monthly apportionments for snow removal or snow grooming, or both, on county roads as follows:

(2) If the total is less than five million five hundred thousand dollars (\$5,500,000), the full amount of reimbursable snow removal or snow grooming, or both, costs shall be apportioned to the several counties in an amount equal to that computed pursuant to the report filed by each county pursuant to subdivision (d) of Section 2152.

(3) If the total is five million five hundred thousand dollars (\$5,500,000) or more for the fiscal year, the Controller shall compute percentages for the apportionment of five million five hundred thousand dollars (\$5,500,000) to the several counties in the state for snow removal or snow grooming, or both, on county roads, including the purchase of snow removal equipment therefor, and shall apportion the amount to the counties in the computed percentages. The percentage each county is to be apportioned during the fiscal year shall be derived by adding its reimbursable snow removal or snow grooming, or both, expenditures for the three preceding fiscal years as to which the Controller has received snow removal or snow grooming, or both, expenditure reports pursuant to Section 2152, and dividing the sum by the total amount of reimbursable snow removal or snow grooming, or both, expenditures by all counties in the state during those fiscal years.

(b) On or before the first day of March of each year, the Controller shall notify each county of the amount apportioned to it pursuant to this section for expenditure for snow removal or snow grooming, or both, on county roads during the following fiscal year.

#### **§2110.5. Apportionment of money payable to counties under Section 2104(c)**

The money payable to the counties under subdivision (c) of Section 2104 shall be apportioned monthly for heavy rainfall and storm damage on county roads to the following counties in the named percentages:

Alameda .....	2.629	Plumas .....	.897
Amador .....	.135	Riverside .....	1.185
Butte .....	.161	San Benito .....	1.070
Colusa .....	.339	San Bernardino .....	2.609
Contra Costa .....	10.575	San Francisco .....	1.016
Del Norte .....	.251	San Diego .....	2.760
Fresno .....	.639	San Luis Obispo .....	5.782
Humboldt .....	4.935	Santa Barbara .....	7.661
Los Angeles .....	9.913	Santa Cruz .....	12.162
Marin .....	3.781	Sierra .....	.333
Mendocino .....	2.084	Siskiyou .....	.814
Monterey .....	3.701	Sonoma .....	10.238
Napa .....	1.950	Trinity .....	2.137
Nevada .....	.718	Ventura .....	8.543
Orange .....	.051	Yuba .....	.846
Placer .....	.085		



**§2113. Apportionment; Expenditure; State employees not liable**

No apportionment of money from the Highway Users Tax Fund as provided in Section 2106 or 2107 shall be made to a city unless the city has set up by ordinance a "special gas tax street improvement fund."

All apportionments of such moneys shall be deposited in the "special gas tax street improvement fund."

In making any expenditure a city shall follow the law governing it in regard to the doing of the particular type of work in cases which are not exclusively municipal affairs.

No state officer or employee shall be liable for anything done, or omitted to be done, by any city in the performance of any work.

Interest received by a city from the investment of money in its special gas tax street improvement fund shall be deposited in the fund and shall be used for street purposes.

**§2118. Deposit requirement for money received from Tax Fund**

When the State Controller determines it to be necessary, he/she may require a county or city to deposit money received from the Highway Users Tax Fund in a separate bank account.

**§2119. Prerequisites to drawing or issuance of warrants in favor of county or city**

The State Controller shall not draw his/her warrant upon the Highway Users Tax Fund in favor of any county or city which has failed to establish any road or street fund as required by law, which has failed to deposit money received from the Highway Users Tax Fund in a separate bank account when required under Section 2118, which has failed, neglected or refused to file any report required by law, showing the amount of money received by such county or city from the Highway Users Tax Fund and the disposition thereof, or which has failed, neglected, or refused to restore any such moneys not expended in conformance with any law or constitutional provision. On satisfactory proof by such county or city to the State Controller of the establishment of such road or street fund, the deposition of money in a separate bank account, the filing of such report, or the restoration of the improperly expended moneys, such warrant shall be issued.

A county or city shall have reasonable time, after notification from the State Controller, to comply with the provisions of this section.

**§2121. Additions or exclusions from mileage of added or excluded routes; Affect of appeal on apportionment; Relinquishment of highway to county**

(a) In May of each year each county shall submit to the department any additions or exclusions from its mileage of maintained county highways, specifying the termini and mileage of each route added or excluded from its county maintained roads. The department shall either approve or disapprove each such inclusion or exclusion and in the event of a disapproval the county shall have the right to appeal as provided in Section 74. The department shall as required by the Controller certify to him or her county mileage figures. No appeal shall affect any apportionment made by the Controller pending the determination of appeal. If, on appeal, additional mileage is allowed the county, the department shall immediately certify the corrected figure to the Controller, and the same shall be used for subsequent apportionments.

(b) On relinquishing any state highway or portion thereof to a county, the department shall immediately certify to the Controller the mileage so relinquished and the same shall immediately be added to the county's maintained mileage of county roads for purposes of subsequent apportionments.

**§2150. Payments into county special road improvement fund; Expenditures from Tax Fund; Purposes; Disposition of amounts paid in county road funds**

All amounts paid to each county, out of the Highway Users Tax Fund shall be deposited in its road fund. The board may deposit in said fund any other money available for roads. All money received by a county from the Highway Users Tax Fund and all money deposited by a county in its road fund shall be



expended by the county exclusively for county roads for the purposes specified in Section 2101 or for other public street and highway purposes as provided by law.

The amounts paid to a county for snow removal on county roads and for heavy rainfall and storm damage on county roads, pursuant to Section 2110, shall be kept in separate accounts in its road fund and shall be used solely for the purpose for which apportioned.

#### **§2151. Annual report of expenditures; Person responsible for making and signing report; Certification**

On or before the first day of October of each year, the governing body of each county and city shall cause to be made and filed with the Controller a complete report of the expenditures for street or road purposes during the preceding fiscal year ending on the 30th day of June. However, the City of El Segundo, the City of Huntington Beach, the City of Inglewood, the City of Long Beach, or the City of South Lake Tahoe may send, on a one-time basis, a written notice to the Controller that it has selected a fiscal year ending on a date other than June 30, and, in that case, the fiscal year selected by the city shall be its fiscal year for reports under this section. (Appendix B, S&H Code §2151)

The Controller shall prescribe the form and contents of the report. The report shall show the amount expended for construction by contract, maintenance by contract, construction by day labor, and maintenance by day labor. For construction and maintenance by day labor, the amount shall include the cost of material, labor, equipment, and overhead for work performed thereunder.

The board of supervisors of each county shall by appropriate action, at any regular or special meeting, designate either the county road commissioner or the county auditor as the person responsible for making and signing the report required by this section. When the road commissioner is designated to make and sign the report, the county auditor shall certify the report before it is filed with the Controller. When the county auditor is designated to make and sign the report, the road commissioner shall certify the report before it is filed with the Controller. Reports made by each city shall be certified by the city's fiscal officer.

#### **§2152. Contents of report**

The report shall contain the following:

(a) A detailed statement of all money available from all sources during the fiscal year covered by the report, including money made available by the United States, the state, the county or city, any other governmental agency, and money available from bond issues, special assessments, or from any other source whatever for expenditure for street or road purposes

(b) A detailed statement of all expenditures during the fiscal year covered by the report for street or road purposes, including obligations incurred but not yet paid. The statement shall be broken down into expenditure categories, including, but not limited to, expenditures for right-of-way or other property, new construction, reconstruction, widening, resurfacing, maintenance, repair, and acquisition and maintenance of equipment.

The State Controller, with the advice of the department, may prescribe any other expenditure categories and may require any detail that may be deemed necessary by him or her fully to disclose the nature and extent of all financial transactions by the county or city relating to streets or roads.

(c) A detailed statement of all expenditures during the fiscal year covered by the report for snow removal or snow grooming, or both, including expenditures of money apportioned pursuant to Section 2107 or 2110. The statement shall include equipment costs in connection with snow removal or snow grooming, or both, on an hourly rental basis or on any other annual basis that the State Controller may require.

(d) In addition, the county shall compute its reimbursable snow removal costs. The reimbursable snow removal or snow grooming, or both, costs shall be in an amount equal to 80 percent of the expenditures described in subdivision (c) that are in excess of five thousand dollars (\$5,000).

(e) For purposes of this section, "snow grooming" is a method whereby snow is packed down into a hard surface in order to facilitate transportation by snowmobiles or other vehicles modified or accustomed to traveling on packed snow or ice, or both.

**§2153. State Controller to insure adequacy and accuracy of reports**

The State Controller shall take such steps as he/she may deem necessary to insure that such reports are adequate and accurate.

**§2154. Tabulation and compilation of reports; Distribution**

The \* \* \* Controller shall annually tabulate and compile all such reports received by him or her and shall distribute copies of \* \* \* that tabulation and compilation to the Governor, the Lieutenant Governor, the Members of the Legislature, the department, the \* \* \* State Auditor, the Joint Legislative Audit Committee, the cities, and the counties and to any legislative committee charged with the investigation of streets, roads highways, or bridges in this state.

**§2155. State money not be allocated to city or county delinquent in filing report**

No state money shall be allocated to or made available for expenditure by any county or city at any time when such county or city is delinquent in filing the report provided for in Section 2151.



**APPENDIX C**

*The following code sections provide guidance on some questions that may arise related to the cities' or counties' street or road programs. These code sections are not intended to be all-inclusive, but do cover a comprehensive area of activities. Each city or county should refer to the Legislative Counsel for up-to-date legislative information on California law.*

**Selected Government Code Sections****§12410. Fiscal matters; claims and disbursements; Audits**

The Controller shall superintend the fiscal concerns of the state. The Controller shall audit all claims against the state, and may audit the disbursement of any state money, for correctness, legality, and for sufficient provisions of law for payment. Whenever, in his opinion, the audit provided for by Chapter 4 (commencing with Section 925), Part 3, Division 3.6 of Title 1 of this code is not adequate, the Controller may make such field or other audit of any claim or disbursement of state money as may be appropriate to such determination.

**§30200. Prescription and adoption of uniform accounting procedures for counties under this division; Authority of State Controller**

Under this division, the Controller shall prescribe for counties uniform accounting procedures conforming to generally accepted accounting principles. The procedures shall be adopted under the provisions of Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 and shall be published in the California Administrative Code either in their entirety or by reference. The Controller shall prescribe such procedures after consultation with and approval by the Committee on County Accounting Procedures. Approval of such procedures shall be by a majority vote of the members of the committee. The vote may be conducted by mail at the discretion of the chairperson of the committee, provided however, that should one or more members of the committee request a meeting for the purpose of voting the chairperson shall call a meeting of the committee as provided in Section 30201.

**§30201. Committee on County Accounting Procedures; Members; Appointment; Compensation and expenses; Designation of chairman; Notice of meeting**

The Committee on County Accounting Procedures shall consist of 10 members appointed by the State Controller, to serve at the pleasure of the Controller. Five of the members shall be county auditors, three shall be county administrative officers, and two shall be members of a county board of supervisors. The members of the committee shall serve without compensation but shall be reimbursed for their necessary traveling and other expenses incurred in attending meetings of the committee. Such expenses shall be paid by the county of which the member is an officer. The State Controller shall designate a member of the committee to serve as chairman. The committee shall meet at the call of the chairman and each member shall be given written notice of any meeting at least 10 days prior to the date of the meeting.







**COUNTY OF SAN MATEO**  
COUNTY MANAGER'S OFFICE

**Members Memorandum**

**Date:** September 10, 2018  
**To:** Honorable Members, Board of Supervisors  
**From:** John L. Maltbie, County Manager  
**Subject:** Budget Hearings Report Back Item:  
Budget Allocations by Measure K Category

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**BACKGROUND:**

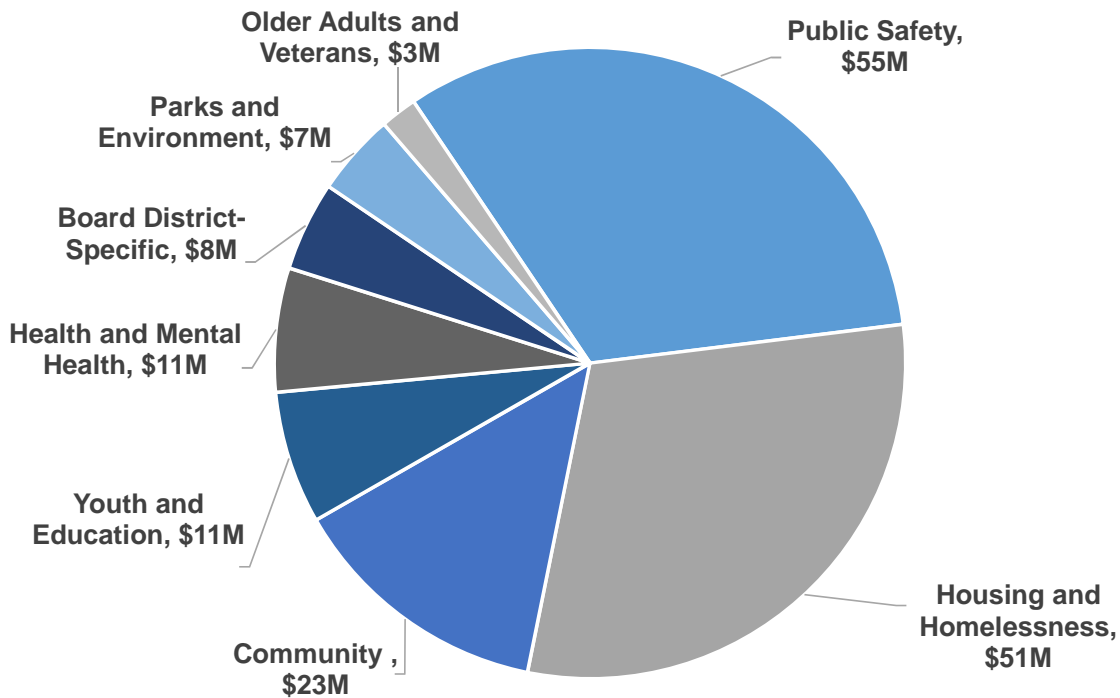
During the Fiscal Year 2018-19 Recommended Budget Hearing, your Board requested a report back item regarding budget allocations by Measure K category.

**DISCUSSION:**

The attached report contains a summary of budget allocations for the following Measure K categories: District-Specific, Public Safety, Health and Mental Health, Youth and Education, Housing and Homelessness, Parks and Environment, Older Adults and Veterans, and Community. Going forward Measure K reporting will be divided by these categories.

If you have any questions, please feel free to contact me.

Cc: Mike Callagy, Assistant County Manager  
Iliana Rodriguez, Deputy County Manager  
Peggy Jensen, Deputy County Manager  
Robert Manchia, County Budget Director  
CMO Budget Analysts



#### Board District-Specific - \$8M

Department Name	Project Name	2018-19 Adopted
Department of Public Works	Programs and Services Dist 3	51,041
County Manager/Clerk of the Board	Measure K Admin Assistant	135,000
Parks Department	Programs and Services Dist 3	331,000
Non-Departmental Services	Programs and Services Dist 5	1,100,000
Non-Departmental Services	Programs and Services Dist 3	1,280,273
Non-Departmental Services	Programs and Services Dist 4	1,413,249
Non-Departmental Services	Programs and Services Dist 1	1,578,750
Non-Departmental Services	Programs and Services Dist 2	1,864,648
Total		7,753,961

#### Public Safety - \$55M

Department Name	Project Name	2018-19 Adopted
Sheriff's Office	Coastside Response Coordinator	65,858
Human Services Agency	CORA - Legal Expenses	77,250
Sheriff's Office	Human Trafficking & CSEC	210,000
Sheriff's Office	School Safety	578,212
Fire Protection Services	County Fire Engine Replc Fnd	1,500,000
Other Capital Construction Fund	Pescadero Fire Station	1,563,240
Other Capital Construction Fund	Skylonda Fire Station Repl	1,945,054
Other Capital Construction Fund	PSC Regional Ops Ctr (ROC)	48,929,578
Total		54,869,192

#### Health & Mental Health - \$11M

Department Name	Project Name	2018-19 Adopted
Health System	SMART Program	86,862

Health System	Jail Alternate Program	143,405
Health System	Jail Alternate Program	171,699
Health System	Coastside Medical Services	519,865
Human Services Agency	Public Health Nurse Program	524,943
Health System	Respite Program	1,058,000
Health System	Home Visit Expansion	1,226,592
Health System	Whole Person Care Match	2,000,000
Non-Departmental Services	Agreement with Seton Med Ctr	5,000,000
<b>Total</b>		<b>10,731,366</b>

## Youth & Education - \$11M

Department Name	Project Name	2018-19 Adopted
Health System	4H Youth Development Program	30,900
Human Services Agency	CASA (Advocates) - Foster Care	108,212
Health System	Comm Collab East Palo Alto	116,390
Health System	COE and Schools Coordination	163,822
Health System	Parenting Project-MH	196,099
Human Services Agency	StarVista Dybrk Fstr Yth Trg	219,300
Health System	First Aid-MH	259,708
Health System	PES Case Management	309,301
County Manager/Clerk of the Board	Students With Amazing Goals	350,000
County Library	Library Summer Reading Progrms	366,000
Health System	Residential Substance Abuse	386,250
Human Resources Department	Supported Training Employ Prog	400,000
Health System	Pre To Three	404,390
Health System	Early Onset Bipolar	420,512
Health System	Pre To Three	569,905
Health System	Youth Trauma Intervention	592,250
Health System	Early Childhood Comm Teams	679,800
Health System	Youth Outpatient Case Mgmt	761,924
Human Services Agency	At-Risk Foster Youth Services	1,030,000
Human Services Agency	HSA PEI-At Risk Child	1,622,296
Non-Departmental Services	Early Learnng and Care Trust Fd	2,500,000
<b>Total</b>		<b>11,487,059</b>

## Housing & Homelessness - \$55M

Department Name	Project Name	2018-19 Adopted
Human Services Agency	RRHHL Program Auditing Needs	10,000
Human Services Agency	RRHHL Inclement Weather	30,030
Human Services Agency	Mobile Hygiene Unit	35,646
Human Services Agency	RRHHL MVP Diversion	40,000
Human Services Agency	Rotating Church &#160;Shelters	75,000
Department of Housing	21 Elements CCAG	92,970
Human Services Agency	RRHHL CoC Tech Assistance	105,000
Human Services Agency	ITA - Clarity & FRC database	107,952
Planning and Building	Affordable Housing Initiative	137,500
Human Services Agency	Safe Harbor Shelter Bridge	173,349
Human Services Agency	BitFocus Clarity Human Svcs	189,935
Department of Housing	Staff Support	225,000
Human Services Agency	RRHHL Medical Services	257,066
Department of Housing	HIP Shared Housing	265,392

Office of Sustainability	Home for All	275,000
County Manager/Clerk of the Board	Home for All	325,000
Human Services Agency	Homeless Outreach Teams	334,683
Health System	Augmented Housing Insp Pgm	404,547
Human Services Agency	CORE Agenc Emerg Housg Assist	438,600
Human Services Agency	RRHHL MVP Bridge Funding	450,000
Human Services Agency	RRHHL Interim Housing Capacity	504,173
Human Services Agency	EPA Homeless Shelter Op Exp	577,280
Department of Housing	Landlord Tenant I and R	597,882
Human Services Agency	HOPE Plan Implementation	939,755
Human Services Agency	RRHHL Abode Services	1,119,517
Human Services Agency	Housing Retention	1,200,000
Human Services Agency	RRHHL Abode Contract	1,220,275
Department of Housing	Farm Labor Housing	2,725,260
Department of Housing	Affordable Housing 3.0 and 4.0	38,038,110
<b>Total</b>		<b>50,894,922</b>

### Parks & Environment - \$7M

Department Name	Project Name	2018-19 Adopted
Parks Department	Parks Department Capital Projs	-
Parks Department	Volunteer Stewardship Corps	277,063
Parks Department	Parks Master Plan	375,707
Parks Department	Natural Resource Management	441,688
Parks Department	Parks Playground Improv	474,251
Parks Department	Sanchez Adobe Renovation	731,608
Parks Department	Parks Department Ops and Maint	4,823,532
<b>Total</b>		<b>7,123,849</b>

### Older Adults & Veterans - \$3M

Department Name	Project Name	2018-19 Adopted
Health System	EMS Falls Prevention	41,416
Health System	AAS Kinship Caring MH	77,250
Health System	AAS Ombudsman	114,981
Health System	AAS Meals Express Pgm	146,904
Health System	AAS Friendship Line	206,000
Human Services Agency	Veterans Services	309,399
Health System	AAS Dementia Services	463,500
Health System	AAS Elder Depend Adult Protect	675,263
District Attorney's Office	District Attorney Elder Abuse	1,131,012
<b>Total</b>		<b>3,165,725</b>

### Community - \$23M

Department Name	Project Name	2018-19 Adopted
Office of Sustainability	Bicycle Coordinator	75,000
Human Services Agency	Peninsula Family Svcs Dist2	97,850
Capital Projects	Library Capital - Misc	112,125
Human Services Agency	Peninsula Family Svcs Dist5	126,175
Human Services Agency	Second Harvest Food Bank	150,000
Department of Public Works	MCO Airport Sup	218,320

County Manager/Clerk of the Board	Measure A Outreach Coordinator	397,897
County Library	Library Capital - EPA	432,939
Non-Departmental Services	SamTrans-Yth, Elderly, Disabld	2,500,000
Capital Projects	Bldgs and Facil Infrastructure	4,869,648
Information Services Department	Technology Infra and Open Data	5,000,000
County Manager/Clerk of the Board	N Fair Oaks General Plan Implm	8,891,343
	<b>Total</b>	<b>22,871,297</b>

<b>Total</b>	<b>168,897,371</b>
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OFFICE OF  
**ASSESSOR-COUNTY CLERK-  
RECORDER & ELECTIONS**  
COUNTY OF SAN MATEO

**MARK CHURCH**  
CHIEF ELECTIONS OFFICER &  
ASSESSOR-COUNTY CLERK-RECORDER

TO: President Dave Pine and Honorable Members of the Board

FROM:  Mark Church, Chief Elections Officer & Assessor-County Clerk-Recorder

DATE: September 6, 2018

SUBJECT: June 5, 2018 Statewide Direct Primary Election – Overview  
November 6, 2018 Statewide General Election – Update

## **BACKGROUND**

I am pleased to report that the June 5, 2018 Statewide Direct Primary Election conducted under the California Voter's Choice Act (VCA) was successfully implemented and well received by the voters of our county. The new All-Mailed Ballot/Vote Center Election model increased voter participation for all voters and expanded accessibility to the electoral process for voters with disabilities and language minorities.

In this report, we will provide an overview of the June 5, 2018 Statewide Direct Primary Election and share with you our recommendations for proposed amendments to the county's Election Administration Plan for the November 6, 2018 Statewide General Election. The report will also review the upcoming November 6, 2018 Statewide General Election, which is projected to be a much larger and more complex election, as more jurisdictions move to even-numbered year elections under SB 415 (California Voter Participation Rights Act) and the full impact of new election laws begin to take hold.

## **DISCUSSION**

### **VCA Counties – Statewide Comparisons**

San Mateo County, along with Sacramento, Madera, Napa and Nevada Counties, were the first counties in the State of California to conduct elections under the VCA. All of the VCA counties experienced impressive results with voter turnout rates significantly higher than the statewide average of 37%, the highest statewide voter turnout percentage in a midterm primary since 1998. Nevada County reported the highest voter turnout in the state at 60%. San Mateo County's voter turnout, at 44.34%, was the largest percentage increase (17%) of any county in the state since the 2014 primary election.

*To: President Dave Pine and Honorable Members of the Board*  
*Subject: June 5, 2018 Statewide Direct Primary Election – Overview*  
*November 6, 2018 Statewide General Election – Update*  
*Date: September 6, 2018*  
*Page 2 of 19*

## **VCA Community Engagement**

The successful implementation of the California Voter's Choice Act in San Mateo County was directly attributable to the many hours of planning and active involvement of our diverse communities. Special recognition must be given to the county's Voting Accessibility Advisory Committee (VAAC), the Language Accessibility Advisory Committee (LAAC), our Voter Education and Outreach Advisory Committee (VEOAC), and over 100 community partners that took an active role in the preparation and implementation of this election. These citizen volunteers provided essential input in the preparation of the county's Election Administration Plan (EAP), our detailed roadmap for the execution of the VCA. The successful conduct of this election could not have occurred without the active involvement of these volunteers and the critical support provided by our City and Town Clerks.

A special thanks must also go to the Secretary of State's Office and Secretary of State Alex Padilla, whose leadership led to the passage of the VCA. Secretary Padilla visited San Mateo County on two separate occasions, meeting with hundreds of Sequoia Union High School students on the importance of civic engagement and meeting with residents at the Doelger Senior Center in Daly City to encourage voter registration and active involvement in the election.

Most importantly, the success of the election could not have been possible without the Board's ongoing leadership and support for increasing voting opportunities and accessibility for all San Mateo County voters. Your early support of All-Mailed Ballot/Vote Center Elections clearly established San Mateo County as a leader in elections in the State of California, shaping the future of elections statewide for generations to come.

## **June 5, 2018 Primary Election Overview**

The June 2018 Election was a relatively large election that saw the convergence of several new state laws, legislative mandates and new technologies designed to increase voter participation and accessibility. Four Vote Centers were opened in North, Central and South county 29 days before the election. 28 Ballot Drop-Off Locations were established during the early voting period for voters to conveniently drop off their ballots. Two Roving Vote Centers were opened on Election Day in rural areas of the county and a Mobile Vote Center, for voters with specific needs, was available on an appointment basis throughout the early voting period and on Election Day. Below are some of the highlights of the June 5 Primary Election.

### **June Election Statistics**

- Eligible Voters – 506,481
- Registered Voters – 388,298
- Total Ballots Cast – 172,168
- Voter Turnout – 44.34%

### June Election Statistics (Continued)

- Vote by Mail (VBM) Ballots Cast – 159,531 (92.66% of Ballots Cast)
- Vote Center Ballots Cast – 12,637 (7.34% of Ballots Cast)
- VBM Ballots returned to Vote Centers – 24,709
- VBM Ballots returned to Ballot Drop-off Locations – 12,379
- VBM Ballots returned to Vote Centers on Election Day – 20,322
- VBM Ballots returned to Ballot Drop-off Locations on Election Day – 8,211
- VBM Ballots dropped off on Election Day – 28,533 (18% of VBM Ballots Cast)
- VBM Ballots received in the mail on E-Day +3 – 41,601 (26% of VBM Ballots Cast)
- VBM Ballots received on E-Day +3 – 70,134 (44% of VBM Ballots Cast)
- Conditional Voter Registration (CVR) Provisional Ballots – 251
- Regular Provisional Ballots – 912

### Election Equipment and Technology

- eSlate Voting Machines – 389 (117 Disabled Access Units)
- Laptops – 210 (Voter Look-up)
- Cradlepoint - Virtual Private Network (VPN) Connections
- Runbeck On Demand Ballot System - On Demand Ballot Printers
- Accessible Vote by Mail System - Screen Readable Ballot Marking Technology
- DFM EIMS Lite – New Vote Center Voter Look-up Software
- Accessible Sample Ballot - Screen Readable Technology
- California Online Voter Registration (COVR)
- Conditional Voter Registration (CVR)
- New Election Website and Live Chat

### Participating Jurisdictions and Contests

- Participating Local Jurisdictions – 10
- Open Seats – 19
- Candidates – 26
- Local Measures – 12
- Ballot Styles – 34
- Precincts – 492

Appendix A provides a complete list of the candidates and measures for the June Election.

### **Vote Centers and Ballot Drop-off Locations**

The June 5, 2018 Statewide Primary Election saw the implementation of a new election model that incorporated an All-Mailed Ballot Election structure with Vote Centers and Ballot

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Drop-off Locations strategically placed throughout the county. Below is a summary of our Vote Center and Ballot Drop-off Locations.

- 30-Day Vote Centers: 4
- 11-Day Vote Centers: 9
- 4-Day Vote Centers: 39
- Hours of Operation: 9 AM to 5 PM (Election Day - 7 AM to 8 PM)
- Roving Vote Centers: 2
- Mobile Vote Center: 1
- 29-Day Ballot Drop-off Locations: 28
- Vote Center Representatives: 138
- Total Extra Help Staff: 260

This election saw a total of 39 Vote Centers distributed throughout the county with at least one Vote Center located in each municipality. Four (4) of these Vote Centers were opened 29 days prior to Election Day, five (5) additional Vote Centers opened 10 days prior to the election and thirty (30) Vote Centers were added three days prior to Election Day. Two additional Roving Vote Centers were opened on Election Day in rural areas of the county, and a Mobile Vote Center for voters with specific needs was available on an appointment basis throughout the early voting period and on Election Day. A total of 389 eSlate voting machines were deployed in the 39 Vote Centers, including 117 Disabled Access Units (DAU) eSlates (three per Vote Center).

Vote Centers were highly utilized on Election Day by voters seeking a variety of services such as Conditional Voter Registration, replacement of soiled or lost ballots, dropping off ballots and receiving general information. Over 30,000 voters visited the 4-Day Vote Centers on Election Day and the three days preceding. Only 7% (12,637) of the total ballots cast were at Vote Centers, with 92.7% (159,531) cast as Vote by Mail. Of the 159,531 VBM ballots cast, 70,134 (44%) were received on Election Day and the three days thereafter. The large numbers of ballots coming in late impacted the reporting of election results and will require operational adjustments to manage the large volume of ballots anticipated for the November Election.

Finally, while Vote Center statistics indicate that Vote Centers were under-utilized during the first 26 days of the voting period, Vote Centers played a vital role in providing voter services, essential information and materials to all voters during the June 2018 voting period.

### **Vote Center/VCA Election Technology**

The June 5, 2018 Statewide Primary Election brought together a combination of old and new election technology to meet the requirements of the VCA All-Mailed Ballot/Vote Center Election model. The county's existing state certified voting systems, including the HART InterCivic Voting Tabulation System and the Pitney Bowes VBM Mail Sorter, while reaching

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the end of their useful life, functioned well but needed maintenance and support throughout the election period. We have commenced the process of evaluating the replacement of the Pitney Bowes VBM Mail Sorter this year as a backup to our existing system, and we are in the process of preparing an RFI for the replacement of our voting tabulation system in 2019.

#### Voting System Replacement Funding

The State Budget includes a one-time augmentation of \$134.3 million of General Fund monies to support the purchase of all necessary hardware, software, and initial licensing for the replacement of voting systems and technology. San Mateo County has been allocated \$2,474,000 as its share of the state funding. The funding represents a 50 percent state share of total voting system replacement costs.

These funds are intended to assist counties with voting systems nearing the end of their useful life and to assist those counties that are moving toward a Vote Center Election Model under the VCA.

Our preliminary estimates indicate that implementing the County's new voting systems and technology infrastructure will be in the range of \$5 million, depending on the systems and security infrastructure selected.

#### New Laptops and "Cradlepoint" Connections

The Vote Center model required that each Vote Center have real time access to the county's Voter Registration system in order for Vote Center staff to verify the voting status of each voter. ACRE IT Department System Analysts worked closely with ISD to purchase and configure Cradlepoint devices that created secure Virtual Private Network (VPN) connections from each Vote Center location to the county's Voter Registration system. Once the connection was established, the 210 newly purchased laptops were connected and used to look up each voter with a new web-based application, from our voter registration vendor, DFM Associates.

#### Runbeck On Demand Ballot System

The Runbeck On Demand Ballot System was deployed for the purpose of enabling Vote Center staff to print a specific ballot style for any voter who visits a Vote Center. Without a state-of-the-art On Demand Ballot System, pre-printed paper ballots for all ballot styles would have to be purchased for each Vote Center, which is highly inefficient and costly. The use of the On Demand Ballot System improved efficiency and eliminated the cost of purchasing pre-printed ballots.

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### Accessible Vote by Mail System (AVBM)

San Mateo County was the first county in the state to deploy an Accessible Vote by Mail System for voters with disabilities. The Accessible Vote by Mail System allows a voter with disabilities or a military/overseas voter to mark a ballot in a screen reader compatible format on any computer with an internet connection. The ballot is then printed out and returned to the Elections Office. Over 40 such ballots were returned during this election, a 150% increase over the November 2017 Election.

### Elections Website Enhancements

The new Elections interactive website was improved to prominently feature the most requested content and better align with voters' terminology. The website also expanded the number of live chat features to meet election day traffic volume. A text number was also provided for live chat and easier mobile access.

For the upcoming November Election, a new home page banner has been prominently placed to direct voters to election results. An "SMC Vote" landing page has been developed with its own URL ([www.smcvote.org](http://www.smcvote.org)) and a link to the webpage for voters to easily access elections information. This will facilitate access to information provided on our Voter Education and Outreach materials such as flyers, brochures and notices.

### Elections Security

As we reported to the Board earlier this year, the resiliency and success of our cyber defense systems depends on a well-coordinated, multi-organizational effort employing the very best cyber defense technologies. One of our most important initiatives this year in the area of bolstering our cyber defenses, has been the engagement of cyber security consultant StratumPoint to perform security and validation testing on our Election Information Management System (EIMS). At the state and federal levels, the Department of Homeland Security and the Secretary of State's Office have been working with counties on cyber incident planning, preparedness, identification, response, and risk management best practices.

### **Tower Road Facility Improvements**

The Tower Road Elections Facility was originally constructed in 1963 and over the years has become functionally obsolete in meeting the operational needs of today's Elections statutory requirements and the California Voter's Choice Act. In cooperation with the Department of Public Works Capital Projects Unit, a plan was developed in 2016 to remodel and retrofit the Tower Road Facility at an approximate cost of \$16 million. In Fiscal Year 2018-19, \$3 million has been allocated in the Capital Projects Program to begin a phased approach of



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remodeling the facility's Vote By Mail Area and Record Storage Areas, to accommodate the replacement of the Pitney Bowes Olympus Mail Sorter and VBM operations in the new area of the facility.

The Department has been advised to request funding for the balance of the Tower Road Facility Improvements in the FY 2019-21 Capital Improvement Program. However, immediate funding is essential in order to meet our goal of completing the improvements for the November 2020 Presidential Election.

### **Voter Education and Outreach**

One of the most important requirements of the Voter's Choice Act is the development of a comprehensive Voter Education and Outreach Plan to inform voters on all aspects of the VCA. The county's Voter Education and Outreach Plan was prepared in consultation with our community based organizations and partners. The plan implemented an extensive media campaign, with direct postcard mailings, brochures, flyers and posters printed in three languages for outreach and education events. Advertisements were purchased on six Bay Area radio stations, six Bay Area television stations, 11 local newspapers and one local magazine. Digital advertisements targeting San Mateo County voters ran on six websites (YouTube, Facebook, KTVU, KCBS, Univision, and MercuryNews.com). One hundred thousand targeted emails and 517,192 targeted mobile phone advertisements were sent as part of our outreach efforts.

The Voter Education and Outreach Program was allocated \$500,000 in the FY 2017-18 for this effort. The county will be reimbursed \$58,000 by the Secretary of State under SB 117 for its voter education and outreach services. The county will also be reimbursed an additional \$20,000 from the Secretary of State's Office under Section 251 of the Help America Vote Act (HAVA) for administrative related activities.

For the upcoming November Election, \$450,000 was allocated in FY 2018-19 Budget for the Vote Education and Outreach Program.

### **June 5, 2018 Statewide Primary Election Costs**

The total costs for the June 2018 election were \$4,559,774. The county will receive reimbursable costs of \$770,000 from jurisdictions participating in the election, resulting in a net county cost of \$3,789,774 for the June 2015 election. This amount is \$1,089,774 over the \$2,700,000 net county cost estimated two and a half years ago in preparation for the FY 2017-19 budget cycle, before a decision had been made to participate in the Voter's Choice Act.

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The actual to estimated cost differential is due to the combination of several factors and budget adjustments that converged during the June 2018 election. Below is a brief summary of these election cost factors.

#### New Election Laws and Statutory Requirements

- SB 415 California Voter Participation Rights Act (Even-Numbered Year Elections)
- AB 1436 Conditional Voter Registration Law
- AB 1461 DMV Motor Voter Law
- AB 2252 Remote Accessible Vote-By-Mail System
- SB 450 California Voter's Choice Act
- 38 Chaptered Bills were signed by the Governor in 2017 impacting Election Operations

#### Technology

- Accessible Vote by Mail System (California Council of the Blind/ADA Compliance)
- Accessible Sample Ballot System
- Runbeck Ballot On-Demand System
- DFM Vote Center Application
- Cradlepoint secure modem/routers
- GIS – New Precinct Layer
- VoteCal
- California Online Voter Registration (COVR)
- Conditional Voter Registration (CVR)
- Cybersecurity Defense Systems

#### Vote Centers

- Vote Center Days – 212 Vote Center Days under VCA, as compared to 32 Vote Center Days under our AB 2028 Pilot Election in 2015
- Increased Labor Costs: County Employee Wages paid to Vote Center Representatives, as compared to Poll Worker Stipend paid to Polling Place Workers
- Onboarding and Training Costs

#### All-Mailed Ballot/VBM Processing

- Increased Labor Costs
- Increased Printing Costs
- Increased Postage Costs
- Larger Official Ballots

## District Elections

Five jurisdictions in San Mateo County transitioned to district elections, with more jurisdictions considering the move in future election cycles. When jurisdictions move from at-large elections to multiple district elections, the transition amounts to an increase in jurisdictional boundaries and an additional administrative burden. District elections result in more ballot styles, longer ballots, increased Geographical Information System (GIS) tasks, and additional complexities for tracking and monitoring activities.

Appendix B provides a detailed summary of the June 5, 2018 Statewide Direct Primary Election expenditures.

## RECOMMENDATIONS

The June 2018 Election provided San Mateo County a unique perspective on the administration of an All-Mailed Ballot/Vote Center Election with Ballot Drop-off Locations. The June and November 2018 elections have been referred to by many as “pilot elections” for the purpose of testing and improving the new election model. San Mateo and all of the VCA counties have pioneered a new road in California elections. This invaluable experience will be taken into the November 2018 election.

Below you will find recommendations that have been developed by staff and our community partners to improve the efficiency of the new election model. Those recommendations that have been asterisked will be incorporated as changes to the Election Administration Plan (EAP).

- **Vote Center Locations\*** - New Vote Centers are being identified to replace previous Vote Centers due to a variety of factors, including difficulties in securing consent of the owner, desirability of the location, and accessibility and size of the facility. Those new Vote Center locations include: Bayshore Community Center, Room 125; Jefferson Union High School District, Galleria; William E. Walker Recreation Center, Art Gallery; Millbrae Community Center; Farallone View School; and Terrabay Gymnasium & Recreation Center, Foyer.

Additionally, new rooms have been identified in the following existing Vote Centers: Skyline College, Building 19, Room 213 and Arrillaga Family Recreation Center, Multipurpose Room.

As of the writing of this report, the Redwood City Community Activities Building has been tentatively confirmed as a Vote Center with a room change.

- **Vote Center Hours\*** - It is proposed that Vote Center hours be increased by one hour in each of the three days before Election Day. The objective is to alleviate the

pressure caused by same-day conditional voter registration on Election Day and the large volume of voters showing up at the polls.

- Ballot Drop-off Locations\* – Provide additional exterior Ballot Drop-off Boxes at City Hall and selected locations
- EAP clarifying language\* – Provide clarifying language in the EAP for assisting voters with disabilities, AVBM replacement ballots, Election Security and Roving Voting (which will be known moving forward as “Pop-up Voting”).
- Vote Center Curbside Ballot Drop-off - Provide curbside ballot drop off boxes for certain high use Vote Center locations
- Vote Center Signage and Flags - For better visibility and directions
- Vote Center Representatives “Leads” – A Vote Center Representative “Lead” will be assigned to each Vote Center for customer service and incident response purposes.
- Vote Center Staffing/Focused Deployment - Staff deployment at each Vote Center will be based on statistical usage compiled during the June Election.
- Poll Workers - Traditional poll workers and students will be used at Vote Centers as greeters for line management and customer service activities.
- Vote Center Staff Training - Increase number of hours of technical training and provide additional materials at Vote Centers for staff and the public.
- Encourage Early Voting - Utilizing various media and direct contact to encourage early voting by mail and at Vote Centers.
- Increase Field Technician Teams - To assist Vote Centers with immediate technical assistance to troubleshoot voting equipment incidents, by assigning technicians to designated service areas in the county.

### **California Civic Engagement Project Research Study**

The California Civic Engagement Project, a non-partisan research center located at the University of Southern California, has been retained to conduct a research study on the implementation of the California Voter’s Choice Act (VCA) in San Mateo County during the June 2018 Primary Election.

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The study is designed and led by Dr. Mindy S. Romero, Director of the California Civic Engagement Project (CCEP). Dr. Romero is a political sociologist with extensive experience studying voter participation in California elections and presently serves on the Secretary of State's California Voter's Choice Act Task Force. The goal of the study is to provide critical insight to voters and elected officials on the benefits and challenges of the new All-Mailed Ballot/Vote Center Election model. An overview of the research study will be presented to the Board in October 2018.

## **November 6, 2018 Statewide General Election**

The November 6, 2018 Statewide General Election is shaping up to be one of the largest elections ever held in the county as more jurisdictions move to even-numbered year elections and the impact of new election laws begin to take full effect. The size and the scope of the November election will result in a three-card ballot with 60 local jurisdictions participating and 159 open seats, as compared to ten jurisdictions and 19 open seats in the June Primary. There are 222 qualified local candidates and 29 local measures on the November ballot. The election will serve 492 precincts with 122 ballot styles.

### **November Election Statistics**

- Eligible Voters: 506,481
- Registered Voters: 384,683
- Vote Centers – 39
- Ballot Styles – 122 (Estimate)
- Total Precincts – 492

### **Participating Jurisdictions and Contests**

- Participating Local Jurisdictions – 60
- Open Seats – 159
- Qualified Local Candidates – 222
- Local Measures – 29

Appendix C provides a complete list of all candidates and measures for the November Election.

## **FISCAL IMPACT**

### **Cost Estimate for November Election**

It is estimated that the total election costs for the upcoming November 2018 election will run in the neighborhood of \$5,679,682. A 10% plus or minus variable factor is prudent given potential operational challenges that can impact labor costs and materials. These are total

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election costs which vary depending on the number of registered voters, number of jurisdictions participating and other factors such as printing and postage charges.

The estimated total election costs of \$5,679,682 will be reduced by reimbursable expenses from participating jurisdictions. Expenses reimbursed to the county are estimated to be approximately 66% (\$3,759,619) of the total election costs. The reason for the high reimbursable rate is primarily two-fold. First, there is a large number of jurisdictions that are participating in the November General Election under SB 415. Second, the county does not have a countywide measure or vacant seat on the ballot. As a result, the net county cost will be significantly reduced.

A very important qualifier: Elections costs are difficult to estimate since no two elections are alike, with costs and the number of registered voters varying considerably from election to election. Additionally, there is very little historical cost experience for conducting All-Mailed Ballot/Vote Center Elections under the Voter's Choice Act that can be drawn upon to precisely estimate future election expenditures.

Appendix D provides a summary of the cost estimate for the November 6, 2018 Statewide General Election expenditures.

cc: Hon. Alex Padilla, Secretary of State  
Hon. Anna Eshoo, Congresswoman  
Hon. Jackie Speier, Congresswoman  
Hon. Jerry Hill, Senator  
Hon. Kevin Mullin, Assemblyman  
Hon. Marc Berman, Assemblyman  
Hon. Phil Ting, Assemblyman  
Mayors and Councilmembers, San Mateo County  
Members, School Boards of Trustees, San Mateo County  
Members, Special District Boards of Directors, San Mateo County  
John Maltbie, County Manager  
Michael Callagy, Assistant County Manager  
John Beiers, County Counsel  
City/Town Managers  
City/Town Clerks  
School Superintendents  
Special District General Managers  
Voting Accessibility Advisory Committee Members  
Language Accessibility Advisory Committee Members  
Voter Education and Outreach Advisory Committee Members  
San Mateo County Community Partners



## **APPENDIX A**

### **June 5, 2018 Statewide Direct Primary Election Participating Local Jurisdictions, Contests and Measures**

#### San Mateo County

- Board of Supervisors, 2nd District - 1 candidate
- Board of Supervisors, 3rd District - 3 candidates
- Assessor-County Clerk-Recorder - 2 candidates
- Controller - 1 candidate
- Coroner - 1 candidate
- District Attorney - 1 candidate
- Sheriff - 2 candidates
- Treasurer-Tax Collector - 1 candidate
- County Superintendent of Schools - 2 candidates
- Superior Court Judge, Office #1 - 1 candidate
- Superior Court Judge, Office #2 - 3 candidates
- Superior Court Judge, Office #3 - 1 candidate
- Superior Court Judge, Office #4 - 1 candidate
- Superior Court Judge, Office #5 - 1 candidate
- Superior Court Judge, Office #6 - 1 candidate
- Superior Court Judge, Office #7 - 1 candidate
- Superior Court Judge, Office #8 - 1 candidate
- Superior Court Judge, Office #9 - 1 candidate
- Superior Court Judge, Office #10 - 1 candidate

#### Regional Measure

- Regional Measure 3

#### Municipalities

- City of Foster City Measure P
- Town of Portola Valley Measure T

#### School Districts

- Belmont-Redwood Shores School District Measure K
- Brisbane School District Measure L
- Cabrillo Unified School District Measure M
- Jefferson Union High School District Measure J
- Las Lomas Elementary School District Measure R

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School Districts (Continued)

- Millbrae School District Measure N
- Pacifica School District Measure O
- Ravenswood City School District Measure Q
- Ravenswood City School District Measure S

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**APPENDIX B**

**June 5, 2018 Statewide Primary Election Costs Summary**

<b>SAMPLE BALLOT PRINTING POSTAGE</b>	<b>OFFICIAL BALLOT PRINTING</b>	<b>VBM BALLOT PRINTING POST/SUPP</b>	<b>VOTE CENTER SUPPLIES SERVICES</b>	<b>COMPUTER CHARGES 8.5 CENTS</b>	<b>VOTING EQUIPMENT 22 CENTS</b>	<b>OTHER CHARGES</b>	<b>LABOR</b>	<b>ADMIN OVERHEAD 51.10%</b>	<b>TOTAL COST</b>
521,971.80	21,185.41	971,594.49	73,562.17	115,146.13	298,025.20	69,356.12	1,717,091.15	771,841.42	4,559,773.89

## **APPENDIX C**

### **November 6, 2018 Statewide General Election Participating Local Jurisdictions, Contests and Measures**

#### **Governing Boards**

##### **Municipalities**

- Town of Atherton
- City of Belmont
- Town of Colma
- City of Daly City
- City of East Palo Alto
- City of Foster City
- City of Half Moon Bay
- Town of Hillsborough
- City of Menlo Park
- City of Millbrae
- City of Pacifica
- Town of Portola Valley
- City of Redwood City
- City of San Carlos
- City of South San Francisco
- Town of Woodside

##### **School Districts**

- Board of Education, Trustee Areas 1, 2 and 3: 4-year terms
- Bayshore Elementary School District: Three 4-year terms
- Belmont-Redwood Shores School District: Three 4-year terms
- Brisbane School District: Three 4-year terms
- Cabrillo Unified School District: Three 4-year terms
- Hillsborough City School District: Three 4-year terms
- Jefferson Elementary School District: Three 4-year terms
- Jefferson Union High School District: Three 4-year terms
- La Honda-Pescadero Unified School District: Two 4-year terms
- Las Lomitas Elementary School District: Three 4-year terms
- Menlo Park City School District: Three 4-year terms
- Millbrae School District: Three 4-year terms

### **School Districts (Continued)**

- Pacifica School District: Three 4-year terms
- Ravenswood City School District: Three 4-year terms
- Redwood City School District, Trustee Area 2 and 4: 4-year term
- San Bruno Park School District: Three 4-year terms
- San Mateo County Community College Dist., Trustee Areas 2 and 4: 4-year terms
- San Mateo Union High School District: Three 4-year terms
- Sequoia Union High School District, Trustee Area A and D: 4-year terms
- South San Francisco Unified School District: Three 4-year terms
- Woodside Elementary School District: Three 4-year terms

### **Special Districts**

- Bayshore Sanitary District: Two 4-year terms, One 2-year term
- Broadmoor Police Protection District: Two 4-year terms
- Coastside County Water District: Two 4-year terms
- Coastside Fire Protection District: Three 4-year terms
- Colma Fire Protection District: One 4-year term
- Granada Community Services District: Three 4-year terms
- Ladera Recreation District: Three 4-year terms
- Menlo Park Fire Protection District: Three 4-year terms
- Midpeninsula Regional Open Space District, Wards 5 and 6: 4-year terms
- Mid-Peninsula Water District: Three 4-year terms
- Montara Water and Sanitary District: Three 4-year terms
- North Coast Water District: Three 4-year terms
- Peninsula Health Care District: Three 4-year terms
- San Mateo County Harbor District: Two 4-year terms
- Sequoia Healthcare District, Zones A, C and E: 4-year terms
- West Bay Sanitary District: Two 4-year terms, One 2-year term
- Westborough Water District: Two 4-year terms, One 2-year term

### **Regional Districts**

- Midcoast Community Council: Four 4-year terms
- Pescadero Municipal Advisory Council: Five 4-year terms

## **Measures**

### **County Measures**

- San Mateo County Transit District: Sales Tax Measure

### **City Measures**

- City of Belmont: Hotel Room Tax Measure
- City of Belmont: Appointed City Clerk Measure
- City of Belmont: Appointed Treasurer Measure
- City of Brisbane: General Plan Amendment Measure
- Town of Colma: Transient Occupancy (“Hotel”) Tax Measure
- City of Daly City: Business License Tax Measure
- City of Daly City: Cannabis Business Tax Measure
- City of Daly City: Transient Occupancy (Hotel) Tax Measure
- City of East Palo Alto: Commercial Office Space Parcel Tax Measure
- City of Foster City: Transient Occupancy Tax Measure
- City of Half Moon Bay: Cannabis Business Tax Measure
- City of Half Moon Bay: Commercial Cannabis Activities Measure
- City of Half Moon Bay: Advisory Measure A
- City of Half Moon Bay: Advisory Measure B
- City of Half Moon Bay: Advisory Measure C
- City of Menlo Park: Charter Amendment Measure
- City of Millbrae: Bond Measure
- City of Redwood City: Cannabis Business Tax Measure
- City of Redwood City: Transactions and Use (Sales) Tax Measure
- City of Redwood City: Charter Amendment Measure
- City of San Carlos: Transient Occupancy Tax Measure
- City of San Carlos: Cannabis Business Tax Measure
- City of South San Francisco: Transient Occupancy Tax Measure
- City of South San Francisco: Cannabis Business License Tax Measure

### **School District Measures**

- Jefferson Elementary School District: Bond Measure
- Jefferson Union High School District: Parcel Tax Measure
- Portola Valley School District: Bond Measure
- San Bruno Park School District: Bond Measure
- San Mateo-Foster City School District: Parcel Tax Measure



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**APPENDIX D**

**November 6, 2018 Statewide General Election Cost Estimate**

<b>SAMPLE BALLOT PRINTING POSTAGE</b>	<b>OFFICIAL BALLOT PRINTING</b>	<b>VBM BALLOT PRINTING POST/SUPP</b>	<b>VOTE CENTER SUPPLIES SERVICES</b>	<b>COMPUTER CHARGES 8.5 CENTS</b>	<b>VOTING EQUIPMENT 22 CENTS</b>	<b>OTHER CHARGES</b>	<b>LABOR</b>	<b>ADMIN OVERHEAD 51.10%</b>	<b>TOTAL COST</b>
842,284.41	38,185.41	1,000,875.09	84,812.17	232,066.15	600,641.80	83,227.34	1,930,030.81	867,558.91	5,679,682.09