



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

County Manager's Office

**DATE:** October 17, 2006  
**BOARD MEETING DATE:** October 24, 2006  
**SPECIAL NOTICE/HEARING:** None  
**VOTE REQUIRED:** Four-fifths vote

**TO:** Honorable Board of Supervisors  
**FROM:** John L. Maltbie, County Manager  
**SUBJECT:** Appropriation Transfer Request for Relocation and Remodel Project

**RECOMMENDATION:**

Approve an Appropriation Transfer Request (ATR) transferring \$250,000 from Non-Departmental Reserves to Other Financing Uses in the Non-Departmental Services budget unit and appropriating unanticipated revenue in the Capital Projects budget unit to remodel space for staff of the Board of Supervisors, County Manager, Controller, Office of Emergency Services, and Public Safety Communications.

**VISION ALIGNMENT:**

**Commitment:** Responsive, effective and collaborative government

**Goal(s):** Government decisions are based on careful consideration of future impact, rather than temporary relief or immediate gain.

This ATR appropriates funds to remodel space in 400 and 555 County Center to accommodate staffing needs for implementation of recommendations from the County organizational review. The additional staff will provide an increased level of support to the Board of Supervisors, distribute county management responsibilities for succession planning purposes, and make improvements to internal and external communications. All staff for the Board of Supervisors will remain in the existing space to allow for central accessibility and front desk support.

**BACKGROUND:**

The County organizational review that was completed in March 2006 found that the Board of Supervisors staffing level of 10 support positions was below the average of

19 positions in reference counties (Alameda, Contra Costa, Santa Clara, Solano, Sonoma and Ventura). The review concluded that each Supervisor could benefit from additional support with constituent relations, preparation of position papers, legislative analysis, reports, press releases, committee assignments, and participation in community meetings. One position was added to each Board district. Four positions for the County Manager's Office were also approved by the Board to make improvements toward Countywide succession planning and internal and external communications.

**DISCUSSION:**

The Board Capital Subcommittee (Supervisors Mark Church and Jerry Hill) has met with Public Works and County Manager staff over the last few months to review and revise space plans in preparation for the remodel project. The following are major changes to expect from the remodel project:

- ❑ Office of Emergency Services (OES) will move from across the Board Chambers to the 4<sup>th</sup> Floor of 555 County Center in space vacated by Child Support Services
- ❑ County Manager's Budget and Performance staff will move to the vacated OES space
- ❑ The front desk/reception area for the BOS/CMO will be moved out into the existing hallway area where a new reception area with a small conference room will be built
- ❑ The existing Board conference room will be used for staff offices and a new more centrally located conference room will be constructed to accommodate larger groups
- ❑ Work areas will be configured so that each Board member will be able to see and communicate with all three staff upon entry

As part of this project, three technology support staff for the Office of Public Safety Communications will be relocated from the basement of 400 County Center to 555 County Center 4<sup>th</sup> floor near the new OES location in space vacated by the Controller's Office to accommodate space needs for the 911 wireless project partially funded by the State.

**FISCAL IMPACT:**

This ATR transfers \$250,000 from Non-Departmental Reserves to the Capital Projects budget unit to proceed with remodel and relocation costs associated with OES, Budget and Performance, Controller and Public Safety Communications, as well as the reception area for the Board of Supervisors and County Manager/Clerk of the Board. Another ATR will be brought to the Board in November for the remaining costs associated with the project after more detailed construction, wiring and workstation requirements are known.