



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

DATE: September 19, 2007
BOARD MEETING DATE: September 25, 2007
SPECIAL NOTICE: None
VOTE REQUIRED: Majority

TO: Honorable Board of Supervisors
FROM: John L. Maltbie, County Manager
SUBJECT: Final Budget Changes to the Fiscal Year 2007-08 Recommended Budget

Recommendation

Approve the following actions related to final budget changes to the Fiscal Year 2007-08 Recommended Budget:

1. Adopt resolutions:
 - a. approving the County of San Mateo budget as to the expenditures for Fiscal Year 2007-08 and making appropriations therefore;
 - b. approving the County of San Mateo budget as to the means of financing for Fiscal Year 2007-08;
 - c. establishing appropriation limit for the County of San Mateo for Fiscal Year 2007-08;
2. Adopt an ordinance amending the Master Salary Ordinance for changes related to the Fiscal Year 2007-08 budget;
3. Accept reports related to budget items discussed during June Budget Hearings.

Vision Alignment:

Commitment: Responsive, effective and collaborative government.

Goal 21: County employees understand, support and integrate the County vision and goals into their delivery of services.

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

Discussion

The Board's public hearings on the FY 2007-08/2008-09 Recommended Budget were conducted from June 25 through June 27, 2007. The FY 2007-08 Recommended Budget adopted by the Board in June was \$1.65 billion with 5,802 positions.

As a result of the County's financial year-end closing activities and availability of updated information, \$76.2 million in changes are proposed to the Recommended Budget. These consist of \$63.2 million in final Fund Balance adjustments, and \$13 million in September Revisions, with a net addition of 3 positions. The revised County Budget with these changes is \$1.73 billion with 5,805 positions.

Agency	FY 2007-08 Recomm Budget	Mgmt Comp Study (Attach C)	Final F/B Adjust (Attach D)	September Revisions (Attach E)	FY 2007-08 Final Budget	FY 2007-08 Final Positions
Administration and Fiscal	84,127,466	15,584	5,050,124	2,483,562	91,676,736	542
Criminal Justice	269,770,129	62,802	410,244	1,384,413	271,627,588	1,249
Community Services	229,925,301	71,733	2,311,275	8,530,799	240,839,108	659
Health Department	244,695,390	100,784	4,157,334	19,495,156	268,448,664	1,096
San Mateo Medical Center	237,145,977	62,936	0	(1,487,232)	235,721,681	1,312
GF Contrib to Med Center	76,933,144	0	0	284,136	77,217,280	0
Children, Youth & Family Svcs	222,947,093	11,661	2,997,129	(17,655,209)	208,300,674	947
Non-Departmental	<u>285,500,161</u>	<u>0</u>	<u>48,319,846</u>	<u>(387,085)</u>	<u>333,432,922</u>	<u>0</u>
Total All Agencies/Funds	1,651,044,661	325,500	63,245,952	12,648,540	1,727,264,653	5,805

Final Fund Balance Adjustments

As adopted by Board Resolution, final adjustments to Fund Balances after year-end closing activities are included in the Recommended Budget and comply with County Reserves Policy guidelines. After FY 2006-07 year-end closing, additional Fund Balances of \$66.2 million for all County funds (\$53.7 million in the General Fund and \$12.5 million in Other Funds) were included in the budget. Of the \$66.2 million, \$2.9 million has been appropriated for operating purposes, \$60.4 million has been set-aside in Reserves (\$46.3 million in General Fund Reserves), and \$2.9 was used to offset shortfalls in revenue. These adjustments are summarized in Attachment D.

Final Budget Changes (September Revisions)

Final budget changes for all County funds (Attachments C and E) result in the addition to the County Budget of \$13 million and a net increase of 3 positions (12 additional positions in the General Fund and a decrease of nine positions in the Medical Center Enterprise Fund). Thirty-two positions are transferred from the Human Services Agency's (HSA) Alcohol and Other Drugs Services Unit to the new Behavioral Health and Recovery Services Division of the Health Department, including five management and support positions from other units in HSA, for no net change in total positions. New General Fund positions include: one Management Analyst III, one Correctional Officer and one Legal Office Specialist to support the new Sheriff's Jail Planning Unit; one Capital Projects Manager and two Construction Projects Managers to oversee the County's increased commitment towards major and ongoing capital improvement projects; one Community Program Specialist to staff the Fatherhood Collaborative; one Regional Director to oversee HSA's Northern Region (replacing a position transferred to Behavioral Health and Recovery Services); one Benefits

Analyst III to provide Veterans Services outreach efforts; and two Benefits Analysts and one Office Specialist to assist with HSA's quality assurance and accreditation activities.

Medical Center position changes include the elimination of eleven vacant positions, as follows: two Medical Technologists and one Cytology Technologist due the Lab restructure; one Pharmacy Tech-U as a result of the outsourcing of the Burlingame Long-Term Care Pharmacy; and one Licensed Vocational Nurse, three Staff Nurses and three Medical Services Assistants due to the conversion of seven positions from part-time to full-time status. Additional positions include one Dental Assistant at the Willow Clinic and one Social Worker in Acute Psych. Attachment B contains a summary of position changes. The following are the significant budget changes:

1. New Behavioral Health and Recovery Services Division

Approved by the Board of Supervisors on July 24, 2007, budget adjustments have been made to merge Alcohol and Other Drugs Services (AOD) and Mental Health Services into a new Behavioral Health and Recovery Services unit within the Health Department. A total of 32 positions—27 AOD program positions and five AOD support staff—are being transferred from the Human Services Agency (HSA) to the new organization (refer to Attachment B of the September Revisions package for position detail). These decreases fully offset the corresponding increases in the Health Department, resulting in no overall change to Net County Cost.

2. Sheriff's Jail Planning Unit (\$354,214)

A Jail Planning Unit has been established that includes one existing Lieutenant position and three new positions: one Management Analyst, one Correctional Officer, and one Legal Office Specialist. This adjustment includes the cost of the three new positions from January through June 2008, leased office space, general office expenses, and one-time set up costs for desks and computers. The ongoing annual cost of the unit will be \$800,000. The Unit will support the County's goal to replace the Women's Correctional Center and various jail overcrowding efforts.

3. Negotiated MOU with Union of American Physicians and Dentists (\$1,072,383)

The County recently concluded negotiations with the Union of Physicians and Dentists (UAPD) on a new Memorandum of Understanding (MOU). The new MOU will result in an increase in Salaries and Benefits of \$1,072,383. Of the increase, approximately 62% will be offset by a combination of new revenues and expenditure reductions. The ongoing Net County Cost will increase \$408,109 in the Health Department. The Medical Center will absorb these increases with additional HPSM IGT revenue (see below) and other internal adjustments.

4. Increase to HPSM Intergovernmental Transfer (\$1,000,000)

Revenues are increased by \$2 million due to the Health Plan of San Mateo (HPSM) intergovernmental transfer (IGT). This program allows the State to use IGT payments provided by participating hospitals as matching funds to draw down federal funds. Appropriations are increased by \$1 million to reimburse the General Fund for its IGT payment. The Medical Center will use the net revenue increase of \$1 million to offset UAPD salary increases of \$284,136 and reduce the General Fund loan amount by \$715,864.

5. Wireless 9-1-1 System (\$360,000)

The State has allocated revenue for the replacement of 9-1-1 systems. The new system will allow for increased reliability, ability to add Wireless 9-1-1, caller identification on selected telephone lines, and may include GIS mapping. The Public Safety Communication's equipment room was remodeled to accommodate installation of the new system.

6. Proposition 1B State Transportation Bond Funding (\$5,000,000)

Allocations from the State have provided one-time funding for the maintenance and improvement of local roads. This amount represents the County's share of bond revenue and will be used to improve and extend the useful life of various roads throughout the County.

7. Youth Services Center Debt Payment Adjustment (\$1,218,025)

California Financial Services recently notified the County that the initial debt service payment for the Youth Services Center (YSC) will be higher than previously estimated due to lower than anticipated fund credits. This is a one-time Net County Cost increase and will not impact future debt service payments for the YSC.

8. Increase in Compensation to In-Home Support Services Providers (\$1,126,445)

In-Home Support Services (IHSS) independent providers will be paid higher wages due to an increased State wage cap and negotiated increases in the number of available health, dental, and vision insurance slots. The additional costs are fully offset by increased federal IHSS funding and Realignment revenue.

9. Transfer of Fatherhood Collaborative (\$117,500)

Due to program expansion in recent years, and in order to benefit from organizational alignment with other Health Department programs, the Fatherhood Collaborative is being transferred from the Child Care Coordinating Council to Family Health Services. One Community Program Specialist II position is being added to support program activities. This program is partially offset by contributions from private donations and miscellaneous reimbursements. The County's contribution for this program is \$25,000 and resides in the Memberships and Contributions budget.

10. Additional Staffing for Veterans Services Outreach (\$62,161)

At the June budget hearings, the Board expressed concern over the unmet needs of military veterans throughout the County. To better address these needs, one Benefit Analyst III position is being added to conduct outreach and supplemental services in order to increase awareness of County programs that help veterans and their families apply for and receive benefits to which they are entitled. There is an ongoing Net County Cost of \$62,161.

11. One-Time Bridge Funding for CORA (\$120,000)

At the June budget hearings, a request by CORA (Community Overcoming Relationship Abuse) for additional funding was referred to HSA for review. As indicated in the report-back included in Attachment A of this September Revisions package, one-time bridge funding is being appropriated to enable CORA to maintain their current Client Support Services Program (CSSP). Federal and State revenue claims will cover approximately 55% of the additional cost; the remaining \$54,000 represents one-time Net County Cost.

12. Relocation of Central County Health Programs (\$1,500,000)

Appropriations are being added to cover relocation of certain Family Health and Behavioral Health programs to a new facility on Alameda de las Pulgas in San Mateo, enabling consolidation and co-location of several related County programs in the central region. This will help alleviate current crowded conditions and provide adequate space to accommodate changes resulting from recent County reorganizations. The moves are expected to take place by late calendar year 2007. Health Administration will bill the costs to the programs being relocated. There is no Net County Cost impact.

Fiscal Impact

For FY 2007-08, the impact of all September changes on the General Fund is \$59.5 million, with ongoing Net County Cost increases totaling \$294,901, including the year-one cost of the Sheriff's Jail Planning Unit of \$354,214; negotiated MOU with the Union of American Physicians and Dentists (UAPD) of \$408,109; Management Compensation Study salary increases of \$160,683; and Veterans Services outreach activities of \$62,161; partially offset by a decrease in the General Fund loan to the Medical Center of \$715,864.

In FY 2008-09 the ongoing Net County Cost increases an additional \$415,786 to capture the fully annualized cost of the Sheriff's Jail Planning Unit of \$800,000.

Report Back Items

Attachment A contains the following reports requested at the June Budget Hearings:

- Homework Centers
- Status of Wireless 9-1-1 at Public Safety Communications
- Jail Overcrowding and Re-entry Programming
- Margaret J. Kemp Camp (Camp Kemp)
- Risk Prevention Program
- Contracting with PCRC for Two Emerald Lake Hills Community Meetings
- Providing County Trail Information via the Internet
- Business Development and Marketing Opportunities for San Mateo Medical Center
- Veterans Services Outreach
- CORA One-Time Bridge Funding Request

ATTACHMENTS

Attachment A – Report Back Items

Attachment B – Position Changes Summary

Attachment C – Management Compensation Study Adjustments

Attachment D – Final Fund Balance Adjustments

Attachment E – September Revisions (Final Budget Changes)

RESOLUTION NO. _____

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

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RESOLUTION ADOPTING THE BUDGET OF THE COUNTY OF SAN MATEO AS TO EXPENDITURES FOR THE FISCAL YEAR 2007-08 AND MAKING APPROPRIATIONS THEREFORE

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

WHEREAS, this Board has, pursuant to law, held its hearing on the budget of the County of San Mateo as to expenditures for the fiscal year 2007-08, and there being no additional requests or applications on file with the Board for further hearing on the said budget; and

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

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

1. The Board of Supervisors of the County of San Mateo does hereby adopt the budget of the County of San Mateo for the fiscal year 2007-08 as to the expenditures program as now determined and hereinafter specified under the general classes of salaries and employee benefits, services and supplies, other charges, fixed assets, other financing uses and expenditures transfers and reimbursements;
2. The hereinafter specified proposed expenditures are appropriated to the several offices, departments, services, institutions, and districts for the fiscal year 2007-08;

3. Revenues classified as tax proceeds received during the fiscal year in excess of that amount budgeted in conformance with California Constitution Article XIII B shall be deemed appropriated to Contingencies at the end of the fiscal year;
4. The Clerk of the Board shall forward certified copies of this Resolution to the County Controller, who is hereby authorized and directed to open books of the account for the fiscal year 2007-08, setting forth each of said appropriation accounts with the various departments and districts whose affairs and funds are under supervision and control of the Board, and to allow requisition against the same commencing July 1, 2007; and
5. The herein above expenditures, by general classes as aforesaid are detailed in the Recommended Budget adopted June 27, 2007 and the Final Budget adopted September 25, 2007.

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RESOLUTION NO. _____

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

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**RESOLUTION ADOPTING THE BUDGET OF THE COUNTY OF SAN MATEO AS TO
THE MEANS OF FINANCING FOR THE FISCAL YEAR 2007-08**

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

WHEREAS, that pursuant to the law in such cases made and provided, the Board of Supervisors of the County of San Mateo, State of California, does hereby adopt the summarization of the Final Budget by funds and the means of financing and the estimated revenue accruals including taxes to be collected on the current year secured tax roll for the fiscal year 2007-08 as set forth in the Recommended Budget adopted on June 27, 2007 and the September 25, 2007 Final Budget and summarized herein; and

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED, that the County Controller shall set forth and tabulate on the budget forms prescribed by the State Controller, State Schedules 1, 2, 3, 4, 5, 6, 7, 8, 8A, 11, 13, 16 and 18. Upon finalization by the County Controller, these schedules will be included in the Adopted Budget book for Fiscal Years 2007-08 and 2008-09.

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RESOLUTION NO. _____

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

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RESOLUTION ESTABLISHING APPROPRIATION LIMIT
FOR THE COUNTY OF SAN MATEO FOR FISCAL YEAR 2007-08

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

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

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

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

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

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED, by the Board of Supervisors that the Appropriation Limit for the County of San Mateo and certain Board governed special districts for the 2007-08 fiscal year shall be \$367,296,470; and

BE IT FURTHER RESOLVED, that the documentation used in the computation of the aforementioned Appropriation Limit be made available to the public for review in the County Controller's Office.

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ORDINANCE NO.
BOARD OF SUPERVISORS, COUNTY OF SAN MATEO,
STATE OF CALIFORNIA

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AN ORDINANCE AMENDING ORDINANCE NUMBER 04380

The Board of Supervisors of the County of San Mateo, State of California, ordains as follows:

SECTION 1. Part 12 of the Ordinance is amended as indicated:

ORGANIZATION 18000 INFORMATION SERVICES DEPARTMENT

1. Item V235, Information Technology Analyst, is decreased by 17 positions for a new total of 0 positions.
2. Item V200S, Systems Engineer Series, is increased by 17 positions for a new total of 105 positions.

ORGANIZATION 26000 CHILD SUPPORT SERVICES

1. Item E436S, Child Support Analyst Series, is increased by 1 position for a new total of 31 positions.
2. Item E432, Child Support Technician, is decreased by 1 position for a new total of 9 positions.

ORGANIZATION 30000 SHERIFF'S DEPARTMENT

1. Item D184S, Management Analyst Series, is increased by 1 position for a new total of 6 positions.
2. Item H059, Sheriff's Correctional Officer, is increased by 1 position for a new total of 101 positions.
3. Item E375, Legal Office Specialist, is increased by 1 position for a new total of 46 positions.

ORGANIZATION 47300 PUBLIC WORKS FACILITIES SERVICES

1. Item N108, Capitol Projects Manager, is increased by 1 position for a new total of 1 position.
2. Item N001, Construction Project Manager, is increased by 2 positions for a new total of 5 positions.

ORGANIZATION 61000 BEHAVIORAL HEALTH SERVICES

1. Item D032, Director of Behavioral Health and Recovery Services, is increased by 1 position for a new total of 1 position.
2. Item D100, Director of Mental Health, is decreased by 1 position for a new total of 0 positions.
3. Item D024, Director of Substance Abuse and Shelter Services, is increased by 1 position for a new total of 1 position.
4. Item E007, Senior Accountant, is increased by 1 position for a new total of 2 positions.
5. Item E346S, Fiscal Office Assistant Series, is increased by 1 position for a new total of 1 position.
6. Item G230S, Human Services Analyst Series, is increased by 9 positions for a new total of 9 positions.
7. Item E002, Administrative Secretary II, is increased by 1 position for a new total of 6 positions.
8. Item E006, Administrative Secretary III-C, is increased by 1 position for a new total of 1 position.
9. Item D090, Human Services Manager I, is increased by 1 position for a new total of 1 position.
10. Item D091, Human Services Manager II, is increased by 1 position for a new total of 1 position.
11. Item G232, Human Services Supervisor-E, is increased by 3 positions for a new total of 3 positions.
12. Item D184S, Management Analyst Series, is increased by 1 position for a new total of 3 positions.
13. Item E337, Office Specialist, is increased by 1 position for a new total of 3 positions.
14. Item B013S, Case Management/Assessment Specialist –U Series, is increased by 2 positions for a new total of 2 positions.

15. Item G240S, Case Management/Assessment Specialist Series, is increased by 9 positions for a new total of 9 positions.

ORGANIZATION 62400 FAMILY HEALTH SERVICES

1. Item G226S, Community Program Specialist Series, is increased by 1 position for a new total of 8 positions.

ORGANIZATION 65000 AGRICULTURAL COMMISSIONER / SEALER

1. The salary range for item J062S, Biologist/Standards Specialist Series is changed to range 3500.
2. The salary range for item B096S, Biologist/Standards Specialist U Series is changed to range 3500.

ORGANIZATION 66000 SAN MATEO MEDICAL CENTER

1. Item F061, Lead Pharmacy Technician, is increased by 1 position for a new total of 1 position.
2. Item F039S, Patient Care Support Series, is decreased by 1 position for a new total of 21 positions.
3. Item G098S, Social Worker Series, is increased by 1 position for a new total of 8 positions.
4. Item S024, Dietitian, is increased by 1 position for a new total of 9 positions.
5. Item D174, Chef Manager, is decreased by 1 position for a new total of 0 positions.
6. Item F122S, Physician Series, is increased by 1 position for a new total of 48 positions.
7. Item F074S, Clinical Laboratory Scientist Series, is decreased by 2 positions for a new total of 15 positions.
8. Item F070S, Cytology Technologist Series, is decreased by 1 position for a new total of 0 positions.
9. Item F009S, Patient Care Series, is decreased by 7 positions for a new total of 584 positions.

ORGANIZATION 70000 HUMAN SERVICES AGENCY

1. Item D024, Director of Substance Abuse and Shelter Services, is decreased by 1 position for a new total of 0 positions.

2. Item D047, Northern Region Director, is increased by 1 position for a new total of 1 position.
3. Item E007, Senior Accountant, is decreased by 1 position for a new total of 6 positions.
4. Item G230S, Human Services Analyst Series, is decreased by 9 positions for a new total of 15 positions.
5. Item E002, Administrative Secretary II, is decreased by 1 position for a new total of 5 positions.
6. Item E006, Administrative Secretary III-C, is decreased by 1 position for a new total of 0 positions.
7. Item E346S, Fiscal Office Assistant Series, is decreased by 1 position for a new total of 6 positions.
8. Item D090, Human Services Manager I, is decreased by 1 position for a new total of 10 positions.
9. Item D091, Human Services Manager II, is decreased by 1 position for a new total of 14 positions.
10. Item D184S, Management Analyst Series, is decreased by 1 position for a new total of 13 positions.
11. Item G232, Human Services Supervisor-E, is decreased by 3 positions for a new total of 46 positions.
12. Item B013S, Case Management/Assessment Specialist –U Series, is decreased by 2 positions for a new total of 0 positions.
13. Item G240S, Case Management/Assessment Specialist Series, is decreased by 9 positions for a new total of 0 positions.
14. Item G069, Benefits Analyst III, is increased by 3 positions for a new total of 45 positions.

SECTION 2. Organization 65000 is effective July 1, 2007. All other parts of this ordinance are effective at the start of the first pay period 30 days following adoption.

**FY 2007-09 Final Budget Hearing
ATTACHMENT A**

SEPTEMBER REPORT BACK ITEMS

**FY 2007-09 Final Budget Hearing
ATTACHMENT A**

SEPTEMBER REPORT BACK ITEMS



COUNTY OF SAN MATEO
Inter-Departmental Correspondence

County Manager's Office

DATE: September 14, 2007
BOARD MEETING DATE: September 25, 2007
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: Majority

TO: Honorable Board of Supervisors
FROM: John L. Maltbie, County Manager
SUBJECT: Report Back Regarding Homework Centers

RECOMMENDATION:

Accept this report regarding Homework Centers funded by the County.

BACKGROUND:

During the June budget hearings, the Board requested a report on existing Homework Centers that are funded by the County in the Memberships and Contributions budget. The County has agreements with the County Office of Education for \$300,000 and with seven cities for a total of \$100,000, to provide after-school homework centers to elementary school (K-8) students. Participating cities in FY 2006-07 were Daly City, East Palo Alto, Menlo Park, Pacifica, San Carlos, San Mateo, and South San Francisco. The agreements are currently administered by the County Manager's Office.

The homework centers agreement with the County Office of Education provided assistance to 5,730 students in 60 participating schools in 16 school districts in the 2006-07 school year. These schools undergo an annual application and approval process and enter into individual agreements with the County Superintendent of Schools in order to receive funds from the County. Under those agreements, every County dollar is 40% matched by funding from local businesses, foundations, categorical funds and other sources identified by each school.

The agreements with the seven cities provided assistance to approximately 1,121 students in eight community programs in the 2006-07 school year. These agreements require a dollar for dollar match from sources that are in addition to and do not supplant the current program budgets.

The Human Services Agency and Health Department also operate or fund community schools and school-based services that provide assistance to students' families.

Outcomes for the Homework Centers focus on academic success and juvenile delinquency prevention. The targeted populations are K-8 students who are at risk of retention or who are English language learners. High school students as well as adult tutors provide homework assistance, and some centers include a sports or recreational component after students have completed their homework. The following is a summary of performance:

Performance Measures (County Office of Education and Cities)	FY 2005-06 Actual	FY 2006-07 Actual *
Number of students served during the school year	5,058	6,851 *
Percent of parents and teachers responding to the Homework Center survey who agree that the centers are providing: <ul style="list-style-type: none"> • The necessary academic assistance to improve the achievement of participating students • A safe learning environment after school • Sufficient support for second language learners in their primary language 	96% 97% 99%	98% * 94% * 95% *
Percent of students who showed improvement in: <ul style="list-style-type: none"> • Grades • Homework skills • Attendance 	62% 66% 47%	54% * 48% * 36% *
Percent of English learners who showed improvement in: <ul style="list-style-type: none"> • Grades • Homework skills 	72% 72%	74% * 72% *

* FY 2006-07 performance results are still being reviewed with cities and schools.

DISCUSSION:

As part of the FY 2007-08 budget, the Board added a Human Services Analyst position in the Human Services Agency to act as the educational liaison between the County and its partners in education, labor, industry and other government agencies, to further the following efforts: (1) Biotech Blue Ribbon Task Force, which focuses on workforce development to meet the needs of local biotechnology companies by working in partnership with local high schools and community colleges; (2) the Math/Science Project, which includes the Innovation Fund that provides resources to elementary and middle school math and science teachers, and Stanford University’s summer professional development program to re-excite high school teachers about the wonders of science, and (3) the Homework Centers which provide academic assistance to elementary school students.

Recruitment for the educational liaison position is in progress. It is expected that one of the initial tasks for this individual will be to perform an evaluation of the Homework Centers to determine if they should be restructured, if schools and cities are operating the centers effectively and leveraging County funds to draw down other sources of funding sufficiently, and if there are opportunities to provide school-based services in a more coordinated and efficient manner. There are state and federal funds that have been made available to schools beginning in 2006-07, which provides the opportunity for existing school-operated homework centers to match County funds at a higher rate.

FISCAL IMPACT: None.



COUNTY OF SAN MATEO
Inter-Departmental Correspondence

Office of Public Safety Communications

DATE: 09/10/07

TO: Honorable Board of Supervisors
FROM: *Jaime* Jaime D. Young, Public Safety Communications Director
SUBJECT: Wireless 911 Update

RECOMMENDATION:

Accept this report on the status of implementation of wireless 911 into the Public Safety Communications (PSC) Center.

BACKGROUND:

Public Safety Communications has been preparing for the implementation of wireless 911 over the past two years. Several operational and technology related projects preceded the recently purchased state of the art telephone system which enables cellular 911 calls to be received directly into the local dispatch center instead of the area CHP Communications Center.

DISCUSSION:

PSC will start phased implementation of the wireless 911 system on February 11, 2008. Before selecting a wireless hardware vendor, PSC had to complete eight technology upgrades, two of which were specifically related to the wireless 911 system. Those projects have been completed and PSC is now moving forward with procurement of the wireless telephone hardware from Positron, the selected vendor. Installation of the technology will be complete in early January and staff training is scheduled to begin the week of January 14th. To assure quality service, PSC will start by accepting calls from one wireless vendor, for example AT&T or Verizon, providing the wireless vendor is prepared for this transition on their end. Additional wireless vendors will be phased in approximately every two weeks after the February 11th start date. PSC expects to be serving all vendors by no later than May 2008.

Issues with Implementation

PSC anticipates a 35% increase in call volume from wireless 911 calls. In addition to an increased number of calls, PSC expects many wireless calls will take additional time to triage for the following reasons.

- When PSC starts accepting wireless calls, CHP will no longer be screening out duplicate calls for the same incident. Therefore, the PSC staff may field numerous calls on the same incident, which they have not had to do in the past.
- PSC will receive misdirected calls due to cell tower footprints. This will require Dispatchers to reroute the caller to the agency that should have received the initial call. Re-routing misdirected calls is essential in order for the correct first responder to be deployed. It is projected that numerous misdirected calls will be fielded in the Dispatch Center as the law agencies dispatched by PSC border other cities and counties.
- When calls are received that should be routed to CHP, the Dispatcher must transfer that call to the CHP call center. Due to staff shortages at the CHP call centers, the dispatcher will likely be placed in the call waiting queue. San Jose PD reports this has been a significant issue for their Center.
- Unintentional or accidental calls to the Dispatch Center will require a callback to the cell caller. This problem may be reduced with software that screens out these types of calls (it is estimated that up to 12% of wireless calls received can be reduced by using this technology). The feasibility of using this technology will be explored during the development of the project in order to ensure capability with the new hardware.

The current plan is for existing staff to absorb the additional workload created by wireless 911. However, staffing needs will be reviewed as the service is expanded to all wireless carriers and we will report back to you if our service levels are significantly affected by the added calls.

In addition to staffing concerns, there are also coverage and routing issues associated with PSC taking wireless 911 calls. Those issues include:

- The County and CHP negotiate the cell tower assignment in the unincorporated areas of the County. Although PSC desires to have as many towers in these areas assigned to the County, CHP has the legislative right to retain cell tower assignments that are assumed to generate call volume on State highways. Since Highways 35, 84 and 1 are the major corridors in the larger unincorporated areas, depending upon the outcome of these negotiations; assignments may remain with the CHP, which means cell phone calls in these areas will continue to be routed to the CHP call center.

- San Mateo County's terrain presents significant coverage issues. Numerous dead zones exist countywide, resulting in dropped calls, or the inability to make a call. So, even though PSC will be able to handle wireless calls, not all callers in the county will be able to use their cell phones to connect to PSC or CHP.
- Because of the scope or "footprint" of cell tower assignments, calls are sometimes misrouted to unanticipated PSAP's. For example, if you are reporting an accident to CHP on Northbound Highway 101 at Ralston Avenue, you likely will receive the Belmont Police Department. This is problematic, as CHP is the law enforcement first responders to any call on the freeway, not the local police jurisdiction the on or off-ramp is located in.
- Unlike land lines, the location of cell phone callers may not be transmitted to the dispatchers. Therefore, they need to take additional time to confirm the location of the caller and/or the incident being reported.
- Unsubscribed cell phone (pre-paid or phones where service has been terminated but phone is still on the network) calls (Phantom calls) present problems for dispatchers because there is no way to trace the owner of the phone, number or location. In order for Dispatchers to rule out the possibility that this is a viable caller, additional time will be needed to conduct the callback.

FISCAL IMPACT:

There is no fiscal impact to the PSC Operations Budget. The acquisition of the telephone hardware is from a State contract by where the County will generate a purchase order which will be approved by your Board and reimbursement of said funds will be rendered by the State General Services/911 Division.



SAN MATEO COUNTY COUNTY MANAGER'S OFFICE

DATE: September 25, 2007

TO: Board of Supervisors

FROM: John L. Maltbie, County Manager
Greg Munks, Sheriff *G.M.*

SUBJECT: Sheriff's Response and Recommendation on Jail Overcrowding and Re-entry Programming

RECOMMENDATION

Accept this report and provide direction to the County Manager and the Sheriff.

BACKGROUND

Current facilities are at maximum population capacity and, because they were designed for maximum security-level inmates, they provide only limited programming space and opportunities for treatment, rehabilitation and re-entry services. Recent overcrowding has forced jail management to triple bunk the pre-sentenced housing unit at the Women's Correctional Center and convert programming rooms in the housing units at Maguire into overflow inmate housing, eliminating what minimal programming space does exist.

San Mateo County is planning to replace the Maple Street Correctional Facilities. Progress on this important County project is being made – consultants are finalizing the needs assessment and this year's budget includes creating a Planning Unit in the Sheriff's Office to proceed with the next stages of planning, designing, constructing and operating the replacement facility and its program services. Establishing designated planning staff now not only ensures expeditious progress on the Maple Street Facilities Replacement Project, but can also support planning to address current overcrowding. Refer to **Attachment A** in this report, which outlines the functions of the Jail Planning Unit.

Until the new facility is opened, we face two immediate issues: continued, chronic overcrowding in our existing detention and custody facilities, and lack of adequate space to provide meaningful, re-entry programs. Effective re-entry programs can reduce recidivism over the long term, positively impacting both the County's communities, as well as jail population.

At the June 2007 Recommended Budget Hearings, the Sheriff and County Manager were asked to report back in September on options to address the current overcrowded conditions of the County's detention facilities and for inmate

re-entry program expansion opportunities especially related to the Women's Correctional Center. This report discusses short term options to address current overcrowding and to expand inmate programming services.

DISCUSSION

The Maguire population is averaging 1,058, or 154% of rated capacity. The Women's Correctional Center population is averaging 155, or 185% of rated capacity. Although still crowded, a safer and more manageable jail population target would be about 850 inmates, or 125% rated capacity in Maguire, and about 110 inmates, or 130% rated capacity at the Women's Correctional Center.

Jail overcrowding in the County today has many causative factors, but primary among these is the loss of 375 jail beds between 1995 and 2003, when the County closed medium and minimum detention facilities, coupled with a recent increase in inmate population for both men and women. We are also challenged by the State's Correctional System crisis, with seriously overcrowded state facilities that will continue to impact local detention facilities. Corrections reform will afford both new challenges and new opportunities that will affect local inmate populations. This increases the urgency to provide interim, contingency plans for expanding jail bed space in San Mateo County.

A new facility will provide long term solutions for both the current jail overcrowding, as well as addressing the current lack of inmate services and offer re-entry and gender responsive programs designed to reduce recidivism.

However, we must implement interim solutions now to manage our current jail population. This means finding short-term solutions to mitigate overcrowding and include ways to provide meaningful programming services for our current inmates until the new facility is constructed and in operation, estimated around 2013. The following options represent preliminary findings on interim bed space availability, which would allow for both mitigating overcrowding and expanding program services.

INTERIM OPTIONS FOR CURRENT JAIL OVERCROWDING – PRELIMINARY RESEARCH

In conducting our research, we looked at available bed space both in and out of county, keeping all options open.

To identify viable options, an audit of our current inmate population was conducted to determine eligible inmate numbers for sentenced, minimum and medium security housing. Our review of the male inmate population in August revealed the number of sentenced minimum and medium security level inmates ranged between 279 and 294. Our review of the Women's Correctional Center inmate population in July revealed 37 sentenced female inmates eligible for minimum security-level housing. Sentenced inmates generally do not require continued court appearances which make them appropriate for housing away from court facilities.

Out of County Jail Options

Our research found a few neighboring counties have available jail bed space in existing facilities for potential "lease" – up to 200 beds in the largest facility. These options could house male minimum and medium security level, sentenced inmates, and would reduce crowding at Maguire. The local agency would provide staffing. All out of county options are still preliminary for viable implementation – local Sheriffs would have to expand existing staffing, as well as obtain county support before moving forward. This also requires permission from our Court to house inmates out of county. Further discussions with neighboring counties are required to project final viability and timelines for moving inmates.

The cost to San Mateo County at each facility is approximately \$110 per inmate per day, or estimated up to \$8 million annually, in addition to San Mateo County's Sheriff's Inmate Transportation support. Transportation costs for moving inmates between Redwood City and a neighboring county facility is estimated to be about \$400,000 annually, in addition

to the one time start up cost (vehicle and equipment) of \$50,000 to \$75,000, depending on the volume of inmate movement.

These out of county options may also be considered when/if the Maple Street Facilities require evacuation during construction of the new facility.

In-County Jail and Re-entry Program Options

We examined opportunities at under-utilized or vacant County facilities for possible inmate housing to mitigate current overcrowding and to provide programs. These sites could be modified to serve as correctional environments. Additionally, opening one of these sites for re-entry programming would offer the opportunity to establish a pilot project for gender responsive programming for female sentenced inmates.

- Male Overcrowding Option: La Honda Medium Security Facility

Reopening the Medium Security Facility (MSF) adjacent to the Men's Honor Camp in La Honda would provide bed space for 116 sentenced, minimum and medium security male inmates. The space has been vacant for a number of years, but is a secure environment. The remoteness of the location limits its programming service opportunities, yet would provide immediate overcrowding relief in Maguire. Additionally, we could expand the bed space in the intervening years by adding trailers or modular structures on the site.

The estimated cost to operate the existing MSF facility for 116 male inmates is \$5.2 million annually (\$4.8M for MSF operations; \$400,000 for Inmate Transportation) in addition to one time start up costs estimated at \$700,000 to \$800,000 to get the facility operational.

- Female Overcrowding and Re-entry Program Option

We identified a few county sites where 40 sentenced female inmates could be housed in a comprehensive re-entry and gender-responsive program. Potential sites would need modification to become a secure correctional environment. Such an opportunity provides both immediate overcrowding relief at the Women's Correctional Center, as well as the opportunity to establish a pilot project for gender responsive programming.

The proposed program, detailed in **Attachment B** of this report, will develop a supportive, safe environment where women can begin to connect and bond with qualified staff that will assist them in their journey of discovering themselves and begin to change the patterns that lead to criminal behavior. This program proposal offers incarcerated women the opportunity to address their issues and behaviors in a controlled and safe environment so that they may return to their family and community as a productive member of society.

The estimated cost of implementing this program, dependent on identifying a final site, is approximately \$2.25 million annually, in addition to one time start up costs estimated at \$175,000 to convert the site into an operational custody facility and to develop a Request for Proposal (RFP) for a program service provider.

FISCAL IMPACT

There is no fiscal impact until such time that the Board of Supervisors directs the County Manager and Sheriff to move forward with one or more of the outlined options in this report. The fiscal impact of any of the proposed options will individually vary, based on factors such as the number of inmates housed, inmate classifications and gender, and the scope and level of programming services provided.

ATTACHMENT A

Jail Planning Unit

BACKGROUND

San Mateo County is planning to replace the Maple Street Correctional Facilities. This includes the Women's Correctional Center for sentenced and pre-sentenced female inmates, and the County's Alternative Sentenced Custody Programs - the Men's Minimum Security Transition Facility, a Men's Work Furlough Program, the Sheriff's Work Program for men and women, and the Electronic Monitoring Program for men and women.

The County's pre-sentenced and sentenced inmate needs have changed since the last detention facility construction. The 1994 expansion of Maguire created a direct supervision detention facility, which houses pre-sentenced and sentenced male inmates. The pre-sentenced population has grown and the County's services for the sentenced population do not adequately address recognized needs for transitional and re-entry services that can reduce recidivism. Programs designed to reduce recidivism, over the long-term, can positively impact the County's communities as well as jail population.

Because of changed inmate population demographics and needs, replacing the Maple Street Correctional Facilities requires comprehensive planning. The new facility must address not only replacing the Women's Correctional Center, but designing a sentenced facility with comprehensive re-entry services for men and women, better meeting the current and future needs of the County's inmates and post-custody population, which supports healthy and prosperous families in San Mateo County.

At the same time, the State's correctional system is in major crisis with seriously overcrowded facilities that is and will continue to impact local detention facilities. Corrections reform will afford both new challenges and new opportunities that will affect local inmate populations. Therefore, San Mateo County's current Maple Street Correctional Facility planning efforts must also address potential impacts of the State correctional system's current crisis and legislative changes and solutions.

DISCUSSION

The State Corrections Standards Authority recognizes that corrections planning is a long and complex process. We concur in their assessment; well planned corrections facilities result in more cost effective solutions.

In order to best support the replacement of the Maple Street Correctional Facilities, incorporating the host of factors and challenges in the current correctional management environment, designated staffing in the form of a Planning Unit is needed. The Planning Unit is needed through the design, construction and early operations of the facility and its inmate programs, or anticipated for the next six to eight years. A Planning Unit within the Sheriff's Office will:

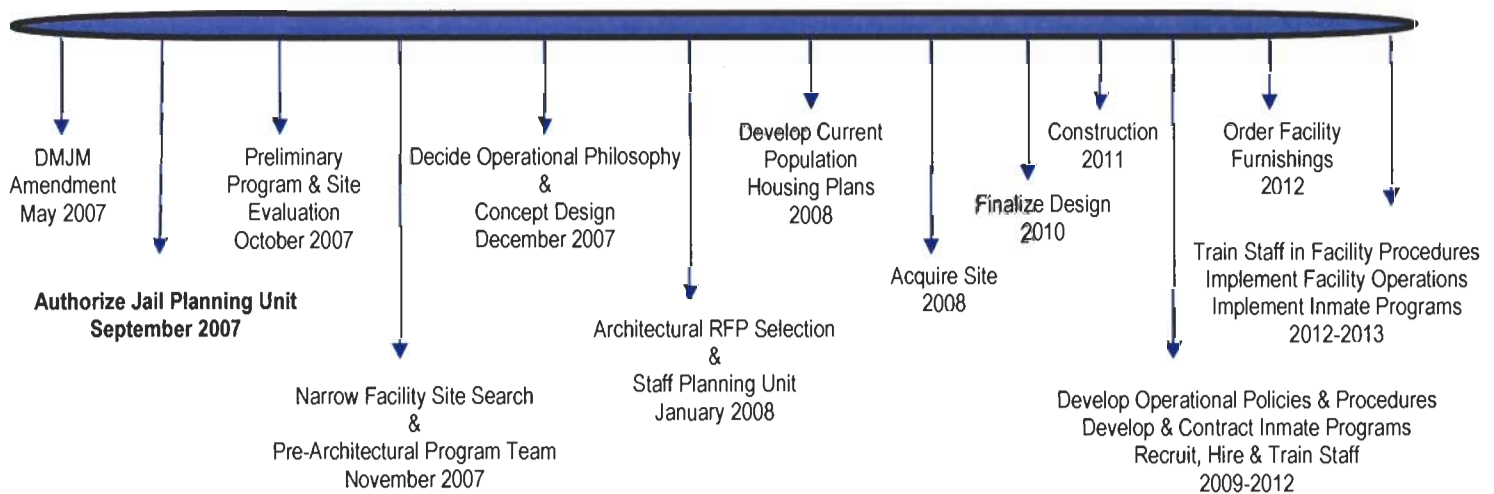
- Work with State Corrections Standards Authority and National Institute of Corrections on facility design and operational compliance;
- Serve as Sheriff's Office liaison with other planning partners from Department of Public Works, County Managers Office, Board of Supervisors, contractors and community based organizations; representing law enforcement and detention components of facility planning and operational implementation, with best corrections' practices;
- Research and plan with community based organizations and other partners for evidenced based and gender-based transition and re-entry corrections programs that mitigate re-offending and address children and family needs;
- Monitor State Corrections reform funding for local sentenced facilities;

- Develop staffing plan recommendations and implementation for new facility occupation;
- Create policies and procedures, and train staff to operate the new facility;
- Plan for current overcrowding mitigation.

We recommend initiating the unit with a staff of four, not including designated support from the Department of Public Works, and will monitor the capacity of work as the project progresses. For this year, an appropriation for contract services is included in the budget revision to supplement the Unit's skills, primarily for information technology research and planning. This allows for the flexibility and economy of bringing in varying skills in information systems specific to corrections for short-term assignments. A full time Information Technology Analyst may be needed as one staffing addition to the Unit in a later stage.

The Planning Unit will be staffed with three new positions added to the Sheriff's Office: one Management Analyst, one Correctional Officer, and one Legal Office Specialist. For the FY 2007-08, the Sheriff's Office will utilize an existing vacancy to fund the Lieutenant position. To support this effort, Public Works is adding a Capital Projects Manager who will oversee construction management of the new women's jail.

The following image represents some of the significant milestones in the Maple Street Correctional Facilities Replacement Project. (Time proposed is contingent upon meeting project target dates.)



FISCAL IMPACT

The cost in FY 2007-08 for the Planning Unit is \$487,000. The Sheriff will fund \$132,000, the cost of the assigned Lieutenant position, with savings from an interim vacancy. A general fund appropriation of \$355,000 will support the remaining costs for three new positions (one Management Analyst, one Correctional Officer and one Legal Office Specialist) as well office space and office equipment for the Unit. The ongoing annual cost in future years is estimated \$800,000, including the on-going cost of the Lieutenant.

The fiscal impact for the Sheriff's budget for FY 2007-08 is expected to increase by \$355,000 requiring a transfer in general fund reserves to the Sheriff's budget. These funds will be appropriated as a September Revision.

The fiscal impact for FY 2008-09 is expected to be an additional ongoing net county cost increase of \$445,000 in the Sheriff's budget.

ATTACHMENT B

Re-Entry Gender Specific and Responsive Program Proposal

The purpose of this proposal is to reduce jail overcrowding at the Women's Correctional Center (WCC), while enhancing gender responsive program opportunities for San Mateo County's in-custody female population. By implementing this gender-responsive program, we have the opportunity to move approximately 40 minimum security inmates from WCC, reducing severe overcrowding to a manageable number until a new facility is constructed. On July 25, 2007 the WCC count was 167 or 199% of rated capacity. If the daily inmate count was reduced by 40, the daily count could be reduced to under 150% of rated capacity.

BACKGROUND

Female inmates have greater family responsibilities placed on them than do males, and the lives of their children are impacted to a greater degree by their mother's involvement in the criminal justice system. Correctional systems must take into account the physical, behavioral and cultural differences between female and male offenders and how those differences can be reflected in program design.

A significant number of female inmates who abuse substances also have histories of trauma and physical or sexual abuse. Also important are factors such as criminal attitudes and the degree to which an individual is motivated and ready for change.

While female inmates share many of the same clinical issues faced by other women receiving substance abuse or other treatment, some of their issues are unique. For example, many female inmates have problems with the very issues that brought them to the attention of law enforcement, particularly criminal thinking and values. Women inmates often have problems dealing with anger and hostility and have the stigma of being criminals, along with the accompanying guilt and shame.

Dr. Stephanie Covington's research has shown that there are at minimum three key issues a woman needs to address: her childhood experience, trauma, and parenting issues. Chemically dependent women often come from a dysfunctional family system that did not support their growth. The disease of addiction affects a women's emotional and sexual development. Hence, she stops developing emotionally once her substance use begins. One of the most basic developmental gaps is the development of a cohesive sense of self. The lack of a cohesive sense of self can be repaired by the process of learning new parenting skills. Participating in an all-female treatment setting—one operated in a healthy, functional manner, with appropriate limit setting, boundaries, nurturing, and mirroring of the women's experience—a woman can learn to become a better parent.

A large majority of women inmates grew up in a dysfunctional family system where their needs as children were never met. Consequently, as parents, they lack the skills to provide the emotional and developmental needs of their own children. They are further compromised by their addiction, which becomes their primary relationship.

A recently published Substance Abuse Mental Health Service Administration (SAMHSA) News, volume IX, No 4 Fall 2001, article "Substance Abuse Treatment Produces Healthy Mothers, Children" reports that residential substance abuse treatment significantly reduces the alcohol and drug use, as well as the criminal behavior, of pregnant and parenting women. This information is based on findings from a Center for Substance Abuse Treatment (CSAT) grant 1993-2000.

The connection between addiction and trauma (interpersonal violence) is threefold: substance-abusing men are often violent towards women and children, substance-abusing women are vulnerable targets for violence, and childhood and

current abuse increases a women's risk of substance abuse. Trauma is a disease of disconnection just as substance abuse addiction is a disease of isolation.

The program being proposed will develop a supportive, safe environment where women can begin to connect and bond with qualified staff that will assist them in their journey of discovering self and begin to change the patterns that lead to criminal behavior. This program proposal offers incarcerated women the opportunity to address their issues and behaviors in a controlled and safe environment so that they may return to their family and community as a productive member of society.

Female Inmate Population

On July 25, 2007, we took a look at the female inmate population that is classified as minimum security and determined that 37 of these women qualify for a gender responsive program.

The average length of stay of the sentenced female inmates was 77days. Geographically, 16 of these inmates live in the city of San Mateo or south of that location, two are transient, and 30 inmates live north of San Mateo.

PROGRAM PROPOSAL

This proposed program is for an average of 40 minimum-security voluntary female inmates to participate in a gender specific and responsive program operated through a contract with a local substance abuse provider. The Provider will have extensive experience in designing and operating gender specific and responsive programs and all counseling staff will be female State of California Certified Alcohol & Drug Counselors with a minimum of 2 years of experience working with women.

Program Design

The program will be 60 to 365 days in length, conducted five days per week, five hours per day for a minimum total of 300 hours of counseling and education for each inmate. Each inmate will move through a three-phased program that allows for deeper understanding of herself, her behaviors, her thoughts and capabilities.

The program will provide General Education Diploma (GED) preparedness, on-site math, reading, writing education through a partnership with the South San Francisco Adult School, resume writing and vocational training through a partnership with the San Mateo County Vocational Education Department, parenting, pre-parenting and child development educational classes, group process sessions to address self-image and trauma issues, healthy relationships, family education, sexual abuse, medical, housing, financial, literacy, job training issues, and essential living skills (such as dressing appropriately, communication manners, hygiene, cooking, and money management), problem solving skills, drug and alcohol education, mental health education, expressive arts, physical exercise, acupuncture, discharge planning, 12-Step education, HIV/AIDS, Hepatitis C, TB and Sexually Transmitted Diseases (STD) education. The program will also offer the opportunity for inmates involved with Child Protective Services (CPS) to re-gain custody of their children (once the mother is released) by offering on-site supervised visits.

The program will integrate several curricula from a broad range of evidence-based work from Dr. Stephanie Covington ("Helping Women Recover") and Lisa Najavitz, ("Seeking Safety"). The program will incorporate "A Women's Way Through the 12 Steps", "A Women's Journal" and "Helping Women Recovery" workbook, Special Edition for women in the criminal justice system.

General clinical strategies that will be implemented include interventions to address criminal thinking and to provide basic problem-solving skills, along with therapy strategies that include motivational interviewing and cognitive behavior therapy.

Inmates will specifically learn about the physiological, psychological aspects of addiction, develop the psychological and emotional tools to maintain abstinence, education about and development of tools to deal with craving and other

withdrawal symptoms, nutritional information as it relates to recovery, information and education regarding the disease of addiction and its progression and the development of relapse prevention tools.

Each inmate will receive an in custody assessment using the Addiction Severity Index (ASI) and the Michigan Alcohol Severity Test (MAST) to assess their substance use/abuse and their need for medical, mental health, family or legal services.

Admission Criteria

1. Inmate must volunteer to participate in the program.
2. Inmates will be interviewed by Sheriff's office for eligibility.
3. Inmate must be sentenced to a minimum of sixty (60) days.

Objectives

1. Each inmate will participate and complete a minimum of 300 hours of counseling and educational services.
2. Via pre- and post-testing, inmates will:
 - A. Know the physiological and psychological aspects of addiction, and learn psychological and emotional tools to maintain abstinence.
 - B. Understand the responsibilities of parenting.
 - C. If applicable, develop healthy parenting skills.
 - D. Develop healthy communication skills.
 - E. Develop effective problem solving skills.
 - F. Improve reading, writing and math skills.
 - G. If applicable prepare for and obtain General Education Diploma (GED).
 - H. Participate and develop job seeking skills.

Sample Schedule for Gender-Specific Responsive Program

MONDAY				
WP	Process Group	10:15 AM	-	11:15 AM
WP	Math	11:30 AM	-	12:30 PM
WP	Lunch/Family	12:30 PM	-	1:15 PM
WP	Life Skills	1:15 PM	-	2:15 PM
WP	Physical Education	2:30 PM	-	3:15 PM
TUESDAY				
WP	Women's Self-Esteem	10:15 AM	-	11:15 AM
WP	Parenting	11:30 AM	-	12:30 AM
WP	Lunch/Family Time	12:30 PM	-	1:15 PM
WP	Women's 12-Step Meeting	1:15 PM	-	2:15 PM
WP	Literacy Class	2:30 PM	-	3:15 PM
WEDNESDAY				
WP	Process Group	10:15 AM	-	11:15AM
WP	Women's Workbook	11:15 AM	-	12:30 PM
WP	Lunch/Family Time	12:30 PM	-	1:15 PM
WP	English	1:15 PM	-	2:15 PM
WP	Expressive Arts Class	2:30 PM	-	3:15 PM
THURSDAY				
WP	Family Class	10:15 AM	-	11:15 AM
WP	Recovery Education	11:30 AM	-	12:30 PM
WP	Lunch/Family Time	12:30 PM	-	1:15 PM
WP	Community Meeting	1:15 PM	-	2:15 PM
WP	Physical Education	2:30 PM	-	3:15 PM
FRIDAY				
WP	Health	10:15 AM	-	11:15 AM
WP	Groups(s)	11:30 AM	-	12:30 PM
WP	Lunch/Family Time	12:30 PM	-	1:15 PM
WP	Process Group	1:30 PM	-	3:15 PM

Implementation Plan

It is estimated that it will take 6 months to fully implement the program.

Phase One (two months)

1. Identify and secure site.
2. Identify and secure contractor/provider.
3. Remodel site.
4. Purchase furniture and operating materials.

5. Design assessment & screening process for selecting female inmates.
6. Secure transportation arrangements for transportation of inmates from WCC to new site.

Phase Two (two months)

1. Select female inmates through interview process.
2. Arrange for transportation to new facility.
3. Secure jail clearances for contracted provider staff and sub-contractors.
4. Implement orientation for contracted provider personnel and sub-contractors.

Phase Three (two months)

1. Implement daily program.
2. Review and evaluate effectiveness of programming.

ESTIMATED PROGRAM COST

Start Up Cost to Reopen Facility

The estimated startup cost is \$175,000.

Operational Costs

The annual operational cost to operate the custody facility and run gender responsive program services is estimated at \$2,250,000. This includes staffing and operating a 24/7 minimum security facility for forty female inmates (\$2.1 million) and providing contracted gender responsive program services (\$150,000.)

The recommended staffing level includes four Deputy Sheriffs, four Correctional Officers and one Legal Office Specialist.



COUNTY OF SAN MATEO
Inter-Departmental Correspondence

Probation Department


DATE: September 10, 2007

BOARD MEETING DATE: September 25, 2007

SPECIAL NOTICE/HEARING: None

VOTE REQUIRED: None

TO: Honorable Board of Supervisors

FROM: Loren Buddress, Chief Probation Officer 

SUBJECT: Report Back on Margaret J. Kemp Camp (Camp Kemp)

RECOMMENDATION:

Accept this report in response to your request for information regarding eligibility criteria and potential referrals for Camp Kemp.

BACKGROUND:

In the 1990s, San Mateo County matched a nationwide trend of increasing numbers of young women arrested for crime and delinquency. Girls now comprise a larger share of the detention population in the County (about 15-20% of all detained youth are female).¹ In addition, the profile of female probationers has grown in complexity; the "average" girl on probation today is coping with intergenerational abuse and neglect, substance abuse, mental illness, gang involvement, lack of educational opportunity, and poverty.

Responding to mounting research findings that gender-responsive services and programming are key to success for girls, the Probation Department launched the GIRLS Program (Gaining Independence and Reclaiming Lives Successfully) in 2001. The program involves three stages: an individualized, 180-day residential program; an intensive community supervision phase as girls transition to their homes; and, when girls are ready, a step-down period of Probation services with fewer contacts (see diagram on next page).

¹ Comparative data were not available at the time of this report.



Probation and community-based organizations provide multiple gender-responsive services through all three stages according to a girl's individual case plan. GIRLS was modeled on successful evidence-based programs and best practices in reducing recidivism and increasing positive outcomes for young women.

In October 2006, the residential phase of the program transitioned from Hillcrest Juvenile Hall to the new Camp Kemp 30-bed facility. The new setting allows girls to experience a calm, campus-like environment conducive to treatment and development of positive behaviors. Because it is a less-secure environment, it requires that staff employ more sophisticated behavior management and motivational programming.

At the June budget hearings, the Board of Supervisors requested information about why the population has been lower than capacity and about the possibility of girls in Juvenile Hall transferring to the Camp. As an update to our June report, there are now 16 girls residing at Camp Kemp, with six more in the process of transitioning to the Camp.

DISCUSSION:

Eligibility Criteria. Probation Officers and the Department's Resource Review Board make recommendations to the Juvenile Court regarding girls who could benefit from a commitment to Camp Kemp. Juvenile Court Judges make the formal commitment order. **Girls are eligible for the Camp if they are between the ages of 13 and 17 and have a sustained petition (conviction) on one or more criminal offenses.** In addition, girls committed to Camp Kemp have backgrounds that include one or more of the following characteristics:

- Recidivism and re-arrest
- Repeated probation violations
- Multiple runaways from home or placements
- Substance abuse
- Victimization (child abuse or neglect, parental criminality, domestic violence in the home or in a relationship, trauma)
- Chronic truancy
- Emotional issues or mental health diagnoses
- Negative peer relationships or gang affiliation
- Anti-social behavior
- Inability to be safe in their homes and/or communities

Probation Officers and the Resource Review Board also consider if a girl would be able to return to the community following a stay at Camp Kemp, the possibilities of her long-term success, and whether the program at the facility has the appropriate level and type of resources to meet her needs. Camp Kemp offers a local alternative to costly out-of-home commitment to a placement facility (e.g., group home, mental health treatment facility, rehabilitation program).

Analysis and Findings. The Probation Department analyzed a snapshot of girls who were in detention or in out-of-home placement on July 11, 2007. The purpose was to determine why these girls were not committed to Camp Kemp.

Secure detention is a more appropriate setting than Camp Kemp if girls are at risk of hurting others, are at risk of fleeing the jurisdiction, or are in the process of transitioning between institutional settings. Of the 17 girls in detention on July 11, five were being held on a new offense (pre-adjudication) and could not be considered for Camp Kemp until they had finished the court process. One girl was detained pending the outcome of research on an appropriate placement facility for her, and one was pending completion of the court process and had been recommended for a commitment to Camp Kemp. The circumstances of the remaining ten post-adjudication girls in detention are outlined in Attachment A. Most of these girls had been detained to serve short custody terms or had AWOLed from Camp Kemp in the past and were transitioning to a placement facility.

A placement facility is a more appropriate setting than Camp Kemp for girls who cannot be maintained safely in the community and comply with their court-ordered probation conditions. Girls who need intensive psychiatric or drug treatment are also not appropriate for Camp Kemp. Attachment B describes the circumstances of 13 girls in placement facilities on July 11. Girls in placement were not appropriate for Camp Kemp because:

- They had a history of multiple runaways and/or AWOLs, sometimes including AWOLs from Camp Kemp;
- They were in placement as a dependent child prior to involvement in the juvenile justice system and Probation continued their original placement after they were declared a delinquent ward; and/or
- They needed a level and type of services not offered at Camp Kemp.

Next Steps. In the next few months, Probation will be exploring a number of options for increasing the average daily population of the Camp. Such options include:

- Strengthening information channels among the Juvenile Services Division, Institutions Division, and the Department's Resource Review Board;²
- Working with the Court to expand the Camp's eligibility criteria (for example, to include girls who have multiple short detention stays for repeated probation violations of the Family Preservation Program);
- Offering the camp facility as a day treatment option for girls who can be maintained at home overnight but who need increased supervision during the day;
- Considering Camp Kemp a "no fail" program, meaning that girls who run away can and should be readmitted to the facility;
- "Stepping down" girls in placement to Camp Kemp and drawing down on Wrap-Around funds to facilitate their transition back to the community; and
- Finding other funding streams to support the program.³

These ideas will be evaluated through a dialogue with the Court, the Camp's community partners, and other stakeholders. In addition, Probation will be continuing its analysis of the use of detention and placement.

Dr. Edward Latessa, a University of Cincinnati professor and international expert in criminal justice, advised San Mateo County that new programs need at least three years to define themselves and reach equilibrium. During this first year, staff at Camp Kemp have established the operational and programmatic components of daily life in a residential program. The next two years will involve strategic planning and action to maximize the use of this valuable resource.

FISCAL IMPACT:

There is no fiscal impact in accepting this report.

² For example, we are pursuing having a representative of Camp Kemp formally join the Department's Resource Review Board; developing promotional materials about the Camp's eligibility criteria; and continuing to define the roles and responsibilities of the various County and community partners at the Camp.

³ Camp Kemp is supported now mainly by Net County Cost, with smaller grants from the Silicon Valley Community Foundation and the Office of Juvenile Justice and Delinquency Prevention (Department of Justice). The two community supervision phases (Phases II and III) are funded through a grant from the Center for Substance Abuse Treatment (Substance Abuse and Mental Health Services Administration).

ATTACHMENT A

Girls in Detention on 7/11/07			
Minor	Runaway History?	Ever Placed at Camp Kemp?	Circumstances
0075	No	No	Served short period in detention on battery charges; the Court determined that she could succeed on probation supervision in the community; now at home.
0996	Yes	Yes, current	Was in detention after AWOL while on electronic monitoring; now in Camp Kemp program.
7339	Yes	Yes	Continued drug use on home passes from Camp Kemp; now serving out short period of remaining custody time in detention; will soon turn 18 and be terminated from Probation.
8307	Yes	Yes AWOLed x1	After AWOL from Camp Kemp, psychological evaluation found she needed more intensive psychiatric treatment than Camp Kemp can provide; now in a placement focused on mental health issues.
4917	Yes	No	Served short time in detention on minor charges; now at home on Probation supervision and doing well.
8081	Yes	No	After nine referrals for failure to obey curfew or running away from home, served 45 days in detention; now at home.
7730	Yes	No	Served short time for assault on family member; now at home.
5822	Yes	Yes AWOLed x1	Completed Camp Kemp but AWOLed when released on electronic monitoring; missing for one year; ordered to serve out short remaining time in detention; will be terminated from Probation soon..
5986	Yes	Yes AWOLed x1	Was detained after AWOLs from placement; now at home.
7206	Yes	No	Was in Level 14 placement for mental illness; became Probation case after assaults on program staff; was serving short period of remaining custody time in detention; was released from detention and from Probation.

ATTACHMENT B


Girls in Placement 7/11/07			
Minor	Runaway History?	Ever Placed at Camp Kemp?	Circumstances
8007	Yes	Yes AWOLed x2	Extensive runaway history; assaulted police officer when being arrested for warrant on AWOL from Camp Kemp, now in placement.
2446	No	No	Was in placement based on a school referral; became Probation case after three incidents of assaulting placement staff; successfully completed placement and Probation; now at home.
0220	Yes	Yes AWOLed x1	Extensive runaway history; after AWOL from Camp Kemp has AWOLed three times from placement; now in placement.
8078	No	No	Was dependent of court since 1990; became Probation case after she assaulted another resident of placement program; no chance for family reunification; now in placement with treatment case plan geared toward independent living.
0287	Yes	Yes AWOLed x1	After AWOL from Camp Kemp, Court determined that she was a flight risk and in need of more intensive mental health treatment; now in placement.
9109	Yes	Yes AWOLed x1	Had limited success at Camp Kemp and in two-year history with Probation services; now in placement.
1660	No	No	Was dependent of court and in placement; minor charge caused her to become Probation case; Probation continued previous placement; no chance for family reunification; successfully completed placement; now in transitional housing.
0328	Yes	No	Absconded from placement and now has active warrant for arrest.
0174	Yes	Yes	Completed Camp Kemp program but AWOLed when released on electronic monitoring; now in placement.
9369	No	No	Was in long-term residential treatment for severe mental illness and became Probation case after multiple assaults on program staff; has had escalating number of emergency, acute psychiatric hospitalizations; now in a psychiatric facility.
2085	Yes	No	Was in placement as dependent and became Probation case after assault on staff; no chance for family reunification; will successfully complete Probation in September.
2852	Yes	No	Has twin infants; AWOLed from at least 10 placements; no chance for family reunification; now in placement with treatment plan geared toward independent living.
3102	Yes	Yes AWOLed x2	Extensive runaway history; AWOLed when released from Camp Kemp on electronic monitoring; now in placement



COUNTY OF SAN MATEO
Inter-Departmental Correspondence

Probation Department

DATE: September 12, 2007
BOARD MEETING DATE: September 25, 2007
SPECIAL NOTICE/HEARING:
VOTE REQUIRED: N/A

TO: Honorable Board of Supervisors
FROM: Loren Buddress, Chief Probation Officer 
SUBJECT: Risk Prevention Program Report Back

RECOMMENDATION:

Accept this report back on our Risk Prevention Program (RPP) per your request from the June 27, 2007 Probation Budget presentation.

BACKGROUND:

Since 1994, RPP represents the efforts of partnerships between the San Mateo County Probation Department, school districts, cities, police departments, and local youth service bureaus to provide early prevention, intervention and diversion services on middle and high school campuses throughout the County. These services are designed to prevent and reduce juvenile delinquency among either low risk first time offenders or at risk minors with school behavioral issues.

Specifically, RPP officers:

- Are on 30 school campuses in nine school districts across San Mateo County; this represents 10 middle schools and 20 of 22 high schools.
- Formally supervise approximately 500 high school first-time offenders per year who have been diverted from the criminal justice system.
- Perform over a thousand informal counseling interventions annually to youth who have behavioral difficulties during school or in the community.
- Assess and assist over 100 family members per year.
- Provide safety/security support to the schools during after-school functions and activities as well as summer school.
- Serve as source of information on juvenile law, community resources, and community youth gangs.
- At the request of school officials, facilitate classroom presentations, counseling

groups and parent meetings.

- Work closely with school officials and police to minimize gang activities, drug use, and other illegal or disruptive behavior.

For each case, treatment plans are tailored for both the minor and family, and focus on:

- Eliminating at-risk behavior
- Increasing personal responsibility
- Stressing pro-social values
- Providing counseling referrals, and
- Helping solve family problems

Since 2005, 40-45% of youth who would have been on probation were diverted from the formal juvenile justice system. Of those, 85% completed informal contracts and had no new charges within six months of case closure.

DISCUSSION:

Financially, San Mateo County's Risk Prevention Program (RPP) functions as follows:

- Costs are shared between Probation, School Districts (SD) and Cities/Police Departments (PD).
- Overall costs are offset by revenue generated through the Juvenile Probation Camps Funding (formerly the TANF Program)—approximately 46%
- Remaining program costs are distributed among participants (see Appendix A)
- Costs are based on an overall discounted hourly Probation Officer rate (\$36.05/hour) that accounts for hours on campus and a percent of the administrative work resulting from campus interventions.
- Collectively, the participating School Districts and Police Departments are responsible for approximately 25-30% of the cost of the RPP program.
- At the end of the school/fiscal year, invoices are sent for the appropriate amount, pursuant to the amount of service rendered.

Between 2001 and 2006:

- Certain SDs and PDs did not pay their full contributions (see Appendix B).
- Some participants made incomplete payments for one or two years (see Appendix C) but reversed the trend in following years.
- Others, like Millbrae PD and San Mateo Unified High School District (SMUHSD), continue negative payment trends.
- SMUHSD, the largest nonpayer, underpaid their obligation by \$369,659, which is over 12 times greater than the next largest nonpayer, Millbrae Police Department, who underpaid by \$30,861.
- As a result of continued nonpayment, Probation reduced the amount of services provided to SMUHSD from 144 hours/week to 80 hours/week in FY 2005/06.

It is important to note that all school districts in California have the opportunity to receive state money annually through the School Safety and Violence Prevention Act

(AB 1113) for grades 8-12. Accessing the revenue is as straightforward as checking a box on an annual agreement with the state; funds do not require state oversight.

- Apparently, all San Mateo County Districts receive AB 1113 funds.
- Funds are intended to support initiatives that prevent violence, such as resource officers or RPP Officers (see Appendix D).
- Smaller districts, such the elementary districts, receive \$10,000. The two largest recipients of AB 113 funds in San Mateo County are San Mateo Union High School District (\$332,415) and Sequoia Union High School District (\$300,365) (See Appendix E).

With this revenue source available, it is unclear why some of the largest annual RPP invoices remain unpaid. Many participants have written letters to the Probation Department explaining budgetary difficulties (see Appendix F & G). However, the AB 1113 funds are specifically earmarked for programs like RPP and cannot be used as general or discretionary funds. In the absence of payment from School Districts and Police Departments and without the ability to determine how each district uses its AB 1113 revenue, RPP's outstanding costs are covered by the Probation Department's budget and contribute to its budgetary deficit.

Those who have worked with the RPP Officers vouch for the program's impact on the school community and help in providing appropriate, early intervention services to ensure basic health and safety for both students and staff on campus. In light of recent events such as Virginia Tech, Columbine and other shootings, as well as the current increase in local gang activity, the need for violence prevention activities on school campuses is enhanced. The Probation Department is proud to serve its community in this capacity.

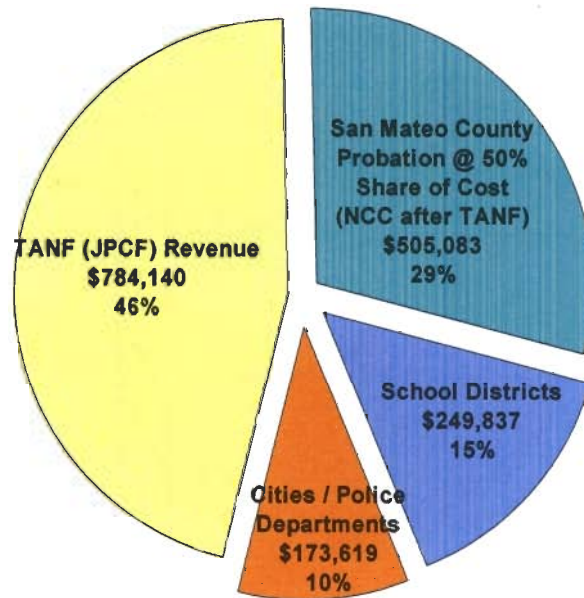
In 2003, Probation reported on the RPP fiscal issues to the County Manager; however, collection problems continue to limit Probation's ability to self-support the program. The Probation Department requests direction from the Board of Supervisors regarding whether and how to maintain levels of service to non-paying RPP participants.

FISCAL IMPACT:

There is no fiscal impact to accepting this report back. However, depending on the decision of the Board of Supervisors', based on the information presented in this report back, there may be significant implications for the Probation Department's ability to maintain the level of staff and services currently provided and/or needed. This will likely impact the safety and security in the San Mateo County Schools, and fewer kids will be diverted from the juvenile justice system.

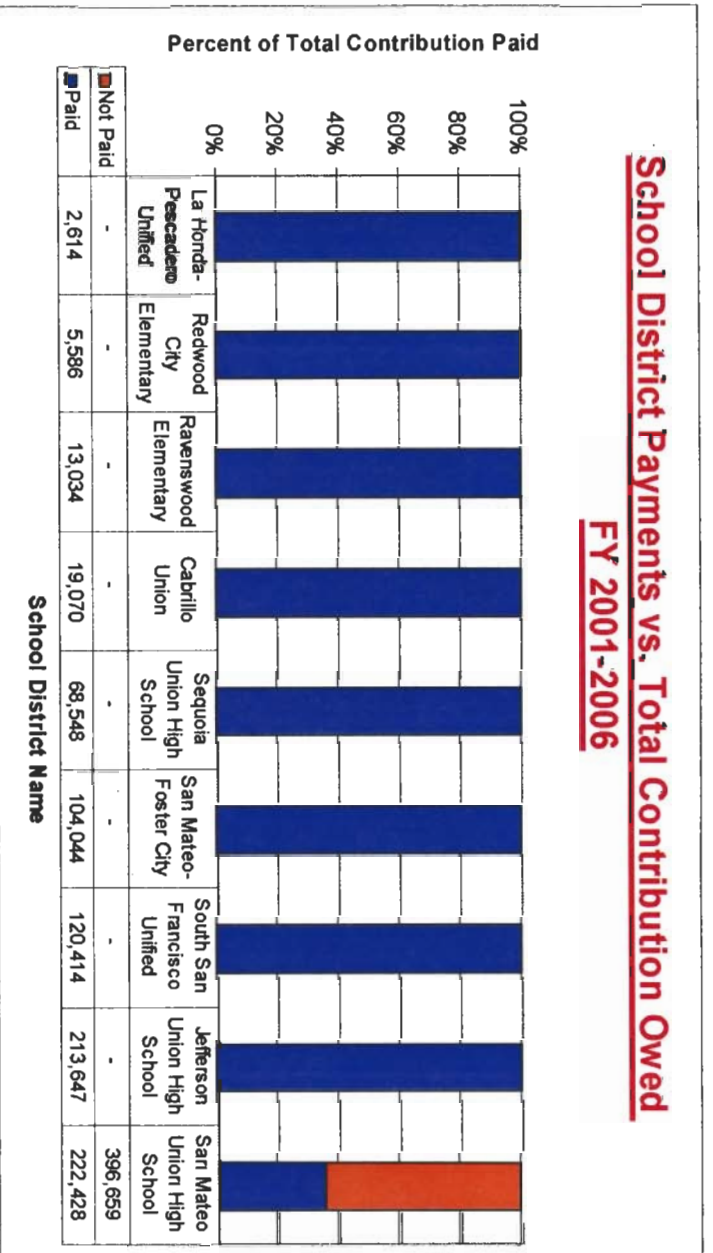
Appendix A

RPP Cost Breakdown for FY 2005-2006

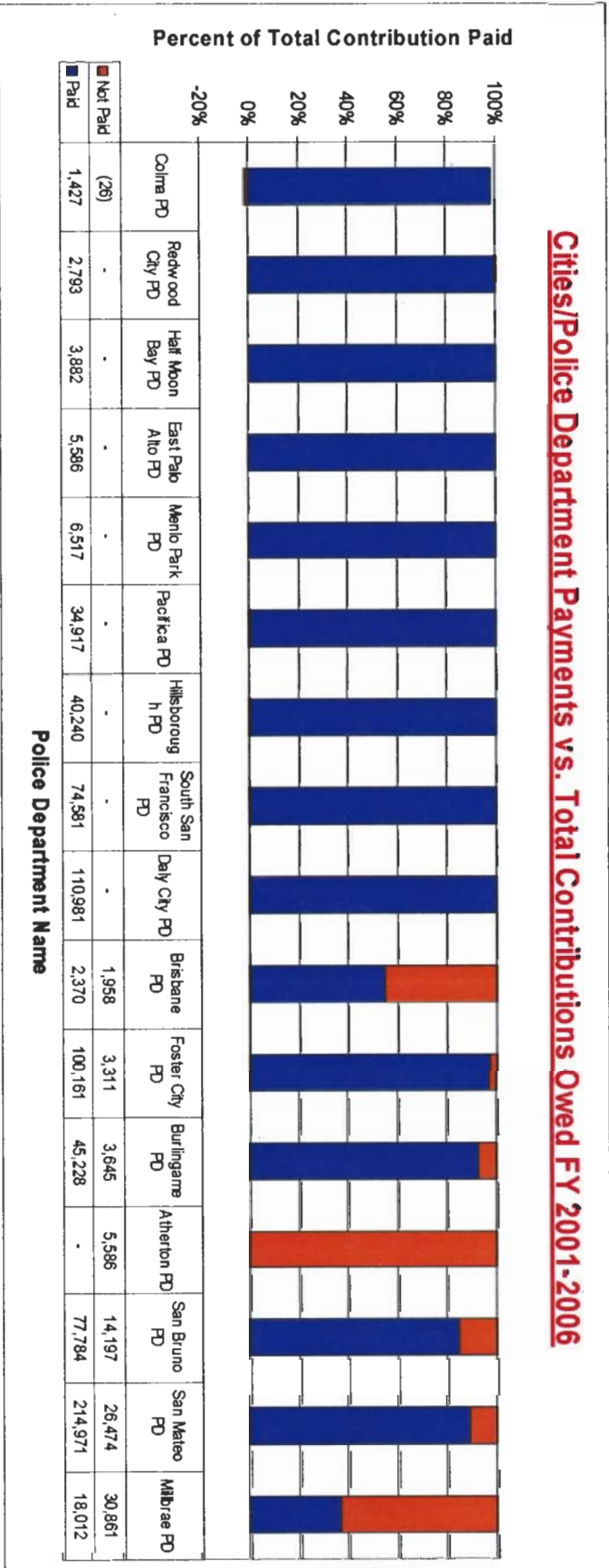


Appendix B

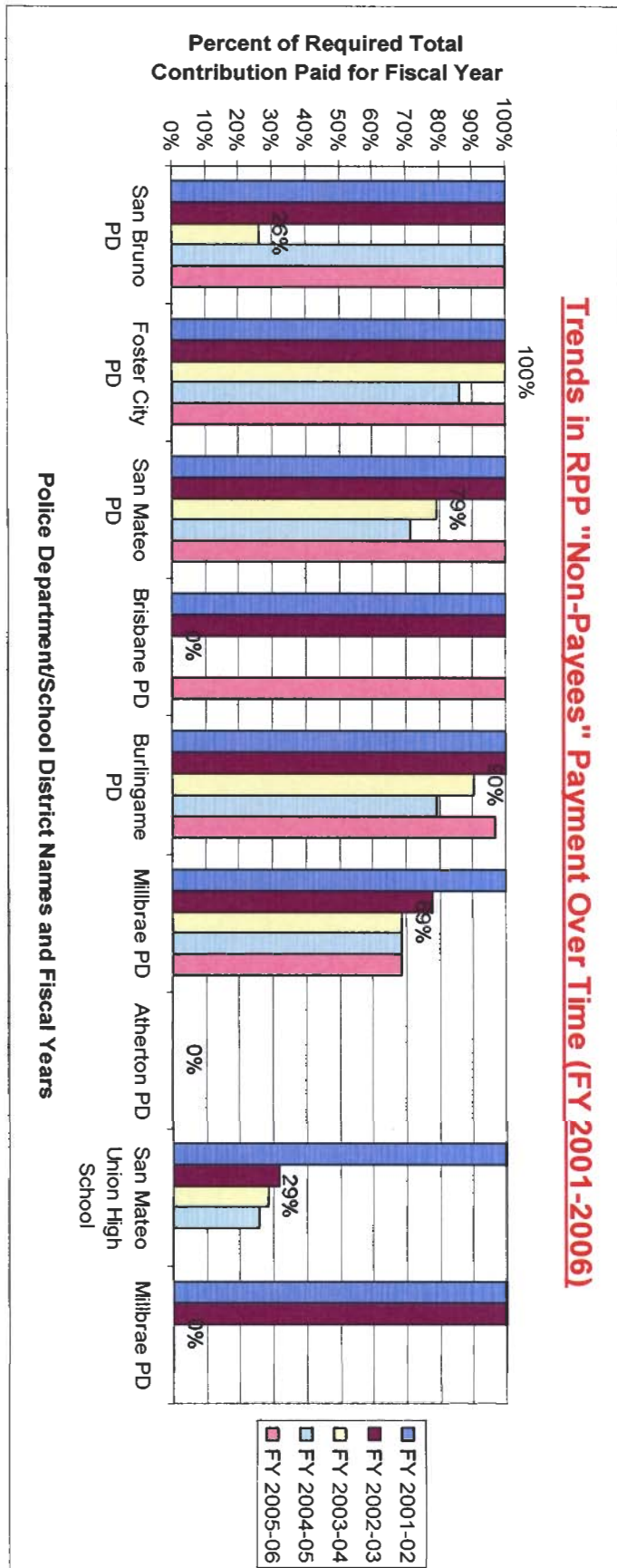
School District Payments vs. Total Contribution Owed
FY 2001-2006



Cities/Police Department Payments vs. Total Contributions Owed FY 2001-2006



Appendix C



Appendix D
School Safety and Violence Prevention Act (SSVPA) funds
Allowable Uses of Funds

Education Code Sections 32228 - 32228.5.

This program provides approximately \$90 million annually for a block grant to school districts serving youths in grades eight through twelve, based primarily on student enrollment. Another \$1 million is allocated to county offices of education, also based on enrollment. These funds may be used for all violence prevention strategies, including implementing science-based violence prevention programs, hiring personnel trained in conflict resolution, establishing staff training programs, and establishing cooperative arrangements with law enforcement.

Allowable expenditures: are for activities which are *both* violence prevention *and* school safety. Activities which are school safety only (e.g. earthquake preparedness, safe playground equipment) are *not* legal uses of SSVP funds.

Personnel: Staff time may only be charged to these funds for those hours during which the staff person is performing violence prevention activities. These activities include teaching conflict resolution or other violence prevention curricula, counseling students regarding violence, and implementing a specific violence prevention program. Staff hours spent performing academic counseling or physical health services may not be charged to these funds. In addition, any law enforcement personnel hired with these funds must be trained and sworn peace officers (EC 32228.1[b][1]).

Communication Devices: Allowable expenses in this category include, but are not limited to, cell phones, intercoms, or other devices for providing effective and accessible on-campus communication, *when needed primarily for violence prevention.*

School Safety Infrastructure: Allowable expenses in this category include, but are not limited to, building modifications such as surveillance equipment or identification systems *when needed for violence prevention.*

Staff Training: EC 3228.1(b)(3) encourages in-service training for school staff to learn to identify students at-risk of violent behavior, to communicate effectively with those students, and to refer those students to appropriate counseling.

Instructional Curricula and Materials: LEAs are encouraged to use science-based programs and research-based strategies for preventing violence that are a part of the approved LEA Plan.

Law Enforcement Partnerships: Allowable expenditures include establishing cooperative partnerships with law enforcement agencies for positive school-community relationships.

Other Uses of Funds:

Any expenditure that cannot be included in any of the identified categories that the LEA determines would materially contribute to meeting the goals and objectives of current law **preventing violence among students.**

Indirect Costs: This should be the amount shown on accounting reports as charged to indirect, and may be less than, but not exceed, the CDE-approved indirect costs rate for your county or district for the expenditure year.

Education Code specification of purposes of funds:

32228.1. (a) This act shall be known as the School Safety and Violence Prevention Act. This statewide program shall be administered by the Superintendent of Public Instruction, who shall provide funds to school districts serving pupils in any of grades 8 to 12, inclusive, for the purpose of promoting school safety and reducing school-site violence. As a condition of receiving funds pursuant to this article, an eligible school district shall certify, on forms and in a manner required by the Superintendent of Public Instruction, that the funds will be used as described. (b) From funds appropriated in the annual Budget Act or any other measure, funds shall be allocated to school districts on the basis of prior year enrollment, as reported by the California Basic Educational Data System, of pupils in any of grades 8 to 12, inclusive, for any one or more of the following purposes:

- (1) Providing schools with personnel, including, but not limited to, licensed or certificated school counselors, school social workers, school nurses, and school psychologists, who are trained in conflict resolution. Any law enforcement personnel hired pursuant to this article shall be trained and sworn peace officers.
- (2) Providing effective and accessible on-campus communication devices and other school safety infrastructure needs.
- (3) Establishing an in-service training program for school staff to learn to identify at-risk pupils, to communicate effectively with those pupils, and to refer those pupils to appropriate counseling.
- (4) Providing and implementing instructional curricula and materials designed to equip pupils with skills and understanding necessary to prevent school violence by recognizing and reporting threats of school violence and school terrorism.
- (5) Establishing cooperative arrangements with local law enforcement agencies for appropriate school-community relationships.
- (6) Preventing and responding to acts of hate violence and bias-related incidents, including implementation of programs and instructional curricula consistent with the goals set forth in this section and guidelines developed pursuant to paragraph (1) of subdivision (b) of Section 233.
- (7) For any other purpose that the school or school district determines that would materially contribute to meeting the goals and objectives of current law in providing for safe schools and preventing violence among pupils.

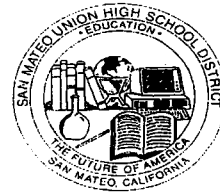
Appendix E

FY 2006-07 School Safety and Violence Prevention Act (SSVPA) Fund Distribution

SAN MATEO	District Code	District Name	# of sites	Enrollment gr. 8-12	Total Amt. Received
41	68858	Bayshore Elementary	1	41	\$10,000
41	68866	Belmont-Redwood Shores Elementary	1	249	\$10,000
41	68874	Brisbane Elementary	1	79	\$10,000
41	68908	Hillsborough City Elementary	1	151	\$10,000
41	68957	Las Lomas Elementary	1	100	\$10,000
41	68965	Menlo Park City Elementary	1	220	\$10,000
41	68981	Portola Valley Elementary	1	89	\$10,000
41	69021	San Carlos Elementary	1	110	\$10,000
41	69088	Woodside Elementary	1	44	\$10,000
41	68882	Burlingame Elementary	1	298	\$11,452
41	69013	San Bruno Park Elementary	1	308	\$11,836
41	68973	Millbrae Elementary	1	311	\$11,952
41	68940	La Honda-Pescadero Unified	3	136	\$15,000
41	68932	Pacifica	5	365	\$27,916
41	68999	Ravenswood City Elementary	6	339	\$30,000
41	68916	Jefferson Elementary	3	785	\$30,168
41	69039	San Mateo-Foster City Elementary	5	1100	\$47,119
41	69005	Redwood City Elementary	9	851	\$51,490
41	68890	Cabrillo Unified	3	1419	\$58,187
41	69070	South San Francisco Unified	6	3915	\$151,033
41	68924	Jefferson Union High	5	5425	\$208,480
41	69062	Sequoia Union High	5	7816	\$300,365
41	69047	San Mateo Union High	7	8650	\$332,415
		COUNTY TOTAL	69	32801	\$1,377,413

\$1,377,413	=	\$41.99
32801		per student

San Mateo Union High School District



Samuel Johnson, Jr., Superintendent

Mark Avelar, Associate Superintendent of Instructional Services

Robert M. Arnold, Associate Superintendent of Business Services

Ethel Konopka, Associate Superintendent of Human Resources-Admin. Services

*650 North Delaware Street
San Mateo, CA 94401-1795
(650) 558-2204
(650) 762-0214 FAX*

June 23, 2005

Mr. Michael Stauffer
Probation Department, County of San Mateo
21 Tower Road
San Mateo, CA 94402

Dear Mr. Stauffer:

The invoice attached for \$143,805 is being returned for the following reason:

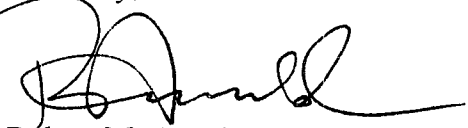
In Fiscal Years 02/03 and 03/04 we paid \$37,000 per fiscal year for the Risk Prevention Program I. The District and our Superintendent negotiated this amount with the Probation Department.

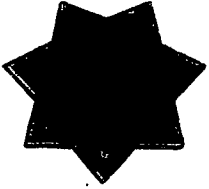
The San Mateo Union High School District has an ongoing commitment to the program and the youth served, however because of the ongoing budget constraints the amount that we can budget for this program for the 04/05 fiscal year is \$37,000.

Attached please find the District's warrant for \$37,000 to cover this invoice.

If you have any questions, please feel free to contact my office.

Sincerely,


Robert M. Arnold
Associate Superintendent of Business Services



Millbrae Police Department

581 Magnolia Avenue ♦ Millbrae, California 94030
650.259.2300 Fax 650.259.2344



May 20, 2004

Michael J. Stauffer, Deputy Chief Probation Officer
San Mateo County Probation Department
Juvenile Services Division
21 Tower Road
San Mateo, CA 94402

Dear Deputy Chief Stauffer:

I have received your letter dated April 26, 2004 regarding the amount due for our participation in the Risk Prevention Program¹. As you are aware, our financial situation has not been resolved. We are still unable to pay the \$10,200.00 for fiscal year 2003/2004. I have enclosed the letter from Interim Chief Brown D. Taylor, dated June 27, 2003, in which he explained our situation. I regret that our fiscal constraints force me to restate this decision.

Please do not hesitate to call should you have any question regarding this action or any other strategies that we might employ to participate in this program.

Sincerely,

Dennis Haag
Public Safety Director

C: Loren Buddress, Chief Probation Officer
Ted Silvas, Police Lieutenant
Kat Treadway, School Resource Officer

5/13/05 - FISCAL SITUATION HAS NOT IMPROVED. WILL NOT
BE ABLE TO PAY AGAIN THIS YEAR (04/05).
PER BARBARA PETIT FISCAL OFFICER CITY OF MILLBRAE
HAVE NOT PAID: 2002/03; 03/04; & NOW 04/05.



COUNTY OF SAN MATEO
Inter-Departmental Correspondence

PLANNING AND BUILDING DEPARTMENT

DATE: September 10, 2007
BOARD MEETING DATE: September 25, 2007
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: Majority

TO: Honorable Board of Supervisors
FROM: Lisa Grote, Director of Community Development *LG*
SUBJECT: Report Back on Contracting with Peninsula Conflict Resolution Center for Two Emerald Lake Hills Community Meetings

RECOMMENDATION

Accept the recommendation to hire the Peninsula Conflict Resolution Center (PCRC) to facilitate two community meetings with the Emerald Lake Hills community.

VISION ALIGNMENT

Commitment: Responsive, effective and collaborative government.

Goal 20: Government decisions are based on careful consideration of future impact rather than temporary relief or immediate gain.

The two community meetings, if approved, will provide a better understanding of the diversity of community opinions about possible revisions to existing zoning regulations, design standards and the design review process and will assist in developing a future course of action.

BACKGROUND

On June 25, 2007, the Board of Supervisors reviewed the Planning and Building Department's budget, including the work program for the Long Range Planning Program. Residents of the Emerald Lake Hills neighborhood commented at the hearing that funding for revisions to the Zoning Regulations, design standards and Design

Review process for the Emerald Lake Hills area had not been included in the Department's budget. There are diverse opinions amongst neighborhood residents about these regulations and processes and the long-standing design review committee, which is responsible for reviewing projects in the Emerald Lake Hills area, has been suspended for the past year. Residents in the area requested that money from the General Fund be allocated to Planning and Building Department staff to pursue neighborhood meetings, which would result in recommended revisions in zoning regulations, design standards and the design review process.

The Board of Supervisors directed staff to contact the PCRC to determine how much it would cost to conduct two community meetings. The goal of the meetings would be to determine whether or not there is neighborhood consensus about which Zoning Regulations and Design Standards should be reviewed and possibly revised and whether or not the suspended Design Review Program should be reinstated or amended. The purpose of the meetings would not be to recommend content and process amendments but rather to determine whether or not there is enough agreement amongst neighbors about which regulations and processes should be evaluated to pursue those tasks. The Board requested that staff report back during final budget hearings in September 2007 with a cost estimate for these two meetings.

DISCUSSION

Planning and Building Department staff contacted the PCRC to discuss its availability and the cost of two community meetings as described above. The PCRC is available in October/November and estimated that two meetings would cost approximately \$2,000. This cost estimate includes preparation time for the meetings, two 3-hour meetings, and brief written reports on each meeting documenting the discussion and conclusions.

This is an expenditure that the Planning and Building Department can fund from its existing budget so there will be no impact on the General Fund.

ENVIRONMENTAL REVIEW

Conducting two community meetings and entering into a contract with the PCRC to assist with the facilitation of those meetings is exempt from the California Environmental Quality Act in accordance with Section 15306, Information Collection.

FISCAL IMPACT

There will be no fiscal impact on the General Fund because the \$2,000 estimated for the cost of the two community meetings can be covered by the Planning and Building Department's existing budget.

LCG:fc – LCGR0988_WFU.DOC




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

Information Only

DATE: September 25, 2007

TO: Honorable Board of Supervisors

FROM:  David Holland, Parks Director
Chris Flatmoe, CIO/Director, Information Services Department

SUBJECT: Providing County trail information via the Internet

Recommendation

Accept this memo providing an update on making County trail information available via the Internet in support of the Parks Departments trail master plan.

Background

During the 2007-2008 Budget hearings, your Board expressed an interest in making County Parks trail information available over the Internet. One component of this effort would be supported by the County's geographic information system (GIS). The Parks Department and the Information Services Department (ISD) were asked to work together on this initiative and report back during September budget hearings.

Discussion

Beginning in July, the Parks Department and ISD have worked on a two phased approach to make County trail information available via the Internet. The first phase is providing the Parks department with enhanced GIS technology. This included the procurement of new hardware, GIS software and training. Phase two will include the procurement of GIS-enabled global positioning systems (GPS) and the recruitment of volunteers to walk the approximately 187 miles of County trails and record this trail information. Once recorded, this County trail information will be uploaded to County GIS as a base-layer and will be available to residents via the Internet.

Phase one is nearly complete with only training of Parks staff remaining. This training has been scheduled. Phase two is in the planning stage and will use volunteer staff from the Foothill College GIS program. We anticipate starting phase two in November and our plan is to have phase two completed during the first quarter of 2008.

Fiscal Impact

The cost of phase one is approximately \$12,000 and is funded by ISD fund balance. The cost of phase two is estimated to be \$97,000 and has been included as a September revision in the Non-Departmental/ISD budget for Parks GIS. Phase two will include the procurement of GIS-enabled GPS devices, additional GIS software and oversight of field operations during trail data collection.



COUNTY OF SAN MATEO
Inter-Departmental Correspondence

San Mateo Medical Center

DATE: September 14, 2007
BOARD MEETING DATE: September 25, 2007
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: Majority

TO: Honorable Board of Supervisors
FROM: Sang-ick Chang, M.D. *S Chang*
CEO, San Mateo Medical Center
SUBJECT: Report Back Regarding Expansion of Business Development and Marketing Opportunities for San Mateo Medical Center

RECOMMENDATION:

Accept this report regarding the expansion of business development and marketing opportunities for San Mateo Medical Center (SMMC).

BACKGROUND:

During the June 2007 budget hearing for SMMC's FY 2007-08 budget, the Board requested a report on business, marketing and outreach opportunities for the Medical Center, including cost/benefit analysis and potential financial return of adding a marketing/business position to SMMC staff. The discussion preceding this request addressed the fact that SMMC was a high quality, underutilized community asset that had potential for further revenue generation and self-sufficiency.

DISCUSSION:

Private payors will play a key role in ensuring the future financial viability of SMMC so that the County can continue providing services to its indigent and low-income uninsured residents. SMMC is currently a provider for members of the following insurance plans: United Healthcare, Health Net, Blue Shield, Blue Cross, Kaiser and Aetna. Each agreement specifies which services are provided by SMMC at its facilities. SMMC also has agreements with the Health Plan of San Mateo (HPSM) to provide services to Care Advantage and Healthworx members. About 3% of inpatient days and 8% of clinic visits in FY 2006-07 were covered by these private plans.

There are a number of efforts underway to increase business from private payors. Over a

year ago, access to services at SMMC became available to County employees with Blue Shield insurance. SMMC also began a partnership with Mariner Medical Center in April of this year, whereby specialists from SMMC provide services at Mariner's new facilities in Foster City, and refer patients to SMMC facilities for inpatient care, radiology and lab services. The Health Plan of San Mateo is moving forward with an agreement with Mariner to provide services to HPSM's Medicare and Healthworx members. The County's In-Home Supportive Services (IHSS) providers and extra help employees who are eligible for Healthworx and who now have access to SMMC services, will be able to access services at Mariner. Efforts are also underway to explore a behavioral health partnership with Mills-Peninsula which involves the use of available space at the county hospital in San Mateo.

A recent financial analysis prepared by SMMC revealed losses from some existing private payors, however this varies by payor. A report to the SMMC Board earlier this month indicated that Blue Shield patient volume was modest, and that payments from Blue Shield were covering all direct costs but only a portion of indirect costs. Opportunities for improvement were recommended in the areas of capacity and accessibility, cost accounting and detailed utilization reports, billing and collections, and negotiated rates in the contract.

The Medical Center will continue to seek out partnering opportunities while making the necessary improvements to better manage existing contracts. The County must also look to the future and decide which private partnerships will be most effective, both in terms of financial viability and ability to meet the healthcare needs of indigent and low-income uninsured residents.

The Medical Center, under direction and leadership of the County Manager's Office, is currently engaged in a strategic planning process to address these issues. Health Management Associates (HMA), an expert consulting group with extensive experience in public health care system design, are charged with assisting us in addressing the question of how best to configure the services provided by the Medical Center to meet the needs of the community in the most cost effective manner possible, leveraging all community assets, including those outside the Medical Center. The options of expanding or contracting of any or all current lines of business will be explicitly considered through this process.

The HMA project, which will be completed by January, will be performed concurrently with the development of final recommendations for the Blue Ribbon Task Force and work related to the behavioral health partnership with Mills-Peninsula. HMA will be interviewing and obtaining input from stakeholders, and will explore the need for additional private partnerships and marketing opportunities in preparing its recommendations.

FISCAL IMPACT:

No additional resources are requested at this time. Once HMA has completed its report in January, SMMC will complete a cost/benefit and return on investment analysis if additional resources are needed for business development and marketing to increase efforts to attract private payors. Any requests for funding will be brought to the Board in late January-early February.



COUNTY OF SAN MATEO
Inter-Departmental Correspondence

Human Services Agency

DATE: September 7, 2007
BOARD MEETING DATE: September 25, 2007
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: Majority

TO: Honorable Board of Supervisors
FROM: Beverly Beasley Johnson, JD, Director, Human Services Agency
Elsa Dawson, Director, Self Sufficiency, Human Services Agency
SUBJECT: Veterans Services

RECOMMENDATION:

Accept this report regarding veterans services.

BACKGROUND:

The San Mateo County's Veterans Services Office (CVSO) is housed within the Human Services Agency and provides services to veterans throughout the County. At the June budget hearings, the Board requested that staff look at ways to increase outreach to veterans to address their unmet needs.

The Veterans Services Office assists military veterans and their families in identifying, applying for, and receiving benefits they are entitled to. Based on available data, it is assumed there are veterans in this County who would benefit from CVSO assistance but are not able to obtain this assistance because they are unaware of the services the CVSO provides.

DISCUSSION:

In March 2008, an article on veteran services appeared in the San Mateo County Times. In this article the County was criticized for its inability to conduct outreach to veterans, which was attributed to the lack of resources to supplement the work the CVSO now performs. Since this article appeared, the CVSO has experienced an increase in work units, the greatest such increase in a one-year period. It can be inferred by this trend that there is an unmet need in the county for veterans'

services, and that many veterans are unaware that they qualify for benefits or they simply do not seek benefits because they are unaware that the County operates a CVSO to assist them.

Based on data and anecdotal evidence, one additional Benefits Analyst III position is being added as a September budget revision to conduct outreach as well as other duties, in order to benefit the veterans throughout the County. This position will be responsible for the following:

- Provide outreach to community partners, and veterans and their dependents with the goal of assisting with the completion of forms necessary to claim disability or monetary benefits
- Develop and implement marketing strategies
- Act as a liaison between HSA, the CVSO, and community agencies
- Attend meetings in the community to provide information on services available to veterans, dependents, and survivors
- Refer clients to appropriate community service agencies for services not provided within HSA and conduct follow-up to ensure service needs are met
- Advise and assist veterans and their surviving dependents in obtaining evidence necessary to establish entitlement to benefits
- Assist the CVSO as needed

One additional step to be taken is the relocation of the CVSO to the Belmont campus. The CVSO is currently located in the San Carlos PeninsulaWorks site, in a small office not easily accessible to those visiting. The relocation of the CVSO to Belmont will not only provide easy access to services, but will also increase its visibility.

FISCAL IMPACT:

The additional Benefits Analyst III position included in the September budget revisions represents an annualized cost of approximately \$85,000, of which 100% is Net County Cost.



COUNTY OF SAN MATEO
Inter-Departmental Correspondence

Human Services Agency

DATE: September 7, 2007
BOARD MEETING DATE: September 25, 2007
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: Majority

TO: Honorable Board of Supervisors
FROM: Beverly Beasley-Johnson, Director
Deborah Torres, Director of Prevention and Early Intervention
SUBJECT: CORA One-Time Bridge Funding Request

RECOMMENDATION:

Accept this report regarding CORA's request for additional funding of \$120,000 for FY 2007-08.

BACKGROUND:

Community Overcoming Relationship Abuse (CORA) is the only agency in San Mateo County with the sole purpose of serving victims/survivors of domestic violence/abuse. Through its multicultural staff, CORA provides: free and confidential emergency, intervention and prevention services; legal assistance; the county's only emergency domestic violence shelter; and transitional housing for victims/survivors.

CORA's budget is some \$3.2 million per year. Funding for CORA comes from variety of sources including contributions and donated materials, foundations, various sources from San Mateo County government, the cities within San Mateo County, and federal and state grants and programs. Attachment 1 shows CORA's income budget for FY 2007-08.

This spring CORA was invited by the San Mateo County Domestic Violence Council to prepare a proposal for expanding current domestic violence outreach efforts to the Asian/Pacific Islander and Latino communities. CORA prepared three proposals ranging in cost from \$100,000 to \$200,000.

After preparing these proposals for expanding outreach services, it became clear to

CORA that, due to the end of funding from a bequest and from a significant one-time corporate contribution, CORA would have a funding gap in just maintaining current service levels into FY 2007-08. Faced with this shortfall, CORA's Executive Director contacted the Board of Supervisors, the Health Department, and the Human Services Agency to explore the possibility of obtaining additional funding for FY 2007-08.

During the Board's June budget hearings, CORA's request for additional funding was referred to the Human Services Agency for a September report-back. Subsequently, staff from the Human Services Agency and the County Manager's Office met with the Executive Director of CORA to discuss CORA's financial situation.

DISCUSSION:

CORA is requesting additional funding of \$120,000 in FY 2007-08 in order to maintain their current Client Support Services Program (CSSP). This amount represents approximately 40% of the cost of providing the front-end case management, support, and advocacy portion of that program. While staff cannot speak to the merits of the CSSP relative to other services CORA provides, the budget—detailing how the \$120,000 would fund one Case Manager, two Interns, and related operating and other costs—appears reasonable.

CORA understands that the Board's authorization of an additional \$120,000 in funding would represent one-time bridge funding in order to allow CORA time to secure sufficient ongoing funding for FY 2008-09. CORA intends to significantly increase funding from individual donors. Specifically, this year they doubled their Development Department staffing to increase revenue in FY 2008-09 and beyond for these services. CORA hired a grant writer last Spring who has already written three successful first time foundation grants, with a promising fourth one pending for \$50,000, all of which will partially offset costs for case management next year. In addition, CORA has hired its first full time Major Gifts Officer, who is responsible for developing their individual donor base. And, they are also launching two new fundraising events this year—a hike-a-thon called Take a Hike! that has already surpassed its \$90,000 goal, and a corporate event expected to generate over \$100,000.

FISCAL IMPACT:

One-time bridge funding has been included in the September budget revisions. Federal and state revenue from a variety of HSA sources will cover approximately \$66,000 or 55% of the \$120,000 total cost; the remaining \$54,000 is Net County Cost.

Although this is intended to be one-time bridge funding, the Board members will recall that last year CORA and the Sheriff's Office presented a request for one-time funding of \$87,000 pending additional financial support from the cities. This additional funding from the cities did not materialize.

CORA (Community Overcoming Relationship Abuse)
Income Budget FY 2007-08

Income		
Contributions		624,400
Foundations		
Lucille Packard Foundation		100,000
Other Foundations		207,000
		<u>307,000</u>
Government Grants and Contracts		
Cities		
Burlingame		3,100
Daly City		14,500
Redwood City		27,000
San Mateo		20,000
South San Francisco		4,000
DVRT Makeup Funding (various cities)		86,000
	Subtotal Cities	<u>154,600</u>
County of San Mateo		
CCAT		33,000
Emergency Shelter Grant		27,000
Marriage Fees		105,600
Probation Trust Fund		75,000
DVRT Makeup Funding		87,000
TANF		140,500
Client Services Grant (new)		120,000
Other		11,300
	Subtotal County	<u>599,400</u>
State of California		
Department of Health Services		442,650
Office of Emergency Services (DV AP Grant)		200,000
	Subtotal State	<u>642,650</u>
Federal Government		
Department of Justice		87,500
HUD		225,375
	Subtotal Federal	<u>312,875</u>
	Total Government Grants and Contracts	1,709,525
	Donated Materials and Services	333,200
	Other Revenue	198,475
	TOTAL INCOME	3,172,600

**FY 2007-09 Final Budget Hearing
ATTACHMENT B**

SUMMARY - POSITION CHANGES

Budget Unit ID	DEPARTMENT/DIVISION	DESCRIPTION	CLASSIFICATION	ADD	DEL
1800B	Information Services Dept (ISD)	Position reclass within ISD - ITAs to System Engineers	Systems Engineer	17	
		Position reclass within ISD - ITAs to System Engineers	Information Technology Analyst		(17)
2600B	Child Support Services	Add/Delete: Workload shift due to new Case Management System	Child Support Officer II	1	
		Add/Delete: Workload shift due to new Case Management System	Child Support Tech		(1)
3000B	Sheriff's Office	New positions to staff Jail Planning Unit	Management Analyst III	1	
		New positions to staff Jail Planning Unit	Correctional Officer	1	
		New positions to staff Jail Planning Unit	Legal Office Specialist	1	
4730P	Facilities Maint and Operations	New positions to oversee capital project workload, including jail proj	Capital Projects Manager	1	
		New positions to oversee capital project workload, including jail proj	Construction Projects Manager	2	
6100B	Behavioral Health Services	Health/HSA Reorg - AOD positions transfer to Behavioral Health	Director, Substance Abuse	1	
		Health/HSA Reorg - AOD positions transfer to Behavioral Health	Senior Accountant	1	
		Health/HSA Reorg - AOD positions transfer to Behavioral Health	Fiscal Office Assistant II	1	
		Health/HSA Reorg - AOD positions transfer to Behavioral Health	Human Services Analyst II	9	
		Health/HSA Reorg - AOD positions transfer to Behavioral Health	Administrative Secretary III-C	1	
		Health/HSA Reorg - AOD positions transfer to Behavioral Health	Human Services Manager I	1	
		Health/HSA Reorg - AOD positions transfer to Behavioral Health	Human Services Manager II	1	
		Health/HSA Reorg - AOD positions transfer to Behavioral Health	Management Analyst III	1	
		Health/HSA Reorg - AOD positions transfer to Behavioral Health	Administrative Secretary II	1	
		Health/HSA Reorg - AOD positions transfer to Behavioral Health	Office Specialist	1	
		Health/HSA Reorg - AOD positions transfer to Behavioral Health	Human Services Supervisor-E	3	
		Health/HSA Reorg - AOD positions transfer to Behavioral Health	Case Mgmt/Assess Spec II-U	2	
		Health/HSA Reorg - AOD positions transfer to Behavioral Health	Case Mgmt/Assess Spec II	9	
		Add/Delete: Reorganization of Mental Health and AOD	Director, Behavioral Health Svcs	1	
		Add/Delete: Reorganization of Mental Health and AOD	Director, Mental Health Services		(1)
6240B	Family Health Services	New position to staff Fatherhood Collaborative (previously 4Cs)	Community Program Specialist II	1	
6600D	San Mateo Medical Center	New position at Willow Clinic to address unmet needs	Dental Assistant-U	1	
		New position in Acute Psych to comply with staffing ratio	Social Worker III	1	
		Add/Delete: Nutrition Program workload shift	Dietitian	1	
		Add/Delete: Nutrition Program workload shift	Chef Manager		(1)
		Add/Delete: Medical Center Pharmacy reorganization	Lead Pharmacy Tech	1	
		Add/Delete: Medical Center Pharmacy reorganization	Pharmacy Tech		(1)
		New position for Pediatric Expansion - convert one full-time to two part-time	Staff Physician	1	
		Outsource of Burlingame Long-Term Care Pharmacy	Pharmacy Tech-U		(1)
		Medical Center Lab restructure	Medical Technologist II		(2)
		Medical Center Lab restructure	Cytology Technologist II		(1)
		In-patient position adjustments - convert two part-time to one full-time	Licensed Vocational Nurse		(1)
		In-patient position adjustments - convert six part-time to three full-time	Medical Services Assistant II		(3)

Budget Unit ID	DEPARTMENT/DIVISION	DESCRIPTION	CLASSIFICATION	ADD	DEL
		In-patient position adjustments - convert six part-time to three full-time	Staff Nurse		(3)
		Medical Center Management Reorganization	Medical Program Manager		(1)
		Medical Center Management Reorganization	Chief Operating Officer		(1)
		Medical Center Management Reorganization	Deputy Dir. Ambulatory Services	1	
		Medical Center Management Reorganization	Health Services Manager I		(1)
		Medical Center Management Reorganization	Clinical Services Mgr - Diagnostic		(1)
		Medical Center Management Reorganization	Deputy Dir. Ancillary and Support		(1)
		Medical Center Management Reorganization	Deputy Dir. Clinical Ancillaries	1	
		Medical Center Management Reorganization	Deputy Dir. of Support Services	1	
		Medical Center Management Reorganization	Clinical Services Mgr I - Nursing		(2)
		Medical Center Management Reorganization	Clinical Services Mgr II - Nursing	1	
		Medical Center Management Reorganization	Deputy Dir. of Acute Inpatient	1	
		Medical Center Management Reorganization	Deputy Dir. Of Acute Behavioral	1	
7000D	Human Services Agency	Health/HSA Reorg - AOD positions transfer to Behavioral Health	Director, Substance Abuse		(1)
		Health/HSA Reorg - AOD positions transfer to Behavioral Health	Senior Accountant		(1)
		Health/HSA Reorg - AOD positions transfer to Behavioral Health	Fiscal Office Assistant II		(1)
		Health/HSA Reorg - AOD positions transfer to Behavioral Health	Human Services Analyst II		(9)
		Health/HSA Reorg - AOD positions transfer to Behavioral Health	Administrative Secretary III-C		(1)
		Health/HSA Reorg - AOD positions transfer to Behavioral Health	Human Services Manager I		(1)
		Health/HSA Reorg - AOD positions transfer to Behavioral Health	Human Services Manager II		(1)
		Health/HSA Reorg - AOD positions transfer to Behavioral Health	Management Analyst III		(1)
		Health/HSA Reorg - AOD positions transfer to Behavioral Health	Administrative Secretary II		(1)
		Health/HSA Reorg - AOD positions transfer to Behavioral Health	Office Specialist		(1)
		Health/HSA Reorg - AOD positions transfer to Behavioral Health	Human Services Supervisor-E		(3)
		Health/HSA Reorg - AOD positions transfer to Behavioral Health	Case Mgmt/Assess Spec II-U		(2)
		Health/HSA Reorg - AOD positions transfer to Behavioral Health	Case Mgmt/Assess Spec II		(9)
		New position to oversee Northern Region	Director, Northern Region	1	
		New position to support Veteran Services to address unmet needs	Benefits Analyst III	1	
		New positions for Quality Assurance/Accreditation	Benefits Analyst III	2	
		New positions for Quality Assurance/Accreditation	Office Specialist	1	
			TOTAL POSITION CHANGES	74	(71)
			Net Position Changes	3	

**FY 2007-09 Final Budget Hearing
ATTACHMENT C**

**MANAGEMENT COMPENSATION STUDY
ADJUSTMENTS**

Budget Unit ID	Budget Unit Name	Prorated Cost Nov - June 2008	Description of Change
1220B	Office of Economic Development	4,755	Covered by Revenue increase
1500B	Treasurer-Tax Collector	5,542	Offset by reduction in Other Professional Services
1700B	Human Resources Department	5,287	Net County Cost increase
2600B	Child Support Services	11,661	No change - absorbed by department.
3000B	Sheriff's Office	33,804	Net County Cost increase
3200D	Probation Department	28,998	Net County Cost increase
3700B	County Library	16,136	No change - absorbed by department.
3800B	Planning and Building	22,192	\$14,696 absorbed by department, \$7,496 Net County Cost increase
3900B	Parks Department	19,789	Net County Cost increase
4730B	Facilities Maintenance and Operations	9,078	Net County Cost increase
4740P	Construction Services	4,539	Offset by increase in Revenues
5500B	Health Administration	12,141	No change - absorbed by department.
5550B	Health Planning and Policy	22,148	No change - absorbed by department.
6100B	Behavioral Health and Recovery	31,258	\$6,251 covered by revenue increase, \$25,007 Net County Cost increase
6200B	Public Health Services	14,257	\$2,852 absorbed by department, \$11,405 Net County Cost increase
6240B	Family Health Services	5,808	\$1,161 covered by revenue increase, \$4,647 Net County Cost increase
6300B	Correctional Services	10,127	Net County Cost increase
6500B	Agricultural Commissioner/Sealer	5,045	Net County Cost increase
6600D	San Mateo Medical Center	62,936	No change - absorbed by department.
	Total - General Fund	325,500	
2000B	Retirement Office (Information Only)	26,668	

**FY 2007-09 Final Budget Hearing
ATTACHMENT D**

FINAL FUND BALANCE ADJUSTMENTS

FY 2007-08 Final Budget Hearings

Budget Unit ID	Budget Unit Name	AMOUNT Final Fund Balance Adjustment	Description of Change
1100D	Board of Supervisors	\$ 59,997	Increases Reserves in the amount of \$38,248 and appropriates the remainder for miscellaneous operating costs
1200B	County Manager's Office	160,412	Increases miscellaneous operating costs by \$917, reduces projected revenue by \$6,583, and increases Reserves by \$152,912
1220B	Office of Economic Development	19,572	Sets aside in Reserves
1240B	Public Safety Communications	300,961	Appropriates \$200,000 for the replacement of the 9-1-1 tape reproduction machine and \$100,961 for contract expenses
1300D	Assessor-Clerk-Recorder	434,997	Refunds \$434,184 to the Board of Education for the cost of the Superintendent of Schools election that was consolidated with the June 6, 2006 gubernatorial primary election and uses \$813 in Fund Balance to partially offset the return of HAVA money to the State
1400B	Controller's Office	(29,030)	Reduces Reserves to offset the decrease in Fund Balance
1500B	Tax Collector/Treasurer	538,718	Increases appropriation by \$396,460 for contract services, benefit adjustments, equipment, and other miscellaneous operating costs and sets aside \$142,258 in Reserves
1600B	County Counsel	206,241	Increases appropriation in the amount of \$103,120 for equipment upgrades and furniture replacement; sets aside the remaining \$103,121 in Reserves
1700B	Human Resources	167,622	Appropriates \$63,341 for equipment and office furniture; \$10,000 for moving and relocation expenses; \$53,000 for a countywide study to review information technology positions; and sets aside \$41,281 in Reserves
1800B	Information Services Department	3,511,167	Reappropriates projects not completed in FY 2006-07 such as mainframe elimination; telephone system upgrades; and e-Gov upgrade and returns unused funds to Reserves; provides funding for the acquisition and roll-out of hardware and software to enable GIS mapping for park trails; provides funding for cyber-investigative work and security tools
1920B	Grand Jury	0	No change
1940B	Message Switch	76,753	Increases contract appropriation for software enhancements or projects by the Message Switch user group
2510B	District Attorney/Public Administrator	344,090	Appropriates \$29,826 for painting the South San Francisco office and sets aside \$314,264 in Reserves
3000B	Sheriff's Office	0	No change
3200D	Probation Department	0	No change

FY 2007-08 Final Budget Hearings

Budget Unit ID	Budget Unit Name	AMOUNT Final Fund Balance Adjustment	Description of Change
3300B	Coroner's Office	(10,599)	Reduces Reserves to offset the decrease in Fund Balance
3570B	Local Agency Formation Commission	54,506	Appropriates \$25,000 for consulting fees to complete Municipal Service Reviews; \$10,000 for County Counsel fees; and sets aside \$19,506 in Reserves
3580B	Fire Protection Services	0	No change
3800B	Planning and Building	391,340	Sets aside in Reserves
3900B	Parks Department	(116,400)	Increases various projected revenues to fully offset the decrease in Fund Balance
4510P	Administrative Services	0	No change
4600P	Engineering Services	0	No change
4730P	Facilities Services	0	No change
4840B	Utilities	(425,143)	Reduces Reserves to offset the decrease in Fund Balance
5500B	Health Services Administration	473,751	Sets aside in Reserves for technology projects
5550B	Health Policy, Planning, and Promotion	104,491	Appropriates \$21,000 for the UC Cooperative Extension contract and facility rental expense and sets aside \$83,491 in Reserves for technology projects
5700B	Aging and Adult Services	666,883	Sets aside in Reserves for technology projects
5900B	Environmental Health Services	126,952	Appropriates \$126,952 toward relocation to new facility on Alameda de las Pulgas
6100B	Mental Health Services	667,337	Sets aside in Reserves for relocation to new facility on Alameda de las Pulgas
6200B	Public Health Services	526,596	Sets aside \$288,089 in Reserves for technology projects; uses \$133,726 to reduce contributions to the animal control contract in accordance with cost sharing ratios previously established, consisting of a \$125,825 decrease in the cities' contribution and a decrease of \$7,901 in the County share; and sets aside \$104,781 in Tobacco Prevention Reserves for operating expenses
6240B	Family Health Services	500,769	Appropriates \$286,769 toward relocation to new facility on Alameda de las Pulgas; and sets aside in Reserves \$214,000 for technology projects

FY 2007-08 Final Budget Hearings

Budget Unit ID	Budget Unit Name	AMOUNT Final Fund Balance Adjustment	Description of Change
6300B	Correctional Services	194,807	Appropriates \$18,500 for office furniture and equipment; \$108,000 for technology projects including computerized radiography, database enhancements, and Youth Services Center IT needs assessment; and sets aside in Reserves \$68,307 for technology projects
6500B	Agricultural Commissioner/Sealer	180,285	Appropriates \$147,000 for contract services including pesticide regulatory program, water testing, and vapor meter lab; 23,285 for various agricultural and office equipment expenses; and \$10,000 for fixed asset purchases
7000D	Human Services Agency	2,997,129	Sets aside in Reserves against potential reductions in intergovernmental funding, and for expansion of Emancipated Foster Youth transitional housing in the southern and central regions of the County
7900B	Department of Housing	(1,012,413)	Reduces \$956,623 in Housing and Community Development project costs and \$55,790 Reserves to offset the reduction in Fund Balance
8000B	Non-Departmental Services	42,604,903	Reappropriates a one-time cash advance of \$4 million to the Town of Portola Valley to assist in the completion of a new Town Hall. This advance was authorized by the Board last March. The Town subsequently notified the County Manager's Office that these funds would not be needed until the end of the 2007 calendar year. There is no fiscal impact as the Town will repay the advance plus accrued interest. The remaining fund balance of \$38,604,903 is set aside in Reserves.
	Subtotal General Fund	\$ 53,716,694	
3550B	Structural Fire	166,507	Appropriates \$50,000 for emergency replacement of two County Fire Vehicles and sets aside \$116,507 in Reserves
3560B	County Service Area #1	88,857	Sets aside in Reserves
3700B	County Library	654,314	Appropriates \$30,000 for the Public Library System; \$10,000 for staff development day; \$5,000 in summer reading prizes; sets aside \$609,314 in Reserves
3950B	Fish and Game	8,412	Sets aside in Fish and Game Reserves

Attachment D - Final Fund Balance Adjustments
FY 2007-08 Final Budget Hearings

Budget Unit ID	Budget Unit Name	AMOUNT Final Fund Balance Adjustment	Description of Change
3960B	Off-Highway Vehicle License Fees	(19,206)	Reduces Reserves to offset the decrease in Fund Balance
3970B	Parks Acquisition and Development	(1,758,096)	Decrease capital projects to fully offset the reduction in Fund Balance
3980B	Coyote Point Marina	327,647	Sets aside in Reserves
4520B	Road Construction and Operations	3,158,646	Appropriates \$3,068,105 for Contingencies and sets aside \$90,541 in Reserves
4740B	Construction Services	190,077	Sets aside in Reserves
4760B	Vehicle and Equipment Services	(825,733)	Reduces Capital Reserves
4820B	Waste Management	57,628	Sets aside in Reserves
4830B	Transportation Services	3,390	Sets aside in Reserves
4840B	Utilities	3,600,973	Sets aside in Reserves
4850B	Airports	394,470	Sets aside in Reserves
5630B	Emergency Medical Services Fund	608,719	Sets aside in EMS Trust Fund Reserves
5800B	IHSS Public Authority	106,744	Sets aside in IHSS Public Authority Fund Reserves for future payment of Independent Provider benefits
8200B	Accumulated Capital Outlay Fund	1,955	Sets aside in Reserves
8300B	Courthouse Temporary Construction Fund	473,405	Sets aside in Reserves
8400B	Criminal Justice Temporary Construction Fund	126,551	Sets aside in Reserves
8500D	Capital Projects Fund	2,307,642	Sets aside in Reserves
8900B	Debt Service Fund	2,805,390	Sets aside in Reserves
	Subtotal Non-General Funds	\$ 12,478,292	

Attachment D - Final Fund Balance Adjustments
 FY 2007-08 Final Budget Hearings

Budget Unit ID	Budget Unit Name	AMOUNT Final Fund Balance Adjustment	Description of Change
	TOTAL ALL FUNDS	\$ <u>66,194,986</u>	
1950B	First 5 San Mateo County (Information Only)	1,027,955	Sets aside in Reserves for strategic initiatives in accordance with First5 Commission's 10-Year Financial Plan
2000B	Retirement Office (Information Only)	0	No change

**FY 2007-09 Final Budget Hearing
ATTACHMENT E**

**SEPTEMBER REVISIONS
(Final Budget Changes)**

September Revisions:

FY 2007-08 Recommended Budget

1. San Mateo County Community Colleges Foundation Grant

A one-time grant from the San Mateo County Community Colleges Foundation will be used to fund an internship.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
9,000	9,000	0	0	0	0

2. Miscellaneous Adjustments

Reserves will be used to fund miscellaneous one-time operating costs for training, educational materials, and extra-help.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	27,200	0	(27,200)	0	0

TOTAL FY 2007-08 SEPTEMBER REVISIONS

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
9,000	36,200	0	(27,200)	0	0

FY 2008-09 Recommended Budget

3. Elimination of One-Time Grant Funding

One-time grant funding from the San Mateo County Community Colleges Foundation is eliminated.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(9,000)	(9,000)	0	0	0	0

September Revisions:**FY 2007-08 Recommended Budget****1. Memberships and Contributions**

Appropriation has been added for: a slight increase in the contract with the Homework Centers; an increase in the contribution to HEART (Housing Endowment and Regional Trust); an increase in membership dues to the Urban County Caucus; and a contribution for a two-year agreement with the Peninsula Leadership Council. The first eighteen months of the Peninsula Leadership Council agreement will be paid in FY 2007-08 and the remaining six months of the agreement will be paid in FY 2008-09.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	58,932	0	0	58,932	0

2. Fatherhood Collaborative

The FY 2007-08 budget includes a contribution to the Fatherhood Collaborative. Appropriation has been deleted from contributions and added back as a cost transfer to the Health Department as reimbursement. The Health Department will now facilitate the disbursement of these funds.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(25,000)	0	0	(25,000)	0
0	25,000	0	0	25,000	0

3. Shared Vision Update

Initiated by the Board of Supervisors in 2000, Shared Vision begins a major community dialogue to update the County's core commitments and goals and provides renewed direction from the 2010 objectives to 2025. In concert with other outreach efforts, an Annual Report video will expand the County Manager's nascent communications program and, for community engagement activities including Shared Vision, enable increased outreach that may not be possible with an ever-more consolidated media market covering San Mateo County.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	62,000	0	0	62,000	0

4. Intergovernmental Affairs (IGA) Projects and Workshops

The IGA Unit will manage and facilitate several new outreach projects and workshops including: the Competitive Global Workforce Workshop; Domestic Violence Workshop; Livable Communities Workshop; and various outreach and educational programs. As the County transitions from Shared Vision 2010 to Shared Vision 2025, these workshops are intended to explore some of the key policy issues that will help meet the County's current commitments while foreshadowing future efforts. Headed by individual members of the Board of Supervisors, these workshops will engage the public to both educate and solicit input.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	48,500	0	0	48,500	0

5. Boards and Commissions Online Tutorial

The IGA Unit will facilitate a Boards and Commissions Workshop and related activities to help the development of advisory board and commission members. As part of the Workshop, an advisory board and commission workbook and companion, online tutorial will be developed to outline basic and common responsibilities, to educate members about the Brown Act, FPPC and other requirements, and

generally to serve as training materials on how to be effective board and commission members. Staff expect this one-time effort as the foundation for institutionalizing an ongoing recruitment, training and retention program for board and commission members.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	12,000	0	0	12,000	0

TOTAL FY 2007-08 SEPTEMBER REVISIONS

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	181,432	0	0	181,432	0

FY 2008-09 Recommended Budget

6. Peninsula Leadership Council

A one-time 18-month contribution in FY 2007-08 to the Peninsula Leadership Council has been eliminated and a one-time 6-month appropriation in FY 2008-09 has been added.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(33,334)	0	0	(33,334)	0

7. Intergovernmental Affairs (IGA) Projects and Workshops

The following one-time workshops and projects completed in FY 2007-08 have been eliminated: Competitive Global Workforce Workshop; Domestic Violence Workshop; Livable Communities Workshop; various outreach and education programs; and contract appropriation for the video component of the Countywide Annual Report.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(110,500)	0	0	(110,500)	0

8. Boards and Commissions Online Tutorial

One-time appropriation for a Boards and Commissions workshop and online tutorial has been eliminated.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(12,000)	0	0	(12,000)	0

TOTAL FY 2008-09 SEPTEMBER REVISIONS

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(155,834)	0	0	(155,834)	0

September Revisions:**FY 2007-08 Recommended Budget****1. Pitney Bowes Mail Sorter**

The Elections Department will enter into a lease agreement with Pitney Bowes to obtain mail sorting equipment that will help automate the absentee vote by mail process. The agreement is for five years and the cost of the first year has been fully offset with a reduction in extra-help appropriation.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(48,750)	0	0	(48,750)	0
0	48,750	0	0	48,750	0

2. Poll Worker Training

Training will be needed to prepare additional Poll Workers for the increased number of elections in FY 2007-08. The cost of the additional training has been partially offset with revenue received from other jurisdictions using County election services.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
70,995	101,800	0	0	30,805	0

3. One-Time Purchase of Equipment

New computers and automation equipment will be purchased in the Assessor-County Clerk- Recorder's Office as part of an overall system upgrade plan. The cost of the new equipment has been fully offset with a reduction in other operating costs.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(280,000)	0	0	(280,000)	
0	280,000	0	0	280,000	0

4. Return of Unspent HAVA Revenue

State revenue was received in FY 2006-07 for the purchase of new election voting equipment. Unspent Help America Vote Act (HAVA) funds will be returned to the state in compliance with state funding guidelines.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(647,836)	0	(813)	(648,649)	
0	648,649	0	0	648,649	0

TOTAL FY 2007-08 SEPTEMBER REVISIONS

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
70,995	102,613	0	(813)	30,805	0

September Revisions:

FY 2008-09 Recommended Budget

5. Poll Worker Training

Training will be needed to prepare additional Poll Workers for the increased number of elections in FY 2008-09. The cost of the additional training has been partially offset with revenue received from other jurisdictions using County election services.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
39,241	63,292	0	0	24,051	0

September Revisions:**FY 2007-08 Recommended Budget****1. Customer Purchases and Projects**

Funding is included for customer purchases and countywide projects begun in FY 2006-07 but not yet completed including: the ATKS project, e-Gov upgrade, Netsmart hardware acquisition for the Health Department, and San Mateo Medical Center projects including AEMR, which is funded by grants, MAR/MAK implementation, and Blood Bank Transfusion Service implementation. IVR reserves will be used to decommission the shared Interactive Voice Response system with the completion of the Tax Collector migration to a newer system. The Courts migrated to a new system in FY 2006-07.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
2,201,627	5,106,556	(2,784,929)	(120,000)	0	0

2. Position Adjustments

The Information Services Department intends to use job classifications that are specific to ISD for all engineering positions. Filled and vacant positions classified as non-ISD engineering classifications, Information Technology Analyst V235, have been deleted. Positions classified as ISD engineering positions, Systems Engineer V210, have been added. This change will allow for increased flexibility in workload management.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(2,247,349)	0	0	(2,247,349)	(17)
0	2,247,349	0	0	2,247,349	17

TOTAL FY 2006-07 SEPTEMBER REVISIONS

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
2,201,627	5,106,556	(2,784,929)	(120,000)	0	0

FY 2008-09 Recommended Budget**3. Elimination of One-time Projects**

One-time project costs for projects completed in FY 2007-08 have been eliminated.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(4,478,613)	(7,263,542)	2,784,929	0	0	0

September Revisions:

FY 2007-08 Recommended Budget

1. Grand Jury Website

The Information Services Department will update the Grand Jury website. Appropriation has been moved from miscellaneous operating costs to service charges to fully offset the estimated cost of the project.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(2,079)	0	0	(2,079)	0
0	2,079	0	0	2,079	0

FY 2008-09 Recommended Budget

No change.

September Revisions:

FY 2007-08 Recommended Budget

1. Jail Planning Unit

A Jail Planning Unit has been established that includes one existing Lieutenant position and three new positions: one Management Analyst; one Correctional Officer; and one Legal Office Specialist. This adjustment includes the cost of: the three new positions from January through June 2008; leased office space, general office expenses, and one-time set up costs for desks and computers. The ongoing annual cost of the unit will be \$800,000. The Unit will support the County's goal to replace the Women's Correctional Center and various jail overcrowding efforts.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	354,214	0	0	354,214	3

2. Homeland Security Grant

A one-time Homeland Security grant in the amount of \$2.3 million for the Office of Emergency Services (OES) and the Regional Terrorism Threat Assessment Center (RTTAC) has been approved at the federal level. The FY 2007-08 Recommended Budget already includes \$1 million as the RTTAC allotment. Another \$600,000 is allocated as a September Revision and represents the amount that OES expects to spend during FY 2007-08, with authorization by the Homeland Security/Terrorism approval authority, for training and equipment purchases. The remaining balance of \$700,000 in OES funding has been appropriated in the FY 2008-09 budget.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
600,000	600,000	0	0	0	0

3. Gang Task Force

One-time federal grant allocations provided through the State Office of Emergency Services will fund equipment for surveillance, tracking equipment, cell phone and data retrieval software, digital cameras, computers, overtime, and various anti-gang initiatives.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
187,920	187,920	0	0	0	0

4. Contract Extension with the City of Hillsborough

The contract between the City of Hillsborough and the County of San Mateo for support provided for emergency services has been extended from July through December 2007. Extra help appropriation has been added in order to continue services through this extended time frame. Extra-help costs are fully offset with contract revenue.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
\$33,000	\$33,000	0	0	0	0

5. CAL-ID Funding

The Remote Access Network (RAN) board approved a one-year increase in CAL-ID program funding in order to increase extra-help and reduce the overtime workload associated with the CAL-ID fingerprinting analysis at the Sheriff's Forensic Laboratory.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
\$20,000	\$20,000	0	0	0	0

TOTAL FY 2007-08 SEPTEMBER REVISIONS

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
840,920	1,195,134	0	0	354,214	3

FY 2008-09 Recommended Budget

6. Jail Planning Unit

The Jail Planning Unit was added to the budget in FY 2007-08 with costs prorated from January through June 2008. Appropriation has been added to the FY 2008-09 to reach the fully annualized cost of the Unit, which is approximately \$800,000.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	445,000	0	0	445,000	0

7. Homeland Security Grant

One-time FY 2007-08 Homeland Security Grant allocations for the Office of Emergency Services have been removed, and the FY 2008-09 allocation has been appropriated.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(600,000)	(600,000)	0	0	0	0
700,000	700,000	0	0	0	0

8. Gang Task Force

One-time FY 2007-08 Gang Task Force allocations for the Office of Emergency Services have been removed.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(187,920)	(187,920)	0	0	0	0

9. Contract Extension with the City of Hillsborough

One-time FY 2007-08 revenue and expenses associated with the contract extension with the City of Hillsborough have been removed.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(33,000)	(33,000)	0	0	0	0

10. CAL-ID Funding

One-time FY 2007-08 revenue and expenses associated with CAL-ID fingerprinting analysis program have been removed.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(\$20,000)	(\$20,000)	0	0	0	0

TOTAL FY 2008-09 SEPTEMBER REVISIONS

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(140,920)	304,080	0	0	445,000	0

September Revisions:

FY 2007-08 Recommended Budget

1. Juvenile Justice Crime Prevention Act

Juvenile Justice Crime Prevention Act updated allocation will be used to offset overtime used for gang task force activities and other activities associated with intensive supervision.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
189,279	189,279	0	0	0	0

FY 2008-09 Recommended Budget

No change.

September Revisions:**FY 2007-08 Recommended Budget****1. Wireless 9-1-1 System**

The State has allocated revenue for the replacement of 9-1-1 systems. The new system will allow for increased reliability, ability to add Wireless 9-1-1, caller identification on selected telephone lines, and may include GIS mapping. The equipment room was remodeled to accommodate installation of the new system, which delayed the project implementation date.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
360,000	360,000	0	0	0	0

FY 2008-09 Recommended Budget**2. Elimination of One-Time Funding**

One-time funding for the implementation of the Wireless 9-1-1 system has been removed.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(360,000)	(360,000)	0	0	0	0

September Revisions:

FY 2007-08 Recommended Budget

1. County Fire Emergency Vehicle Purchase

Revenue from the Structural Fire Fund has been appropriated for two command vehicles for County Fire. These vehicles are included in the County Fire Vehicle Replacement Plan and will replace vehicles that have reached the end of their useful life.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
50,000	50,000	0	0	0	0

FY 2008-09 Recommended Budget

1. Deletion of One-Time Vehicle Purchases

One-time purchases and funding in FY 2007-08 have been eliminated.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(50,000)	(50,000)	0	0	0	0

September Revisions:**FY 2007-08 Recommended Budget****1. Final Budget Adjustments**

New federal revenue for Library Services and Technology Act (LSTA) is added to support literacy services. Minor adjustments have been made to operating costs and the remainder has been set aside in Reserves.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
88,426	(774)	73,350	15,850	0	0

FY 2008-09 Recommended Budget**2. Elimination of One-Time Funding**

One-time funding for the Library Services and Technology Act (LSTA) has been eliminated and minor adjustments have been made to operating costs.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(25,000)	(18,290)	9,150	(15,860)	0	0

September Revisions:

FY 2007-08 Recommended Budget

1. **Reappropriation of Deferred Revenue**

Revenue deferred from FY 2006-07 was reappropriated in FY 2007-08 and will be used to fully offset the cost of the following ongoing projects: Pillar Point, Highlands, Guadalupe Quarry, Clos de la Tech Winery, Pilarcitos, Palomar Oaks, Larchmont, Ticonderoga, Rathgar Court, and Big Wave.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
490,361	490,361	0	0	0	0

FY 2008-09 Recommended Budget

2. **Elimination of One-Time Funding**

One-time revenue from ongoing project-related contracts funded by applicants and developers has been eliminated.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(490,361)	(490,361)	0	0	0	0

September Revisions:**FY 2007-08 Recommended Budget****1. Metropolitan Transportation Commission Road Grant**

Funding from a Metropolitan Transportation Commission grant will allow the division to conduct the annual evaluation of County street conditions. This information will be integrated into the Pavement Management System (PMS) database and used to prioritize construction and maintenance of County roads.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
40,000	40,000	0	0	0	0

2. Memorial Park Restroom Construction

The Memorial Park restroom will be replaced and brought into compliance with the American With Disabilities Act (ADA). Project costs will be fully offset with revenue from the Parks Department.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
140,817	140,817	0	0	0	0

TOTAL FY 2007-08 SEPTEMBER REVISIONS

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
180,817	180,817	0	0	0	0

FY 2008-09 Recommended Budget**3. Memorial Park Restroom Construction**

One-time funding and project costs for the Memorial Park restroom construction has been removed.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(140,817)	(140,817)	0	0	0	0

September Revisions:

FY 2007-08 Recommended Budget

1. Energy Costs Adjustments

Adjustments have been made to eliminate a one-time transfer for energy costs as these costs have already been adjusted in the rent assessments for FY 2007-08. This adjustment will eliminate a duplicate entry for this revenue.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(531,496)	531,496	0	0	0

2. Capital Projects Staffing Adjustments

One new capital projects manager and two construction project manager positions have been added to facilitate long-term projects such as the construction of the new Women's Correctional Facility and the development of the County's Five-Year Capital Improvement Plan. These positions are being funded by charges to project budgets.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	207,816	(207,816)	0	0	3

TOTAL FY 2007-08 SEPTEMBER REVISIONS

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(323,680)	323,680	0	0	3

FY 2008-09 Recommended Budget

No change.

September Revisions:

FY 2007-08 Recommended Budget

1. Proposition 1B State Transportation Bond Funding

Allocations from the State budget have provided one-time funding for the maintenance and improvement of local roads. This amount represents the County's share of bond revenue and will be used to improve and extend the useful life of various roads throughout the County.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
5,000,000	5,000,000	0	0	0	0

FY 2008-09 Recommended Budget

2. Proposition 1B State Transportation Bond Funding

One-time Proposition 1B funding and appropriation have been eliminated.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(5,000,000)	(5,000,000)	0	0	0	0

September Revisions:

FY 2007-08 Recommended Budget

1. Transportation Lobbyist

Transportation lobbying costs are budgeted in the Intergovernmental Affairs (IGA) budget unit. The Half-Cent Transportation Fund is used to offset these costs and this one-time adjustment allows for funds not transferred to IGA in FY 2006-07.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
20,000	20,000	0	0	0	0

FY 2008-09 Recommended Budget

2. Transportation Lobbyist

One-time adjustment for the cost of the transportation lobbyist has been eliminated.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(20,000)	(20,000)	0	0	0	0

September Revisions:

FY 2007-08 Recommended Budget

1. Sewer/Sanitation Rate Adjustments

Rate increases have been adopted for nine sewer and sanitation districts in the County and will be used to offset increasing maintenance and operation costs.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
2,372,027	2,372,026	0	0	0	0

FY 2008-09 Recommended Budget

No change.

September Revisions:

FY 2007-08 Recommended Budget

1. Relocation of Central County Health Programs

Appropriations are being added to cover relocation of certain Family Health Services and Mental Health programs to a new facility on Alameda de las Pulgas in San Mateo, enabling consolidation and co-location of several related County programs in the central region. This will help alleviate current crowded conditions and provide adequate space to accommodate changes resulting from recent County reorganizations. The moves are expected to take place by late calendar year 2007. The costs will be billed by Health Administration to the programs being relocated.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	1,500,000	(1,500,000)	0	0	0

FY 2008-09 Recommended Budget

2. Deletion of Prior Year One-Time Adjustments

One-time budget adjustments made in the prior year are deleted in FY 2008-09.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(1,500,000)	1,500,000	0	0	0

September Revisions:

FY 2007-08 Recommended Budget

1. Increase in Salary and Benefits to Independent Providers (IP)

Additional appropriations reflect higher salary costs paid to In-Home Supportive Services (IHSS) IPs due to an increased State wage cap and negotiated increases in the number of health, dental, and vision insurance slots for IPs. The additional costs are fully offset by increased federal IHSS funding and Realignment revenue.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
1,126,445	1,126,445	0	0	0	0

FY 2008-09 Recommended Budget

No change.

September Revisions:**FY 2007-08 Recommended Budget****1. Waste Tire Grant**

State funding from the California Integrated Waste Management Board will enable Environmental Health Services to hold several collection events, ensuring proper disposal and cleanup of waste tires. The additional funding will also be used to reimburse other jurisdictions in the County for disposal of abandoned waste tires.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
49,950	49,950	0	0	0	0

FY 2008-09 Recommended Budget**2. Deletion of Prior Year One-Time Adjustments**

One-time budget adjustments made in the prior year are deleted in FY 2008-09.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(49,950)	(49,950)	0	0	0	0

September Revisions:

FY 2007-08 Recommended Budget

1. Transfer of Alcohol and Other Drug Services (AOD) Program

This funding adjustment implements the reorganization approved by the Board of Supervisors on July 24, 2007, merging the AOD program and Mental Health Services into a new Behavioral Health and Recovery Services unit within the Health Department. A total of 32 positions—27 AOD program positions and five AOD support staff—are being transferred in to the new organization (refer to Attachment B of the September Revisions package for position detail). These increases are fully offset by corresponding decreases in the Human Services Agency, resulting in no overall change to Net County Cost as a result of this initiative.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
13,974,045	18,872,186	(1,006,199)	0	3,891,942	32

2. Negotiated Increases for Union of American Physicians and Dentists (UAPD)

Appropriations are being added to cover increased costs resulting from the recently signed Memorandum of Understanding with UAPD. Increased revenue from Realignment Sales Tax will cover approximately twenty percent of the cost; the balance represents Net County Cost.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
86,368	431,838	0	0	345,470	0

TOTAL FY 2007-08 SEPTEMBER REVISIONS

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
14,060,413	19,304,024	(1,006,199)	0	4,237,412	32

FY 2008-09 Recommended Budget

No change.

September Revisions:

FY 2007-08 Recommended Budget

1. Negotiated Increases for Union of American Physicians and Dentists (UAPD)

Appropriations are being added to cover increased costs resulting from the recently signed Memorandum of Understanding with UAPD. Approximately twenty percent of the \$55,142 total cost increase will be absorbed within the existing budget; the balance of \$44,114 represents Net County Cost.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(11,028)	0	0	(11,028)	0
0	55,142	0	0	55,142	0

FY 2008-09 Recommended Budget

No change.

September Revisions:

FY 2007-08 Recommended Budget

1. Transfer of Fatherhood Collaborative

Due to program expansion in recent years, and in order to benefit from organizational alignment with other Health Department programs, the Fatherhood Collaborative is being transferred from the Child Care Coordinating Council to Family Health Services. One Community Program Specialist II position is being added to support program activities. This program is fully offset by transfers from other County departments, private donations, and miscellaneous reimbursements; there is no Net County Cost.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
47,500	117,500	(70,000)	0	0	1

2. Negotiated Increases for Union of American Physicians and Dentists (UAPD)

Appropriations are being added to cover increased costs resulting from the recently signed Memorandum of Understanding with UAPD. Increased Medi-Cal Administrative Activities (MAA) revenue will cover approximately twenty percent of the cost; the balance represents Net County Cost.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
4,631	23,156	0	0	18,525	0

TOTAL FY 2007-08 SEPTEMBER REVISIONS

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
52,131	140,656	(70,000)	0	18,525	1

FY 2008-09 Recommended Budget

No change.

September Revisions:**FY 2007-08 Recommended Budget****1. State Agreement for Weed Control**

The California Department of Food and Agriculture (CFDA) has funded weed control projects to be performed by the following San Mateo County Weed Management Area participants—the County Parks Department, Mid-Peninsula Open Space District, and Peninsula Open Space Trust.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
77,033	77,033	0	0	0	0

FY 2008–09 Recommended Budget**2. Deletion of Prior Year One-Time Adjustments**

One-time budget adjustments made in the prior year are deleted in FY 2008-09.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(77,033)	(77,033)	0	0	0	0

September Revisions:

FY 2007-08 Recommended Budget

1. Health Plan of San Mateo Intergovernmental Transfer

Revenues are increased due to the Health Plan of San Mateo (HPSM) intergovernmental transfer (IGT). This program allows the State to use IGT payments provided by participating hospitals (those like the San Mateo Medical Center that serve a disproportionate number of Medi-Cal patients) as matching funds to draw down federal funds. Appropriations are increased by \$1 million to reimburse the General Fund for its IGT payment. The remaining funds will be used to reduce the General Fund loan to the Medical Center and offset cost increases from the recently signed Memorandum of Understanding with Union of American Physicians and Dentists (UAPD).

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
2,000,000	1,000,000	0	0	(1,000,000)	0
(715,864)	562,247	0	0	1,278,111	0

2. Management Reorganization

The Medical Center is reorganizing its management structure to more effectively respond to the healthcare environment. The Medical Center has added six positions and deleted seven vacant positions for a net decrease of one position. These position changes are budget neutral and were included in the September 11, 2007 Salary Ordinance Amendment.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	852,581	0	0	852,581	6
0	(852,581)	0	0	(852,581)	(7)

3. Burlingame Long-Term Care In-House Pharmacy

The cost of the proposed Burlingame Long-Term Care in-house pharmacy and revenues have been eliminated, including one vacant unclassified Pharmacy Technician. After further analysis, it has been determined that this in-sourcing strategy is not operationally or financially feasible.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(515,953)	(515,953)	0	0	0	(1)

4. Clinical Trials and Research Grant Revenue

Grant revenues and expenditures for Clinical Trials and Research have been added. Increased revenue will more than offset increases due to approved Management Compensation study.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
422,291	29,286	0	0	(393,005)	0

5. In-Patient Position Adjustments

Two part-time Licensed Vocational Nurse positions have been converted to one full-time position; six part-time Medical Services Assistant II positions have been converted to three full-time positions; and six part-time Staff Nurse positions have been converted to three full-time positions. These positions have been realigned to meet in-patient care needs.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	52,832	0	0	52,832	(7)

6. Miscellaneous Position Adjustments

Several positions have been added and deleted to enhance the quality of care at San Mateo Medical Center. The following vacant positions have been deleted: one Chef Manager, one Pharmacy Tech, two Medical Technologist IIs, and one Cytology Technologist II. The following positions have been added: one Dietician, one Lead Pharmacy Tech, one unclassified Dental Assistant, and one Social Worker III. One part-time Staff Physician position and one part-time Hospital Unit Coordinator position have been converted to full-time positions and extra help appropriation has been increased to assist case management staff.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
182,430	244,492	0	0	62,062	0

TOTAL FY 2007-08 SEPTEMBER REVISIONS

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
1,372,904	1,372,904	0	0	0	(9)

FY 2008-09 Recommended Budget

No change.

September Revisions:
FY 2007-08 Recommended Budget
1. Bond Proceeds

Bond proceed revenue and projects completed in FY 2006-07 have been eliminated. Fund Balance will be used to offset the cost of information technology projects scheduled for completion in FY 2007-08.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(2,797,200)	(2,797,200)	0	0	0	0

FY 2008-09 Recommended Budget
2. Elimination of One-time Capital Projects

Funding and projects completed in FY 2007-08 have been eliminated.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(858,800)	(858,800)	0	0	0	0

September Revisions:

FY 2007-08 Recommended Budget

1. Health Plan of San Mateo Intergovernmental Transfer

Appropriation is increased for the Health Plan of San Mateo (HPSM) intergovernmental transfer (IGT) to the State. This program allows the State to use IGT payments provided by participating hospitals (those like the San Mateo Medical Center that serve a disproportionate number of Medi-Cal patients) as matching funds to draw down federal funds. As a result of this increased revenue to the Medical Center, the loan to the Medical Center to balance the operating budget is reduced.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	1,000,000	0	0	1,000,000	0
0	(715,864)	0	0	(715,864)	0

TOTAL FY 2007-08 SEPTEMBER REVISIONS

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	284,136	0	0	284,136	0

FY 2008-09 Recommended Budget

No change.

September Revisions:

FY 2007-08 Recommended Budget

1. California Child Support Automated System (CCSAS) Conversion Project Rescheduling

State scheduling changes in the CCSAS conversion project have extended the Department of Child Support Services' conversion schedule in support of project milestones; therefore, a shift in appropriation and associated revenue from the prior year to FY 2007-08 is required. There is no increase in either Net County Cost or overall two-year conversion project cost associated with this rescheduling.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
33,460	33,460	0	0	0	0

2. Increase in Case Management Analytical Capability

Conversion to the new CCSAS system necessitates a shift in workload priorities toward greater emphasis on management analysis to support the establishment and enforcement of child support cases. One vacant Child Support Technician position is being deleted and one Child Support Officer II added to provide increased analytical staffing.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(55,513)	0	0	(55,513)	(1)
0	55,513	0	0	55,513	1

TOTAL FY 2007-08 SEPTEMBER REVISIONS

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
33,460	33,460	0	0	0	0

FY 2008-09 Recommended Budget

3. Deletion of Prior Year One-Time Adjustments

One-time budget adjustments made in the prior year are deleted in FY 2008-09.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(33,460)	(33,460)	0	0	0	0

September Revisions:

FY 2007-08 Recommended Budget

1. Transfer of Alcohol and Other Drug Services (AOD) Program

This funding adjustment implements the reorganization approved by the Board of Supervisors on July 24, 2007, merging the AOD program and Mental Health Services into a new Behavioral Health and Recovery Services unit within the Health Department. A total of 32 positions—27 AOD program positions and five AOD support staff—are being transferred from the Human Services Agency (HSA) to the new organization (refer to Attachment B of the September Revisions package for position detail). These decreases fully offset the corresponding increases in the Health Department, resulting in no overall change to Net County Cost as a result of this initiative.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(14,124,678)	(19,314,114)	1,297,494	0	(3,891,942)	(32)

2. North County Regional Director

One position is being added to assume the HSA North County Regional Director functions previously performed by the Director of Substance Abuse and Shelter Services position that has now been transferred to the Health Department with the AOD reorganization. The cost will be offset by revenue adjustments, with no additional Net County Cost.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	130,697	0	0	130,697	1
0	(130,697)	0	0	(130,697)	0

3. Additional Staffing for Quality Assurance

Development of second tier case record review capability has been recommended by the Council on Accreditation (COA), and also indicated as a program audit requirement by the State. To accomplish this, three positions will be added—two Benefit Analyst IIIs and one Office Specialist. Focus of the new staffing will be on data analysis, review of program results, establishment of error trends, and identifying potential Countywide training needs. The additional cost is fully offset by federal welfare revenue and costs-applied to various other budget units within HSA; there is no Net County Cost associated with this action.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
157,451	331,430	(173,979)	0	0	3

4. Additional Staffing for Veterans Services

At the June budget hearings, the Board expressed concern over the unmet needs of military veterans throughout the County. To better address these needs, one Benefit Analyst III position is being added to conduct outreach and supplemental services in order to increase the veterans' awareness of assistance programs being provided by the County to help veterans and their families apply for and receive the benefits to which they are entitled.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	62,161	0	0	62,161	1

5. One-Time Bridge Funding for Community Overcoming Relationship Abuse (CORA)

At the June budget hearings, CORA's request for additional funding was referred to HSA for review. As indicated in the report-back included in Attachment A of the September Revisions package, one-time bridge funding is being appropriated to enable CORA to maintain their current Client Support Services Program (CSSP). Federal and State revenue from claimings will cover approximately 55% of the additional cost; the remaining \$54,000 represents Net County Cost.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
66,000	120,000	0	0	54,000	0

TOTAL FY 2007-08 SEPTEMBER REVISIONS

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(13,901,227)	(18,800,523)	1,123,515	0	(3,775,781)	(27)

FY 2008-09 Recommended Budget

6. Deletion of Prior Year One-Time Adjustments

One-time budget adjustments made in the prior year are deleted in FY 2008-09.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(66,000)	(120,000)	0	0	(54,000)	0

September Revisions:

FY 2007-08 Recommended Budget

1. Net County Cost Adjustments

A number of ongoing and one-time adjustments to Net County Cost are included in September revisions, as follows: the year-one cost of the Sheriff's Jail Planning Unit of \$354,214; negotiated MOU with Physicians and Dentists (UAPD) of \$408,109; Management Compensation Study salary increases of \$160,683; the cost of an additional position in the Veterans Services Unit of \$62,161; two-year training for poll workers on the new Elections system of \$30,805; one-time bridge funding to CORA of \$54,000 to maintain the current Client Support Services Program; one-time Board-sponsored projects and workshops, including the Shared Vision update, of \$122,500; and one-time and ongoing adjustments to Memberships and Contributions of \$58,932. These increases are offset by a decrease in the Medical Center General Fund loan of \$715,864 and a slight decrease in the County's share of the Peninsula Humane Society's contract of \$7,901.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	0	0	(527,639)	(527,639)	0

2. Youth Services Center Debt Service Payment Adjustment

California Financial Services recently notified the County that the initial debt service payment for the Youth Services Center (YSC) will be higher than previously estimated due to lower than anticipated fund credits. This is a one-time cost increase and will not impact future debt service payments for the YSC.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	1,218,025	0	(1,218,025)	0	0

3. SMMC Information Technology Projects

In FY 2006-07 the County allocated \$3.6 million in bond proceeds from the 1994 Health Project financing to fund information technology initiatives at the Medical Center. In FY 2006-07 the Medical Center spent down \$3 million. This adjustment reappropriates the balance.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	658,800	0	(658,800)	0	0

4. Health Plan of San Mateo Intergovernmental Transfer

The County will be increasing its contribution to the Health Plan of San Mateo (HPSM) intergovernmental transfer to the State by \$1 million, for a new total contribution of \$5 million. Once the funds are received by the Medical Center, the County's contribution is returned to Non-Departmental Services. This adjustment appropriates the return of the additional \$1 million outlay.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
1,000,000	0	0	0	(1,000,000)	0

5. New Capital Improvement Projects and Reappropriations

New projects totaling \$1,140,688 are added. The most notable of these is the Maguire Correctional Facility Sewage Separation Project of \$1 million. Funds will be used to redirect waste and install grinders in the Maguire outflow so that items that are discarded by inmates, such as clothing, do not clog up Redwood City's sewer system. Funds are also set aside for Phase II of the Countywide Facility Assessment and development of a five-year Capital Improvement Plan. These costs are offset by reduced reappropriations for existing projects of \$1,049,578.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	91,110	0	(91,110)	0	0

6. New Information Technology Projects and Reappropriations

During the June Budget Hearings the Board expressed interest in making County Parks trail information available over the Internet. Phase I of this effort, which was funded by ISD Fund Balance, involved the procurement of new hardware, geographic information system (GIS) software, and training of Park's staff. Phase II will include the procurement of GIS-enabled hardware and the recruitment of volunteers to record the trail information. This adjustment appropriates \$97,000 for Phase II. A report back on this item is included in Attachment A. This adjustment also includes the reappropriation of carryforward projects from FY 2006-07 totaling \$2,458,002, including the Automated Time Keeping System (ATKS), e-Gov and countywide GIS.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	2,553,002	0	(2,553,002)	0	0

7. General Fund Contingencies Adjustment

Reserves are reduced and a corresponding increase is made to General Fund Contingencies in budget unit 8100B in accordance with the County's Reserves Policy, which calls for a contingency appropriation equal to three percent of General Fund Net Appropriations.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	0	0	(622,387)	(622,387)	0

TOTAL FY 2007-08 SEPTEMBER REVISIONS

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
1,000,000	4,520,937	0	(5,670,963)	(2,150,026)	0

FY 2008-09 Recommended Budget**8. Elimination of One-time Expenditures**

This adjustment removes one-time expenditures added in FY 2007-08, as follows: increase in YSC debt service of \$1,218,025; bond proceeds for Medical Center IT projects of \$658,800; and Countywide IT projects of \$2,553,002.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(4,429,827)	(4,429,827)	0	0	0	0

9. Net County Cost Adjustments

Reserves are adjusted to offset Net County Cost increases and decreases in General Fund operating departments to account for the elimination of one-time items and the annualized cost of new initiatives.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	0	0	(313,217)	(313,217)	0

TOTAL FY 2008-09 SEPTEMBER REVISIONS

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(4,429,827)	(4,429,827)	0	(313,217)	(313,217)	0

September Revisions:

FY 2007-08 Recommended Budget

1. Youth Services Center Payment

Funds have been re-appropriated to reflect the final payment for construction of the Youth Services Center that was budgeted in FY 2006-07 but not made until FY 2007-08.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	900,934	0	(900,934)	0	0

FY 2008-09 Recommended Budget

No change.

September Revisions:

FY 2007-08 Recommended Budget

1. Completed and Reappropriated Capital Projects

Appropriation has been reduced for projects completed or near completion in FY 2006-07.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(2,972,309)	(2,972,309)	0	0	0	0

2. New Capital Projects

Appropriation has been added for the Maguire Correctional Facility sewage separation project, mid-coast master plan, McGarvey Gulch salmonoid barrier, countywide facility assessment phase II, and the Coyote Point Harbor Master office demolition.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
1,894,838	1,894,838	0	0	0	0

TOTAL FY 2007-08 SEPTEMBER REVISIONS

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(1,077,471)	(1,077,471)	0	0	0	0

FY 2008-09 Recommended Budget

3. Capital Projects Reappropriation

Appropriation has been removed for various projects that may be completed in FY 2007-08.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(947,420)	(947,420)	0	0	0	0

September Revisions:

FY 2007-08 Recommended Budget

1. Youth Services Center Payment Adjustment

Appropriations have been increased reflect actual debt service payment amounts for the Youth Services Center. The initial debt service payment was higher than previously estimated by the California Financial Services.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
1,218,025	1,218,025	0	0	0	0

FY 2008-09 Recommended Budget

2. Removal of Debt Service Increase

Appropriation has been removed for prior-year debt service payment adjustment as amounts were accurately estimated for future payments.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(1,218,025)	(1,218,025)	0	0	0	0