



COUNTY OF SAN MATEO

County Manager's Office

DATE: December 4, 2006
BOARD MEETING DATE: December 12, 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 Board of Supervisors/County Manager Remodel Project

RECOMMENDATION:

Approve an Appropriation Transfer Request (ATR) transferring \$350,000 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 offices of the Board of Supervisors and County Manager.

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 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:

Based on recommendations from the County organizational review completed in March, the Board approved the addition of one position for each Board district and four positions for the County Manager's Office to provide additional support and make improvements to succession planning and communications.

Additional space was needed to accommodate the new positions in the Board and County Manager offices on the 1st floor of 400 County Center, and to move one staff person in the Intergovernmental and Public Affairs unit from the 4th floor to the 1st floor. The Board Capital Subcommittee (Supervisors Mark Church and Jerry Hill) met with Public Works and County Manager staff to identify changes needed to the existing space and to begin preparations for remodeling. In November, seven staff in the County Manager's Budget and Performance unit were moved to space previously occupied by the Office of Emergency Services (OES) in 400 County Center, and OES staff were relocated to the 4th floor of 555 County Center. As part of the project, three technology support staff for the Office of Public Safety Communications will be relocated from the basement of 400 County Center to accommodate space needs for the 911 wireless project, to 555 County Center near the new OES location in space vacated by the Controller's Office.

On October 24, the Board approved an appropriation transfer request (ATR) for \$250,000 from Non-Departmental Reserves to proceed with remodel and relocation costs associated with OES, Budget and Performance, Controller and Public Safety Communications, as well as the reception area/storefront for the Board of Supervisors and County Manager/Clerk of the Board. Detailed requirements for the storefront and BOS/CMO staff offices were still being developed, so an additional ATR was to be brought to the Board once estimates were available.

DISCUSSION:

Total relocation and remodel costs for OES, Budget and Performance, Controller and Public Safety Communications are estimated to be \$213,000 upon completion in January. The updated estimates from Public Works, Information Services and Purchasing for remodeling the reception area/storefront and main staff offices of the Board and County Manager is \$387,000, requiring additional funds of \$350,000.

Construction of the storefront will commence on Friday, December 15, with completion date of December 31. The main doors will be ADA compliant and accessible by push-button for entry and exit. Other major changes include the construction of a new Board conference room and a new closet for the communications switch, which is currently exposed and located inside a staff person's work area. Existing Pleion and furnishings will be used for the reconfiguration of workstations, with new purchases limited to parts and furnishings that can't be found in existing County inventory. The remodel will be completed by the end of February. An internal group of County Manager and Board staff will be meeting regularly to develop a schedule and address issues during the remodel.

FISCAL IMPACT:

This ATR transfers \$350,000 from Non-Departmental Reserves to the Capital Projects budget unit for the remodel of the reception area and reconfiguration of staff offices for the Board of Supervisors and County Manager/Clerk of the Board.

**COUNTY OF SAN MATEO
APPROPRIATION TRANSFER REQUEST**

REQUEST NO.
ATR7 017

DEPARTMENT (COUNTY MANAGER'S OFFICE) NON-DEPARTMENTAL SVCS DATE 12/5/06

1. REQUEST TRANSFER OF APPROPRIATIONS AS LISTED BELOW:

C O D E S		AMOUNT	DESCRIPTION	
FUND OR ORG.	ACCOUNT			
From	80110	8612	350,000.00	Non-Departmental Reserves
	85170	2731	350,000.00	Capital Projects - Transfers In
To	80110	7546	350,000.00	Non-Departmental Transfers Out - Capital
	85170	7211	350,000.00	Capital Projects - Improvements

Justification. (Attach Memo if Necessary)

ATTACHED BOARD MEMO

DEPARTMENT HEAD

BY: *[Signature]* DATE 12/5/06

2. Board Action Required

Four-Fifths Vote Required

Board Action Not Required

Remarks:

COUNTY CONTROLLER

BY: *[Signature]* DATE 12/6/06

3. Approve as Requested

Approve as Revised

Disapprove

Remarks:

COUNTY MANAGER

BY: *[Signature]* DATE 12/6/06

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

RESOLUTION TRANSFERRING FUNDS

RESOLUTION NO. _____

RESOLVED, by the Board of Supervisors of the County of San Mateo, that

WHEREAS, the Department hereinabove named in the Request for Appropriation, Allotment or Transfer of Funds has requested the transfer of certain funds as described in said Request; and

WHEREAS, the County Controller has approved said Request as to accounting and available balances, and the County Manager has recommended the transfer of funds as set forth hereinabove:

NOW, THEREFORE, IT IS HEREBY ORDERED AND DETERMINED that the recommendations of the County Manager be approved and that the transfer of funds as set forth in said Request be effected.

Regularly passed and adopted this _____ day of _____, 19____.

Ayes and in favor of said resolution:

Noes and against said resolution:

Supervisors:

Supervisors: