Measure AA Funding Projects/Cost Framework

Purpose: This framework is to develop the protocols regarding the funding of projects or costs using Measure AA funds and how allocations shall be determined and requests for funding shall be made:

Funding Priority Areas:

- **Road Repair & Infrastructure:** Roads, bridges, potholes, public facilities.
- **Water & Sewer Infrastructure:** Reliability, efficiency, quality, and safety improvements.
- **Parks Projects:** Restoration and enhancement of recreational features and facilities.
- **Essential & Mandated Services:** Housing affordability, homelessness reduction, healthcare for children and vulnerable populations.
- **Public Safety:** Emergency management, disaster response, animal services, emergency communications.

Funding Allocations to support Board priority areas. These funding allocations will be examined on an annual basis and modified as needed to fit the County's current priorities.

- **On-Going Costs**
  - **Allocation:** 30-35% of projected annual Measure AA revenue.
  - **Process:**
    - Identified during departmental budget requests.
    - Incorporated in CAO Recommended Budget.
    - Approved annually as part of the budget process.
    - Tracked via activity codes.
- **Roads Projects**
  - **Allocation:** 40-50% of projected annual Measure AA revenue.
  - **Process:**
    - Public Works receives road section requests from Board, public, and staff.
    - Annual list developed based on priority (secondary roads).
    - List presented to Measure AA Committee for initial recommendation selection and recommendation to Board of Supervisors.
  - **Funding Process:**
    - Approved during adopted budget.
    - Progress updates to Measure AA Committee quarterly. Projects will not start until funds have been received by County.
    - New requests/modifications require full Board approval.
- **C. One-Time Items**
  - **Allocation:** 15-25% of projected annual Measure AA revenue.
  - **Selection Process:**
    - County departments and community partners submit requests via online portal on a quarterly basis.

- Submittals will be screened for alignment with board priorities and ensure unincorporated County.
- list presented to Measure AA Committee on a quarterly basis for recommendation to Board of Supervisors based on Measure AA funds received.
- Recommended one time item approvals and budget resolutions presented to the Board of Supervisors on a quarterly basis.
- Status/progress updates annually to the Measure AA committee.

Measure AA Reimbursement Protocol

Expenses related to Measure AA–funded projects will be reimbursed on a monthly basis by the CAO Finance Team. To ensure timely and accurate reimbursement, departments must track all project expenses at the time they are incurred using the designated program codes:

- **MSRAACP** – for Measure AA capital projects
- **MSUREAA** – for Measure AA non-capital projects

Reimbursement Limits:
Reimbursements will be issued **only up to the Board-approved project amount**. Departments should monitor spending throughout the life of each project to ensure expenditures remain within the authorized funding level.

Process Overview:

1. Departments incur eligible project expenses and immediately code them to MSRAACP or MSUREAA.
2. Throughout the month, departments maintain accurate records and ensure all charges are properly categorized and supported.
3. At month-end, the CAO Finance Team reviews all expenses recorded under both program codes.
4. The CAO Finance Team processes reimbursement based solely on the actual expenses posted to MSRAACP and MSUREAA, and only up to the maximum amount approved by the Board for each project.
5. Any expenses incurred beyond the Board-authorized amount will not be reimbursed and must be addressed by the department through other available funding sources.

Departments are responsible for ensuring timely, accurate coding and adherence to approved project budgets. The CAO Finance Team will rely exclusively on expenses tracked using these program codes when issuing reimbursements.