



**FIRST 5 SAN MATEO COUNTY COMMISSION (F5SMC)
FINANCE AND ADMINISTRATION COMMITTEE MEETING**

Monday, May 12, 2025

9:00 am to 10:00 a.m.

**First 5 San Mateo County Office Building
1700 S. El Camino Real, 1st Floor – Miller Ream
San Mateo, CA 94402**

COMMISSION MEMBERS: Carla Boragno (Chair), Sylvia Espinoza, Claire Cunningham

STAFF: Kitty Lopez, Khanh Chau

AGENDA

	Item	
1.	Approval of the Finance and Administration Committee Agenda	Boragno
2.	Approval of the February 3, 2025 Finance and Administration Committee Meeting Minutes (See Attachment 2)	Boragno
3.	Action: Review and Recommend Approval of First 5 San Mateo County Policies and ByLaws for FY 2025-26 (See Attachments 3, 3A, 3B, 3C, 3D, 3E, 3F, 3H, 3G)	Lopez / Chau
4.	Review Budget Monitoring Report as of April 30, 2025 (See Attachment 4, 4A, 4B, 4C)	Lopez / Chau
5.	Action: Review and Recommend Approval of First 5 San Mateo County (F5SMC)'s Budget FY 2025-26 (See Attachments 5, 5A, 5B, 5C)	Lopez / Chau
	Next Finance and Administration Committee Meeting June 16, 2025	

**FIRST 5 SAN MATEO COUNTY
FINANCE AND ADMINISTRATION COMMITTEE
MEETING MINUTES**

February 3, 2025

- Commission Member: Sylvia Espinoza, Carla Boragno
- Staff: Kitty Lopez, Khanh Chau
- Minutes: Khanh Chau

Commissioner Claire Cunningham absented.

1. Approval of the Finance and Administration Committee Meeting Agenda

A Motion for Approval of the February 3, 2025, Finance and Administration Committee Meeting Agenda was made by Commissioner Boragno, seconded by Commissioner Espinoza. Unanimously approved.

2. Elect Finance and Administration Committee Chair

Committee members recommended Commissioner Carla Boragno to serve as the Finance and Administration Committee Chair for the calendar year 2025. Commissioner Carla Boragno accepted the nomination.

A Motion for Approval of the Election of Commissioner Carla Boragno as the Finance and Administration Committee Chair for the calendar year 2025 was made by Commissioner Espinoza, seconded by Commissioner Boragno. Unanimously approved.

3. Approval of the Finance and Administration Committee Meeting Minutes

A Motion for Approval of the October 21, 2024, Finance and Administration Committee Meeting Minutes was made by Commissioner Boragno, seconded by Commissioner Espinoza. Unanimously approved.

4. Review of Budget Monitoring Report as of December 31, 2024

Kitty Lopez stated that YTD Benchmark is 50% and briefly presented an overview of the Budget Monitoring Report as of December 31, 2024. YTD Total Revenues projections are 8% lower than YTD Benchmark due to delayed disbursement of Prop 56 Tax and low execution in various TRISI programs. Total Appropriations (Net Appropriations*) projections are 8% below YTD Benchmark due to underspending in various TRISI programs and pending planning and execution of strategic plan implementation, and under spending in various Administrative Operation budget lines. Projected Ending Fund balance of \$10.734 million or 112%, that represents a positive variance of 12% or \$1.192 million higher than the planned budget due to higher Interest Revenue and slow program executions.

Committee members reviewed and asked questions about Prop 56 tax disbursements, the office rent costs. Committee members had no further questions about the Budget Monitoring Report as of December 31, 2024.

5. Review and Recommend Approval of First 5 San Mateo County's FY 2024-25 Revised Budget.

Kitty Lopez cited that Commission had approved FY 2024-25 Budget last May 2024 when year-end financial information was not completely available at that time. She stated that we always have the agency Revised Budget in February of the following year to honor grant executions and contract obligations, after the previous year's financial audit has been completed and new Other Grant awards become available. The key themes of the FY 2024-25 Revised Budget are to adjust the Beginning Fund Balance as the result of last year audit report and the addition of Baby Bonus Program appropriations, which are scheduled to launch in March 2025.

Kitty Lopez provided key budget changes in the F5SMC's FY 2024-25 Revised Budget, as presented in the summary table of the Budget memo (Attachment 5): Beginning Fund Balance is adjusted showing an increase of \$1.986M per the audited Ending Fund Balance as of 6.30.2024; Total Revenues increase by \$1.044M. Total Appropriations increase by \$603K for the addition of the Baby Bonus Program execution; the FY 2024-25 Revised Budget changes result in a lower budget deficit of \$1.539M or \$441K lower than the previous budget deficit of \$1.981M in the Adopted Budget FY 2024-25; Administrative Cost rate is 9%, which is below the approved Admin Cost Rate for FY 2024-25.

Committee members asked questions how the payments to grantees are made and who issues the check payments. Staff responded that Tobacco Tax Revenue is received and posted by County Treasury Office; check payments to grantees/vendors are also reviewed, posted in the County's accounting system, and issued by County Controller Office. Committee members acknowledged the major revised budget variances are in Other Grants category.

Committee members reviewed the F5SMC's FY 2024-25 Revised Budget, asked questions for clarification. Committee members endorsed the recommendation for approval of F5SMC's FY 2024-25 Revised Budget and the Use of Ending Fund Balance (Ending Reserves*) to Fund F5SMC's FY2024-25 Revised Budget.

A Motion for Recommend Approval of F5SMC's FY 2024-25 Revised Budget and the Use of Ending Fund Balance (Ending Reserves*) to Fund F5SMC's FY2024-25 Revised Budget was made by Commissioner Boragno, seconded by Commissioner Espinoza. Unanimously approved.

Commissioner Espinoza adjourned the meeting at 9:35 AM.

DATE: May 12, 2025

TO: First 5 San Mateo County Finance and Administration Committee

FROM: Kitty Lopez, Executive Director

RE: Review and Recommend Approval of the First 5 San Mateo County Policies and Bylaws for FY 2025-26

ACTION REQUESTED

Review and Recommend Approval of the First 5 San Mateo County Policies and Bylaws for FY 2025-26

BACKGROUND

Mandate Policies: The First 5 San Mateo County (F5SMC) Commission annually reviews and approves the Commission's policies to ensure compliance with legislative mandates and other administrative processes and to strengthen F5SMC's internal controls for operations. Currently, there are seven (7) policies, four (4) of which are in direct response to the mandates outlined in the 2006 Assembly Bill 109 (Chan) and 2006 Senate Bill 35 (Florez). These four policies include: Contracting and Procurement, Conflict of Interest, Salary and Benefits, and Administrative Costs. All seven (7) policies were reviewed and approved by the Commission on May 20, 2024.

Bylaws: On May 22, 2023, the Commission reviewed and approved First 5 San Mateo County's Amended Bylaws May 2023.

UNCHANGED POLICIES

The following policies remain unchanged:

- Amended Contracting and Procurement Policy May 2023 (Attachment 3A)
- Conflict of Interest Policy (Attachment 3B)
- Salary and Benefits Policy (Attachment 3C)
- Administrative Costs Policy (Attachment 3D)
- Supplantation Policy (Attachment 3E)
- Delegation of Authority to Executive Director to Take Action to Support or Oppose Legislation or Other Initiatives (Attachment 3F)
- Amended Event Sponsorship Policy (Attachment 3G)

CHANGED POLICIES:

- Amended Bylaws May 2025 (Attachment 3H)
Amended: Added #7 of Article VIII

ARTICLE VIII

7. Attendance:

The Commission expects its members to attend Commission meetings regularly and consistently. Commission members should notify the First 5 Operation Coordinator of any planned absences. If a Commission Member has more than three (3) unexcused absences at

Board meetings or three (3) unexcused absences at Standing Committee meetings, the Commission Chair will direct staff to notify the subject Commission member with the intention of resolving the participation issue. If there is a further unexcused absence by the Commission member the Commission Chair and the Executive Director will request that the Commission member step down and staff will work to designate a replacement. Unexcused absence is defined as not having provided written notification prior to the meeting.

FISCAL IMPACT

None

RECOMMENDATION

Review and Recommend Approval of the First 5 San Mateo County Policies and Bylaws for FY 2025-26.



SUBJECT: AMENDED CONTRACTING AND PROCUREMENT POLICY (May 2023)

PURPOSE: To facilitate compliance with Health and Safety Code Section 130140(d)(4)(B) requiring the county commission to adopt, in a public hearing, a contract and procurement policy that is consistent with certain state law provisions. And, to comply with Health and Safety Code Section §130151(b)(1), which requires that the contract and procurement policy contains provisions to ensure that grants and contracts are consistent with the commission's strategic plan.

To facilitate compliance with the Standards and Procedures for Audits of California Counties participating in the California Children and Families Program issued by the California State Controller, March 2006.

Part I. STATEMENT OF POLICIES

The First 5 San Mateo County Commission ("First 5 San Mateo County" or the "Commission") and staff will comply with State law in all matters regarding Commission contracting and procurement to the extent applicable to the Commission, including ensuring that contracting and procurement are consistent with Article 7 (commencing with Section 54201) of Chapter 5 of Part 1 of Division 2 of Title 5 of the Government Code, Chapter 2 (commencing with Section 2000) of Part 1 of Division 2 of the Public Contract Code, Section 3410 of the Public Contract Code, and Chapter 3.5 (commencing with Section 22150) of Part 3 of Division 2 of the Public Contract Code.

When purchasing food, First 5 San Mateo County will give preference to United States-grown produce and United States processed foods when there is a choice and it is economically feasible to do so.

If fitness and quality are equal, First 5 San Mateo County will purchase recycled products, as defined in Section 12200 of the Public Contract Code, instead of non-recycled products whenever recycled products are available at the same or a lesser total cost than non-recycled items.

In accordance with Section 130140 and Section 130105 of the Health and Safety Code, First 5 San Mateo County has autonomy to expend moneys from the trust fund only for the purposes as described in the Commission's approved Strategic Plan.

Part II. CONTRACTING & GRANT PROCESSES

A. First 5 San Mateo County shall use a competitive selection, negotiation and approval process ("Request for Proposal Process" or "RFP Process") whereby potential contractors and/or grantees may submit applications for Commission funding. Use of the RFP Process is intended to ensure that

all qualified contractors and/or grantees are given an opportunity to be considered a service provider to the Commission.

No person shall be excluded from participation in, denied benefits of, or be subject to discrimination under this process on the basis of their race, color, religion, national origin, age, sex, sexual orientation, pregnancy, childbirth or related conditions, medical condition, mental or physical disability or veteran's status. The RFP Process may only be waived by the Commission upon a finding that it would be in the best interests of the Commission.

- B. In addition to particular criteria are important and appropriate to the project/grant, the criteria for choosing the contractor and/or grantee may include and may include:
- Experience of the agency and specific staff assigned to complete the work, including description of experience with similar projects
 - Proposed methodology, work plan and timeline to complete the scope of work
 - Proposed cost to complete the work
 - Payment terms (when payment is due to the contractor and/or grantee throughout the timeframe of the contract)
 - Start date and completion date of the work/service.

Once the Commission has selected the contractor(s) and/or grantee(s) that can best perform the necessary work, Commission staff will negotiate the terms of the contract in accordance with the Commission's approval for such services.

- C. The Commission shall approve and execute all service agreements, memorandums of understanding, and/or contracts with a total obligation amount that exceeds \$100,000. Any related contract amendment that brings the Contract's not to exceed amount to \$100,000 or greater shall also be approved and executed by the Commission in advance of execution of the agreement.
- D. The Executive Director of First 5 San Mateo County is authorized to approve and execute service agreements, memorandums of understanding and/or contracts with a total obligation amount less than or equal to \$25,000. The Executive Director has signature authority to approve all service agreements, memorandums of understanding, and/or contracts with a total obligation amount between \$25,001 and \$100,000 on behalf of the Commission. In the event of an emergency in which the Executive Director is unable to sign and execute service agreements, memorandums of understanding and/or contracts, the Deputy Director will have signature authority, after consultation with the Commission Chair.
- E. Any service agreements, memorandums of understanding, and/or contracts that do not use or otherwise substantively amend the standard San Mateo County template agreement will be reviewed by County

Counsel. Approval must be obtained by County Counsel prior to finalization.



SUBJECT: CONFLICT OF INTEREST POLICY

PURPOSE: To facilitate compliance with Health and Safety Code Section 130140(d)(4)(A) requiring the county commission to adopt, in a public hearing, a policy consistent with state and local law regarding conflict of interest of the commission members.

To facilitate compliance with the Standards and Procedures for Audits of California Counties participating in the California Children and Families Program issued by the California State Controller, March 2006.

PART I. CONFLICT OF INTEREST CODE – GOVERNMENT CODE SECTION 87100

- A. The First 5 San Mateo County Commission (“First 5 San Mateo County” or the “Commission”) has a Conflict of Interest Code, which has been approved by the San Mateo County Board of Supervisors. Pursuant to Section 87306.5 of the Government Code, First 5 San Mateo County will review that Conflict of Interest Code biennially. First 5 San Mateo County has designated the following positions in its Code: Commissioners, Executive Director, Deputy Director, and Consultants (when applicable).
- B. Form 700 filing. All individuals holding positions designated by the Conflict of Interest Code shall file the Form 700 of the California Fair Political Practices Commission, when assuming office, annually thereafter, and when leaving office as required by regulation.
- C. The Commission shall continue to have a conflict of interest code in effect at all times.

PART II. GOVERNMENT CODE SECTION 1090, *et seq.*

First 5 San Mateo County shall continue to conduct its business at all regular and special meetings of the Commission in accordance with the provisions of Government Code sections 1090, *et seq.*, hereby incorporated by reference.

Pursuant to Section 1091.3 of the Government Code, First 5 San Mateo County Commissioners will recuse themselves from making, participating in making, or in any way attempting to use their official position to influence a decision on an agreement when the agreement directly relates to services to be provided by the member or the entity the member represents or financially benefits the member or the entity the member represents.

PART III. GOVERNMENT CODE SECTION 1125, et seq. (INCOMPATIBLE ACTIVITIES)

The Commission shall continue to conduct its operations consistent with Government Code Section 1125, *et seq.* Except as provided in Sections 1128 and 1129 of the Government Code, First 5 San Mateo County officers and employees shall not engage in any employment, activity, or enterprise for compensation which is inconsistent, incompatible, in conflict with, or inimical to their duties as a First 5 San Mateo County Commission officer or employee or with the duties, functions, or responsibilities of their appointing power or the agency by which they are employed.

First 5 San Mateo County officers and employees shall not engage in any outside employment, activity, or enterprise if it: (1) involves the use for private gain or advantage of First 5 San Mateo County time, facilities, equipment and supplies; or the badge, uniform, prestige, or influence of First 5 San Mateo County office or employment or, (2) involves receipt or acceptance by the officer or employee of any money or other consideration from anyone other than First 5 San Mateo County for the performance of an act which the officer or employee, if not performing such act, would be required or expected to render in the regular course or hours of First 5 San Mateo County employment or as a part of his or her duties as a First 5 San Mateo County officer or employee or, (3) involves the performance of an act in other than his or her capacity as a First 5 San Mateo County officer or employee which act may later be subject directly or indirectly to the control, inspection, review, audit, or enforcement of any other officer or employee or the agency by which he or she is employed, or (4) involves the time demands as would render performance of his or her duties as a First 5 San Mateo County officer or employee less efficient.

Further, the incompatibility rules of the County of San Mateo, particularly the provisions of Section 2.75.060 of the Ordinance Code of the County of San Mateo, shall be, and are hereby adopted as the rules applicable to the First 5 San Mateo County Commissioners.

Further, each employee and officer of the Commission will be provided a copy of this policy. Engaging in incompatible activities will subject employees and officers to disciplinary action, up to and including termination or removal from the Commission (whichever is applicable). Any disciplinary action related to violation of this policy will be conducted in accordance with the Commission's general disciplinary processes, which provide the ability to contest imposition of discipline.

PART IV REPORTING A CONFLICT OF INTEREST

When a Commissioner first becomes aware of a conflict of interest or potential conflict of interest regarding a matter before the Commission or Committee, he or she must notify First 5 San Mateo County's legal counsel, the Executive Director and the chairperson of the Commission or the Committee. The facts of the conflict of interest will be recorded in the minutes of the Commission or Committee meeting.

First 5 San Mateo County

List of Designated Positions in the First 5 San Mateo County and Financial Disclosure Categories

Each person holding any position listed below must file statements disclosing the kinds of financial interest shown for the designated employee's position. Statements must be filed at the times and on the forms prescribed by law. Failure to file statements on time may result in penalties including but not limited to late fines.

<u>Designated Employees</u>	<u>Disclosure Category</u>
Commission Member	1,2,3,4
Executive Director	1,2,3,4
Deputy Director	1,2,3,4
Consultants*	1,2,3,4

*The Executive Director, after consultation with the County Counsel, shall review the duties and authority of all consultants retained by the Commission. Those consultants who, within the meaning of Section 18700 (a)(2) of Title 2 of the California Code of Regulations are required to file statements of economic interests, shall do so. During each calendar year, First 5 San Mateo County shall maintain a list of such consultants for public inspection in the same manner and location as this Conflict of Interest Code. Nothing herein excuses any consultant from any other provision of the Conflict of Interest Code, specifically those dealing with disqualification.

Disclosure Categories

Category 1. A designated official or employee assigned to category 1 is required to disclose direct or indirect investments in any business entity that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

Category 2. A designated official or employee assigned to category 2 is required to disclose interests in any real property that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

Category 3. A designated official or employee assigned to category 3 is required to disclose any source of income that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

Category 4. A designated official or employee assigned to category 4 is required to disclose any business entity in which the designated official or employee is a director, officer, partner, trustee, employee or holds any position of management that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position



SUBJECT: SALARY AND BENEFITS POLICY

PURPOSE: To facilitate compliance with Health and Safety Code Section 130140(d)(6) requiring the county commission to adopt, in a public hearing, policies and processes establishing the salaries and benefits of employees of the county commission.

To facilitate compliance with the Standards and Procedures for Audits of California Counties Participating in the California Children and Families Program issued by the California State Controller, March 2006.

I. STATEMENT OF POLICY

As required by Health and Safety Code Section 130140(d)(6), salaries and benefits shall conform with established First 5 San Mateo County Commission and San Mateo County government policies.

II. SALARY AND BENEFITS POLICIES AND PROCESSES

The San Mateo County Board of Supervisors created the First 5 San Mateo County Commission in March 1999, Ordinance No. 3889. As an agency of the County, the First 5 San Mateo County Commission complies with the salaries and benefits policies and procedures that are applicable to all Boards and Commissions in the County, including:

- The Memorandum of Understanding between County of San Mateo and the applicable union that establishes the salaries for each job classification, as may be amended from time to time; and
- County Resolutions that provide salaries and related matters for exempt management, confidential and other unrepresented employees, as may be amended from time to time.

Employee hiring, termination, payroll, pay increases and benefits are processed through the San Mateo County Employee and Personnel Services Department and the Controller's Office.



SUBJECT: ADMINISTRATIVE COSTS POLICY (Amended)

- Categorizing Administrative costs, Program costs, and Evaluation costs
- Defining Administrative costs.
- Determining the maximum allowable Administration costs as a percentage of the commission's total operating budget.
- Monitoring the Administrative cost percentage to ensure the actual Administrative costs do not exceed the maximum rate adopted by the commission.

PURPOSE: To facilitate compliance with Health and Safety Code Section 130140(d)(5) requiring the county commission to adopt, in a public hearing, a limit on the percentage of the county commission's operating budget that may be spent on administrative functions.

To facilitate compliance with the Standards and Procedures for Audits of California Counties Participating in the California Children and Families Program issued by the California State Controller, March 2006.

I. STATEMENT OF POLICY

First 5 San Mateo County will consistently identify Administrative costs following the guidelines outlined in this policy and monitor the actual Administrative costs as a percentage of its annual operating budget.

II. COST CATEGORIES

All costs fall into one of three major categories: Administrative, Program, or Evaluation. Administrative costs are differentiated from Program costs and Evaluation costs in accordance with the guidelines provided through the *Financial Management Guide*¹ of First 5 Association of California; its *Cost Allocation and Administrative Cost*² provide guidelines in categorizing and allocating costs.

III. ADMINISTRATIVE COST DEFINITION

¹ The Guide is a product of the California First 5 Association's and the State Commission's joint technical assistance effort and a direct result of a financial management assessment conducted by the Government Finance Officers Association (GFOA) in response to new legislation.

² Financial Management Guide, First 5 Association of California (the Fifth Edition, 2015) Cost Allocation (pages 36-37); Administrative Cost, (page 61-65)

Administrative costs: Costs incurred in support of the general management and administration of a First 5 Commission, for a common or joint purpose that benefits more than one cost objective (other than Evaluation and Program activities), and/or those costs not readily assignable to a specifically benefited cost objective.

Administrative costs include all salaries, benefits, services, and supply costs not readily identifiable as costs of the Commission's Evaluation or Program activities. Commission staff will adhere to the above definition for budgeting, accounting, and financial reporting processes. Staff utilizes certain codes for reporting processes to identify costs as Program, Evaluation, or Administration according to their nature. Except when there is information to determine a direct allocation of operating costs, shared operating costs/office expenses will be allocated by a systematic, valid and rational allocation methodology. The methodology will be reviewed annually and presented with the annual budget.

III. MAXIMUM ALLOWABLE ADMINISTRATIVE COSTS AS A PERCENTAGE OF THE OPERATING BUDGET

The Commission will monitor actual Administrative costs so that, in any one year, Administrative costs do not exceed 15% of the Commission's annual operating budget. The Commission may increase or decrease the maximum allowable Administration percentage as changing fiscal or legislative circumstances require.

IV. MONITORING

The Administrative costs' percentage will be monitored quarterly by the Commission's fiscal staff and reported to the Executive Director and Finance Committee. In the event that Administrative costs exceed 15% of the operating budget, the Commission will review and approve a corrective action plan to achieve the desired percentage. The Commission may increase or decrease the maximum allowable Administration percentage as changing fiscal or legislative circumstances require.



SUBJECT: SUPPLANTATION POLICY

PROHIBITING USE OF COMMISSION FUNDS TO SUPPLANT STATE OR LOCAL GOVERNMENT FUNDS

PURPOSE: The purpose of the policy is to assure compliance with Proposition 10, adopted by the voters in 1998. Revenue & Taxation Code Section 30131.4 provides, in part, that Proposition 10 funds shall be used only to supplement existing levels of service and not to fund existing levels of service. It further provides that no money in the commission's trust fund shall be used to supplant state or local general fund money for any purpose.

POLICY:

1. No Commission funds shall be used to supplant state or local general fund money for any purpose. Commission funds shall be used only to supplement existing levels of service and not to fund existing levels of service.
2. To that end, no Commission funds shall be granted or used for any existing project or program funded by state or local general funds unless the proponent demonstrates to the Commission's satisfaction that the Commission's funding will be used to improve the quality or quantity of an existing service, and not to supplant existing funding.
3. The prohibition on supplantation was intended to prevent state and local governments from shifting fiscal responsibility for ongoing public programs to the state and local commissions. The prohibition on supplantation does not refer to privately funded or federally funded programs. Therefore, the prohibition applies only to programs and services currently or previously funded by state or local government general funds, and which are "existing" as defined below.
4. The prohibition on supplantation was not intended to prevent, stifle or discourage state or local government agencies from funding pilot programs, which provide valuable innovations and formation. Therefore, the prohibition should not be interpreted to apply to pilot programs or services, as defined below.

Definitions:

Existing means, with respect to a level of service, a service that is in effect or operation at the time a request for funding is acted upon by the Commission, or at any time within the 12-month period preceding the Commission's action.

State general funds means funds which are received into the treasury of the State and not required by law to be credited to any other fund.¹

¹ See Gov. Code § 16300.

Local government general funds means funds which are received into the treasury of the local government and not specially appropriated to any other fund.²

Level of service includes both the quality and quantity of services.

Pilot with respect to programs or services means those that are implemented on a temporary and limited basis in order to test and evaluate the effectiveness of the program, develop new techniques, or gather information.³

Supplant shall be given its ordinary meaning, that is, "to take the place of."

Guidelines:

1. Every applicant must disclose in its application whether the program has received funding from other sources (whether local or state government, private, or federal) within the past three years, and as to any public funding, identify the law or program under which funding was received.
2. Any applicant that discloses that state or local government funding has been received for the proposed program or service within the last three years must also demonstrate to the Commission's satisfaction:
 - a) That the program or service has not received state or local general funds within the 12 month period preceding the Commission's action, or
 - b) That, if received, such funds have not been reduced during the 12 month period preceding the Commission's action, or
 - c) That the program or service was a pilot project, and
 - d) That the Commission's funds will be used to augment or improve the existing level of service, either in terms of quantity or quality.
3. The Commission may require the applicant to provide any additional information regarding sources and uses of funds at any time. Based upon all existing facts and circumstances, the Commission shall determine whether the proposal would violate this policy. The Commission's determination will be made as of the time a grant agreement is executed. For multi-year contracts or commitments, the Commission reserves the right to re-examine its determination that its funds will not be used in violation of this policy.

² See Gov. Code § 29301

³ See Penal Code § 5058.1



SUBJECT: DELEGATION OF AUTHORITY TO EXECUTIVE DIRECTOR TO TAKE ACTION TO SUPPORT OR OPPOSE LEGISLATION OR OTHER INITIATIVES

PURPOSE: On occasion, the Executive Director is approached with a time-sensitive request to sign a letter of support for (or opposition to) legislation or other initiatives related to First 5 San Mateo County Commission's mission. This policy is intended to delegate authority to the Executive Director to take necessary action to provide that support (or opposition) consistent with the First 5 San Mateo County Commission's mission when certain conditions are met.

POLICY:

The First 5 Commission hereby delegates its authority to the Executive Director to sign documents or other materials on behalf of First 5 San Mateo County Commission ("First 5 San Mateo County" or the "Commission"), when all of the following conditions are met:

1. The legislation or other initiative is directly related to, and consistent with First 5 San Mateo County's mission.
2. Because of time constraints, bringing the matter to the Commission at its next scheduled meeting is not practical.
3. Calling a special meeting to address the matter is either not practical or not appropriate under the circumstances.
4. The Executive Director has conferred with the Chair of the Commission and both the Executive Director and the Chair agree that: (a) the position that the Executive Director intends to take is consistent with the mission of First 5 San Mateo County; (b) bringing the matter to the Commission at its next scheduled meeting or at a special meeting is not practical or appropriate under the circumstances; and (c) taking the position without a vote of the Commission is appropriate under the circumstances.
5. The Executive Director reports at the next regularly scheduled Commission meeting as part of the Executive Director's Report any position taken pursuant to this policy.



SUBJECT: EVENT SPONSORSHIP POLICY

PURPOSE: To provide support for events targeted at children prenatally to age 5 and their families in San Mateo County.

POLICY: First 5 San Mateo County may provide sponsorship to an event and/or scholarships to parents or providers in the form of funding that meets the Event Sponsorship Eligibility Criteria

First 5 San Mateo County (F5SMC) has a core strength and long history in developing partnerships and facilitating collaboration. Our vision of ***success for every child*** would not be possible without the collaboration of our partners throughout the County.

This set of guidelines provides direction for potential community partners interested in receiving sponsorship for community events. The goal is to sponsor community events that broaden F5SMC's reach into the community and focus on the following focus areas as defined in our strategic plan:

- Healthy Children
- Resilient Families
- Quality Care and Education

Event Sponsorship Eligibility Criteria

Parents or providers may request a sponsorship if the event meets the following criteria:

- The event ties to one or more of the focus areas above and are consistent with the Commission's vision and mission.
- The event targets families/children prenatally to age 5, high priority populations or communities as defined by F5SMC.
- The event takes place in San Mateo County.
- The event provides F5SMC with advertisement opportunity and/or includes F5SMC in promotions ***prior*** to, and ***during*** the event (e.g., print, radio, web, and televised advertisement and promotions).
- The event provides a booth space for F5SMC staff to participate during the event, if appropriate.
- The requesting agency coordinates with F5SMC staff to ensure proper crediting policy and general marketing is consistent with F5SMC standards and Style Guide whenever possible.
- The event is designated smoke free.
- The event is not used to lobby for or against or otherwise attempt to influence legislation.
- The event is not used for religious purposes.
- The event is not used for fundraising purposes.

Event Sponsorship Award Amounts

- The Event Sponsorship Budget will be determined as part of the annual budget cycle preparation.
- Event Sponsorship requests up the amount of \$5,000 or less are reviewed and approved by the Executive Director; approval is based on meeting the eligibility criteria and is contingent upon budget appropriations.

Standards for Collaboration

- F5SMC will not endorse, directly or through implied endorsement, specific products, services, educational programs or enterprises.
- As a public agency, products developed in collaboration with F5SMC are in the public domain.

Post Event Reporting

- Sponsorship recipient will provide F5SMC with event outcomes data including but not limited to: attendance and participation of other community agencies; attendance of children up to age 5 and their families; an overall description of the event highlighting the value of community collaboration and of First 5's sponsorship investment.
- A representative from the requesting agency may also be asked to make a brief presentation at a F5SMC Commission Meeting.

Organizations and businesses interested in the Event Sponsorship Program must submit the Sponsorship Request Form, which can be obtained from First 5 San Mateo County staff or downloaded at first5sanmateo.org.

Requests must be received eight weeks prior to the proposed event date. Event Sponsorship Requests will be accepted on a continuous basis as long as funding is available.

Submit Questions and/or Sponsorship Requests to:

Myra Cruz

1700 S. El Camino Real, Suite 405

San Mateo, CA 94402

ecruz@smcgov.org

**FIRST 5 SAN MATEO COUNTY COMMISSION
BYLAWS
Amended May 2025**

ARTICLE I (Authority)

These bylaws (“Bylaws”) are adopted by the First 5 San Mateo County Commission (the “Commission” or “F5SMC”) to establish rules for its proceedings. The Commission is authorized by, and shall operate consistent with, the Children and Families First Act of 1998, as amended (the “State Act”), and Chapter 2.24 of the San Mateo County Ordinance Code, as amended (the “County Ordinance”).

ARTICLE II (Vision, Mission, Outcomes and Status)

The vision of the Commission is “Success for every child.”

The mission of the Commission is to promote positive outcomes for young children and their families through strategic investments, community leadership, and effective partnerships.

F5SMC adopted the following desired outcomes to guide its efforts in its 2020 - 2025 Strategic Plan:

1. San Mateo County prioritizes young children and their families;
2. Communities provide a safe and healthy environment for young children;
3. Children have access to high-quality early care and education settings;
4. Families feel connected to and supported by their community and are able to nurture their children’s health and development;
5. Children have healthy attachments to their parents and caregivers; and
6. Children have access to and are utilizing appropriate health care services to meet their health and developmental needs.

F5SMC is an agency of the County of San Mateo (the “County”) with independent authority over the Strategic Plan and the Local Trust Fund. Obligations of F5SMC shall be the obligations solely of the Commission and shall not directly or indirectly be obligations of the County or any officials, employees or agents of the County. The County shall not be liable for any act or omission of the Commission.

ARTICLE III (Powers and Duties)

The duties of the Commission shall be those proscribed in the State Act and the County Ordinance and may include the following:

- Adopt Strategic Plan for the support and improvement of early childhood improvement within the County, consistent with the requirements of the State Act and any other applicable state laws and County guidelines.

- At least annually, conduct a review of the Strategic Plan and revise the plan as may be necessary or appropriate, and conduct at least one public hearing on the Commission's review of the plan before any revisions to the plan are adopted and submitted to the First 5 California Commission (the "State Commission").
- Measure outcomes of funded programs through the use of applicable, reliable indicators and review on a periodic basis as part of the public review of the Strategic Plan.
- Prepare and adopt an annual audit and report pursuant to Health and Safety Code Section 130150, and conduct at least one public hearing prior to adopting any annual audit or report.
- Review the State First 5 California Commission annual report at a public hearing.
- Adopt policies and procedures consistent with the requirements of the State Act.
- Establish one or more advisory committees to provide technical and professional expertise and support for any purposes that will be beneficial in accomplishing the purposes of the State Act.
- Enter into such contracts as necessary or appropriate to carry out the provisions and purposes of the State Act or the County Ordinance.

ARTICLE IV (Commission Membership)

The composition of the Commission, and the membership qualifications, terms, entitlement to compensation, and all other aspects of Commission membership shall be as proscribed by the County Ordinance or the State Act in the absence of an applicable provision of the County Ordinance.

ARTICLE V (Conflicts of Interest Policy)

The Commission shall by resolution adopt and may amend a Conflicts of Interest policy for the Commission as required by applicable law. Any such policy, and any amendments thereto, shall be consistent with County policies and requirements.

Each Commissioner shall file a statement disclosing reportable economic interests in accordance with the Political Reform Act of 1974 and the regulations of the Fair Political Practices Commission and the Commission's Conflict of Interest Policy.

ARTICLE VI (Officers)

1. Officers:

- A. Officers of the Commission shall be a Chair and Vice-Chair and such other officers as the Commission may from time to time provide. The Chair, who shall be a Commissioner, shall preside over all business and meetings of the Commission, appoint chairs of standing and *ad hoc* committees, and exercise such other powers and perform such other duties as may be prescribed by the Commission.

- B. The Vice Chair shall be a Commissioner, and in the Chair's absence or inability to act, shall preside at the meetings of the Commission. If both the Chair and Vice-Chair will be absent or unable to act at a meeting at which a quorum of the Commission will be present, the Chair may in advance of said meeting appoint a Commissioner to preside at said meeting over all business of the Commission, appoint chairs of standing and ad hoc committees, and exercise such powers and perform such other duties of the Chair as may be prescribed by the Commission.

2. Terms and Removal:

Officers of the Commission shall be chosen annually through an election to be held at the last scheduled meeting of each calendar year, unless an earlier election is necessary because of a vacancy or vacancies on the Commission. Officers shall serve from the date of their election until a successor is selected, or until an earlier removal or resignation.

ARTICLE VII (Staffing)

1. Executive Director:

The Commission hires, evaluates, and terminates the Executive Director. The Executive Director shall act under the authority of, and in accordance with the direction of the Commission.

2. Staff:

The Executive Director hires, evaluates and terminates F5SMC Staff.

ARTICLE VIII (Meetings)

1. Regular and Special Meetings:

- A. The Commission and its standing committee(s) shall be subject to the provisions of Chapter 9 (Commencing with Section 54950) of Part I, Division 2 Title 5 of the Government Code, relating to meetings of local agencies (the "Ralph M. Brown Act" or the "Brown Act").
- B. The Commission shall meet regularly at times and places to be determined by the Commission. There shall be at least 4 meetings each calendar year, generally on the fourth (4th) Monday of the month.
- C. Special meetings may be called at a time and place designated by the Chair. The Commission staff shall give notices of regular and special meetings in accordance with the Brown Act.

2. Open and Public:

All meetings of the Commission shall be held in accordance with the Brown Act.

3. Quorum:

A quorum is required to initiate the transaction of business at any regular or special meeting of the Commission. A quorum is a majority of the seated members of the Commission. A meeting

at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of Commissioners, provided that any action taken is approved by at least four Commissioners.

4. Voting:

Except as otherwise provided by these Bylaws, all official acts of the Commission require the affirmative vote of a majority of the Commissioners who are present and voting as long as the quorum requirements are met. No official act shall be approved with less than the affirmative vote of four Commissioners.

5. Recusals:

A Commissioner shall recuse him or herself from making, participating in making, or in any way attempting to use his or her official position to influence a decision on a contract or grant where the contract or grant directly relates to services to be provided by that Commissioner or the entity that the Commissioner represents or financially benefits the Commissioner or the entity that he or she represents, or as otherwise required by applicable law or by the Conflict of Interest Policy of the Commission.

6. Minutes:

Commission staff shall prepare the minutes of each meeting of the Commission.

7. Attendance:

The Commission expects its members to attend Commission meetings regularly and consistently. Commission members should notify the First 5 Operation Coordinator of any planned absences. If a Commission Member has more than three (3) unexcused absences at Board meetings or three (3) unexcused absences at Standing Committee meetings, the Commission Chair will direct staff to notify the subject Commission member with the intention of resolving the participation issue. If there is a further unexcused absence by the Commission member the Commission Chair and the Executive Director will request that the Commission member step down and staff will work to designate a replacement. Unexcused absence is defined as not having provided written notification prior to the meeting.

ARTICLE IX (Committees)

1. Advisory Committees:

The Commission shall establish one or more advisory committees to provide technical and professional expertise and support for any purpose that will be beneficial in accomplishing the purpose of the State Act and of the Commission. Advisory committees shall meet and shall make recommendations and reports as deemed necessary or appropriate.

A. Early Childhood Evaluation Advisory Committee:

The duties and responsibilities of this Committee shall be to advise the full Commission on issues related to planning and implementing the Commission's research and evaluation activities; to hear the perspectives of F5SMC grantees on evaluation and data collection and utilization; to serve as the initial audience for research and evaluation findings; and to provide guidance to staff and evaluation contractors regarding presentation of results to the full Commission.

2. Standing Committees and Appointment of Members:

The Commission may establish standing and *ad hoc* committees and appoint members to those committees, wherever necessary. The following standing committees have been established: the Finance and Administration Committee and the Program, Operations and Planning Committee.

A. Finance and Administration Committee:

The duties and responsibilities of the Finance and Administration Committee shall be to advise the Commission concerning the budget, administrative costs, savings, investments, fixed assets, long term financial plan, financial objectives, funding strategies and annual allocation plan, annual financial audit, and other tasks and issues as assigned by the Commission.

B. Program, Operations and Planning Committee:

The duties and responsibilities of the Program, Operations and Planning Committee shall be to advise the Commission concerning the First 5 San Mateo County Strategic Plan, policies concerning programs to be implemented and supported under the Strategic Plan, community needs assessments, program evaluations and other tasks and issues as assigned by the Commission.

3. Conflicts of Interest:

Commission members shall abide by all applicable laws, policies and regulations governing conflicts of interest, including those adopted by this Commission, the Board of Supervisors and the State Commission.

4. Committee Membership:

Notwithstanding section 3 above, persons who are not members of the Commission, including other elected officials and public members, may be appointed to serve on any committee established by the Commission. Unless otherwise provided, standing committee memberships shall be reviewed annually by either the Chair or the Commission as a whole.

5. Meetings:

Regular meetings of standing committees shall be held at times and places determined by the Commission. Special meetings may be held at any time and place as designated by the Chair of the Commission or the Chair of the Committee. A majority of the members of the committee shall constitute a quorum for that committee.

6. Open and Public:

All meetings of standing committees shall be held in accordance with the Brown Act.

ARTICLE X (Procedures for Conduct of Business)

- A. The Commission shall approve and execute all service agreements, memorandums of understanding, and/or contracts with a total obligation amount that exceeds \$100,000. Any related contract

amendment that brings the Contract's not to exceed amount to \$100,000 or greater shall also be approved and executed by the Commission in advance of execution of the agreement.

- B. The Executive Director of First 5 San Mateo County is authorized to approve and execute service agreements, memorandums of understanding and/or contracts with a total obligation amount less than or equal to \$25,000. The Executive Director has signature authority to approve all service agreements, memorandums of understanding, and/or contracts with a total obligation amount between \$25,001 and \$100,000 on behalf of the Commission. In the event of an emergency in which the Executive Director is unable to sign and execute service agreements, memorandums of understanding and/or contracts, the Deputy Director will have signature authority, after consultation with the Commission Chair.

1. Executive Director Signature Authority:

The Executive Director of First 5 San Mateo County is authorized to approve and execute service agreements, memorandums of understanding and/or contracts with a total obligation amount less than or equal to \$25,000. The Executive Director has signature authority to approve all service agreements, memorandums of understanding, and/or contracts with a total obligation amount between \$25,001 and \$100,000 on behalf of the Commission. In the event of an emergency in which the Executive Director is unable to sign and execute service agreements, memorandums of understanding and/or contracts, the Deputy Director will have signature authority, after consultation with the Commission Chair.

2. Apply for Grants:

All grants, gifts, or bequests of money made to or for the benefit of the Commission from public or private sources to be used for early childhood development programs shall be expended for the specific purpose for which the grant, gift, or bequest was made. The amount of any such grant, gift, or bequest shall not be considered in computing the amount allocated and appropriated to the Commission by the State Board of Equalization.

ARTICLES XI (Amendments)

These Bylaws may be amended or repealed by the Commission at any duly-noticed regular or special meeting by a majority vote of the Commissioners who are present and voting as long as the quorum requirements are met. No amendment to or repeal of these Bylaws shall be approved with less than the affirmative vote of five Commissioners.

DATE ADOPTED: _____

SIGNED BY:

Chair, First 5 San Mateo County Commission

DATE: May 12, 2025
TO: First 5 San Mateo County Finance and Administration Committee
FROM: Kitty Lopez, Executive Director
RE: Budget Monitoring Report as of April 30, 2025

BUDGET MONITORING REPORT as of April 30, 2025, HIGHLIGHTS
Budget Monitoring Report as of April 30, 2025, Highlights

YTD Benchmark: 83%

The Budget Monitoring Report as of April 30, 2025, is presented in **Attachments 4A, 4B, and 4C** with key summary highlights are as following:

	FY 2024-25 Revised Budget	YTD April 30, 2025 Combined Actual & Accrual	YTD Combined vs. FY24-25 Revised Budget (%)	Notes to Budget Monitoring Report as of April 30, 2025
Beginning Fund Balance (Beginning Reserves*)	13,509,181	13,509,181	100%	
Total Revenues	7,263,697	5,891,954	81%	Delayed execution of the Baby Bonus program and slow TRISI grant execution
Total Available Fund (Total Sources*)	20,772,878	19,401,135	93%	Higher interest and Tobacco Tax Revenue than the planned budget.
Total Appropriations (Net Appropriations*)	8,802,966	5,592,738	64%	Delayed execution of the Baby Bonus program and slow TRISI grant execution
Ending Fund Balance (Ending Reserves*)	11,969,912	13,808,397	115%	Higher interest and Tobacco Tax Revenue than the planned budget paired with delayed execution of the Baby Bonus program.
Total Requirements*(Net Appropriations*+Ending Reserves*)	20,772,878	19,401,135	-7%	
Surplus / (Deficit) (Total Revenues – Net Appropriations*)	(1,539,269)	299,216	-19%	Higher interest and Tobacco Tax Revenue than the planned budget paired with delayed execution of the Baby Bonus program.

REVENUES

- YTD Interest Revenues are \$454K or 112%, that represents a positive variance or 29% higher than YTD Benchmark due to higher interest earning rate (3.5%) than initial projection (2%)
- YTD Tobacco Tax Revenue projections are \$3.761 million or 88%, that represents a positive variance or 5% higher than YTD Benchmark due to the inclusion of Prop 56 Tax revenue disbursement.
- YTD Other Grant Revenue is \$1.457 million or 83%, which is aligned with YTD Benchmark.
- YTD Other Grant Revenue – Baby Bonus Program is \$219K or 27% as the Baby Bonus program launch had been delayed for 2 months.
- YTD Total Revenues projections are \$5.892 million or 81%, that represents a negative variance or 2% lower than YTD Benchmark. Major attributable factors to this net negative variance are associated with delayed execution of the Baby Bonus program and slow execution in various TRISI programs.

APPROPRIATIONS

- YTD Program Expenditures projections are \$4.961 million or 62%, that represents a positive variance or 21% below YTD Benchmark. Major contributions to this positive variance are generally low TRISI program executions and 2-month delayed Baby Bonus Program execution.
- YTD Admin Expenditures of \$631K or 76% that represents a positive variance or 7% below YTD Benchmark. Major contributions to this positive variance are attributable to savings in various Admin Expenses due to staff working in a hybrid format and unfilled staff position.
- **YTD Total Appropriations (Net Appropriations*)** projections are \$5.593 million or 64%, that represents a positive variance or 19% below YTD Benchmark. Major contributions to this positive variance are attributable to 2-month delayed Baby Bonus Program execution, underspending in various TRISI programs and under spending in various Administrative Operation budget lines.

ENDING FUND BALANCE (RESERVES*)

- Currently, we are projecting Ending Fund balance (Reserves*) of \$13.808 million or 115%, that represents a positive variance of 32% or \$1.837 million higher than the planned budget due to higher Interest and Tobacco Tax Revenue paired with delayed execution of the Baby Bonus program, slow TRISI program executions, and saving in various Administrative Operation budget.

CHALLENGES: None at this time.

FIRST 5 SAN MATEO COUNTY

BUDGET MONITORING REPORT AS OF APRIL 30, 2025

YTD benchmark: 83%

	FY24-25 Revised Budget	YTD Actuals as of April 30, 2025	Accruals	YTD Combined Actual & Accrual	YTD Combined vs. FY24-25 Revised Budget (%)
BEGINNING FUND BALANCE (Beginning Reserves*)	13,509,181	13,509,181	0	13,509,181	100%
A. Interest Revenue	405,275	420,032	33,773	453,805	112%
B. Tobacco Tax Revenue	4,275,958	3,048,375	712,660	3,761,035	88%
Tobacco Tax Revenue Fiscal Year Allocations	4,275,958	3,048,375	712,660	3,761,035	88%
C1. Other Grant Revenues	1,755,261	787,064	669,590	1,456,654	83%
C2. Other Grant Revenues- Baby Bonus Program	827,203	110,321	109,068	219,388	27%
TOTAL REVENUES	7,263,697	4,366,863	1,525,091	5,891,954	81%
TOTAL AVAILABLE FUND (Total Sources*)	20,772,878	17,876,044	1,525,091	19,401,135	93%
PROGRAM APPROPRIATIONS					
D1. Strategic Plan Investment - SPIP FY 23-25	3,780,000	2,291,580	315,000	2,606,580	69%
Community Investments (RF, HC, QC & E)	3,180,000	1,970,581	265,000	2,235,581	70%
Evaluation	113,000	111,343	9,417	120,759	107%
Policy, Advocacy, & Communications (PAC) & Emerging Projects	487,000	209,657	40,583	250,241	51%
D2. Strategic Plan Investment - SPIP FY 20-23 - Carry Over	533,319	239,298	37,777	277,075	52%
Community Investments - Healthy Children	159,881	77,205	13,323	90,528	57%
Evaluation	80,000	0	0	0	0%
Policy, Advocacy, & Communications (PAC) & Emerging Projects	293,438	162,093	24,453	186,546	64%
E1. Other Grant Expenditures	1,538,442	689,295	257,537	946,832	62%
E2. Other Grant Expenditures - Baby Bonus Program	797,203	108,177	109,068	267,244	34%
F. Program Operations	1,324,519	855,169	8,496	863,665	65%
Program Shared Operating Budget	220,488	133,979	8,496	142,474	65%
Program Staff S&B & Shared Admin Staff Time	901,634	557,452	0	557,452	62%
Evaluation Staff S&B	202,397	163,739	0	163,739	81%
Total Program Appropriations (D1+D2+E1+E2+F)	7,973,483	4,183,520	727,877	4,961,396	62%
ADMIN APPROPRIATIONS					
G. Admin Shared Operating Budget	220,488	133,979	8,496	142,474	65%
H. Admin Staff S&B	608,995	488,867	0	488,867	80%
Total Admin Appropriations (G+H)	829,483	622,846	8,496	631,342	76%
TOTAL APPROPRIATIONS (Net Appropriations*)	8,802,966	4,806,366	736,373	5,592,738	64%
Surplus / (Deficit) (Total Revenues - Total Appropriations)	(1,539,269)	(439,502)	788,718	299,216	
ENDING FUND BALANCE	11,969,912	13,069,679	788,718	13,808,397	115%
Total S&B	1,713,026	783,661	0	783,661	46%

FIRST 5 SAN MATEO COUNTY

BUDGET MONITORING REPORT AS OF APRIL 30, 2025

YTD benchmark: 83%

	FY24-25 Revised Budget	YTD as of April 30, 2025 Actuals	Accruals	YTD Combined Actual & Accrual	YTD Combined vs. FY24-25 Revised Budget (%)	Notes of Budget Monitoring Report
BEGINNING FUND BALANCE (Beginning Reserves*)	13,509,181	13,509,181	0	13,509,181	100%	
A. Interest Revenue	405,275	420,032	33,773	453,805	112%	\$33K is April interest revenue estimate
B. Tobacco Tax Revenue	4,275,958	3,048,375	712,660	3,761,035	88%	
Tobacco Tax Revenue Fiscal Year Allocations	4,275,958	3,048,375	712,660	3,761,035	88%	\$712K are March and April Tobacco tax revenue estimates
C1. Other Grant Revenues	1,755,261	787,064	669,590	1,456,654	83%	
F5 San Benito IMPACT LEGACY Grant FY23-25	360,672	265,450	30,056	295,506	82%	\$30K is April revenue estimate
F5 San Benito Regional Home Visiting Grant FY23-25	92,000	81,248	7,667	88,915	97%	\$7.6K is April revenue estimate
F5 San Benito IMPACT HUB TA FY23-25	56,489	20,801	4,707	25,508	45%	\$4.7K is April revenue estimate
County of San Mateo BHRS - Mental Health Services MHSA #3 FY23-25	150,000	38,678	75,000	113,678	76%	\$75K is revenue estimate
Peninsula Healthcare District - Help Me Grow SMC CY2024			60,000	60,000		\$12.4K is revenue estimate
Sequoia Healthcare District - Special Needs Grant FY23-25	461,700	139,413	115,425	254,838	55%	\$115K is Q3 revenue estimate
Sequoia Healthcare District - Mental Health Grant FY23-25	134,400	20,832	33,600	54,432	41%	\$33.6K is Q3 revenue estimate
Children and Youth Behavior Health Initiatives - Round 2	500,000		125,000	125,000	25%	\$125K is Q3 revenue estimate
C2. Other Grant Revenues - Baby Bonus Program	827,203	110,321	109,068	219,388	27%	
SMC Health, Family Health Services - Baby Bonus Program	177,203	86,595	59,068	145,663	82%	\$59K aew Q3 & April revenue estimates . WOC Community Health Planner
Health Plan of San Mateo - Baby Bonus Program	500,000			0	0%	
County CEO - Measure K - Baby Bonus Program	50,000			0	0%	
Silicon Valley Community F. - CZI - Baby Bonus Program	50,000	21,581	50,000	71,581	143%	\$50K is April revenue estimate
Sobrato Family Foundation - Baby Bonus Program	50,000			0	0%	
C3. Miscellaneous Revenue		1,072	0	1,072		
Wellness Grant		1,072	0	1,072		
TOTAL REVENUES	7,263,697	4,366,863	1,525,091	5,891,954	81%	Low revenue due to delayed execution of the Baby Bonus Program and slow execution in various TRISI programs.
TOTAL AVAILABLE FUNDS (TOTAL SOURCES*)	20,772,878	17,876,044	1,525,091	19,401,135	93%	Low revenue due to delayed execution of the Baby Bonus Program and slow execution in various TRISI programs.
APPROPRIATIONS						
PROGRAM APPROPRIATIONS						
D1. Strategic Plan Investment - SPIP FY 23-25	3,780,000	2,291,580	315,000	2,606,580	69%	
Resilient Family	1,060,000	801,082	88,333	889,415	84%	\$88K is April expenditure estimate
Healthy Children	1,060,000	526,834	88,333	615,167	58%	Leveraged funding for health initiatives are utilized first
Quality Care and Education	1,060,000	642,665	88,333	730,998	69%	\$88K is April expenditure estimate
Grant Management and Other Evaluation Projects	113,000	111,343	9,417	120,759	107%	\$9.4K is April expenditure estimate
Policy Advocacy, Communications & Systems Change	380,000	209,657	31,667	241,324	64%	Activities related to strategic planning 2025 -2030 learnings, communications campaign, Baby Bonus and other evaluation & research.
Emerging Projects	107,000		8,917	8,917	8%	Spending down SPIP FY20-23 first
D2. Strategic Plan Investment - SPIP FY 20-23 Carry-Over	533,319	239,298	37,777	277,075	52%	Implementation of SPIP FY20-23 Underspending Fund Carry Over in coordination with SPIP FY23-25 in 2-year time frame.
Healthy Children	159,881	77,205	13,323	90,528	57%	\$13.3K is April expenditure estimate
Grant Management and Other Evaluation Projects	80,000			0	0%	\$6.6K is April expenditure estimate
Policy Advocacy, Communications & Systems Change	70,000	3,000	5,833	8,833	13%	\$5.8K is April expenditure estimate
Emerging Projects	223,438	159,093	18,620	177,713	80%	\$18.6K is April expenditure estimate
E1. Other Grant Expenditures	1,538,442	689,295	257,537	946,832	62%	Grant awards through competitive grant applications
F5 San Benito IMPACT LEGACY Grant FY23-25	290,672	206,725	24,223	230,947	79%	\$24K is April expenditure estimate
F5 San Benito Regional Home Visiting Grant FY23-25	54,000	62,730	4,500	67,230	125%	\$4.5K is April expenditure estimate
F5 San Benito IMPACT HUB TA FY23-25	53,520	18,100	4,460	22,560	42%	\$4.5K is April expenditure estimate

	FY24-25 Revised Budget	YTD as of April 30, 2025 Actuals	Accruals	YTD Combined Actual & Accrual	YTD Combined vs. FY24-25 Revised Budget (%)	Notes of Budget Monitoring Report
County of San Mateo BHRS - Mental Health Services MHSA #3 FY23-25	106,250	34,237	8,854	43,091	41%	Some project work is scheduled based on the availability of staff at TRISI organizations, which may result in uneven spending across quarters
Peninsula Healthcare District - Help Me Grow SMC CY2024	50,000	52,096		52,096	104%	
Sequoia Healthcare District - Special Needs Grant FY23-25	400,000	190,477	133,333	323,810	81%	\$133K are Q3 and April expenditure estimates.
Sequoia Healthcare District - Mental Health Grant FY23-25	134,000	16,863	44,667	61,530	46%	Some project work is scheduled based on the availability of staff at TRISI organizations, which may result in uneven spending across quarters
Children and Youth Behavior Health Initiatives - Round 2	450,000	108,068	37,500	145,568	32%	\$37.5K are April expenditure estimates.
E2. Other Grant Expenditures- Baby Bonus Program	797,203	108,177	109,068	267,244	34%	Program launch is delayed 2 months.
SMC Health, Family Health Services Baby Bonus Dividend Program	177,203	86,595	59,068	145,663	82%	Community Health Planner - WOC position
Health Plan of San Mateo - Baby Bonus Program	500,000		50,000	50,000	10%	\$50K is April expenditure estimate. Program launch is delayed 2 months.
County CEO - Measure K - Baby Bonus Program	40,000			0		
Silicon Valley Community F. - CZI - Baby Bonus Program	40,000	21,581		71,581	179%	\$50K is April expenditure estimate
Sobrato Family Foundation - Baby Bonus Program	40,000			0		
F. Program Operations	1,324,519	855,169	8,496	863,665	65%	
Program Shared Operating Budget	220,488	133,979	8,496	142,474	65%	
Program Staff S&B & Shared Admin Staff T	901,634	557,452	0	557,452	62%	Excluding WOC - Community Health Planner position for the Baby Bonus Dividend Program
Evaluation Staff S&B	202,397	163,739	0	163,739	81%	
Total Program Appropriations (D1+D2+D3+E1+E2+F)	7,973,483	4,183,520	727,877	4,961,396	62%	(59,068)
ADMIN APPROPRIATIONS						
G. Admin Shared Operating Budget	220,488	133,979	8,496	142,474	65%	
H. Admin Staff S&B	608,995	488,867	0	488,867	80%	
Total Administrative Appropriations	829,483	622,846	8,496	631,342	76%	
Administrative Cost Rate %	9%	13%		11%		
TOTAL APPROPRIATIONS (NET APPROPRIATIONS*)	8,802,966	4,806,366	736,373	5,592,738	64%	
ENDING FUND BALANCE (ENDING RESERVES*)	11,969,912	13,069,679	788,718	13,808,397	115%	

Color Coding

Shared Budget/Shared Cost
Revenue ; Fund Balance
Appropriations
Salaries & Benefits

Schedule 1- OPERATING BUDGET MONITORING REPORT AS OF 4.30.2025

YTD benchmark: 83%

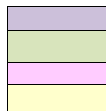
	ORG / ACCT#	FY24-25 Revised Budget	YTD Actuals as of April 30, 2025	Accruals	YTD Combined Actual & Accrual	YTD Combined vs. FY24-25 Revised Budget (%)	Notes of Budget Monitoring Report
I. Services and Supplies							
Outside Printing & Copy Svc	19510-5191	2,000		0	0	0%	
General Office Supplies	19510-5193	8,000	3,280		3,280	41%	combined 5866, 5193
Photocopy Lease & Usage	19510-5196	5,000	872	0	872	17%	
Direct Communication Expenses	19510-5132	3,800	1,108	0	1,108	29%	
Computer Supplies	19510-5211	25,000	2,185	0	2,185	9%	
Software License /Maintenance Expenses	19510-5215	6,673	4,420	0	4,420	66%	
County Memberships - (e.g. F5 Assn Dues)	19510-5331	15,000	15,270	0	15,270	102%	
Auto Allowance	19510-5712	11,000	8,966	0	8,966	82%	
Meetings & Conference Expense	19510-5721	8,000	5,599	0	5,599	70%	
Commissioners Meetings & Conference Exp	19510-5723	5,000	1,511	0	1,511	30%	
Other Business Travel Expense	19510-5724	8,000	2,472	0	2,472	31%	combined 5713, 5714, 5717, 5722, 57
Dept. Employee Training Expense	19510-5731	5,327	2,949	0	2,949	55%	combined 5332 and 5731
Wellness grant	19510-5856	0	317	0	317		
Other Professional Services	19510-5858	27,500	6,624	0	6,624	24%	
Sub Total - Services & Supplies		130,300	55,572	-	55,572	43%	
II. Other Charges							
Automation Services - ISD	19510-6713	46,854	26,585	0	26,585	57%	
Annual Facilities Lease	19510-6716	109,000	87,223	7,896	95,119	87%	Rent escalation for operation services
General Liability Insurance	19510-6725	19,090	15,908		15,908	83%	Insurance increases
Official Bond Insurance	19510-6727	319	266		266	83%	
Human Resources Services	19510-6733	323	323		323	100%	
Countywide Security Services	19510-6738	692	692		692	100%	
All Other Service Charges	19510-6739	60,210	25,660	3,000	28,660	48%	\$3K are March and April expenditure €
Card Key Services	19510-6751	1,042	868		868	83%	
A-87 Expense	19510-6821	73,146	54,860	6,096	60,955	83%	\$17K is April expenditure estimate
Sub Total - Other Charges		310,676	212,385	16,992	229,376	74%	
Total Operating Budget		440,976	267,957	16,992	284,949	65%	
Program Shared Operating Budget		220,488	133,979	8,496	142,474	65%	
Admin Shared Operating Budget		220,488	133,979	8,496	142,474	65%	

Schedule 2 - SALARIES & BENEFITS BUDGET MONITORING REPORT AS OF 4.30.2025

Program Staff & Shared Admin Staff		901,634	557,452		557,452	62%	Including 27% of Admin cost allocation; vacancy is not filled
Evaluation Staff		202,397	163,739		163,739	81%	
Admin Staff		608,995	488,867		488,867	80%	
F5SMC Salaries and Benefits		\$ 1,713,026	\$ 1,210,058	\$ -	\$ 1,210,058	71%	
Baby Bonus Dividend Program - WOC		\$ 177,203	\$ 142,402		142,402	80%	Other Grant Appropriations

Color Coding

Shared Budget/Shared Cost
Revenue ; Fund Balance
Appropriations
Salaries & Benefits



DATE: May 12, 2025

TO: First 5 San Mateo County Finance and Administration Committee

FROM: Kitty Lopez, Executive Director

RE: Review and Recommend Approval of First 5 San Mateo County's FY 2025-26 Draft Budget and the Use of Ending Fund Balance (Ending Reserves*) to Fund FY 2025-26 Adopted Budget

ACTION REQUESTED

Review and Recommend Approval of First 5 San Mateo County's FY 2025-26 Draft Budget and the Use of Ending Fund Balance (Ending Reserves*) to Fund FY 2025-26 Adopted Budget.

1. SUMMARY OF FY 2025-26 DRAFT BUDGET

Please read this Budget memo in conjunction with FY 2025-26 Draft Budget presented in **Attachments 5A, 5B, and 5C** (Schedule 1 and Schedule 2).

F5SMC's FY 2025-26 Draft Budget with the summary of budget changes as follows:

	FY 2024-25 Revised Budget	FY25-26 Draft Budget	Increase / (Decrease) \$	Increase / (Decrease) %
Beginning Fund Balance (Beginning Reserves*)	13,509,181	11,969,912	(1,539,269)	(11%)
Total Revenues	7,263,697	7,589,088	325,391	4%
Total Available Fund (Total Sources*)	20,772,878	19,559,000	(1,213,878)	(6%)
Total Appropriations (Net Appropriations*)	8,802,966	8,521,502	(281,463)	(3%)
Ending Fund Balance (Ending Reserves*)	11,969,912	11,037,498	(932,414)	(8%)
Total Requirements*(Net Appropriations*+Ending Reserves*)	20,772,878	19,559,000	(1,213,878)	(6%)
Surplus / (Deficit) (Total Revenues – Net Appropriations*)	(1,539,269)	(932,414)	606,855	(39%)

Total Sources, Net Appropriations*, Reserves*, Total Requirements* are budget terminologies used by the County of San Mateo. Since March 2018, F5SMC has applied budget terminologies used by the County to the F5SMC Budget*

2. FISCAL IMPACTS

FY 2025-26 Draft Budget changes result in a net Total Budget Deficit of \$932,414; this represents a lower Budget Deficit by \$606,855 than the Budget Deficit in the FY 2024-25 Revised Budget of \$1,539,269. Major contributions to the Budget Deficit amount are associated with lower Beginning Fund Balance, lower Tobacco Tax Revenue, some Other Grants ended. Therefore, we will draw and encumber a total of \$932,414 from the Ending Reserves* to support the implementation of the new strategic plan FY 2025-28, the Baby Bonus Program, and to leverage additional funding sources.

The net change of Ending Fund Balance (Ending Reserves*) will be a decrease by (\$932,414) as a result of the budget adjustments in Total Revenues and Total Appropriations in the FY 2025-26 Draft Budget.

The Administrative Cost Rate is projected 10%, which is below 15% of the proposed approved Administrative Cost Policy for the FY 2025-26. F5SMC has implemented Administrative Cost rate of 15% since 2020.

3. FY 2025-26 DRAFT BUDGET ASSUMPTIONS & BACKGROUND

- Projected Interest earning rate is 2.0% on the Beginning Fund Balance of FY 2025-26 Draft Budget, as a conservative approach to revenue projections.
- Use Tobacco Tax Revenue projections with Flavor Ban released by First 5 California on April 16, 2025, which reflect 6% declining rate from previous projected declining rate of 4% of Tobacco Tax Revenue projections. The Flavor Ban on Tobacco products cause lower tobacco consumption and therefore lower Tobacco Tax Revenue. First 5's Tobacco Tax Revenue allocations are based on County's actual birth rate (noted in bullet #4 of the Glossary /References section below)
- Execute the new Strategic Plan Implementation Plan (SPIP) FY 2025-28 for the first year of 3-year funding cycle; we expect to contract the allocated Program Appropriations in FY 2025-26 Draft Budget, equal to \$2.600 M x 3 years, already as part of the Long-Term Financial Plan (LTFP)
- Continue implementation of \$650K of SPIP FY 2023-25 Carry Over in coordination with 3-year time frame of SPIP FY 2025-28. Any underspending funds of SPIP FY 2023-25 Carry Over will be returned to Fund Balance by 6/30/28.
- Execute \$1.560 M Other Grant Revenues and \$2.015 M Baby Bonus Program Revenue.
- Continue current shared cost allocation to Program Appropriations with the following rates:
 - ✓ 100% Program and Evaluation Staff's Salaries and Benefits.
 - ✓ 27% Shared Admin Staff time; and
 - ✓ 50% of Shared Operating Budget
- FY 2025-26 Revised Budget to occur in February 2026, after the FY 2024-25 Financial Audit completion and when under spending contracts and audited Ending Fund Balance (as of 6.30.2025) become available.

ACTION REQUESTED

Review and Recommend Approval of First 5 San Mateo County's FY 2025-26 Draft Budget and the Use of Ending Fund Balance (Ending Reserves*) in the amount of \$932,414 to Fund FY 2025-26 Adopted Budget.

FY 2025-26 DRAFT BUDGET NARRATIVES are presented in **Attachments 5A, 5B, and 5C** (Schedule 1 and Schedule 2).

A. BEGINNING FUND BALANCE (Beginning Reserves*)

- Ending Fund Balance (Ending Reserves*) of FY 2024-25 Revised Budget is carried over to become Beginning Fund Balance of FY 2025-26 Draft Budget.
- Beginning Fund Balance (Beginning Reserves*) produce a net decrease of (\$1,539,269) or 11% due to lower Ending Fund Balance in FY 2024-25 Revised Budget. First 5 continues to draw down Fund Balance (Reserves*) to be used as matching and leverage funds in acquiring additional new Other Grants to support Community Investments, as per Commission approved LTFP. Beginning Fund Balance will be adjusted when under spending contracts and audited Ending Fund Balance (as of 6.30.2025) become available after the fiscal year financial audit completion in late October 2025.

B. TOTAL REVENUES

Total Revenues produce a net increase of \$325,391 or 4% increase

- (\$165,275) Interest Revenue decrease or 41% decrease due to lower Beginning Fund Balance.
- (\$501,870) Tobacco Tax Revenue decrease or 12% decrease per the new Tobacco Tax Revenue projections released by First 5 California on April 16, 2025.
- (\$195,261) Other Grant Revenues decreases or 11% decrease as some Other Grants ended 6.30.2025.
- \$1,187,797 Baby Bonus Program Revenue increases or 144% increases as the Baby Bonus Program implementation of its 2nd year.

C. TOTAL AVAILABLE FUND (Total Sources*)

Total Available Funds (Total Sources*) produce a net decrease of (\$1,213,878) or 6% decrease.

Major contributions to 6% net decrease in Total Available Fund are attributable to lower Interest Revenue, lower Tobacco Tax Revenue allocations, and some Other Grants ended offset by the increases of Other Grant Baby Bonus Program Revenues.

D. PROGRAM APPROPRIATIONS

Total Program Appropriations produce a net decrease of (\$293,257) or 4% decrease.

D1. Strategic Plan Investment - SPIP FY 2025-28

SPIP FY 2025-28 Appropriations produce a net increase \$2,600,000. SPIP FY 2025-28, which is tentatively budgeted while the procurement and contracting are ongoing at this time.

- \$746,000 investment in Resilient Family
- \$670,000 investment in Healthy Children.
- \$600,000 investment in Quality Care and Education.
- \$98,000 investment in Evaluation
- \$486,000 investment in Policy, Advocacy, Communication, and System Changes PAC and Emerging Projects.

D2. Strategic Plan Investment - SPIP FY 2023-25 Carry-Over

SPIP FY 2023-25 Carry-Over produces a net decrease of (\$3,455,000) or 91% decrease as the SPIP FY 2023-25 community investment is ending; only \$650,000 SPIP FY 2023-25 is approved to be carried- over in the next 3 years in coordination with SPIP FY 2025-28.

- (\$1,060,000) decrease in SPIP FY 2023-25 Carry Over – Resilient Family.
- (910,000) decrease in SPIP FY 2023-25 Carry Over – Healthy Children.
- (\$1,060,000) decrease in SPIP FY 2023-25 Carry Over – Quality Care and Education.
- (\$113,000) decrease in SPIP FY 2023-25 Carry Over – Grant Management and Other Evaluation Projects.
- (\$265,000) decrease in SPIP FY 2023-25 Carry Over – Policy, Advocacy, Communications, and Systems Changes.
- (\$47,000) decrease in SPIP FY 2023-25 Carry Over – Emerging Projects.

D3. Strategic Plan Investment - SPIP FY 2020-23 Carry-Over

SPIP FY 2020-23 Carry Over produces a net decrease of (\$533,319) or 100% decrease as any underspending fund at the end of fiscal year ending 6/30/2025 will be return to Funding Balance.

- (\$159,881) decrease in SPIP FY 2020-23 Carry Over in Health Children
- (\$80,000) decrease in SPIP FY 2020-23 Carry Over in Grant Management and Other Evaluation Projects.
- (\$70,000) decrease in SPIP FY 2020-23 Carry Over in Policy Advocacy, Communications and Systems Changes.
- (\$223,438) decrease in SPIP FY 2020-23 Carry Over in Emerging Projects.

E1. Other Grants Appropriations:

Other Grants produce a net decrease of (\$138,442) or 9% decrease.

- (\$290,672) decrease in F5 San Benito Impact Legacy grant ending 6.30.2025.
- (\$54,000) decrease in F5 San Benito Home Visiting grant ending 6.30.2025.
- (\$53,520) decrease in F5 San Benito Impact Hub as the grant ending 6.30.2025.
- \$793,750 increase in Behavior Health & Recovery System – MHSA #4 FY 2025-26.
- (\$400,000) decrease in Sequoia Healthcare District – Integrated System of Children with Special Needs as the grant ending 6.30.2025.
- (\$134,000) decrease in Sequoia Healthcare District – Early Childhood Mental Health Initiatives as the grant ending 6.30.2025.

E2. Other Grants Appropriations – Baby Bonus Program

Other Grants – Baby Bonus Program produce a net increase of \$1,217,797 or 153% increase.

- \$5,497 increase in San Mateo County Health & Family Health Services – Baby Bonus Program
- \$740,000 increase in Health Plan of San Mateo – Baby Bonus Program
- (\$40,000) decrease in San Mateo County CEO Measure K – Baby Bonus Program.
- \$260,000 increase in Silicon Valley Community Foundation - CZI – Baby Bonus Program

- \$140,000 increase in Sobrato Family Foundation – Baby Bonus Program
- \$112,300 increase in Peninsula Healthcare District – Baby Bonus Program

F. Program Operations Appropriations

Program Operations produce a net increase of \$15,707 or 2% increase.

Major contributions to 2% net increase are associated with the increase of First 5 California Association Membership Dues, County services cost, healthcare cost, and cost of living COLA offset by the negotiated rent reductions.

G. ADMINISTRATIVE APPROPRIATIONS:

Administrative Operations: net increase of \$11,793 or 1% increase.

Major contributions to 1% increase are associated to the increases of First 5 California Association Membership Dues, County services cost, healthcare cost, and cost of living COLA offset by the negotiated rent reductions.

H. FY 2025-26 DRAFT OPERATING BUDGET (Schedule 1)

FY 2025-26 Draft Operating Budget produce net decreases (\$20,876) or 5% decrease due the increases of First 5 California Association Membership Dues, County services cost, healthcare cost, and cost of living COLA are offset by the negotiated rent reductions (Fall, 2025).

I. SALARIES AND BENEFITS (Schedule 2)

FY 2025-26 Draft Salaries & Benefits Budget produce net increases \$48,376 or 3% increase due to the inclusions of projected healthcare cost increases and cost of living COLA.

J. TOTAL APPROPRIATIONS

Total Appropriations (Net Appropriations*) produce a net decrease of \$281,463 or 3% decrease.

Major contributions to 3% net decrease in Total Appropriations are associated with the ends of SPIP FY 2020-23, SPIP FY 2023-25, and some Other Grants ended on 6.30.2025 offset by the implementation of the new strategic plan SPIP FY 2025-28 and the execution of the Baby Bonus Program.

K. ENDING FUND BALANCE

Ending Fund Balance (Ending Reserves*) produce a net decrease of (\$932,414) or 8% decrease.

Major contributions to 8% net decrease in Ending Fund Balance are associated with lower Interest Revenue, lower Tobacco Tax Revenue projections offset with the implementation of the new strategic plan SPIP FY 2025-28 and the Baby Bonus Program.

L. GLOSSARY / REFERENCES

1. Per the County Budget Act (Government Code §§ 29000-29144, 30200 and 53065), the County Manager's Office and the County Controller's Office have requested F5SMC to include the language of the use of Fund Balance (Reserves*) in its Budget memo to the Commission.

Attachment 5

2. Since its inception, F5SMC has used different terminologies in its audit reports, budget documents, and Long-Term Financial Plan than those used by the County of San Mateo. The rationales are for (1) comparable terminologies used across F5SMC's audit reports, budget documents, and Long-Term Financial Plan; (2) for the usefulness of the public; and (3) for consistent language used by First 5 California and by other First 5 Commissions throughout the State. Since March 2018, F5SMC added budgetary terminologies used by the County to F5SMC Budget.
3. F5SMC has two main revenue streams: (a) monthly Tobacco Tax Revenue disbursements based on actual birth rate in each county; and (b) Other Grant Revenues are acquired from F5 California, Other F5 Commissions, and or other funders through competitive grant applications.
4. Tobacco Tax Revenue projections are based on estimated Proposition 10 tax revenue, Proposition 56 backfill, estimated interest earned by the account, less adjustments for California Department of Tax and Fee Administration's administrative costs and statewide assessments.

F5CA released annual Tobacco Tax Revenue Projections by county each fiscal year based on projected birth rate of each county. When the published birth rate data becomes available, State Finance Department will update Tobacco Tax Revenue Projections based on the actual birth rate of each county. The data can be found on Department of Finance's website at the following link: [P_CY_Births_Report.xlsx \(live.com\)](#).

5. F5SMC is a Non-General Fund Department or Zero Net County Cost Department of County of San Mateo, F5SMC funding sources is Tobacco Tax Revenue disbursed by the State of California; therefore, the San Mateo County's Reserves Policy is not applicable to F5SMC.

Per County Recommended Budget Instructions and Guide FY 2025-27, page 14, non-general fund department can retain 100% of fund balances unless there is agreement to do otherwise.

FIRST 5 SAN MATEO COUNTY

FY 2025-26 DRAFT BUDGET SUMMARY

	FY24-25 Revised Budget	FY25-26 Draft Budget	FY25-26 Draft Budget (+/-) vs. FY24-25 Revised Budget (\$)	FY25-26 Draft Budget (+/-) vs. FY24-25 Revised Budget (%)
BEGINNING FUND BALANCE (Beginning Reserves*)	13,509,181	11,969,912	(1,539,269)	-11%
A. Interest Revenue	405,275	240,000	(165,275)	-41%
B. Tobacco Tax Revenue	4,275,958	3,774,088	(501,870)	-12%
Tobacco Tax Revenue Fiscal Year Allocations	4,275,958	3,774,088	(501,870)	-12%
C1. Other Grant Revenues	1,755,261	1,560,000	(195,261)	-11%
C2. Other Grant Revenues- Baby Bonus Program	827,203	2,015,000	1,187,797	144%
TOTAL REVENUES	7,263,697	7,589,088	325,391	4%
TOTAL AVAILABLE FUND (Total Sources*)	20,772,878	19,559,000	(1,213,878)	-6%
PROGRAM APPROPRIATIONS				
D1. Strategic Plan Investment - SPIP FY 25-28	0	2,600,000	2,600,000	
Resilient Family		746,000	746,000	
Healthy Children		670,000	670,000	
Quality Care and Education		600,000	600,000	
Grant Management and Other Evaluation Projects		98,000	98,000	
Policy Advocacy, Communications & Systems Change		486,000	486,000	
D2. Strategic Plan Investment - SPIP FY 23-25 Carry Over	3,780,000	325,000	(3,455,000)	-91%
Community Investments (RF, HC, QC & E)	3,180,000	150,000	(3,030,000)	-286%
Evaluation	113,000	0	(113,000)	-100%
Policy, Advocacy, & Communications (PAC) & Emerging Projects	487,000	175,000	(312,000)	-114%
D3. Strategic Plan Investment - SPIP FY 20-23 - Carry Over	533,319	0	(533,319)	-100%
Community Investments - Healthy Children	159,881	0	(159,881)	-100%
Evaluation	80,000	0	(80,000)	-100%
Policy, Advocacy, & Communications (PAC) & Emerging Projects	293,438	0	(293,438)	-200%
E1. Other Grant Appropriations	1,538,442	1,400,000	(138,442)	-9%
E2. Other Grant Appropriations - Baby Bonus Program	797,203	2,015,000	1,217,797	153%
F. Program Operations	1,324,519	1,340,226	15,707	1%
Program Shared Operating Budget	220,488	210,050	(10,438)	-5%
Program Staff S&B & Shared Admin Staff Time	901,634	916,830	15,195	2%
Evaluation Staff S&B	202,397	213,346	10,949	5%
Total Program Appropriations (D1+D2+D3+E1+E2+F)	7,973,483	7,680,226	(293,257)	-4%
ADMIN APPROPRIATIONS				
G. Admin Shared Operating Budget	220,488	210,050	(10,438)	-5%
H. Admin Staff S&B	608,995	631,226	22,231	4%
Total Admin Appropriations (G+H)	829,483	841,276	11,793	1%
TOTAL APPROPRIATIONS (Net Appropriations*)	8,802,966	8,521,502	(281,463)	-3%
Surplus / (Deficit) (Total Revenues - Total Appropriations)	-1,539,269	-932,414	606,855	-39%
ENDING FUND BALANCE	11,969,912	11,037,498	(932,414)	-8%
Total S&B	1,713,026	1,761,402	48,376	3%

FIRST 5 SAN MATEO COUNTY

FY 2025-26 DRAFT BUDGET DETAILS

	ORG/ACCT#	FY24-25 Revised Budget	FY25-26 Draft Budget	FY25-26 Draft Budget (+/-) vs. FY24-25 Revised Budget (\$)	FY25-26 Draft Budget (+/-) vs. FY24-25 Revised Budget (%)	Notes to FY2025-26 Draft Budget
BEGINNING FUND BALANCE (Beginning Reserves*)		13,509,181	11,969,912	(1,539,269)	-11%	
A. Interest Revenue	19510-1521	405,275	240,000	(165,275)	-41%	2.00% Interest earning rate
B. Tobacco Tax Revenue		4,275,958	3,774,088	(501,870)	-12%	
Tobacco Tax Revenue Fiscal Year Allocations	19510-1861	4,275,958	3,774,088	(501,870)	-12%	update with Tobacco Tax Revenue Projections April 16, 2025
C1. Other Grant Revenues		1,755,261	1,560,000	(195,261)	-11%	
F5 San Benito IMPACT LEGACY Grant FY23-25	19510-2643	360,672		(360,672)	-100%	Other Grants ended 6.30.2025
F5 San Benito Regional Home Visiting Grant FY23-25	19510-2643	92,000		(92,000)	-100%	Other Grants ended 6.30.2025
F5 San Benito IMPACT HUB TA FY23-25	19510-2643	56,489		(56,489)	-100%	Other Grants ended 6.30.2025
County of San Mateo BHRS - Mental Health Services MHSA #4 FY25-26	19510-2643	150,000	1,000,000	850,000	567%	One time grant award
Peninsula Healthcare District - Help Me Grow SMC CY2025	19510-2643		60,000	60,000		
Sequoia Healthcare District - Special Needs Grant FY23-25	19510-2643	461,700		(461,700)	-100%	Other Grants ended 6.30.2025
Sequoia Healthcare District - Mental Health Grant FY23-25	19510-2643	134,400		(134,400)	-100%	Other Grants ended 6.30.2025
Children and Youth Behavior Health Initiatives - Round 2	19510-2643	500,000	500,000	0	0%	Two-year grant award
C2. Other Grant - Baby Bonus Program		827,203	2,015,000	1,187,797	144%	
SMC Health, Family Health Services - Baby Bonus Dividend Program**	19510-2647	177,203	182,700	5,497	3%	WOC Community Health Planner
Health Plan of San Mateo - Baby Bonus Program	19510-2647	500,000	1,240,000	740,000	148%	
County CEO - Measure K - Baby Bonus Program	19510-2647	50,000		(50,000)	-100%	
Silicon Valley Community F. - CZI - Baby Bonus Program	19510-2647	50,000	300,000	250,000	500%	
Sobrato Family Foundation - Baby Bonus Program	19510-2647	50,000	180,000	130,000	260%	
Jackie Speier Foundation - Baby Bonus Program	19510-2647			0		
Peninsula Healthcare District - Baby Bonus Program	19510-2647		112,300	112,300		
TOTAL REVENUES		7,263,697	7,589,088	325,391	4%	
TOTAL AVAILABLE FUNDS (TOTAL SOURCES*)		20,772,878	19,559,000	(1,213,878)	-6%	Major contributions to 6% net decrease in Total Available Fund are attributable to lower Interest Revenue, lower Tobacco Tax Revenue allocations, and some Other Grants ended offset by the increases of Other Grant Baby Bonus
APPROPRIATIONS						
PROGRAM APPROPRIATIONS						
D1. Strategic Plan Investment - SPIP FY 25-28 - Primary Domains			2,600,000	2,600,000		New strategic plan
Resilient Family	19540-6125		746,000	746,000		
Healthy Children	19540-6156		670,000	670,000		
Quality Care and Education	19540-6263		600,000	600,000		
Grant Management and Other Evaluation Projects	19540-6265		98,000	98,000		
Policy Advocacy, Communications & Systems Change	19540-6814		486,000	486,000		
D2. Strategic Plan Investment - SPIP FY 23-25 Carry Over		3,780,000	325,000	(3,455,000)	-91%	\$650K SPIP FY23-25 carry over in 3 years in coordination with the new strategic plan implementation plan SPIP FY25-28
Resilient Family	19540-6125	1,060,000		(1,060,000)	-100%	
Healthy Children	19540-6156	1,060,000	150,000	(910,000)	-86%	
Quality Care and Education	19540-6263	1,060,000		(1,060,000)	-100%	
Grant Management and Other Evaluation Projects	19540-6265	113,000		(113,000)	-100%	
Policy Advocacy, Communications & Systems Change	19540-6814	380,000	115,000	(265,000)	-70%	
Emerging Projects	19540-6814	107,000	60,000	(47,000)	-44%	
D3. Strategic Plan Investment - SPIP FY 20-23 Carry-Over		533,319	0	(533,319)	-100%	Underspend fund on 6.30.2025 is return to Fund Balance
Healthy Children	19540-6156	159,881		(159,881)	-100%	
Grant Management and Other Evaluation Projects	19540-6265	80,000		(80,000)	-100%	
Policy Advocacy, Communications & Systems Change	19540-6814	70,000		(70,000)	-100%	
Emerging Projects	19540-6814	223,438		(223,438)	-100%	

	ORG/ACCT#	FY24-25 Revised Budget	FY25-26 Draft Budget	FY25-26 Draft Budget (+/-) vs. FY24-25 Revised Budget (\$)	FY25-26 Draft Budget (+/-) vs. FY24-25 Revised Budget (%)	Notes to FY2025-26 Draft Budget
E1. Other Grant Appropriations		1,538,442	1,400,000	(138,442)	-9%	
F5 San Benito IMPACT LEGACY Grant FY23-25	19540-6126	290,672		(290,672)	-100%	Grant ended 6.30.2025
F5 San Benito Regional Home Visiting Grant FY23-25	19540-6126	54,000		(54,000)	-100%	Grant ended 6.30.2025
F5 San Benito IMPACT HUB TA FY23-25	19540-6126	53,520		(53,520)	-100%	Grant ended 6.30.2025
County of San Mateo BHRS - Mental Health Services MHSA #4 FY25-26	19540-6131	106,250	900,000	793,750	747%	
Peninsula Healthcare District - Help Me Grow SMC CY2025	19540-6131	50,000	50,000	0	0%	
Sequoia Healthcare District - Special Needs Grant FY23-25	19540-6131	400,000		(400,000)	-100%	Grant ended 6.30.2025
Sequoia Healthcare District - Mental Health Grant FY23-25	19540-6131	134,000		(134,000)	-100%	Grant ended 6.30.2025
Children and Youth Behavior Health Initiatives - Round 2	19540-6131	450,000	450,000	0	0%	
E2. Other Grant Appropriations - Baby Bonus Program		797,203	2,015,000	1,217,797	153%	
SMC Health, Family Health Services - Baby Bonus Dividend Program**	Salaries & Benefits	177,203	182,700	5,497	3%	Community Health Planner - WOC position
Health Plan of San Mateo - Baby Bonus Program	19540-6135	500,000	1,240,000	740,000	148%	
County CEO - Measure K - Baby Bonus Program	19540-6135	40,000		(40,000)	-100%	
Silicon Valley Community F. - CZI - Baby Bonus Program	19540-6135	40,000	300,000	260,000	650%	
Sobrato Family Foundation - Baby Bonus Program	19540-6135	40,000	180,000	140,000	350%	
Jackie Speier Foundation - Baby Bonus Program	19540-6135					
Peninsula Healthcare District - Baby Bonus Program	19540-6135		112,300	112,300		
F. Program Operations		1,324,519	1,340,226	15,707	2%	0
Program Shared Operating Budget		220,488	210,050	(10,438)	-5%	
Program Staff S&B & Shared Admin Staff Time		901,634	916,830	15,195	2%	Excluding WOC - Community Health Planner position for the Baby Bonus Program
Evaluation Staff S&B		202,397	213,346	10,949	5%	
Total Program Appropriations (D1+D2+D3+E1+E2+F)		7,973,483	7,680,226	-293,257	-4%	Major contributions to 4% net decrease in Total Program Appropriations are associated with the ends of SPIP FY 2020-23, SPIP FY 2023-25, and some Other Grants ended on 6.30.2025 offset by the implementation of the new strategic plan SPIP FY 2025-28 and the Baby Bonus Program
ADMIN APPROPRIATIONS						
G. Admin Shared Operating Budget		220,488	210,050	(10,438)	-5%	
H. Admin Staff S&B		608,995	631,226	22,231	4%	
Total Administrative Appropriations		829,483	841,276	11,793	1%	0
Administrative Cost Rate %		9%	10%			
TOTAL APPROPRIATIONS (NET APPROPRIATIONS*)		8,802,966	8,521,502	-281,463	-3%	Major contributions to 3% net decrease in Total Appropriations are associated with the ends of SPIP FY 2020-23, SPIP FY 2023-25, and some Other Grants ended on 6.30.2025 offset by the implementation of the new strategic plan SPIP FY 2025-28 and the Baby Bonus Program.
ENDING FUND BALANCE (ENDING RESERVES*)		11,969,912	11,037,498	-932,414	-8%	Major contributions to 8% net decrease in Ending Fund Balance are associated with lower Interest Revenue, lower Tobacco Tax Revenue projections offset with the implementation of the new strategic plan SPIP FY 2025-28 and the Baby Bonus Program

Color Coding

Shared Budget/Shared Cost
Revenue ; Fund Balance
Appropriations
Salaries & Benefits

Schedule 1- FY 2025-26 DRAFT OPERATING BUDGET

Attachment 5C

	ORG / ACCT#	FY24-25 Revised Budget	FY25-26 Draft Budget	FY25-26 Draft Budget (+/-) vs. FY24-25 Revised Budget (\$)	FY25-26 Draft Budget (+/-) vs. FY24-25 Revised Budget (%)	Notes to FY2025-26 Draft Budget
I. Services and Supplies						
Outside Printing & Copy Svc	19510-5191	2,000	1,000	(1,000)	-50%	
General Office Supplies	19510-5193	8,000	8,000	0	0%	
Photocopy Lease & Usage	19510-5196	5,000	5,000	0	0%	
Direct Communication Expenses	19510-5132	3,800	1,671	(2,129)	-56%	
Computer Supplies	19510-5211	25,000	10,000	(15,000)	-60%	New laptop replacements
Software License /Maintenance Expenses	19510-5215	6,673	1,090	(5,583)	-84%	Slit to ISD account 6752 with budget of \$6,782 Update with services charge FY25-26 tab
County Memberships - (e.g. F5 Assn Dues)	19510-5331	15,000	33,200	18,200	121%	F5CA Association membership due increase
Auto Allowance	19510-5712	11,000	11,000	0	0%	
Meetings & Conference Expense	19510-5721	8,000	8,000	0	0%	
Commissioners Meetings & Conference Exp	19510-5723	5,000	5,000	0	0%	
Other Business Travel Expense	19510-5724	8,000	8,000	0	0%	
Dept. Employee Training Expense	19510-5731	5,327	5,327	0	0%	
Wellness grant	19510-5856	0	0	0		
Other Professional Services	19510-5858	27,500	28,500	1,000	4%	County Controller Office Service agreements
Sub Total - Services & Supplies		130,300	125,788	(4,512)	-3%	-
II. Other Charges						
Telephone Service Charges	19510-6712		434	434		
Automation Services - ISD	19510-6713	46,854	36,664	(10,190)	-22%	Slit to ISD accounts 6752,6754,6758,6763,6770
Annual Facilities Lease	19510-6716	109,000	80,000	(29,000)	-27%	Negotiated rent reductions
General Liability Insurance	19510-6725	19,090	22,059	2,969	16%	
Official Bond Insurance	19510-6727	319	298	(21)	-7%	
Human Resources Services	19510-6733	323	264	(59)	-18%	
Countywide Security Services	19510-6738	692	756	64	9%	
All Other Service Charges	19510-6739	60,210	60,210	0	0%	
Card Key Services	19510-6751	1,042	962	(80)	-8%	
ISD Prvd Software Lic/Maint	19510-6752		6,789	6,789		
Data Backup & Recovery Subsc	19510-6754		636	636		
Desktop Support Subscription	19510-6758		8,150	8,150		
Virtual Private Network Subs	19510-6763		303	303		
Virtual Server Subscription	19510-6770		3,602	3,602		
A-87 Expense	19510-6821	73,146	73,185	39	0%	
Sub Total - Other Charges		310,676	294,312	-16,364	-5%	Increase in county service cost offset by negotiated rent reduction.
Total Operating Budget		440,976	420,100	(20,876)	-5%	Major contributions to the 5% net decrease due the increases of First 5 California Association membership due, County services cost, healthcare cost, and cost of living COLA are offset by the negotiated rent reductions.
Program Shared Operating Budget		220,488	210,050	(10,438)	-5%	Allocation rate 50%
Admin Shared Operating Budget		220,488	210,050	(10,438)	-5%	Allocation rate 50%

Schedule 2 - FY 2025-26 DRAFT SALARIES & BENEFITS BUDGET

Program Staff & Shared Admin Staff		901,634		916,830	15,195	2%	27% Admin staff time allocated to Program
Evaluation Staff		202,397		213,346	10,949	5%	
Admin Staff		608,995		631,226	22,231	4%	
FSSMC Salaries and Benefits		\$ 1,713,026		\$ 1,761,402	48,376	3%	Including COLA and Healthcare cost increases
Baby Bonus Dividend Program - WOC		\$ 177,203		\$ 182,700	5,497	3%	