



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

**DATE:** September 23, 2008  
**BOARD MEETING DATE:** September 30, 2008  
**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 2008-09 Recommended Budget

**RECOMMENDATION:**

Approve the following actions related to final budget changes to the Fiscal Year 2008-09 Recommended Budget:

1. Adopt resolutions:
  - a. approving the County of San Mateo budget as to the expenditures for Fiscal Year 2008-09 and making appropriations therefore;
  - b. approving the County of San Mateo budget as to the means of financing for Fiscal Year 2008-09;
  - c. establishing appropriation limit for the County of San Mateo for Fiscal Year 2008-09;
2. Adopt an ordinance amending the Master Salary Ordinance for changes related to the Fiscal Year 2008-09 budget; and
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 2008-09/2009-10 Recommended Budget were conducted from June 23 through June 25, 2008. The FY 2008-09 Recommended Budget adopted by the Board in June was \$1.74 billion with 5,852 positions.

As a result of the County’s financial year-end closing activities and availability of updated information, \$58.2 million in changes are proposed to the Recommended Budget. These consist of \$31.6 million in final Fund Balance adjustments, and \$26.6 million in September Revisions, with a net addition of two positions. The revised County Budget with these changes is \$1.79 billion with 5,854 positions.

<b>Agency</b>	<b>FY 2008-09 Recomm Budget</b>	<b>Final F/B Adjust (Attach C)</b>	<b>September Revisions (Attach D)</b>	<b>FY 2008-09 Final Budget</b>	<b>FY 2008-09 Final Positions</b>
Administration and Fiscal	84,997,989	5,822,355	893,767	91,714,111	540
Criminal Justice	286,354,920	1,829,266	2,009,793	290,193,979	1,252
Community Services	235,847,926	4,247,339	11,667,291	251,762,556	664
Health Department	274,302,989	1,027,147	276,150	275,606,286	1,101
San Mateo Medical Center	249,490,809	0	847,180	250,337,989	1,343
GF Contrib to Med Center	78,109,653	0	0	78,109,653	0
Children, Youth & Family Svcs	214,175,612	1,186,544	0	215,362,156	954
Non-Departmental	<u>312,404,807</u>	<u>17,438,872</u>	<u>10,904,632</u>	<u>340,748,311</u>	<u>0</u>
<b>Total All Agencies/Funds</b>	<b>1,735,684,705</b>	<b>31,551,523</b>	<b>26,598,813</b>	<b>1,793,835,041</b>	<b>5,854</b>

**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 2007-08 year-end closing, additional Fund Balances of \$32.8 million for all County funds (\$25 million in the General Fund and \$7.8 million in Other Funds) were included in the budget. Of the \$32.8 million, \$4.4 million has been appropriated for one-time purposes, \$27.1 million has been set-aside in Reserves (\$21.6 million in General Fund Reserves), and \$1.3 million was used to offset revenue adjustments, including the reclassification of prior year Facility Surcharge revenues to Fund Balance in the Capital Projects Fund (\$1,946,680) offset by a additional revenues in Housing and Community Development (\$493,323). These adjustments are summarized in Attachment C.

**Final Budget Changes (September Revisions)**

Final budget changes for all County funds (Attachment D) result in the addition to the County Budget of \$26.6 million and a net increase of two positions. The increase in net positions occur in the County Library (2), Waste Management (1) and the Medical Center (1), offset by a reduction of two positions in the Human Services Agency. Attachment B contains a summary of position changes.

These adjustments result in the one-time use of General Fund reserves of \$4,857,015, as follows: solar panel installations (\$3,000,000), Jail Management System replacement (\$990,000), Records Center contract (\$50,000), Health System Redesign initiatives (\$183,015), settlement agreement with architects (\$360,000) from the 1994 Health Center construction project, and Youth Services Center security upgrades (\$274,000).

Ongoing and one-time Net County Cost increases total \$850,097. The one-time Net County Cost increases total \$164,425, as follows: Memberships and Contributions for the Peninsula Policy Leadership Council (\$16,667) and the Cabrillo Unified School District (\$20,000), and the one-time double fill of the Chief of the Health System during the new hire's transition period (\$127,758). The ongoing Net County Cost increases total \$685,672, as follows: Memberships and Contributions for San Mateo County Economic Development Association (\$15,000) and the California State Association of Counties (\$2,318), salary differential for Chief of Health System (\$24,954), increase in County facilities natural gas costs (\$458,400), ongoing training of staff at the Youth Services Center (\$60,000), and the records storage contract with Cor-O-Van (\$125,000).

### **Structural Budget Deficit Update**

Factoring in these September revisions, the revised structural budget deficit for FY 2008-09 totals \$28.6 million. The deficit includes \$7.4 million in State and Federal cuts that were included in the May Recommended budget. However, it does not include any additional cuts that are included in the recently adopted State budget. The County Manager's Office will be working with County departments in the coming weeks to determine the impact of the State budget on County resources. The Board will be apprised on a regular basis of the County's progress in determining the cuts and the proposed strategies to mitigate their impacts. Any ongoing State revenue cuts that do not result in comparable cost reductions to County services will increase the structural budget deficit.

### **Summary of Key September Revisions**

#### **1. Repayment of General Fund Reserves for YSC Debt Refunding (\$11,800,000)**

On August 12, 2008 the Board of Supervisors authorized the County Manager to transfer \$11.8 million from General Fund Reserves to U.S. Bank (Trustee) to terminate the interest rate swaps entered into between the County, Citigroup and Lehman/AIG as part of the 2003 Youth Service Center bond financing arrangements and to provide additional funds that could be used to reduce the principal on the 2008 refunding to keep annual ongoing debt service at or below \$9 million. The General Fund will be reimbursed from Reserves in the County's Debt Service Fund of \$4.9 million and Reserves from the Youth Services Center Construction Fund of \$6.9 million. There is no Net County Cost.

#### **2. La Honda Landslide Assessment District (\$6,389,356)**

This revision establishes appropriations in connection with the La Honda landslide. Funding from the County's one-time contribution and from the California Office of Emergency Services will be retained in trust funds that will be used to reimburse the project costs associated with the construction of soil stability improvements within the Scenic Drive landslide in the La Honda area. The County's contribution of \$4,012,060 was included in the May Recommended budget. There is no ongoing Net County Cost.

#### **3. Solar Panel Installations (\$3,000,000)**

The County is examining the possibility of placing solar panels on County facilities in strategic locations to help generate renewable energy and decrease the County's carbon footprint. Preliminary cost estimates are in the \$1.9 to \$5.2 million range. This adjustment provides a mid-range appropriation that should be sufficient to fund any projects that begin this fiscal year. This is a one-time appropriation. There is no ongoing Net County Cost.

4. Public Works – Proposition 1B State Transportation Bond Funding (\$1,558,526)

The State is releasing a one-time supplemental 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. There is no Net County Cost.

5. Sheriff – Federal Appropriation for a Jail Management System (\$1,406,918)

In June 2008, the County of San Mateo and Sheriff's Office received a congressional appropriation towards the acquisition and implementation of a new Jail Management System (JMS). In Phase I of the project, a consultant was hired to develop a needs assessment, create a Request for Proposal (RFP), and assist in the selection of, and negotiation with, the selected vendor. The RFP is scheduled for October 2008. Once the vendor is selected, Phase II of the project, acquisition and implementation, is expected to take 12 to 18 months to complete. A new JMS will greatly enhance the criminal justice system's ability to track and evaluate inmate data and expand analysis capabilities. This appropriation meets almost half of the project total. One-time contributions of \$495,000 in each of the next two fiscal years from Non-Departmental Services will cover the balance. There is no ongoing Net County Cost.

6. Solid Waste Fund Loan Repayment (\$850,000)

In order to facilitate the year-end closing process and address a negative cash balance in the Construction Services Fund at year-end, the Solid Waste Fund provided a loan of \$850,000 to the Construction Services Fund. The Construction Services Fund will repay the loan within the first quarter of FY 2008-09 and the funds will be placed in Solid Waste Fund contingencies. There is no Net County Cost.

7. San Carlos Airport Improvements (\$800,000)

The County has received two new grants from the Federal Aviation Agency (FAA) for grading, paving, and drainage improvements related to the new hangar project at the San Carlos Airport. There is no Net County Cost.

8. Reorganization in Medical Center Ambulatory Services (\$469,526)

Due to the reorganization in Ambulatory Services, a vacant Supervising Physician at Fair Oaks was deleted and a new Medical Program Manager position was created in Clinic Administration and approved by the Board of Supervisors on April 22, 2008. This decision package increases the budget for the new position and aligns the budget with actual expenses. In addition, costs are being added for a Nurse Practitioner and Psych Social Worker I for the Pain Management Clinic. A corresponding decrease is being made to contract services to offset these costs. Lastly, due to the Health Redesign Initiative expanding pediatric services in the South County, a Pediatric Physician will be added to Fair Oaks Children's Clinic, and two vacant part-time Staff Physicians will be deleted from the Access to Care for Everyone (ACE) initiative. There is no Net County Cost.

9. County Facilities – Natural Gas Cost Increase (\$458,400)

The Association of Bay Area Governments (ABAG) notified the County in June 2008 that the projected costs for natural gas for FY 2008-09 would increase by 19%. Adjustments have been made accordingly to reflect this cost increase. This cost will be covered with Non-Departmental Reserves in FY 2008-09 and then factored into departmental rent rates beginning in FY 2009-10. There is an ongoing Net County Cost of \$458,400.

10. Probation – Enhancing Safety and Security at the Youth Services Center (\$274,000)

This decision package provides appropriations for safety and security enhancements at the Youth Services Center (YSC), which was approved by the Board of Supervisors' Criminal Justice Committee on August 11, 2008. Included in this decision package is \$199,000 for training staff at the Institutions Division, \$25,000 to hire a security consultant to evaluate bids for infrastructure improvements, and \$50,000 to repair and upgrade components of the security control system. These enhancements will help prevent future escapes and provide for the safety of youth detained at the YSC, as well as visitors, County residents and staff. Non-Departmental Services will provide one-time funding of \$274,000. Beginning in FY 2009-10, there is ongoing Net County Cost of \$60,000 for the annual training.

11. Librarian Position Changes (\$208,968)

In order to improve customer service, increase flexibility and provide adequate staffing during peak library hours, two vacant full-time librarian positions will be deleted and four new part-time positions will be added. There is no Net County Cost.

12. Medical Center Administration Reorganization (\$184,723)

The Medical Center is adding a new Management Analyst II position to support the increased demand for information and data analyses from the Financial Planning and Analysis team. This will enhance the team's ability to analyze the Medical Center's financials and new initiatives, and provide service line and productivity reporting. The Medical Center is deleting a vacant Office Assistant I position to partially offset this cost. In addition, given the numerous quality and care initiatives (i.e., core measures, patient and employee satisfaction, patient experience) being undertaken by Quality Management, a Quality Manager position is being added. There is no Net County Cost.

13. Health System Redesign Initiatives (\$183,015)

Appropriations have been increased for one-time costs associated with the Health System Redesign including: recruitment for the Chief of Health System position; temporary assignment of Children's Health Initiative staff to achieve improved Medi-Cal enrollment in alternative settings; and funding to the Health Plan of San Mateo (HPSM) to support implementation of the Community Health Network for the Underserved. Non-Departmental Services will provide one-time funding of \$183,015. There is no ongoing Net County Cost.

14. Chief of the Health System (\$148,434)

In order to reconcile the budget with the Salary Ordinance, the Chief of the Health System position, which was approved by the Board of Supervisors on August 12, 2008 as part of the Health System Redesign Initiative, has been added to the budget. The vacant Director of Health Department position has been deleted. The increased cost in FY 2008-09 is due to the ongoing salary differential between the two positions (\$20,676) and an anticipated one-time double fill during the transition once the Chief is hired (\$127,758). There is an ongoing Net County Cost of \$24,954 for the fully annualized salary differential of the new position.

15. Property Lease for Devil's Slide Tunnel Construction (\$100,000)

The County has entered into a lease agreement with the Devil's Slide Tunnel project team for parking and storage lease space at the Half Moon Bay Airport. This will generate \$100,000 per year during the length of the project. Proceeds will be placed in Airport Fund reserves. There is no Net County Cost.

16. Human Resources – Benefits Program Operational Improvements (\$87,829)

In 2008 an external consultant conducted an operational review of the Benefits Division. Based on this review, it was determined that the San Mateo County Benefits Division has the lowest staff-to-active employee ratio in the San Francisco Bay Area. The addition of one Management Analyst and one Human Resources Technician - Confidential will support existing programs as well as develop and implement a comprehensive education and training program that will assist employees and retirees in navigating through the County benefits programs. The September Revisions include the cost of two new positions, which will be offset by Benefit Trust Fund receipts, efficiency savings, and the elimination of two vacant modified work positions. There is no Net County Cost.

17. Treasurer-Tax Collector – Addition of Two Revenue Collectors (\$82,836)

Revenue Services has added two Revenue Collector II positions to assist with the collection process for San Mateo Medical Center. The FY 2008-09 costs will be fully offset with reductions in other operating expenses; beginning in FY 2009-10, costs will be covered by collection fees generated by the additional revenues collected. There is no Net County Cost.

18. Memberships and Contributions (\$53,985)

A supplemental payment in the amount of \$16,667 for a contribution to the Peninsula Policy Leadership Council has been added; a new contribution in the amount of \$20,000 has been added for the Cabrillo Unified School District; ongoing membership dues to San Mateo County Economic Development Association in the amount of \$15,000 has been added; and an additional \$2,318 has been added for an increase in California State Association of Counties dues. There is an ongoing Net County Cost of \$17,318.

19. Information Services – Cor-O-Van Contract for Records Management (\$50,000)

In April 2008, a Request for Proposal (RFP) was advertised and sent out to solicit proposals for a five-year contract to provide secure, off-site, centralized storage and inventory management, retrieval, and confidential destruction of boxed records. Six proposals were received and reviewed by representatives from ten County departments. Cor-O-Van was deemed the best choice for the County's needs and on September 9, 2008, the Board approved a five-year contract. Two vacant positions in the Records Center were eliminated as well as the corresponding revenue from the Micrographics Trust Fund. The Cor-O-Van contract will be managed by the Information Services Department. In FY 2008-09, estimated contract costs of \$50,000 will be covered with Non-Departmental Reserves. Beginning in FY 2009-10, the fully annualized contract cost will be built into operating department budget targets. There is an ongoing Net County Cost of \$125,000.

**FISCAL IMPACT:**

For FY 2008-09, the impact of all September changes on the General Fund is an increase of \$40.9 million. The Net County Cost in FY 2008-09 will increase \$660,819, as follows: Memberships and Contributions (\$53,985), County facilities natural gas increases (\$458,400), and costs associated with the new Chief of the Health System (\$148,434). Beginning in FY 2009-10, the ongoing Net County Cost will increase by \$24,853 to \$685,672, and include ongoing training of staff at the Youth Services Center (\$60,000) and the records storage contract with Cor-O-Van (\$125,000). These costs will be partially offset by the elimination of one-time contributions to the Peninsula Policy Leadership Council (\$16,667) and the Cabrillo Unified School District (\$20,000), as well as one-time costs associated with the new Chief of the Health System transition (\$123,480).

### **Report Back Items**

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

- Expansion of the Health Care Interpreter Network
- Implementation of the Coroner's Save-A-Life Program
- CAL FIRE Contract Review
- Network of Shelter Services for the Homeless
- Outside Funding Sources for the Juvenile Anti-Gang Mentoring Program
- Confiscation and Destruction of Gang Related Weapons
- Safety and Security of the Youth Services Center and Camp Glenwood

### **ATTACHMENTS**

Attachment A – Report Back Items

Attachment B – Position Changes Summary

Attachment C – Final Fund Balance Adjustments

Attachment D – 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 2008-09 AND MAKING  
APPROPRIATIONS THEREFORE**

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**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 2008-09, 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 2008-09 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 2008-09;
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 2008-09, 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, 2008; and
5. The herein above expenditures, by general classes as aforesaid are detailed in the Recommended Budget adopted June 25, 2008 and the Final Budget adopted September 30, 2008.

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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 2008-09**

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**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 2008-09 as set forth in the Recommended Budget adopted on June 25, 2008 and the September 30, 2008 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, 10, 11, 13, 14, 16 and 18. Upon finalization by the County Controller, these schedules will be included in the Adopted Budget book for Fiscal Years 2008-09 and 2009-10.

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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 2008-09**

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**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 2008-09 fiscal year shall be \$388,158,909; 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

\* \* \* \* \*

AN ORDINANCE AMENDING ORDINANCE NUMBER 04428

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

**SECTION 2.** Part 12 of the Ordinance is amended as indicated:

ORGANIZATION 13000 ASSESSOR-COUNTY CLERK-RECORDER

1. Item E476, Records Center Supervisor-E, is decreased by 1 position for a new total of 0 positions.
2. Item E460S, Records Center Assistant Series, is decreased by 1 position for a new total of 0 positions.

ORGANIZATION 15000 TAX COLLECTOR-TREASURER

1. Item E458S, Revenue Collector Series, is increased by 2 positions for a new total of 18 positions.

ORGANIZATION 17000 HUMAN RESOURCES DEPARTMENT

1. Item G040S, Mental Health Case Worker Series, is decreased by 1 position for a new total of 0 positions.
2. Item F009S, Patient Care Series, is decreased by 1 position for a new total of 2 positions.
3. Item D131, Program Services Manager I, is increased by 1 position for a new total of 1 position.
4. Item E013, Human Resources Technician - Confidential, is increased by 1 position for a new total of 6 positions.

ORGANIZATION 18000 INFORMATION SERVICES

1. Item E428S, Computer Operator Series, is decreased by 2 positions for a new total of 0 positions.

2. Item V101S, Production Technician Series, is decreased by 1 position for a new total of 2 positions.
3. Item V200S, Systems Engineer Series, is increased by 3 positions for a new total of 108 positions.

#### ORGANIZATION 48200 PW WASTE MANAGEMENT

1. Item B048S, Resource Conservation Specialist – Unclassified Series, is increased by 1 position for a new total of 1 position.

#### ORGANIZATION 55000 HEALTH ADMINISTRATION

1. Item B226, Director of the Health Department, is decreased by 1 position for a new total of 0 positions.
2. Item D068, Deputy Director of Health Services, is decreased by 1 position for a new total of 0 positions.

#### ORGANIZATION 66000 SAN MATEO MEDICAL CENTER

1. Item F009S, Patient Care Series, is decreased by 1 position for a new total of 596 positions.
2. Item E334S, Office Assistant Series, is decreased by 1 position for a new total of 6 positions.
3. Item D036, Clinics Manager, is decreased by 1 position for a new total of 5 positions.
4. Item G226S, Community Program Specialist Series, is increased by 1 position for a new total of 6 positions.
5. Item D184S, Management Analyst Series, is increased by 1 position for a new total of 11 positions.
6. Item G040S, Mental Health Case Worker Series, is increased by 1 position for a new total of 4 positions.
7. Item D225, Deputy Director of Ambulatory Services, is increased by 1 position for a new total of 1 position.
8. Item D144, Clinical Services Manager I - Nursing, is increased by 1 position for a new total of 20 positions.

## ORGANIZATION 70000 HUMAN SERVICES AGENCY

1. Item T103, Transportation Officer, is decreased by 1 position for a new total of 8 positions.
2. Item G098S, Social Worker Series, is decreased by 1 position for a new total of 119 positions.
3. Item B140S, Job Development Specialist - Unclassified Series, is decreased by 1 position for a new total of 4 positions.
4. Item B061, Human Services Supervisor – Unclassified - E, is decreased by 1 position for a new total of 1 position.
5. Item E334S, Office Assistant Series, is decreased by 6 positions for a new total of 51 positions.
6. Item D184S, Management Analyst Series, is increased by 2 positions for a new total of 15 positions.
7. Item G234S, Job Development Specialist Series, is increased by 1 position for a new total of 6 positions.
8. Item G232, Human Services Supervisor – E, is increased by 1 position for a new total of 48 positions.
9. Item G071S, Benefits Analyst Series, is increased by 4 positions for a new total of 179 positions.

**SECTION 3.** The changes in this ordinance are effective at the start of the first pay period 30 days following adoption.

**FY 2008-10 Final Budget Hearing  
ATTACHMENT A**

**SEPTEMBER REPORT BACK ITEMS**



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

**DATE:** September 22, 2008  
**BOARD MEETING DATE:** September 30, 2008  
**SPECIAL NOTICE:** None  
**VOTE REQUIRED:** Majority

**TO:** Honorable Board of Supervisors  
**FROM:** David Boesch, Assistant County Manager  
**SUBJECT:** Health Care Interpreter Network

**Recommendation:**

Accept this report on the Health Care Interpreter Network.

**Vision Alignment:**

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

**Goal 22:** County and local governments effectively communicate, collaborate and develop strategic approaches to issues affecting the entire County.

Consideration of utilizing the Health Care Interpreter Network on a countywide basis contributes to this goal by investigating the potential of sharing resources with other Network participants and thereby maximizing economies of scale in a manner that provides better and more efficient services to County residents.

**Discussion:**

The Board directed in May 2008 that the County Manager convene the departments to investigate the potential feasibility of expanding the Health Care Interpreter Network into other areas of County government. A working group has prepared an internal assessment that included a series of meetings as well as a survey of all County departments. The preliminary conclusion is that the concept has sufficient merit to warrant further evaluation, including the identification of a non-health related department in which to pilot such a trial program; preferably and ideally to begin within the next 30-60 days.

The Health Care Interpreter Network (HCIN) is a cooperative of California hospitals and health care providers sharing trained healthcare interpreters through an automated video/voice call center system. Videoconferencing devices and telephones connect within seconds to an interpreter on the HCIN system, either at the originating hospital or one of the networked hospitals. When a language is not available from an interpreter at one of the



HCIN hospitals, the call is automatically transferred to a contracted telephonic language provider. Through the HCIN system, every point of patient contact is able to reach an interpreter on demand, 24/7, in 170 languages, and at the lowest cost.

Each participating member of the system receives a monthly data report detailing each call generated, what interpreters received calls, the date, time and length of the calls, along with data on productivity and call logs. HCIN members have representation on the HCIN Program Committee, which manages issues of quality assurance for the system and includes training and testing standards for all interpreters. Currently, there are 15 languages provided by trained interpreters within the Network, including Spanish, Cantonese, Mandarin, Vietnamese, Lao, Mien, Thai, Cambodian, Hmong, Korean, Russian, Farsi, Armenian, Tongan, and Hindi. American Sign Language is available on HCIN video stations through a third-party Language Line Services.

The San Mateo Medical Center began using the HCIN in October of 2006 and currently has five interpreter workstations, six rolling video interpretation screens for patients/providers and an almost unlimited audio-interpretation capacity. For security reasons, HCIN workstations operate on a network separate from the County's. A component of this initial assessment is the exploration of alternative technologies to provide HCIN access without requiring dedicated connections, not only to reduce the cost of a broader deployment of HCIN but also to greatly improve the opportunity to use the HCIN since a dedicated, hard connection would no longer be required. While staff is excited about employing wireless technology to increase the use of HCIN, the County still needs to work through staffing issues to include what County staff speak what languages, interpreter training and how staff will be utilized within the network.

The working group will continue to work with representatives of the Medical Center's HCIN and the technology vendor on a pilot program as staff explores further how to cost-effectively deploy this valuable service improvement to other County departments.

**Fiscal Impact:**

There is no fiscal impact associated with acceptance of this report.



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

**Office of the Coroner**

**DATE:** September 12, 2008  
**BOARD MEETING DATE:** September 30, 2008  
**SPECIAL NOTICE/HEARING:** None  
**VOTE REQUIRED:** Majority

**TO:** Honorable Board of Supervisors  
**FROM:** Robert Foucrault, Coroner  
**SUBJECT:** Report Back Regarding the Implementation of a teen outreach program to be recognized as the Save a Life Program

**RECOMMENDATION:**

Accept this report containing the Coroner's responses to the implementation of a teen outreach program to be recognized as the Save-A-Life Program

**VISION ALIGNMENT:**

**Commitment:** Ensure Basic Health and Safety for All

**Goal 7:** Maintain and enhance the public safety of all residents and visitors.

**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.

This program contributes to these commitments and goals by redirecting the violent or unsafe behavior of at-risk youth. They will be exposed to the stark consequences of certain actions, which result in death. Through their discussion of actual case histories and viewing personal tragedy, they will have an opportunity to examine their own behavior and how making smart decisions can save, not only their lives, but the lives of others.

**BACKGROUND:**

During the June 2008 budget hearing for Coroner's FY 2008-09 budget, the Board requested a report on the status and progress regarding the implementation of the teen outreach program, Save-A-Life.

**DISCUSSION:**

The Coroner's Office will be implementing a new teen outreach program for at-risk youth. There has been a growing need for a referral-based program that will be utilized by the

Juvenile Court and Juvenile Probation Department. The program will target youth between the ages of 13 and 18 years of age and provide opportunities for discussion between students and instructors. At the conclusion of the 3-hour course, students will be urged to discuss their reactions, thoughts, and “contract for change” with their probation officer and their parents. The Juvenile Court will be notified when the assigned youth has completed the course.

The Save-A-Life Program will address the youth that are involved in violent crimes including Gang activities, Robbery, Burglary, Homicide, Battery, Grand Theft Auto, Domestic Violence, Reckless Driving and Drug or Alcohol use. As part of their sentence, at the discretion of the juvenile court and probation department, participants will be registered for the program.

The instruction begins in a classroom setting where they will learn the purpose of the Coroner’s Office and review the case histories of those who have lost their lives due to violent and unsafe actions. They will then take a tour in which they experience the sights, smells and scenes common to the Coroner’s Office. Students will not see an autopsy. However, they will be exposed to scenes of untimely or violent death, as well as the tragedy and loss resulting from reckless behavior.

The Coroner has recently returned from a visit to the program in Clark County, Nevada and hopes to use that program as a model when developing the Save-A-Life Program. The work plan, including further meetings with the juvenile court, probation and county counsel, is ongoing. Anticipation date for implementation of the program is scheduled for April 2009.

Although parents are not allowed to attend the class, no student will be enrolled without the consent of a parent or guardian, and both must be present at time of registration.

**Preliminary Recommendation of OBM Performance Measure**

	FY 08-09 Estimated*	FY 09-10 Projected
The number of at risk youth participants completing program	30	120

\* Save a Life Program will begin mid-year of FY 08-09 resulting in low estimate numbers.

**FISCAL IMPACT:**

If the stakeholders such as the Probation Department and Juvenile Courts agree, a fee of no more than \$50.00 will be charged to each participant. This fee would cover the cost for staff time, administrative resources and facility use.



**COUNTY OF SAN MATEO**  
**County Manager's Office**

**DATE:** September 23, 2008  
**BOARD MEETING DATE:** September 30, 2008  
**SPECIAL NOTICE/HEARING:** None  
**VOTE REQUIRED:** Majority

**TO:** Honorable Board of Supervisors  
**FROM:** Reyna Farrales, Deputy County Manager  
**SUBJECT:** CAL FIRE Contract Review

**RECOMMENDATION:**

Accept this report responding to the Board's inquiries on the CAL FIRE contract.

**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 review of the CAL FIRE contract contributes to this goal by ensuring that the County is notified when County Fire resources are deployed outside county boundaries and appropriate reimbursements are received per the contract terms.

**BACKGROUND:**

During June budget hearings, your Board requested that the Controller conduct an audit of the County's \$7,099,554 annual contract with CAL FIRE based on concerns that the County could be subsidizing the State when (1) County Fire resources are deployed to respond to emergencies outside San Mateo County boundaries, and (2) during fire season when the State is required to provide staff and equipment to protect wildlands in State Responsibility Areas (SRAs) within San Mateo County.

**DISCUSSION:**

The Internal Audit Division of the Controller's Office reviewed information for the period of September 1, 2006 to September 1, 2008. Due to time constraints, a complete audit was not performed which would require more extensive review of procedures and documentation and verification tests.

The report is attached, with the following findings:

- Reimbursements of at least \$42,197 for use of County Fire resources for state/federal emergencies were due to the County during the two-year review period; as of the report date, the County and CAL FIRE continue to gather evidence that reimbursements were received and deposited in the Fire Fund.
- The County did not receive the annual credit of \$18,000 in FY 2007-08 for rent related to use of County-owned fire stations during fire season for SRA wildland protection; CAL FIRE will credit this amount to the County. The credit had been received in prior years.
- Costs for CAL FIRE to provide wildland fire protection for SRAs located within San Mateo County could not be disaggregated from information provided for both Santa Cruz County and San Mateo County stations due to time constraints to determine if the County could be subsidizing these costs. CAL FIRE does keep staff resources available at County Fire stations during non-fire season to support County Fire operations and administration, which reduces the County's contract costs.

### **Next Steps**

The County Manager's Office will be working with CAL FIRE to pursue prior year reimbursements and credits, and establish procedures to ensure the County is notified when County Fire resources are deployed outside county boundaries, and to ensure reimbursements are received according to the terms of the contract. We will also request that Internal Audit review these notification and reimbursement procedures when in place, and complete the collection of information regarding SRAs, for a follow-up report to your Board by December 31, 2008.

### **FISCAL IMPACT:**

There is no fiscal impact associated with acceptance of this report.

**COUNTY OF SAN MATEO  
INTER-DEPARTMENTAL CORRESPONDENCE**

**DATE:** September 17, 2008  
**TO:** Reyna Farrales, Deputy County Manager  
**FROM:** Tom Huening, Controller  
**SUBJECT:** CAL FIRE Contract

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The County has maintained a contract with CAL FIRE for fire protection services in the unincorporated areas not protected by cities or fire districts, and in the County Service Area #1 since 1962. Under the contract CAL FIRE manages the four County fire stations<sup>1</sup> and related equipment with forty seven CAL FIRE employees. It also oversees the operations of three volunteer fire stations<sup>2</sup> and forty volunteers. The operations covered under the contract will be referred to as County Fire. The contract amount for fiscal year 2007-08 was \$7,099,554, same as the prior fiscal year.

As requested we performed a review to determine whether there are adequate procedures in place to ensure that the County is not paying for fire protection services that are the State's responsibility. Two main areas were considered – fire protection services provided by County Fire outside the County under mutual aid arrangements and fire protection services by CAL FIRE to SRA (State Resource Area) within the County. Our review focused on the following questions:

- a. Is the County adequately compensated for the deployment of County Fire equipment and personnel outside the County?
- b. What is the cost to the State for fire protection services to the SRA within the County and whether this cost would be greater if it were not for the fact that the County has contracted with CAL FIRE to oversee its fire stations?

The results of this review are based primarily on discussions with CAL FIRE personnel, review of documents and other information provided by them and assistance from the County Manager's Office. Due to time constraints we did not perform an audit, which would require an examination of the underlying procedures and documentation and other verification tests.

We noted that reimbursements of at least \$42,197 were due to the County for the two-year period covered by our review from September 1, 2006 to September 1, 2008. We did not see any evidence that these reimbursements were paid or credited to the County at the time of compiling this memo. The County has also not received credit for the annual rent of \$18,000 for the use of its equipment for fiscal year 2007-08. Since CAL FIRE's SRA resources share State fire protection responsibilities with its stations in Santa Cruz County the entire cost of its fire protection services to the SRA within the County could not be determined in the time available for this review. We are also recommending that County personnel administering the contract work with CAL FIRE to establish procedures that ensure timely payments or credits for reimbursements and rent due the County.

Details of our review and results are discussed below.

**a. Deployment of County Fire Equipment and Personnel outside the County**

CAL FIRE assigns specific personnel and equipment to the County Fire operations. Personnel and other costs associated with County Fire are tracked separately in CAL FIRE's system from those assigned to State responsibility services. Reimbursements for the assignment of County Fire equipment and personnel to state responsibility fires are covered under the contract. Our review indicates that while there are procedures in place to process reimbursements and credits as required under the contract, these procedures have not been fully complied with.

Exhibit B to the contract relating to payment for services requires the State to credit the County, or cover behind at no cost (backfill), for the costs of 'non-post' positions and equipment assigned to the State responsibility fires or other State funded emergency incidents.

The contract makes a distinction between 'post' and 'non-post' personnel. The non-post<sup>3</sup> positions are not typically assigned to staff fire engines or other immediate need resources. These positions are not required to be staffed 24/7 or back-filled with other employees in the normal course of operations. Where these positions are assigned to State responsibility fires the contract requires the State to backfill the positions or reimburse the County for their cost.

A post position, such as Battalion Chief, Fire Captain, Fire Apparatus Engineer, or Fire Fighter II, is assigned to a fire apparatus where the primary responsibility is to provide emergency response. These positions must be staffed 24/7. We were informed that under the current arrangements when County Fire post positions are deployed outside the County they are back-filled with other CAL FIRE personnel at no additional cost to the County.

County Fire provided us with eight reimbursement reports (called F42 reports) for the two-year period from September 1, 2006 to September 1, 2008. These reimbursement reports were filed with the Office of Emergency Services (OES), which is responsible for submitting invoices to the State or Federal Agencies that owe County Fire a reimbursement. According to OES, invoices for four F42 reports were processed and CAL-FIRE should have paid County Fire \$30,679 and the US Forest Service Agency (FSA) should have paid County Fire \$11,518. These amounts total \$42,197. We have not seen any evidence of payment from CAL FIRE or FSA. We understand that County Fire and County personnel are still in the process of compiling information to determine total reimbursements due to the County and whether any of these reimbursements were credited or paid to the County.

We also noted that the actual expenditures for fiscal year 2006-07 of \$6,441,926 and for 2007-08 of \$6,690,805 were below the contract amount of \$7,099,554 for each of those fiscal years. The savings are partially the result of differences in personnel costs that are estimated at the highest-step salary levels of assigned employees and billed based on actual costs. Other savings are realized when CAL FIRE uses available State funded personnel to staff engines in lieu of unplanned overtime of County funded firefighters.

**b. Fire Protection Services to the SRA (State Resource Area) Within the County**

CAL-FIRE is responsible for wild land fire suppression in the SRA. We were asked to determine the cost of SRA fire protection services and whether this cost would be greater if it were not for the County's contract with CAL FIRE. CAL FIRE's cost for SRA fire protection services can not be clearly determined as CAL FIRE's local stations share State fire protection responsibilities with CAL FIRE stations in other counties, especially Santa Cruz County.

The contract requires CAL FIRE to credit the County an annual rent of \$18,000 for the use of equipment. The County has not received this credit for fiscal year 2007-08.

As mentioned before, costs associated with specific personnel and equipment assigned to County Fire operations are tracked separately from those assigned to State responsibility services. CAL FIRE allocates resources at three of the County's fire stations (Pescadero, Skyland, and Belmont) to cover the SRA within the County. State funded fire engines and bull-dozers are only required to be staffed during the fire season (typically May – October). When County Fire personnel are assigned to a SRA incident or cover a CAL FIRE engine on their days off, their costs are not charged to the County. During non-fire season, seasonal firefighters are not employed but permanent staff is available to support County Fire operations and administration and is added to County Fire's workforce, which reduces personnel costs to the County.

In fiscal year 2007-08, there were forty-five wildfires in the SRA within San Mateo County. The total cost for CAL FIRE resources stationed at the County's three fire stations that cover the SRA was approximately \$2.2 million in fiscal year 2007-08. Resources include 1 Bulldozer, 3 4-person engine companies, and 1 Battalion Chief. There are additional costs for administrative, support, communications, automotive, and resource management services for all of CAL FIRE's operations (including County Fire operations) and for Santa Cruz County, which totaled \$3.4 million in fiscal year 2007-08. According to CAL FIRE, it does not charge a portion of these administrative and support services costs to the County. In addition, CAL FIRE stations located in Santa Cruz County<sup>4</sup> provide initial attack resources to the San Mateo County SRA and support County Fire operations. The total annual State funding for these fire stations and nine engine companies and other services in Santa Cruz County and the resources in San Mateo County is approximately \$12.7 million. An accurate amount allocable to services provided to the SRA within San Mateo County could not be disaggregated.

In conclusion, we recommend that County personnel responsible for administering the contract work with CAL FIRE to establish procedures that ensure that the County gets timely credits or payments for the use of personnel and equipment per the contract.



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<sup>1</sup> Four County fire stations - Pescadero, Skylonda, Cordilleras, and Belmont

<sup>2</sup> Three volunteer fire stations - La Honda, Kings Mountain, and Loma Mar

<sup>3</sup> Non-post positions - 1 Division Chief, 1 Battalion Chief, 4 Fire Captains (2 in the Fire Marshall's Office, 1 Paramedic Coordinator, and 1 Training Officer), 1 Heavy Equipment Mechanic, 3 Clerical Staff, and 1 Dispatch Clerk.

<sup>4</sup> CAL FIRE stations in Santa Cruz County that provide initial attack resources to the San Mateo County SRA - Saratoga Summit south of the county line on Highway 35 and Big Creek near Davenport on Highway 1



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

Human Services Agency

**DATE:** September 17, 2008  
**BOARD MEETING DATE:** September 30, 2008  
**SPECIAL NOTICE/HEARING:** None  
**VOTE REQUIRED:** Majority

**TO:** Honorable Board of Supervisors

**FROM:** Beverly Beasley Johnson, Agency Director  
Deborah Torres, Director, Prevention and Early Intervention

**SUBJECT:** Network of Shelter Services

**RECOMMENDATION:**

Accept this report responding to the Board's inquiries on the network of shelter services in San Mateo County.

**VISION ALIGNMENT:**

**Commitment:** Offer a full range of housing choices.

**Goal 9:** Housing exists for people at all income levels and for all generations of families.

This report contributes to this commitment and goal by providing an update on challenges and opportunities facing the County's network of shelter services in the context of the County's Ten Year Plan to End Homelessness (HOPE), which establishes affordable and supportive housing goals for those homeless or at risk of being homeless.

**BACKGROUND:**

During the June 2008 budget hearings, the Board requested that the Human Services Agency report back in September on several issues regarding the network of shelter services for the homeless in the County:

- a) Inventory of homeless services available
- b) Best practices recommendations for homeless services
- c) Review funding sustainability of Samaritan House and other shelter providers
- d) Recommendation on including homeless shelters in the scope of the Housing Our People Effectively (HOPE) plan
- e) Cost of expanding Homeless Outreach Teams (HOT) countywide

Much of the work addressing issues related to homelessness and recommended services for this population is documented in the HOPE Plan, the 10-year plan of

action that is changing the way the community works together to prevent and end homelessness in San Mateo County. This report back confirms the collective approaches that are either in place, or could be provided in the future, to help serve the homeless population.

### **DISCUSSION:**

Below are updates on each of the issues that were raised at the Board hearings:

a) Inventory of homeless services available

In 2004, the Peninsula Library Community Information Program (CIP), under the direction of the Human Services Agency, produced a 26-page booklet entitled *Survival in San Mateo County, A Guide to Resources for the Homeless or People in Need*, which contains a geographical listing of resources for the homeless population in San Mateo County. The Guide lists resources that are provided by County agencies, community-based organizations, and the faith-based congregations—including food, clothing, housing, employment, health, substance abuse services, showers, and other useful information. This Guide, which was last printed in 2004, is now somewhat outdated. HSA has held discussions with CIP to design a more user-friendly publication of homeless services available, in English and Spanish, both in hard copy and on-line. This revision process will include a review by individuals who have been homeless to ensure that the updated Guide is useable and consumer-friendly. The booklet will be available online, and could also be handed out to individuals in the community at events such as the homeless census and survey scheduled for January 2009. Funding for this project may be up to \$10,000 and would be covered with existing funds within the existing HSA budget.

b) Best practices recommendations for homeless services

Implementation of the HOPE Plan, which is overseen by the Interagency Council (IAC), is based on several best practices. Allocating resources to increasing affordable and permanent housing is emphasized, while at the same time an urgent need is identified to ensure that people receive needed services to secure and sustain housing, and provide refined and expanded homeless prevention services. The HOPE planning process involved development of several documents, including PowerPoint presentations such as 'Evidence-Based and Promising Practices,' which addressed the issue of best practices for homeless services. For more information on the HOPE planning process, visit the HOPE website at <http://www.smchsa.org/HOPE>.

At the Board hearings in June 2008, there was mention of the Opportunity Center in Palo Alto as a model to explore. The Opportunity Center is a multi-service center that provides an array of comprehensive services, including housing, to the homeless population at one site. A site visit was made by a staff member of the Shelter/Safety Net Services Team to obtain further information about this program. The HOPE Plan does not currently include multi-service homeless centers. Any expansion or replication of such a multi-service center model in San Mateo County would have financial as well as service impact. Discussion of a potential IAC agenda item to add homeless shelters as a more explicit strategy is discussed below under Item "d" of this report.

- c) Review funding sustainability of Samaritan House and other shelter providers  
Much of the funding currently provided to the shelters is either County General Funds or other revenue sources such as Community Development Block Grant (CDBG) funding, which may vary significantly from year to year. Samaritan House operates Safe Harbor, a shelter located in South San Francisco that provides emergency and transitional housing for 90 adults. Two other community shelters are also set up to meet the needs of homeless adults in San Mateo County—Maple Street Shelter in Redwood City operated by Shelter Network, and Clara-Mateo Alliance Shelter on the VA campus in Menlo Park, which is operated by InnVision-The Way Home.

In FY 2007-08, Samaritan House indicated to HSA a need for one-time bridge funding in the amount of \$100,000 to cover operating expenses; HSA approved that request, increasing the total contract to \$545,394, which is nearly half of Samaritan House's annual operating budget.

In FY 2008-09, Samaritan House requested a second bridge funding amount of \$60,000. Following discussion with Samaritan House, and in the context of the structural budget deficit facing San Mateo County, HSA decided to restore the contract to the FY 2007-08 level before bridge funding, but including a 3% Cost of Business Increase (COBI), which resulted in a total FY 2008-09 Samaritan House contract amount of \$448,065.

In terms of funding sustainability, Samaritan House indicates it is operating at a deficit and is in need of additional funding to prevent a reduction in services. At the present time, HSA has not increased the FY 2008-09 contract. A thorough review of sustainability for Samaritan House and other shelter providers would need to include an in-depth analysis of the baseline operations and assumptions, as well as projections for future costs of business, which would require additional HSA staff time and resources. Such a review would also need to be completed utilizing the recommendations of the HOPE Plan.

- d) Develop a recommendation on including the homeless shelters in the scope of Housing Our People Effectively (HOPE) Plan  
The HOPE Plan states, "although emergency shelters and services are important interventions, particularly when affordable housing units are in short supply, an emergency shelter bed does not end homelessness for anyone." It also states that "the HOPE Plan makes no recommendation to expand the supply of emergency shelter or transitional housing, except for some expansion of motel voucher program capacity to provide assistance to single individuals. Although the HOPE planners recognize that there is a lack of needed resources throughout the housing continuum, including emergency shelter and transitional housing, the greatest need is for permanent supportive housing and affordable housing."

The appropriate venue for discussion of the HOPE Plan scope and implementation strategies is the IAC, which meets on the second Wednesday

every other month. Review of IAC priorities is a standing agenda item. Recent discussions have focused on supporting permanent solutions to ending homelessness. A Board of Supervisors agenda item to introduce this issue was included in the IAC meeting on September 10. Six members from the IAC volunteered to be part of a workgroup to discuss this issue within the context of the HOPE plan, and they will make recommendations to the IAC at their November 12, 2008 meeting, with a report back to the Board to follow in January 2009.

e) Cost of expanding Homeless Outreach Teams (HOT) countywide

The HOPE Plan prioritized the creation of a Homeless Outreach Team in the City of San Mateo as one of the action steps for the first year of HOPE implementation. This first HOT Team was implemented in July 2006 as a pilot project, constituting a small component of a comprehensive array of services provided to this population, including permanent housing at the Vendome Hotel. HSA committed an initial \$85,000 in County General Funds as seed money to ensure that case management and outreach services were provided in the City of San Mateo HOT Team. The City of San Mateo is now overseeing this program and has invested a substantial amount of funding and in-kind resources including staffing, to this effort.

The FY 2008-09 and FY 2009-10 Recommended Budgets contain a strategy to implement a second HOT Team in October 2008 in the three Southern region cities of Redwood City, East Menlo Park, and East Palo Alto. Redwood City and East Palo Alto have been identified as the two cities in the County with the highest proportion of homeless individuals. HSA has contracted with Shelter Network for \$77,917 in FY 2008-09 (partial year funding is through County General Funds, prorated for the fiscal year) to provide outreach and case management services only, including 1.5 FTE positions. The costs of providing comprehensive services to this population, including housing, would be significantly greater than the costs of providing case management services only.

The expansion of HOT Teams countywide would require redesigning HSA plans for the above Southern region HOT Team to make it more community-focused and adding two more HOT Teams to cover the Coastside and South San Francisco areas. This would result in HOT teams being located in areas that reflect the highest proportion of homeless populations in the County. The approximate cost of redesigning the Southern region team and adding teams in the Coastside area and South San Francisco would be \$300,000 to cover case management services only, which is a relatively small component of the comprehensive resources required to address the needs of the homeless population.

**FISCAL IMPACT:**

There is no fiscal impact associated with acceptance of this report.



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

**Probation**

**DATE:** September 16, 2008  
**BOARD MEETING DATE:** September 30, 2008  
**SPECIAL NOTICE/HEARING:** None  
**VOTE REQUIRED:** Majority

**TO:** Honorable Board of Supervisors  
**FROM:** Loren Buddress, Chief Probation Officer  
**SUBJECT:** Report Back Regarding Possible Funding Sources for the Juvenile Anti-Gang Mentoring Program

**RECOMMENDATION:**

Accept this report regarding possible funding sources for the Juvenile Anti-Gang Mentoring Program.

**VISION ALIGNMENT:**

**Commitments:** Ensure basic health and safety for all; and Responsive, effective, and collaborative government.

**Goals 7 and 22:** Maintain and enhance the public safety of all residents and visitors; and County and local governments effectively communicate, collaborate, and develop strategic approaches to issues affecting the entire County.

This report contributes to the commitment and goal by providing options that will enhance the safety of youth through anti-gang mentoring programs.

**BACKGROUND:**

During the June 2008 budget hearing for Probation's FY 2008-09 budget, the Board requested a report on possible funding sources for the Juvenile Anti-Gang Mentoring Program.

**DISCUSSION:**

The Juvenile Anti-Gang Mentoring Program addresses a major concern in San Mateo County, a concern that impacts the safety of all its residents, schools, and communities. With further development, this program has the potential to continue its good work, enhance

its programming, and expand into under served populations. When approaching funding for the Juvenile Anti-Gang Mentoring Program, it is important to define program activities within the framework of current anti-gang practice. A strategic balance between the following has proven to be effective:

- Coercive Activities - street sweeps and zero tolerance policies, and
- Developmental Interventions - school support, drug treatment and recreation.

Additional key developmental factors to be considered are the constructive use of time, such as community service and employment preparation. The coercive side of the equation is now handled effectively by the Gang Task Force, and Court orders, electronic monitoring and Probation surveillance. The developmental interventions are the focus of the Juvenile Anti-Gang Mentoring Program. Probation Officers and participants in the Jericho Project, an alcohol and drug program, give presentations at schools within San Mateo County. When an attendee becomes engaged in the program, they receive a variety of services including:

- Skill building, problem solving and conflict resolution
- Independent living skills
- Gang and drug counseling; positive social alternatives to gang involvement
- Health and nutrition
- Personal development, anger management, family functioning

A key element of the Program is that these services are supported by mentors who encourage and guide participants toward better choices.

The weight given to coercive or developmental activities however should be determined by a community gang assessment that not only includes information from law enforcement professionals, but community members, parents, educators, youth, and specific stakeholders in the focus community.

Recent San Mateo County Gang-Task Force indicates that there are between 1,700 and 2,000 persons in 50 gangs in San Mateo County. The current Juvenile Anti-Gang Mentoring program serves approximately 200 gang-affiliated youth per year. The Program not only needs funding to support its current efforts, but possibly to expand services to more of those currently in gangs and/or those on the path to being gang members.

Though donors rarely fund on-going operational costs, the Juvenile Anti-Gang Mentoring Program, with its collaborative cross-disciplinary approach, is an excellent candidate for funding from multiple sources.

#### Current grant funding status

The Probation Department and juvenile program collaborators currently receive \$2,867,000 in grant funding to operate the following twelve (12) programs:

- Juvenile Assessment Center
- Preventing the Repeat Offender Programs (2)
- Literacy/Numeracy Program
- Court and Community School Counseling Program
- In-Home Intensive Supervision Program
- The Day, Evening and Weekend programs (3) (above programs all JJCPA)
- Victim Awareness Program (ongoing VIA grant funded by CSA)
- Juvenile Anti-gang Program (JAGMP - one-time funds from Foster City Rotary)
- Youthful Offender Block Grant (ongoing YOBG funding from CSA)

### Grant acquisition process

The effort to find grant funding needs to be a consistent and dedicated effort, and requires an awareness of the funding cycles of various agencies. A review of funding source information should be done at least on a weekly basis. Also a system for tracking when grant funding will become available is important. For criminal justice funding the best sites are:

- eCivis
- Grants.gov
- US Department of Justice
- California Corrections Standards Authority
- US Department of Education
- California Department of Education
- The US catalogue of Domestic funding

For Local, private grants:

- The Foundation Directory
- Silicon Valley Community Foundation

Once a funding source is located that meets a need, critical reading of the Notice of Funding Availability (NOFA) or Request for Proposals is required. It is devastating for a proposal to be rejected on the basis of non-compliance to a technical requirement such as page margins, font, or not responding to a required section.

Statistical support for proposals is also crucial and an ability to make requests in a manner that is understandable and compelling is vital. Grant funds for youth in custody are limited, very competitive, present a challenge and require expertise to obtain.

Information from Ventura and Solano Counties indicate that they basically follow the same practice as the Probation Department. Administrative staff maintains a keen eye for grant opportunities as they arise. It should be noted that Ventura County has a Legislative Analyst who researches Federal grants.

A full-time Grant Coordinator would not only benefit this department in finding additional



grants but would help facilitate collaboration and integration with other Criminal Justice and Social Service providers and ensure compliance with grant conditions and reporting requirements. The cost of a fully loaded Grants Coordinator would be in the range of approximately \$130,000-\$140,000 per year.

**FISCAL IMPACT:**

There is no Net County Cost associated with acceptance of this report.



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

**Probation**

**DATE:** September 16, 2008  
**BOARD MEETING DATE:** September 30, 2008  
**SPECIAL NOTICE/HEARING:** None  
**VOTE REQUIRED:** Majority

**TO:** Honorable Board of Supervisors  
**FROM:** Loren Buddress, Chief Probation Officer  
**SUBJECT:** Report Back Regarding Confiscation and Destruction of Gang Related Weapons

**RECOMMENDATION:**

Accept this report regarding confiscation and destruction of gang related weapons.

**VISION ALIGNMENT:**

**Commitments:** Ensure basic health and safety for all; and Responsive, effective, and collaborative government.

**Goals 7 and 22:** Maintain and enhance the public safety of all residents and visitors; and County and local governments effectively communicate, collaborate, and develop strategic approaches to issues affecting the entire County.

This report contributes to the commitment and goal by providing strategic approaches to dealing with the confiscation and destruction of gang related weapons thereby enhancing the public safety of all residents.

**PERFORMANCE MEASURE (S):**

<b>Measure</b>	<b>CY 2006 Actual</b>	<b>CY 2007 Actual</b>
Total number of gang related weapons confiscated	9	49
Number of gang related weapons destroyed	6	29
Number of gang related weapons returned	0	1

In calendar year 2006 there were eight law enforcement agencies that reported confiscating gang related weapons. Of the eight agencies, two did not reply in time for this report and one court case is still pending. In calendar year 2007 there were eleven law enforcement agencies that reported confiscating gang related weapons. Of the eleven agencies, four did not reply in time for this report, one case was an assist to an outside agency, and one court case is still pending.

**BACKGROUND:**

During the June 2008 budget hearings, the Board requested a report from the Probation Department on confiscation and destruction of gang related weapons.

**DISCUSSION:**

The County of San Mateo has seen a continual rise in gang related violent activity over the past few years. As a result the San Mateo County Police Chiefs and Sheriffs Association in the summer of 2005 authorized the formation of a proactive Countywide Gang Task Force. The Gang Task Force was developed and is comprised of personnel from each law enforcement agency in San Mateo County, including State and Federal assets.

In terms of current practices, nearly all offenders are placed on probation with a standard “condition of probation” that authorizes probation officers to search their residences or vehicles. This condition allows officers to confirm whether or not offenders are in compliance with the law and the conditions of their probation. As a standard practice, officers regularly conduct random searches for weapons including firearms and for any other indications that might require intervention, treatment, or arrest.

Whenever officers discover illegally owned firearms, they immediately contact “County Communications” for assistance. This is referred to as a “Code 2”. A police department or the Sheriff’s Office responds and takes possession of the firearm and completes a police report. Since 2005, the Sheriff’s Office Gang Task Force (GTF) has seized approximately 75 firearms. The firearm serial number is entered into the Automated Firearms System (AFS), then is sent to the County’s crime lab to discover if it has been stolen or used in another crime. It is also submitted to the “National Integrated Ballistics Information Network” (also know as NIBIN) to discover if it has been involved in any criminal activity anywhere in the United States. The results of this information may create the need for the filing of a “violation of probation” or further criminal investigation(s). On several occasions, firearms that were confiscated by Probation Officers were found to have been involved in murders or other serious crimes.

The firearms are usually stored as evidence with the Sheriff’s Office and later destroyed. The Sheriff’s Office Property Unit is responsible for the storage of firearms confiscated by the GTF and, pursuant to the California Penal Code, an agency may dispose of a firearm after 180 days of taking it into custody. Some exceptions would be if the case is still active or the investigator or prosecutor feels a need to retain the firearm until the appeals process is complete. On occasion firearms must be returned to the legal owners if there are no legal prohibitions.

**FISCAL IMPACT:**

There is no Net County Cost associated with acceptance of this report.



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

**Probation**

**DATE:** September 16, 2008  
**BOARD MEETING DATE:** September 30, 2008  
**SPECIAL NOTICE/HEARING:** None  
**VOTE REQUIRED:** None

**TO:** Honorable Board of Supervisors  
**FROM:** Loren Buddress, Chief Probation Officer  
**SUBJECT:** Enhancing the Safety and Security of the Youth Services Center and Camp Glenwood

**RECOMMENDATION:**

Accept this report for consideration by the Board of Supervisors Criminal Justice Committee.

**VISION ALIGNMENT:**

**Commitment:** Ensure Basic Health and Safety for All

**Goal 7:** Maintain and enhance the public safety of all residents and visitors.

This report contributes to this commitment and goal by providing options that will enhance the safety of youth detained at the Youth Services Center (YSC), Camp Glenwood, staff, and surrounding residents.

**BACKGROUND:**

During the June budget hearings, the Board of Supervisors requested a report back from the Probation Department regarding implementation of the recommendations contained in two reports on the February 14th escape from the Youth Services Center. The first report, from the Krisberg-Horsley-Woodford consultant team commissioned by the Board, focused on staffing capacity; staff training; policies, procedures, and post orders; and physical plant issues. The second report was prepared by the Sheriff's Countywide Security Unit and contained recommendations to improve building security. Since the February 14th escape from the Youth Services Center, there have been multiple walk aways from Camp Glenwood thus raising safety and security considerations for that facility as well.

**DISCUSSION:**

**Completed improvements:** As outlined in Attachment A, Probation has already made 22 significant improvements in security, accountability, and policies and procedures. These include steps recommended by the Board-commissioned panel and by Countywide Security, as well measures Probation deemed necessary to ensure safety and security in the period following the escape. The costs for these improvements have been absorbed within the Department's budget.

**Staffing:** The Krisberg-Horsley-Woodford panel recommended further study of measures,

including shift relief that would improve the quality of supervision of youth. Probation believes that comprehensive analysis is needed, and would propose a joint effort with the Human Resources Department to evaluate current staffing patterns, to review past recommendations on staffing, and to assess the adequacy of existing County job classifications and descriptions. Probation also plans to ask Human Resources to evaluate staffing at Camp Glenwood to determine if staffing levels are appropriate.

Training: Attachment B contains Probation's estimate of costs necessary to implement recommendations regarding core training of Extra Help staff. Extra Help staff typically receive an orientation and on-the-job training but do not receive the core training course mandated by the state for permanent employees. Although the recommendation called for all Extra Help staff to attend the full six-week core training, Probation has determined that adding an 80-hour course of on-the-job training to the current 80 hours of initial training would be more effective given the temporary and part-time nature of these staff. This course would be tailored to operations at the Youth Services Center. Although short of the three months of on-the-job training the Sheriff's Department provides to Correctional Officers, it would significantly improve the performance of Extra Help staff. (Probation has already implemented steps to ensure that Extra Help staff are more closely monitored by supervisors and managers.) The total cost in FY 2008-09 for this measure would be \$199,000, which includes fees, backfill for Extra Help staff who now fill post positions, and wages for other staff for training time. The cost for FY 2009-10 and each year thereafter would be \$60,000.

Physical plant: Probation has prepared a list of building and grounds improvements recommended by the Board's panel and Countywide Security. To launch this process, Probation will meet with the Department of Public Works (DPW) and Countywide Security to determine which improvements DPW would be able to make and which must be made by a contractor. At this time, Probation is requesting \$25,000 for a security consultant to assist in evaluating bids for making the most cost-effective improvements. While operating a juvenile in-custody facility is within the scope of Probation's knowledge, construction and physical plant security issues are not. Independent estimates of costs and education about product options would allow Probation to make more informed decisions and would thus keep total costs down. The Probation Department is also requesting \$50,000 for a contractor to repair components of the existing security control system. Additionally, DPW is in the process of estimating the costs for a perimeter fence for Camp Glenwood. This proposal will be brought before the Criminal Justice Committee for review and consideration later in the fiscal year.

The Probation Department is cognizant of the County's structural budget deficit and its long-term plan to reduce General Fund expenditures. However, the Department also recognizes the need to protect the public and to create and maintain a safe and secure environment for the youth placed in our custody. The Department looks forward to collaborating with the Board in further developing an effective and cost-efficient response to the escape incident.

**FISCAL IMPACT:**

The Probation Department is requesting a total of \$274,000 for FY 2008-09 as a September Revision to address training and physical plant improvements. The long-term fiscal impact of implementation of all recommendations is still to be determined.

**San Mateo County Probation Department**  
**ATTACHMENT A**  
**Completed Safety and Security Improvements Requiring No Fiscal Support**

Project/Task (Agency Recommending Task)	Who	Cost	2008						2009					
			7	8	9	10	11	12	1	2	3	4	5	6
<b>Conduct investigations</b>	Prob, Sheriff	NO COST	DONE 2-4/08											
<b>Emergency notification</b>														
Implement automatic notification of landlines (Prob)	Sheriff	NO COST	DONE 2/08											
Publicize SMC Alert notification system (Prob)	Sheriff	NO COST	DONE 2/08, ongoing											
<b>Policies and procedures</b>														
Put post orders at workstations (NCCD)	Probation	NO COST	DONE 2/08											
Revise post orders re: staff requesting breaks (NCCD)	Probation	NO COST	DONE 3/08											
Retrain staff on post orders (Prob)	Probation	NO COST	DONE 2/08, ongoing											
Have staff sign off on post orders, retain records (NCCD)	Probation	NO COST	DONE 3/08, ongoing											
Reissue policy re: approved phone contact checks (Prob)	Probation	NO COST	DONE 2/08											
Revise escape/warrant procedure (Prob)	Probation	NO COST	DONE 3/08											
Put detailed escape/emergency policies at Admissions (Prob)	Probation	NO COST	DONE 3/08											
<b>Security</b>														
Fix fence (Prob)	DPW	NO COST	DONE 2/08											
Move light fixture (Prob)	DPW	NO COST	DONE 2/08											
Fix clock, add second clock in Control (Prob)	Probation	NO COST	DONE 2/08											
Cut back weeds along fence (NCCD)	Probation	NO COST	DONE 3/08, ongoing											





**San Mateo County Probation Department  
Attachment B  
Costs for Training of Extra Help Staff**

Item	Cost 2008-09	Cost 2009-10	Notes
Training	\$75,000	\$23,000	Train 50 current EH staff in 2008-09 at a cost of \$1,500/staff; Train 15 new EH staff in 2009-10 and each year ongoing at the same cost
Trainees' Salaries	\$99,000	\$37,000	40 staff for 8 hours/day for 10 days at \$30.92/hour
Backfill Costs	\$25,000	\$0	10 post positions for 8 hours/day for 10 days at \$30.92/hour
<b>TOTAL</b>	<b>\$199,000</b>	<b>\$60,000</b>	

**FY 2008-10 Final Budget Hearing  
ATTACHMENT B**

**SUMMARY - POSITION CHANGES**

DEPARTMENT/DIVISION	DESCRIPTION	CLASSIFICATION	ADD	DEL
<b>Assessor-County Clerk-Recorder</b>	<b>Delete:</b> Elimination of the County's Records Center	Records Center Supervisor		(1)
	<b>Delete:</b> Elimination of the County's Records Center	Records Center Assistant II		(1)
<b>Treasurer-Tax Collector</b>	<b>Add:</b> Assist with the Medical Center's revenue collections	Revenue Services Collector II	2	
<b>Human Resources Department</b>	<b>Add/Delete:</b> Benefits Administration operational improvements	Program Services Manager I	1	
	<b>Add/Delete:</b> Benefits Administration operational improvements	Psychiatric Social Worker II		(1)
	<b>Add/Delete:</b> Benefits Administration operational improvements	Human Resources Technician-C	1	
	<b>Add/Delete:</b> Benefits Administration operational improvements	Medical Services Assistant I		(1)
<b>Information Services Department</b>	<b>Add/Delete:</b> ISD Engineering Projects	Assistant Systems Engineer	3	
	<b>Add/Delete:</b> Mainframe Elimination Project	Production Tech II		(1)
	<b>Add/Delete:</b> Mainframe Elimination Project	Computer Operator II		(2)
<b>County Library</b>	<b>Add/Delete:</b> Improve customer service and staffing flexibility	Librarian II (Part-Time)	4	
	<b>Add/Delete:</b> Improve customer service and staffing flexibility	Librarian II		(2)
<b>Vehicles and Equipment Services</b>	<b>Add/Delete:</b> To provide an internal promotional opportunity	Equipment Mechanic III	1	
	<b>Add/Delete:</b> To provide an internal promotional opportunity	Equipment Mechanic II		(1)
<b>Waste Management</b>	<b>Add:</b> Climate Projection Program	Resource Conservation Spec-U	1	
<b>Health Administration</b>	<b>Add/Delete:</b> Reconcile budget with the Salary Ordinance	Chief of Health System	1	
	<b>Add/Delete:</b> Position eliminated per Health Care Redesign	Director of Health Department		(1)
	<b>Add/Delete:</b> Reconcile budget with the Salary Ordinance	Health Services Financial Director	1	
	<b>Add/Delete:</b> Reconcile budget with the Salary Ordinance	Deputy Director Health Services		(1)
<b>San Mateo Medical Center</b>	<b>Add/delete:</b> Mental Health reporting requirements	Community Program Specialist	1	
	<b>Add/delete:</b> Mental Health reporting requirements	Licensed Vocational Nurse		(1)
	<b>Add/delete:</b> Management Reorganization	Deputy Director of Ambulatory Svcs	1	
	<b>Add/delete:</b> Management Reorganization	Clinics Manager		(1)
	<b>Add/Delete:</b> Support Financial Planning and Analysis	Management Analyst II	1	
	<b>Add/Delete:</b> Support Financial Planning and Analysis	Office Assistant I		(1)
	<b>Add:</b> Psych Reorganization	Psych Social Worker I	1	
	<b>Add/Delete:</b> Reconcile budget with the Salary Ordinance	Medical Program Manager	1	
	<b>Add/Delete:</b> Reconcile budget with the Salary Ordinance	Supervising Physician		(1)
	<b>Add:</b> Implementation of Quality and Care Initiatives	Clinical Services Mgr I - Nursing	1	

DEPARTMENT/DIVISION	DESCRIPTION	CLASSIFICATION	ADD	DEL
	Add/Delete: Long Term Care Reorganization	Staff Nurse	1	
	Add/Delete: Long Term Care Reorganization	Licensed Vocational Nurse		(1)
	Add/Delete: Reconcile budget with the Salary Ordinance	Pediatric Physician	1	
	Add/Delete: Reconcile budget with the Salary Ordinance	Staff Physician (Part-Time)		(2)
<b>Human Services Agency</b>	Add/Delete: Children and Family Services admin staff realignment	Management Analyst III	2	
	Add/Delete: Children and Family Services admin staff realignment	Transportation Officer		(1)
	Add/Delete: Children and Family Services admin staff realignment	Social Worker III		(1)
	Add/Delete: Convert unclassified position to permanent status	Job Development Specialist II	1	
	Add/Delete: Convert unclassified position to permanent status	Job Development Specialist II-U		(1)
	Add/Delete: Health Information Telecenter positions	Human Services Supervisor-E	1	
	Add/Delete: Health Information Telecenter positions	Benefit Analyst II	4	
	Add/Delete: Health Information Telecenter positions	Human Services Supervisor-E-U		(1)
	Add/Delete: Health Information Telecenter positions	Office Assistant II		(6)
		<b>TOTAL POSITION CHANGES</b>	<b>31</b>	<b>(29)</b>
		<b>Net Position Changes</b>	<b>2</b>	

**FY 2008-10 Final Budget Hearing  
ATTACHMENT C**

**FINAL FUND BALANCE ADJUSTMENTS**

## FY 2008-09 Final Budget Hearings

Budget Unit ID	Budget Unit Name	AMOUNT Final Fund Balance Adjustment	Description of Change
1100D	Board of Supervisors	\$ (28,841)	Decrease in Reserves and miscellaneous operating appropriation
1200B	County Manager's Office	481,858	Set aside in Reserves in the amount of \$124,887 and increase appropriation in the amount of \$356,971 primarily for rollover communications projects that began in FY 2007-08
1220B	Real Property	71,852	Set aside Reserves in the amount of \$15,000 and one-time projects in the amount of \$56,852
1240B	Public Safety Communications	(15,796)	Decrease Reserves
1300D	Assessor-Clerk-Recorder	80,913	Increase ISD automation charges in the amount of \$60,913 and a scanner for Appraisal Services for \$20,000
1400B	Controller's Office	41,516	Set aside in Reserves
1500B	Tax Collector/Treasurer	556,560	Appropriate replacement of investment information equipment for \$35,000; relocation costs for Revenue Services in the amount of \$451,331; user licenses and software for \$42,500; and technology research for \$27,729
1600B	County Counsel	255,639	Set aside in Reserves for deferred equipment replacement
1700B	Human Resources	112,731	Appropriate training and development expenses for 20-hour per year per employee training requirement; Learning Management contract; and a portion of costs for the departmental server; future costs for training requirement will be factored into the ongoing operational budget
1800B	Information Services Department	4,193,456	Appropriate rollover project costs for the Mainframe Elimination Project, telephone network, data center upgrades, and IFAS (County's Financial System); training and office improvements; standardization of ISD systems; and continued roll-out Learning Management System modules
1920B	Grand Jury	128,523	Set aside in Reserves
1940B	Message Switch	96,098	Appropriate contract for software enhancements and various Message Switch user group projects
2510B	District Attorney/Public Administrator	(77,748)	Increase fines, fees, forfeiture, and penalties to offset Fund Balance reduction
3000B	Sheriff's Office	1,616,655	Set aside \$1,582,650 in Reserves and \$34,005 for countywide trainings and conferences
3200D	Probation Department	0	No change
3300B	Coroner's Office	116,513	Set aside in Reserves
3570B	Local Agency Formation Commission	42,710	Set aside in Reserves
3580B	Fire Protection Services	0	No change
3800B	Planning and Building	83,949	Appropriate additional contract services
3900B	Parks Department	(79,085)	Reduce Reserves in the amount of \$35,000 and increase reservation and permit fees for \$44,085

## FY 2008-09 Final Budget Hearings

Budget Unit ID	Budget Unit Name	AMOUNT Final Fund Balance Adjustment	Description of Change
4510P	Administrative Services	61,000	Return of an overpayment for the Fair Oaks Community Center
4600P	Engineering Services	0	No change
4730P	Facilities Services	179	Set aside in Reserves
4840B	Utilities	79,056	Set aside in Reserves
5500B	Health Services Administration	39,143	Set aside in Reserves for Health Department Information Technology Strategic Plan projects
5550B	Health Policy, Planning, and Promotion	5,708	Set aside in Reserves for operational contingencies
5700B	Aging and Adult Services	133,520	Set aside in Reserves for Health Department Information Technology Strategic Plan projects
5900B	Environmental Health Services	137,586	Appropriate \$25,000 for contract construction and implementation/translation services and sets aside \$112,586 in Reserves for Health Department Information Technology Strategic Plan projects
6100B	Behavioral Health and Recovery Services	83,571	Set aside in Reserves for Health Department Information Technology Strategic Plan projects
6200B	Public Health Services	181,247	Set aside in Reserves for Health Department Information Technology Strategic Plan projects
6240B	Family Health Services	44,901	Set aside in Reserves for Health Department Information Technology Strategic Plan projects
6300B	Correctional Services	125,290	Set aside in Reserves for Health Department Information Technology Strategic Plan projects
6500B	Agricultural Commissioner/Sealer	255,954	Appropriate minor computer equipment purchases; contract services; technology projects; and Light Brown Apple Moth regulation activities
7000D	Human Services Agency	1,186,544	Set aside in Reserves for Receiving Home moving expenses; Emancipated Foster Youth housing projects; Middlefield project expense; and information technology projects
7900B	Department of Housing	(785,076)	Increase reimbursement revenue and fees; reduce various operating costs to offset reduction in Fund Balance
8000B	Non-Departmental Services	15,811,611	Set aside in Reserves (\$15,421,533) and Contingencies (\$390,078); the set aside in Contingencies is in accordance with the County's Reserves policy, which requires a 3% General Fund Contingency appropriation
	<b>Subtotal General Fund</b>	<b>\$ 25,037,737</b>	
3550B	Structural Fire	(84,146)	Decrease Reserves
3560B	County Service Area #1	136,864	Set aside in Reserves

Budget Unit ID	Budget Unit Name	AMOUNT Final Fund Balance Adjustment	Description of Change
3700B	County Library	926,317	Set aside in Reserves
3950B	Fish and Game	7,421	Set aside in Reserves
3960B	Off-Highway Vehicle License Fees	28,061	Partially offset the funding of two projects
3970B	Parks Acquisition and Development	341,942	Increase capital projects
3980B	Coyote Point Marina	(21,254)	Decrease Reserves
4520B	Road Construction and Operations	748,144	Set aside in Reserves
4740B	Construction Services	(168,906)	Decrease Reserves
4760B	Vehicle and Equipment Services	(909,300)	Decrease Capital Reserves
4820B	Waste Management	1,986,617	Set aside in Capital Reserves
4830B	Transportation Services	(957)	Reduce operating costs
4840B	Utilities	3,132,393	Set aside in Reserves
4850B	Airports	(1,872,054)	Reduce Reserves by \$1,792,370 and reduce infrastructure assets in Roads by \$79,684
5630B	Emergency Medical Services Fund	20,227	Set aside in Reserves for payments to physicians and hospitals
5800B	IHSS Public Authority	0	No change
8200B	Accumulated Capital Outlay Fund	240	Set aside in Reserves
8300B	Courthouse Temporary Construction Fund	33,989	Set aside in Reserves
8400B	Criminal Justice Temporary Construction Fund	(955,517)	Decrease Reserves
8500D	Capital Projects Fund	1,946,680	Capital projects funded with projected revenue will be funded with increase in Facility Surcharge Fund Balance.
8900B	Debt Service Fund	2,513,549	Set aside in Reserves
	<b>Subtotal Non-General Funds</b>	<b>\$ 7,810,310</b>	
	<b>TOTAL ALL FUNDS</b>	<b><u>\$ 32,848,047</u></b>	
1950B	First 5 San Mateo County (Information Only)	1,404,760	Set aside in Reserves
2000B	Retirement Office (Information Only)	0	No change



**FY 2008-10 Final Budget Hearing  
ATTACHMENT D**

**SEPTEMBER REVISIONS  
(Final Budget Changes)**

**September Revisions:****FY 2008-09 Recommended Budget****1. Memberships and Contributions**

A supplemental payment in the amount of \$16,667 for a contribution to the Peninsula Policy Leadership Council has been added; a new contribution in the amount of \$20,000 has been added for a contribution to the Cabrillo Unified School District; ongoing membership dues to SamCEDA in the amount of \$15,000 has been added; and an additional \$2,318 has been added for an increase in CSAC dues.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	53,985	0	0	53,985	0

**2. Mail Services Program Mileage Rates**

Vehicle mileage rates are expected to increase in FY 2008-09 due to the increased cost of fuel. The impact to the Mail Services Program will be fully offset with reimbursement from customer departments.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	5,049	(5,049)	0	0	0

**TOTAL FY 2008-09 SEPTEMBER REVISIONS**

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	59,034	(5,049)	0	53,985	0

**FY 2009-10 Recommended Budget****3. Memberships and Contributions**

One-time contributions for Peninsula Policy Partnership and Cabrillo Unified School District have been eliminated.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(36,667)	0	0	(36,667)	0

## September Revisions:

## FY 2008-09 Recommended Budget

**1. Cor-O-Van Contract for Records Management**

In April 2008, a request for proposal (RFP) was advertised and sent out to solicit proposals for a five year contract to provide secure, off-site, centralized storage and inventory management, retrieval, and confidential destruction of boxed records for any County organization at any County office site. Six proposals were received and reviewed by representatives from ten County departments. Cor-O-Van was deemed the best choice for the County's needs and on September 9, 2008, the Board approved a five year contract. Two vacant positions in the records center were eliminated as well as the corresponding revenue from the Micrographics Trust Fund.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(161,047)	(161,047)	0	0	0	(2)

**2. Social Security Truncation Program**

In October 2007, the State passed AB 1168, which enacted the Social Security Number Truncation Program. For all documents recorded since January 1, 1980 that contain social security numbers, redacted versions must be created. Only the redacted versions of these documents will be made available to the public. The statute allowed, and the County Board of Supervisors approved, a fee increase of one dollar for the recording of the first page of a document. Fees from the newly established Social Security Truncation Trust Fund will fully offset expenditures related to this program.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
118,000	118,000	0	0	0	0

**TOTAL FY 2008-09 SEPTEMBER REVISIONS**

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(43,047)	(43,047)	0	0	0	(2)

## FY 2009-10 Recommended Budget

No change.

**September Revisions:****FY 2008-09 Recommended Budget****1. Human Services Agency Revenue Collections Contract**

The amount of the agreement with the Human Services Agency for revenue collection services and reimbursement for contract cost has been reduced.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(80,000)	80,000	0	0	0

**2. Relocation of Revenue Services**

As part of the Countywide reorganization, the Revenue Services Program is no longer part of the Agency formerly known as Employee and Public Services and is now part of the Treasurer-Tax Collector Department. Revenue Services will be moving from 455 County Center to 555 County Center in order to co-locate with other Treasurer-Tax Collector staff and support functions. Contract appropriation has been reduced to fully offset the increase in rent.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	85,000	0	0	0	0
0	(85,000)	0	0	0	0

**3. Addition of Two Revenue Collectors**

Revenue Services has added two Revenue Collector II positions to assist with the collection process for San Mateo Medical Center. Costs will be fully offset with reductions in other operating expenses.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	82,836	0	0	0	2
0	(82,836)	0	0	0	0

**TOTAL FY 2008-09 SEPTEMBER REVISIONS**

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(80,000)	80,000	0	0	2

**FY 2009-10 Recommended Budget**

No change.

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**September Revisions:**
**FY 2008-09 Recommended Budget**
**1. Benefits Program Operational Improvements**

In 2008, an operational review of the Benefits Division was conducted by an external consultant. Based on this review, it was determined that the San Mateo County Benefits Division has the lowest staff to active employee ratio in the San Francisco Bay Area. The addition of one Management Analyst and one Human Resources Technician - Confidential will implement efficiencies to existing programs as well as develop and implement a comprehensive education and training program that will assist employees and retirees in navigating through the County benefits programs. The cost for the two new positions will be offset by Benefit Trust Fund receipts, efficiency savings, and the elimination of two vacant modified work positions.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
170,191	170,191	0	0	0	2
(82,362)	(82,362)	0	0	0	(2)

**FY 2009-10 Recommended Budget**

No change.

**September Revisions:****FY 2008-09 Recommended Budget****1. Re-Appropriation of Projects**

The following projects started but not completed in FY 2007-08 have been appropriated in FY 2008-09: Automated Time Keeping System (ATKS); Applicable Client Record Search (ACRS); Identification (ID) Management; e-Gov upgrade; video conferencing; the Criminal Justice Information System (CJIS) migration project; and the Ambulatory Electronic Medical Record (AEMR) project.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
795,000	7,873,680	(7,078,680)	0	0	0

**2. Staffing Adjustments Due to Mainframe Elimination**

As a result of the completion of the mainframe elimination project, three vacant mainframe-centric positions will be deleted. Two new full-time Assistant System Engineer positions and one new half-time position Assistant System Engineer position have been added. Operating costs have been reduced to offset the increased cost. The new positions will provide service desk and desktop/server support.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(210,776)	0	0	(210,776)	(3)
0	210,776	0	0	210,776	3

**3. Transfer of Record Center Functions**

The records storage function is being transferred from the Assessor's Office to the Information Services Department and a new contract has been added with Cor-O-Van for records storage and related services. Costs for the first year of service will be reimbursed by Non-Departmental Service. The cost of subsequent years will be offset through charges from operating departments using records storage services.

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

**TOTAL FY 2008-09 SEPTEMBER REVISIONS**

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
795,000	7,923,680	(7,128,680)	0	0	0

**FY 2009-10 Recommended Budget****1. Re-Appropriation of Projects**

Elimination of projects appropriated in FY 2008-09: Automated Time Keeping System (ATKS); Applicable Client Record Search (ACRS); Identification (ID) Management; e-Gov upgrade; video conferencing; the Criminal Justice Information System (CJIS) migration project; and the Ambulatory Electronic Medical Record (AEMR) project.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(795,000)	(7,873,680)	7,078,680	0	0	0

## September Revisions:

## FY 2008-09 Recommended Budget

1. Case Management Consulting

The contract for case management consulting services has been increased. Overtime has been increased for Inspectors assisting with the warrant process for the Department of Child Support Services. Costs are fully offset with Reserves.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	129,093	0	(129,093)	0	0

## FY 2009-10 Recommended Budget

2. Case Management Consulting

One-time costs for management consulting services and Inspector overtime have been eliminated.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(129,093)	(129,093)	0	0	0	0

## September Revisions:

## FY 2008-09 Recommended Budget

**1. Federal Appropriation for a Jail Management System**

In June 2008, the County of San Mateo and Sheriff's Office received a congressional appropriation towards the acquisition and implementation of a new Jail Management System (JMS). In Phase I of the project, a consultant was hired to develop a needs assessment, create a Request for Proposal (RFP), and assist in the selection of, and negotiation with, the selected vendor. The RFP is scheduled to be issued in October. Once the vendor is selected, Phase II of the project, acquisition and implementation, is expected to take 12 to 18 months to complete. A new JMS will greatly enhance the criminal justice system's ability to track and evaluate inmate data and expand analysis capabilities. This appropriation meets almost half of the project total with a County match budgeted in Non-Departmental Services.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
911,918	1,406,918	(495,000)	0	0	0

**2. Radio Interoperability Grant**

In October 2007, San Francisco was awarded the Super Urban Area Security Initiatives (SUASI) Grant from the Federal Department of Homeland Security. San Mateo County is a sub-grantee of this award and received funding for a two year countywide radio interoperability project. This is the second of three grants that will be used to complete this project.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
400,000	400,000	0	0	0	0

**3. Homeland Security Grant: Office of Emergency Services (OES)**

This is the annual federal Homeland Security grant to San Mateo County that has been approved by the Board of Supervisors in resolution number 069643 on August 12, 2008. The total grant award is \$2.5 million with OES receiving \$1.5 million, which will be spent in FY 2008-09 and FY 2009-10.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
250,000	250,000	0	0	0	0

**4. Homeland Security Preparedness Project**

In October 2007, San Francisco was awarded the Super Urban Area Security Initiatives (SUASI) Grant from the Federal Department of Homeland Security. San Mateo County is a sub-grantee of this award and the Office of Emergency Services (OES) uses these funds for citizen preparedness events like Emergency Preparedness Day as well as training and exercises, such as Urban Shield and Golden Guardian.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
198,053	198,053	0	0	0	0

**5. Homeland Security Buffer Zone Protection Grant**

The Buffer Zone Protection grants are typically awarded every 2-3 years in order to add extra security or security enhancements to selected critical sites that are considered key resources in a jurisdiction or surrounding communities. The funding allows jurisdictions to revise and enhance security measures at critical sites through planning and equipment. San Mateo County Area Office of Emergency Services will serve as the administrator of this grant to the designated site within the County.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
193,030	193,030	0	0	0	0



**6. National Institute of Justice Appropriation for DNA Backlog**

This is the annual National Institute of Justice appropriation to support DNA backlog work. The award is effective on October 1, 2008 and will be used to fund DNA testing equipment and supplies and to hire contractors and science interns to complete backlog work.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
131,992	131,992	0	0	0	0

**7. Juvenile Justice Crime Prevention Act**

Funding from the State JJCPA grant to the Probation Department was used to pay for counseling services to juveniles and their families in the Sheriff's Juvenile Diversion Program. Due to cuts to Temporary Assistance for Needy Families (TANF) funding, the Probation department will allocate the JJCPA funding to a different program, therefore, the Sheriff's Office is removing the revenue and related expenses.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(75,200)	(75,200)	0	0	0	0

**8. Forensic Laboratory Instrument Replacement Fund**

Most major lab instruments exceed \$100,000 to replace and funds for replacement come from grants applied for through the National Institute of Justice DNA program. In the event that a grant is not awarded, the Forensic Laboratory has established a laboratory instrumentation replacement fund. The Sheriff's Office is reallocating this appropriation from reserves to capital equipment.

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

**TOTAL FY 2008-09 SEPTEMBER REVISIONS**

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
2,009,793	2,529,793	(495,000)	(25,000)	0	0

**FY 2009-10 Recommended Budget****9. Federal Funding for a Jail Management System**

One-time federal funding for a new Jail Management System has been removed.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(911,918)	(1,406,918)	495,000	0	0	0

**10. Homeland Security Buffer Zone Protection Grant**

One-time Homeland Security grant allocations for buffer zone protection have been removed.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(193,030)	(193,030)	0	0	0	0

**TOTAL FY 2009-10 SEPTEMBER REVISIONS**

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
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(1,104,948)	(1,599,948)	495,000	0	0	0
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## September Revisions:

## FY 2008-09 Recommended Budget

1. Enhancing Safety and Security at the Youth Services Center

Appropriation has been added for safety and security enhancements at the Youth Services Center (YSC), which was approved by the Board of Supervisors' Criminal Justice Committee on August 11, 2008. Included is \$199,000 for training of Extra Help Group Supervisor staff in the Institutions Division, \$25,000 to hire a security consultant to evaluate bids for infrastructure improvements, and \$50,000 to repair and upgrade components of the security control system. These enhancements will provide for the safety of youth detained at the YSC, staff, and surrounding residents.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	274,000	(274,000)	0	0	0

## FY 2009-10 Recommended Budget

2. Ongoing Staff Training at the Youth Services Center

Appropriation for safety and security enhancements has been eliminated in year two. Ongoing annual training for Extra Help Group Supervisor staff at the Youth Services Center will continue at \$60,000 annually.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(214,000)	274,000	0	60,000	0

## September Revisions:

## FY 2008-09 Recommended Budget

1. Leased Facility Reimbursements

Revenue has been reduced and Intrafund Transfers have been increased to ensure that facility lease payments received from Housing and Community Development are booked properly. This adjustment is made for accounting purposes only.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(116,272)	0	(116,272)	0	0	0

## FY 2009-10 Recommended Budget

No change.

## September Revisions:

## FY 2008-09 Recommended Budget

**1. San Mateo County Extrication Grant**

The San Mateo County Fire Department has been awarded a grant from the State of California Office of Traffic Safety to replace all extrication equipment and replace a rescue vehicle. The equipment will be within the communities of Pescadero, Woodside, San Mateo, Redwood City, and La Honda. Equipment will respond to a variety of traffic accidents, rescues, and medical emergencies along State Highways 1, 35, 84, 92 and 280. Grant revenue will be received by the Structural Fire Fund and transferred to Fire Protection Services for the purchase of the vehicle and equipment.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
310,457	310,457	0	0	0	0

## FY 2009-10 Recommended Budget

**2. San Mateo County Extrication Grant**

One-time grant award from the State of California Office of Traffic Safety has been eliminated.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(310,457)	(310,457)	0	0	0	0

## September Revisions:

## FY 2008-09 Recommended Budget

1. San Mateo County Extrication Grant

The San Mateo County Fire Department has been awarded a grant from the State of California Office of Traffic Safety to replace all extrication equipment and replace a rescue vehicle. The equipment will be within the communities of Pescadero, Woodside, San Mateo, Redwood City, and La Honda. Equipment will respond to a variety of traffic accidents, rescues, and medical emergencies along State Highways 1, 35, 84, 92 and 280. Grant revenue will be transferred from the Structural Fire Fund and appropriated accordingly.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
310,457	310,457	0	0	0	0

## FY 2009-10 Recommended Budget

2. San Mateo County Extrication Grant

One-time grant award from the State of California Office of Traffic Safety has been eliminated.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(310,457)	(310,457)	0	0	0	0

## September Revisions:

## FY 2008-09 Recommended Budget

1. Donations and Friends Revenue

Donations and Friends revenue has been increased and library branch operating costs have been adjusted.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
41,704	30,896	0	10,808	0	0

2. Librarian Staffing Adjustments

In order to improve customer service, increase flexibility and provide adequate staffing during peak library hours, two vacant full-time librarian positions will be deleted and four new part-time positions will be added.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(208,968)	0	0	(208,968)	(2)
0	208,968	0	0	208,968	4

## TOTAL FY 2008-09 SEPTEMBER REVISIONS

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
41,704	30,896	0	10,808	0	2

## FY 2009-10 Recommended Budget

No change.

## September Revisions:

## FY 2008-09 Recommended Budget

1. Applicants and Developers Fees

Revenue received in FY 2007-08 has been deferred to FY 2008-09 to align with expenditures for ongoing project-related contracts.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
286,377	286,377	0	0	0	0

## 2009-10 Recommended Budget

2. Elimination of One-Time Revenue

One-time Applicant and Developer fees and related expenditures have been eliminated.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(286,377)	(286,377)	0	0	0	0



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 September Revisions:

## FY 2008-09 Recommended Budget

1. Natural Gas Cost Increase

The Association of Bay Area Governments (ABAG) notified the County in June 2008 that the projected costs for natural gas for FY 2008-09 would increase by 19%. Adjustments have been made accordingly to reflect this cost increase.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	458,400	0	0	458,400	0

## FY 2009-10 Recommended Budget

No change.

## September Revisions:

## FY 2008-09 Recommended Budget

1. **Proposition 1B State Transportation Bond Funding**

The State is releasing a one-time supplemental 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
1,558,526	1,558,526	0	0	0	0

2. **La Honda Landslide Assessment District**

These revisions are to establish appropriations in connection with the La Honda landslide. Funding from the County's one-time contribution and from the California Office of Emergency Services will be retained in trust funds that will be used to reimburse the projects costs associated with the construction of soil stability improvements within the Scenic Drive landslide in the La Honda area.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
6,389,356	6,389,356	0	0	0	0

3. **Mid Coast Drainage Improvements**

The Board of Supervisors and the Mid Coast Community Council have approved the use of increased roadway improvement funds (mitigation fees) for the construction of drainage improvement projects on the Coastside to help alleviate both street and property flooding.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	250,000	0	(250,000)	0	0

**TOTAL FY 2008-09 SEPTEMBER REVISIONS**

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
7,947,882	8,197,882	0	(250,000)	0	0

## FY 2009-10 Recommended Budget

4. **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
(1,558,526)	(1,558,526)	0	0	0	0

5. **La Honda Landslide Assessment District**

One-time funding and appropriations in connection with the La Honda landslides have been eliminated.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(6,389,356)	(6,389,356)	0	0	0	0

**6. Mid Coast Drainage Improvements**

One-time mid coast drainage improvement project have been removed.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(250,000)	(250,000)	0	0	0	0

**TOTAL FY 2009-10 SEPTEMBER REVISIONS**

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(8,197,882)	(8,197,882)	0	0	0	0

## September Revisions:

## FY 2008-09 Recommended Budget

1. Increase in the Cost of Fuel and Tires

Appropriations for fuel and tire costs have been adjusted due to the increase in the price of oil. Increases will be offset through service charges to other County departments and reimbursement through an intrafund transfer from the Road Fund.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
190,000	280,000	(90,000)	0	0	0

2. Upgrade of Equipment Mechanic Position

One vacant Equipment Mechanic II position has been deleted and one new Equipment Mechanic III has been added. This change provides an internal promotional opportunity for staff advancing to the level required to maintain emergency generators and pumps located at various water and flood control districts.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(89,320)	0	0	0	(1)
0	89,320	0	0	0	1

## TOTAL FY 2008-09 SEPTEMBER REVISIONS

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
190,000	280,000	(90,000)	0	0	0

## FY 2009-10 Recommended Budget

3. Cost of Fuel and Tires

One-time fuel and tire costs increase in the prior year have been eliminated.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(190,000)	(280,000)	90,000	0	0	0

**September Revisions:****FY 2008-09 Recommended Budget****1. Loan Repayment**

The Solid Waste Fund provided a loan to the Construction Services Fund in order to balance its cash needs for FY 2007-08. The loan repayment from the Construction Services Fund has been set aside as contingency reserves. There are sufficient appropriations in the Construction Fund to fund this repayment.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
850,000	0	0	850,000	0	0

**2. Climate Projection Program**

Receipt of grants from the Bay Area Air Quality Management District, the City/County Association of Governments, and Pacific Gas and Electric Company necessitate the addition of one unclassified Resource Conservation Specialist position and operational cost increase for the climate projection program.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
143,250	156,390	0	(13,140)	0	1

**3. Garbage Collection Costs at County Facilities**

Reserve funds have been used to cover the increased garbage collection costs resulting from higher garbage collection rates for the collection of garbage at County facilities. The ongoing cost will be built into future rent charges and paid by other County departments.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	85,000	0	(85,000)	0	0

**4. Compost Bin Sales**

Increases in the sales of compost bins necessitate an increase in the amount budgeted for subsidizing the cost of the bins. The selling price for compost bins has been raised recently. It is anticipated that future ongoing cost will be covered by the increased compost bin sales.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	42,000	0	(42,000)	0	0

**5. Green Team Program**

The County Manager's Office has authorized 15% of all energy rebates to be used for projects sponsored by the Green Team. An appropriation has been established for those funds and expenses.

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
1,013,250	303,390	0	709,860	0	1

## FY 2009-10 Recommended Budget

**6. Loan Repayment**

One-time loan repayment from the Construction Services Fund has been eliminated. Fund Balance has been adjusted to reflect the loan repayment received in FY 2008-09.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(850,000)	0	0	(850,000)	0	0
850,000	0	0	850,000	0	0

**7. Garbage Collection Costs at County Facilities**

One-time garbage collection cost increase at County facilities has been eliminated. Fund Balance has been reduced to reflect the one-time use of Reserves in the prior year.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(85,000)	(85,000)	0	0	0	0

**8. Compost Bin Sales**

One-time compost bin sales cost has been removed. Fund Balance has been reduced to reflect the one-time use of Reserves in the prior year.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(42,000)	(42,000)	0	0	0	0

**9. Green Team Program**

One-time appropriations from the energy rebates for the Green Team program have been eliminated.

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

**TOTAL FY 2009-10 SEPTEMBER REVISIONS**

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(147,000)	(147,000)	0	0	0	0

**September Revisions:****FY 2008-09 Recommended Budget****1. Colma Lighting District Undergrounding**

Reserve funds have been used to cover the increased cost for the Colma Highway Lighting District's portion of the El Camino Real Underground Project not completed in FY 2007-08.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	250,000	0	(250,000)	0	0

**2. Sewer District Operations Equipment Replacement**

Funding from Sewer Districts administered by the County will be used to purchase sewer equipment to replace older equipment that is no longer functional and/or to acquire items that reflect the latest technology.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
247,586	495,172	0	(247,586)	0	0

**3. Fair Oaks Sewer Maintenance District Repairs**

This represents an increase in the project cost for the Fair Oaks Sewer Replacement and Spot Repair. Reserve funds have been used to cover the increase.

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

**4. Burlingame Hills Sewer Rate Increases**

The additional sewer service charges associated with the Burlingame Hills Sewer Maintenance District sewer rate increase will be used for general district maintenance.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
62,450	62,450	0	0	0	0

**5. Pescadero Fire Flow Study**

Funding and related costs are reappropriated for the Pescadero Fire Flow Study.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
15,000	15,000	0	0	0	0

**TOTAL FY 2008-09 SEPTEMBER REVISIONS**

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
325,036	1,022,622	0	(697,586)	0	0

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 FY 2009–10 Recommended Budget
**6. Colma Lighting District Undergrounding**

One-time appropriations to fund the Colma Highway Lighting District's portion of the El Camino Real Underground Project have been eliminated.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(250,000)	(250,000)	0	0	0	0

**7. Sewer District Operations Equipment Replacement**

One-time purchase of sewer operations equipment has been removed.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(495,172)	(495,172)	0	0	0	0

**8. Fair Oaks Sewer Maintenance District Repairs**

One-time appropriations associated with the Fair Oaks Sewer Replacement and Spot Repair project have been eliminated.

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

**9. Pescadero Fire Flow Study**

One-time funding for the Pescadero Fire Flow Study has been removed.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(15,000)	(15,000)	0	0	0	0

**TOTAL FY 2009-10 SEPTEMBER REVISIONS**

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(960,172)	(960,172)	0	0	0	0



## September Revisions:

## FY 2008-09 Recommended Budget

1. FAA Grants for San Carlos Airport Improvements

Grading, paving, and drainage improvements, which are part of the new hangar project at the San Carlos Airport, will be funded by two new grants from the Federal Aviation Agency (FAA).

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
800,000	800,000	0	0	0	0

2. Property Lease for Devil's Slide Tunnel Construction

Revenue received from the Devil's Slide tunnel project team for the lease of property at Half Moon Bay Airport has been set aside in Reserves.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
100,000	0	0	100,000	0	0

## TOTAL FY 2008-09 SEPTEMBER REVISIONS

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
900,000	800,000	0	100,000	0	0

## FY 2009-10 Recommended Budget

3. FAA Grants for San Carlos Airport Improvements

One-time FAA grants for the San Carlos Airport improvements have been eliminated.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(800,000)	(800,000)	0	0	0	0

4. Property Lease for Devil's Slide Tunnel Construction

One-time property lease at the Half Moon Bay Airport for the new Devil's Slide tunnel has been removed in year two, and Fund Balance for FY 2009-10 has been increased from the lease revenue received in FY 2008-09.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(100,000)	0	0	(100,000)	0	0
100,000	0	0	100,000	0	0

## TOTAL FY 2009-10 SEPTEMBER REVISIONS

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(800,000)	800,000	0	0	0	0

**September Revisions:****FY 2008-09 Recommended Budget****1. Chief of the Health System**

The Chief of the Health System position has been added, which was approved by the Board of Supervisors on August 12, 2008 as part of the Health System Redesign initiative, to reconcile the budget with the Salary Ordinance. The vacant Director of Health Department position has been deleted. The cost differential represents increased Net County Cost to cover an anticipated one-time double fill situation.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	20,676	127,758	0	148,434	0

**2. Staffing Adjustments**

One vacant Deputy Director of Health Services has been deleted and one Director of Finance and Administration added to reconcile the budget with the Salary Ordinance. The increased cost is fully offset by Intrafund Transfers from the various other divisions of the Health Department.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(42,024)	42,024	0	0	(1)
0	50,424	(50,424)	0	0	1

**TOTAL FY 2008-09 SEPTEMBER REVISIONS**

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	29,076	119,358	0	148,434	0

**FY 2009-10 Recommended Budget****3. Chief of the Health System**

One-time costs from the prior fiscal year are deleted in FY 2009-10.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	4,278	(127,758)	0	(123,480)	0

## September Revisions:

## FY 2008-09 Recommended Budget

1. Health System Redesign

Appropriations have been increased for one-time costs associated with the Health System Redesign including: recruitment for the Chief of Health System position; temporary assignment of Children's Health Initiative staff to achieve improved Medi-Cal enrollment in alternative settings; and funding to the Health Plan of San Mateo (HPSM) to support implementation of the Community Network for the Underserved. Increased costs are offset by an Intrafund Transfer from Non-Departmental Reserves.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	183,015	(183,015)	0	0	0

## FY 2009-10 Recommended Budget

2. Health System Redesign

One-time costs and Intrafund Transfers from the prior fiscal year are deleted in FY 2009-10.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(183,015)	183,015	0	0	0

## September Revisions:

## FY 2008-09 Recommended Budget

1. Used Oil Opportunity Grant

The California Integrated Waste Management Board has awarded a Used Oil Opportunity grant to Environmental Health for establishing a used oil collection facility at Pillar Harbor Marina. The goal of this project is to protect water quality, wildlife, and human health from the negative impacts of oil pollution. The grant also includes funds for a public education campaign.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
64,550	64,550	0	0	0	0

## FY 2009-10 Recommended Budget

2. Used Oil Opportunity Grant

One-time revenue and expense from the prior fiscal year are deleted in FY 2009-10.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(64,550)	(64,550)	0	0	0	0

## September Revisions:

## FY 2008-09 Recommended Budget

1. Purchase of Food Services Delivery Equipment

Appropriations have been added for the purchase of a cart tugger for delivering meals at the Youth Services Center. The increased cost is offset by an Intrafund Transfer from the Probation Department.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	11,000	(11,000)	0	0	0

## FY 2009-10 Recommended Budget

2. Purchase of Food Services Delivery Equipment

One-time expense and Intrafund Transfers from the prior fiscal year are deleted in FY 2009-10.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(11,000)	11,000	0	0	0

## September Revisions:

## FY 2008-09 Recommended Budget

1. State Contract for Light Brown Apple Moth Quarantine Enforcement

Appropriations and revenue have been increased to reflect final contract amounts for the agreement with the California Department of Food and Agriculture (CDFA) for Light Brown Apple Moth pest exclusion regulatory activity. Under this contract, CDFA will reimburse the County for staff time expended in quarantine enforcement regulatory activities.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
63,166	63,166	0	0	0	0

## FY 2009-10 Recommended Budget

No change.

**September Revisions:****FY 2008-09 Recommended Budget****1. Contractual Payment Adjustments**

The Medical Center took a conservative approach to budgeting contractals in May in anticipation of the Medi-Cal cuts. Contractuals are negative accounts serving to adjust or reduce gross revenues to reflect anticipated reimbursement from the State (also known as net patient revenue). The Medical Center is now reducing the amount in Contractuals, thereby increasing net patient revenue to offset other September budget changes. Net patient revenue remains in line with anticipated projections.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
484,476	0	0	0	(484,476)	0

**2. Coastside Clinic Rent Charges**

Public Health is using a van for its mobile clinic and therefore space that is no longer needed will be used by the Medical Center. Rent that was previously paid by Public Health has been transferred to the Medical Center.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	37,459	0	0	37,459	0

**3. Staffing Adjustment**

Due to the change in ratio requirements and state regulations, a part-time Licensed Vocational Nurse (LVN) position is no longer required in this unit. However, due to the increased reporting requirements to Mental Health, a part-time Community Program Specialist II is required.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	34,625	0	0	34,625	1
0	(35,015)	0	0	(35,015)	(1)

**4. ISD Service Increase**

Due to updated costs from vendors, ISD charged the Medical Center an additional three percent for its services, affecting four major categories: Administrative Services, Software Maintenance, Tivoli Storage Management (TSM), and Operational Projects. The Medical Center has increased its budget for information services using ISD's revised calculations.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	264,328	0	0	264,328	0

**5. Daly City Contract Custodial Services**

The Medical Center has increased the budget for Contract Custodial Services to reflect the new contract price at its Daly City clinic. This expense will be offset with reimbursement revenue from other tenants occupying the facility. Tenants include Behavioral Health and Recovery Services, Public Health's Women, Infant & Children (WIC), Pre to 3, ISD, and Environmental Health.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
79,704	79,704	0	0	0	0

**6. Realign Frozen Positions In Salary Savings**

The Salary Savings account was created to help the Medical Center balance its budget. The account consists of frozen positions, with the salaries and benefits of these positions representing savings. Ancillary Services needs to fill certain positions in the Salary Savings account that are currently frozen. This adjustment represents a realignment of positions subject to the freeze and is cost neutral.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	349,493	0	0	349,493	0
0	(349,493)	0	0	(349,493)	0

**7. Adjustments to Provide Current Level of Services**

Due to a reorganization, the Medical Center added a Deputy Director of Ambulatory Services. This adjustment appropriates the cost in the budget, which is partially offset by the deletion of a Clinics Manager.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	137,911	0	0	137,911	1
0	(119,951)	0	0	(119,951)	(1)

**8. Reorganization in Ambulatory Services**

Due to the reorganization in Ambulatory Services, a vacant Supervising Physician at Fair Oaks was deleted and a new Medical Program Manager position was created in Clinic Administration. These changes were approved by the Board of Supervisors on April 22, 2008. This adjustment aligns the budget with the Salary Ordinance. In addition, a Nurse Practitioner and a Psych Social Worker I have been added to the Pain Management Clinic. A corresponding decrease has been made to contract services to offset these costs. Lastly, due to the redesign initiative expanding pediatric services in the South County, a Pediatric Physician has been added for the Fair Oaks Children's Clinic, and two vacant part-time Staff Physicians have been deleted from the Access to Care for Everyone (ACE) initiative.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	469,526	0	0	469,526	3
0	(448,623)	0	0	(448,623)	(3)

**9. Administration Reorganization**

The Medical Center has added a new Management Analyst II position to support the increased demand for information and data analyses from the Financial Planning and Analysis team. This will enhance the team's ability to analyze the Medical Center's financials and new initiatives, and provide service line and productivity reporting. A vacant Office Assistant I position has been deleted to partially offset this cost. In addition, given the numerous quality and care initiatives (i.e., core measures, patient and employee satisfaction, patient experience) undertaken by Quality Management, a Clinical Services Manager I position has been added.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	184,723	0	0	184,723	2
0	(43,078)	0	0	(43,078)	(1)

**10. Long Term Care Position Adjustments**

The Long Term Care (LTC) unit has deleted a vacant Licensed Vocational Nurse (LVN) position and has added a part-time Staff Nurse position. The majority of the costs of the new position has been offset by the deletion of the LVN. The LTC unit has a greater need for staff nurses which



function independently. LVNs cannot perform functions such as nursing admission assessments, IV medications and admixtures, among others, and need staff nurses for "cross coverage". The presence of staff nurses provides the Medical Center with more efficient options.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	65,232	0	0	0	1
0	(62,661)	0	0	2,571	(1)

#### 11. Dental Program Grant

The Medical Center has received a grant award of \$2,000 from the Silicon Valley Community Foundation. The Foundation created the original software for the Adult Dental Program and has funded upgrades to the software each year. The grant award provides the support necessary for ISD to upgrade the software.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
2,000	2,000	0	0	0	0

#### 12. North County Clinic Renovation

The Redesign Group has identified the need to renovate the space at the North County Clinic. This adjustment provides for the funding of the renovation by reducing contractuals and increasing appropriations to allow for the transfer of funds to the Capital Projects budget.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
281,000	281,000	0	0	0	0

#### TOTAL FY 2008-09 SEPTEMBER REVISIONS

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
847,180	847,180	0	0	0	1

#### FY 2009-10 Recommended Budget

#### 13. Elimination of One Time-Items

The one time grant award from the Silicon Valley Community Foundation has been eliminated in year two.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(2,000)	(2,000)	0	0	0	0

#### 14. Elimination of One Time-Items

The one time appropriation for the renovation of the space at the North County Clinic has been eliminated in year two.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(281,000)	(281,000)	0	0	0	0

#### TOTAL FY 2009-10 SEPTEMBER REVISIONS

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(283,000)	(283,000)	0	0	0	0

## September Revisions:

## FY 2008-09 Recommended Budget

1. North County Clinic Renovation

The Redesign Group has identified the need to renovate the space at the North County Clinic. This adjustment provides for the funding of the renovation under the Capital Projects budget.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	281,000	(281,000)	0	0	0

## FY 2009-10 Recommended Budget

2. Elimination of One Time-Items

The one time appropriation for the renovation of the space at the North County Clinic has been eliminated.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(281,000)	281,000	0	0	0

**September Revisions:****FY 2008-09 Recommended Budget****1. Health Information Telecenter (HIT) Positions**

Five positions—one Human Services Supervisor-E and four Benefit Analyst IIs have been added, offset by the deletion of one vacant Human Services Supervisor-U-E and six vacant Office Assistant IIs. The new positions will address staffing needs related to current and future work volume in processing Medi-Cal and Food Stamps cases in accordance with an independent consultant assessment performed by Intelegy Corporation in January 2008. There is no additional Net County Cost associated with this adjustment.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	377,082	0	0	377,082	5
0	(377,082)	0	0	(377,082)	(7)

**2. Staffing Adjustments**

Two vacant positions have been deleted—a Transportation Officer and a Social Worker III—and two Management Analyst III positions added to improve Children and Family Services' capabilities in the areas of grant procurement, Memorandum of Understanding (MOU) administration, legislative review, policy writing, legal interpretation, and identification of child welfare training needs. The increased cost is being absorbed within the existing Human Services Agency budget.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	70,180	0	0	70,180	2
0	(70,180)	0	0	(70,180)	(2)

**3. Staffing Adjustments**

An unclassified Job Development Specialist II position has been converted to permanent status; there is no Net County Cost impact.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(105,441)	0	0	(105,441)	1
0	105,441	0	0	105,441	(1)

**TOTAL FY 2008-09 SEPTEMBER REVISIONS**

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

**FY 2009-10 Recommended Budget**

No change.

## September Revisions:

## FY 2008-09 Recommended Budget

**1. Net County Cost Adjustments**

One-time and ongoing Net County Cost adjustments are made in operating department budgets, as follows: ongoing increases to Memberships and Contributions for SamCEDA (\$15,000) and CSAC (\$2,318), and one-time contributions to the Peninsula Leadership Council (\$16,667) and the Cabrillo Unified School District (\$20,000); increase in natural gas costs (\$458,400); and the ongoing salary differential and one-time double fill of the Chief of the Health System (\$148,434). The increase in natural gas costs will be built into departmental rent rates beginning in FY 2009-10.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	0	0	(660,819)	(660,819)	0

**2. Solar Panel Installations**

The County is examining the possibility of placing solar panels on County facilities in strategic locations to help generate renewable energy and decrease the County's carbon footprint. Preliminary cost estimates are in the \$1.9 to \$5.2 million range. This adjustment provides a mid-range appropriation that should be sufficient to fund any projects that begin this fiscal year.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	3,000,000	0	(3,000,000)	0	0

**3. Jail Management System Replacement**

The General Fund will contribute \$495,000 in each of the next two years to the Sheriff's Office for implementation of the new Jail Management System. Funding will also be provided by congressional appropriation of \$911,918 received by the Sheriff's Office for this project.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	495,000	0	(495,000)	0	0

**4. New Capital Projects and Reappropriations**

There is a reduction in General Fund capital project contributions of \$1,375,779 as more projects were completed in FY 2007-08 than originally anticipated. This decrease is partially offset by a new project to remodel space vacated by Environmental Health on the fourth floor of County Office Building 1. The County has convened a Space Planning Team that has identified the most practical use of the vacated space, including office space for Real Property Services, a unit of Public Services Dispatch and the Public Works Capital Projects Unit; moving the IT training room from County Office Building 2, and additional conference rooms and interview rooms. The estimated cost of the remodel and moves is \$646,993.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(728,786)	0	728,786	0	0

**5. New Information Technology Projects and Reappropriations**

This adjustment reappropriates countywide IT projects that were not completed in FY 2007-08, including Automated Time Keeping System (ATKS); Applicable Client Record Search (ACRS); e-Gov upgrade; and video conferencing.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	663,731	0	(663,731)	0	0

**6. Records Center Contract**

The County's Record Center was previously managed and operated by the Assessor-County Clerk-Recorder's Office, with storage at the Election's facility on Tower Road. In order to provide additional space for Election's equipment, the County has contracted the records retention function to an outside vendor. The contract, which is \$125,000 per year, will be managed by ISD. This adjustment includes the anticipated contract costs for the remainder of FY 2008-09. Beginning in FY 2009-10, these costs will be borne by County departments as part of their operating costs.

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

**7. Health System Redesign Initiatives**

This represents a one-time transfer to the Health Department to cover costs associated with the recruitment of the Chief of the Health System, temporary assignment of Children's Health Initiative staff to achieve improved enrollment in Medi-Cal in different settings, and funding to the Health Plan of San Mateo (HPSM) to support implementation of the Community Health Network for the under-served.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	183,015	0	(183,015)	0	0

**8. Settlement Agreement with Medical Center Architect**

The Board recently authorized the payment of \$354,376 to Radcliffe Architects as part of a settlement agreement reached in 2003 related to the San Mateo Medical Center project. This adjustment replenishes the County's contingency appropriation for litigation costs, including awarded damages and judgements, that may arise during FY 2008-09.

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

**9. Youth Services Center Security Upgrades**

This adjustment provides additional funding to the Probation Department to cover the cost of additional staff training at the Youth Services Center (\$199,000) and one-time facility improvements (\$75,000). The ongoing cost of training will be \$60,000 per year.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	274,000	0	(274,000)	0	0

**10. Repayment of General Fund Reserves for YSC Debt Refunding**

On August 12, 2008 the Board of Supervisors authorized the County Manager to transfer \$11.8 million to U.S. Bank (Trustee) to terminate the interest rate swaps entered into between the County, Citigroup and Lehman/AIG as part of the 2003 Youth Service Center bond financing arrangements and to provide additional funds that could be used to reduce the principal on the 2008 refinancing to keep annual ongoing debt service at or below \$9 million. Reserves in the County's Debt Service Fund of \$4.9 million and reserves from the Youth Services Center Construction Fund of \$6.9 million. There is no Net County Cost.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
11,800,000	0	0	11,800,000	0	0

## TOTAL FY 2008-09 SEPTEMBER REVISIONS

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
11,800,000	4,296,960	0	6,842,221	(660,819)	0

## FY 2009-10 Recommended Budget

**11. Net County Cost Adjustments**

One-time Net County Cost adjustments added in FY 2008-09 are removed. The ongoing increase in Net County Cost is \$560,672, as follows: SamCEDA contribution (\$15,000), annual adjustment to CSAC contribution (\$2,318), natural gas cost increases (\$458,400), salary differential for the Chief of the Health System (\$24,954), and training of extra-help Group Supervisors at the Youth Services Center (\$60,000).

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(660,819)	0	0	(560,672)	100,147	0

**12. Elimination of One-Time Items**

One-time items added in FY 2008-09 are removed, including solar panel installations, capital project and IT reappropriations, the Records Center contract, Health System Redesign initiatives, settlement with the Medical Center architect, and Youth Services Center security upgrades.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(5,672,739)	(5,177,739)	0	(495,000)	0	0

## TOTAL FY 2009-10 SEPTEMBER REVISIONS

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(6,333,558)	(5,177,739)	0	(1,055,672)	100,147	0

## September Revisions:

## FY 2008-09 Recommended Budget

1. Adjustments to Fund Reappropriated Capital Projects

Appropriation has been reduced to reflect end of year actuals for capital projects not completed in FY 2007-08.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(7,771)	0	7,771	0	0

## FY 2009-10 Recommended Budget

2. Adjustments to Fund Reappropriated Capital Projects

One-time adjustments to fund reappropriated capital projects in FY 2008-09 have been removed in year two.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
7,771	7,771	0	0	0	0

## September Revisions:

## FY 2008-09 Recommended Budget

1. Completed and Reappropriated Capital Projects

Appropriation has been reduced for projects completed or near completion in FY 2007-08.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(578,664)	(578,664)	0	0	0	0

2. New Capital Projects

Appropriation has been added for the County Office Building One and Building Two moves and renovation, Daly City Mike Nevin Center Space value maximization, and the Medical Center Kitchen Cook Chill project. In addition, projects that do not meet the definition of a capital project have been removed.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
344,115	344,115	0	0	0	0

## TOTAL FY 2008-09 SEPTEMBER REVISIONS

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(234,549)	(234,549)	0	0	0	0

## FY 2009-10 Recommended Budget

3. Capital Projects Reappropriation

As a general rule, the year two Capital Projects budget re-appropriates half of the year one funds for estimated projects not completed in the prior year. Year two adjustments have been made accordingly.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
117,277	117,277	0	0	0	0