



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



DATE: September 20, 2011
BOARD MEETING DATE: September 27, 2011
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: Majority

TO: Honorable Board of Supervisors
FROM: David S. Boesch, County Manager
SUBJECT: Final Budget Changes to the Fiscal Year 2011-12 Recommended Budget

RECOMMENDATION:

Approve the following actions related to final budget changes to the Fiscal Year 2011-12 Recommended Budget:

1. Adopt resolutions:
 - a. approving the County of San Mateo budget as to the expenditures for Fiscal Year 2011-12 and making appropriations therefore;
 - b. approving the County of San Mateo budget as to the means of financing for Fiscal Year 2011-12;
 - c. establishing the appropriation limit for the County of San Mateo for Fiscal Year 2011-12;
2. Adopt an ordinance amending the Master Salary Ordinance for changes related to the Fiscal Year 2011-12 budget; and
3. Accept reports related to budget items discussed during June Budget Hearings:
 - a. Eligibility Determination Service Delivery Redesign
 - b. Shared Code Enforcement Services Discussions with San Carlos and Pacifica

BACKGROUND:

The Board's public hearings on the FY 2011-12 Recommended Budget were conducted from June 20 through June 23, 2011. The FY 2011-12 Recommended Budget adopted by the Board on June 23rd was \$1.7 billion with 5,298 positions.

As a result of the County's financial year-end closing activities and availability of updated information, increases of \$52.8 million are proposed to the Recommended Budget. These consist of \$47.7 million in final Fund Balance adjustments and a \$5.1 million in September Revisions, with a net increase of 12 positions. The revised County Budget with these changes is \$1.75 billion with 5,310 positions.

The following table summarizes the Final Fund Balance adjustments and September revisions by Community Outcome area.

Community Outcomes	FY 2011-12 Recomm Budget	Final F/B Adjust (Attach C)	September Revisions (Attach D)	FY 2011-12 Final Budget	FY 2011-12 Final Positions
Safe Neighborhoods	340,495,673	4,010,905	1,469,015	345,975,593	1,224
Healthy Residents	594,839,145	13,599,402	760,931	609,199,478	2,221
Prosperous Community	194,277,960	457,045	63,775	194,798,780	786
Livable Community	49,045,455	(475,214)	63,053	48,633,294	190
Environmentally Conscious Community	208,047,686	10,532,672	1,607,012	220,187,370	385
Collaborative Community	<u>312,413,192</u>	<u>19,577,220</u>	<u>1,107,357</u>	<u>333,097,769</u>	<u>504</u>
Total All Community Outcomes	1,699,119,111	47,702,030	5,071,143	1,751,892,284	5,310

Final Fund Balance Adjustments

As adopted by Board Resolution, final Fund Balance adjustments are included in the Recommended Budget and comply with County Reserves Policy guidelines. Following FY 2010-11 year-end closing activities, additional Fund Balances of \$49.4 million for all County funds (\$25.3 million in the General Fund and \$24.1 million in all other funds) are included in the budget. The net increase in total sources is \$47.7 million. The difference of \$1.7 million is due to declining Tobacco Settlement proceeds of \$1.9 million offset by additional Fund Balance in the Structural Fire Fund of \$191,939, which requires a companion adjustment to the Fire Protection budget unit. Of the \$47.7 million, \$18.7 million has been appropriated for one-time purposes and \$29 million has been set-aside in Reserves. These adjustments are summarized in Attachment C.

Final Budget Changes (September Revisions)

Final budget changes for all County funds (Attachment E) result in net increases to the County Budget of \$5.1 million and 12 positions. Attachment B contains a summary of position changes. Attachment D provides additional information on accounting changes necessitated by the closure of the County's Copy Center.

Key September Revisions include:

1) **Medical Center Subsidy Reduced** – As noted in the Final Fund Balance Adjustments paragraph above, Tobacco Settlement revenues have declined over the past several years. The County Manager's Office and the Medical Center have agreed to lower the revenues by \$1,877,461 to more accurately reflect projections and make a corresponding reduction to the Medical Center's General Fund subsidy. There is no impact on Net County Cost or the structural deficit due to the offsetting reduction in Tobacco Settlement revenues.

2) **Net County Cost Adjustments** – There are three ongoing Net County Cost adjustments totaling \$414,034 included in these September revisions: 1) Property Tax System Support, which transfers one IT Manager from the Treasurer/Tax Collector's Office to the Controller's Office and adds related costs (\$208,001); 2) the transfer of a Capital Projects Manager to the Sheriff's Jail Planning Unit to oversee architectural

design and construction of the replacement jail facility project (\$124,243); and 3) the addition of an Elections Specialist III to address increased demands on the Election's Division (\$81,790).

3) Use of Non-Departmental ERAF Reserves – Included in these revisions is the use of \$11 million in Non-Departmental ERAF Reserves for the following purposes:

- Information Technology Strategic Plan – Priority One Projects (\$4,870,000)
- ISD Subsidy In-Lieu of User Rate Increases (\$2,275,000)
- Consolidated June 2012 Presidential Primary / Statewide Election (\$2,312,000)
- Employee Relocation Assistance Program (\$700,000)
- Circle Star Architectural Contract and Facility Operating Costs (\$739,085)
- Board Chambers Upgrade (\$110,000)
- Countywide Information Kiosks (\$43,000)

State Budget Reductions – The recommended changes included herein do not include any State budget reductions with the exception of some miscellaneous adjustments to formula driven revenues and grants. Our plan is to bring additional, updated information to the Board in November 2011, including “trigger” cuts, once we’ve had an opportunity to assess the impacts.

SHARED VISION 2025:

The approval of these final budget changes contributes to the Shared Vision outcome of a Collaborative Community 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.

FISCAL IMPACT:

For FY 2011-12, the impact of all September changes on Total Requirements for all funds is an increase of \$52.8 million (the General Fund increases by \$27.3 million and all other funds increase by \$25.5 million). County Reserves increase by \$19.2 million (the General Fund increases by \$10.2 million and all other funds increase by \$9 million). General Fund Reserves now total \$183.1 million, which represents 18.3% of Net Appropriations. The ongoing Net County Cost increases by \$414,034.

Please note that the difference between the increase in Reserves of \$29 million that resulted from final Fund Balance adjustments and the \$19.2 million increase in Reserves referenced in the previous paragraph is primarily due to the appropriation of \$11 million in Non-Departmental ERAF Reserves for one-time purposes as described under item number three of Key September Revisions.

With these changes, the County's structural budget deficit stands at \$50 million for FY 2011-12. The \$50 million deficit does not include:

- Increases in costs to build, operate and pay debt service on the replacement jail
- Debt service costs for projects identified in the Facilities Master Plan

- Future increases in retirement contributions and health plan premiums
- Recently negotiated increases with Nurses (CNA) and Probation Officers/Group Supervisors (PDA)
- Increases in costs resulting from Public Safety Realignment (AB 109) and State “trigger” funding reductions that could begin on January 1, 2012

Excess ERAF receipts, which are also not factored into the deficit calculation, were \$79.3 million in FY 2010-11 and have averaged \$69.3 million over the past five years.

The five-year deficit projections will be updated and presented to the Board in October 2011.

Report Back Items

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

- Eligibility Determination Service Delivery Redesign
- Shared Code Enforcement Services with San Carlos and Pacifica

ATTACHMENTS

Attachment A – Report Back Items

Attachment B – Position Changes Summary

Attachment C – Final Fund Balance Adjustments

Attachment D – Copy Center Charges (Transferred to Outside Printing & Copy Services)

Attachment E – September Revisions (Final Budget Changes)

Attachment F – Five-Year Facilities Capital Plan

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 2011-12 AND MAKING
APPROPRIATIONS THEREFORE**

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

WHEREAS, this Board has, pursuant to law, held its hearing on the budget of the County of San Mateo as to expenditures for the fiscal year 2011-12, 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 2011-12 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 2011-12;
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 2011-12, 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, 2011; and
5. The herein above expenditures, by general classes as aforesaid are detailed in the Recommended Budget adopted June 23, 2011 and the Final Budget adopted September 27, 2011.

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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 2011-12**

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 2011-12 as set forth in the Recommended Budget adopted on June 23, 2011 and the September 27, 2011 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 through 15. Upon finalization by the County Controller, these schedules will be included in the Adopted Budget book for Fiscal Year 2011-12.

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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 2011-12

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 2011-12 fiscal year shall be \$383,461,646; and

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

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

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AN ORDINANCE AMENDING ORDINANCE NUMBER 04578

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

SECTION 1. Part 13 of the Ordinance is amended as indicated:

ORGANIZATION 13000 ASSESSOR-CLERK-RECORDER

1. Item E168, Elections Specialist III is increased by 1 position for a new total of 8 positions.

ORGANIZATION 14000 CONTROLLERS

1. Item D110, Information Technology Manager is increased by 1 position for a new total of 1 position.

ORGANIZATION 15000 TAX COLLECTOR-TREASURER

1. Item D110, Information Technology Manager is decreased by 1 position for a new total of 0 positions.
2. Item V235, Information Technology Analyst is decreased by 1 position for a new total of 1 position.

ORGANIZATION 18000 INFORMATION SERVICES

1. Item V200S, Systems Engineer Series is increased by 1 position for a new total of 106 positions.

ORGANIZATION 30000 SHERIFF

1. Item E334S, Office Assistant Series is decreased by 1 position for a new total of 3 positions.
2. Item E447, Sheriff's Criminal Records Supervisor is increased by 1 position for a new total of 5 positions.
3. Item G226S, Community Program Specialist Series is decreased by 1 position for a new total of 0 positions.

4. Item G236, Community Program Supervisor is increased by 1 position for a new total of 1 position.
5. Item N108, Capital Projects Manager is increased by 1 position for a new total of 1 position.
6. Item T074, Community Services Officer is increased by 1 position for a new total of 11 positions.
7. Item B136, Information Technology Supervisor - Unclassified is increased by 1 position for a new total of 1 position.

ORGANIZATION 38000 PLANNING

1. Item D172, Long Range Planning Services Manager is decreased by 1 position for a new total of 0 positions.

ORGANIZATION 45200 ROAD CONSTRUCTION AND OPERATIONS

1. Item T090S, Road Worker Series is increased by 5 positions for a new total of 44 positions.
2. Item T094, Equipment Mechanic III is increased by 1 position for a new total of 1 position.
3. Item T092, Equipment Mechanic Supervisor is increased by 1 position for a new total of 1 position.
4. Item T110S, Equipment Services Worker Series is increased by 1 position for a new total of 1 position.
5. Item T064S, Utility Worker Series is increased by 1 position for a new total of 5 positions.

ORGANIZATION 47300 FACILITIES SERVICES

1. Item N108, Capital Projects Manager is decreased by 1 positions for a new total of 0 positions.

ORGANIZATION 47600 VEHICLE AND EQUIPMENT MANAGEMENT

1. Item T090S, Road Worker Series is decreased by 5 positions for a new total of 0 positions.
2. Item T094, Equipment Mechanic III is decreased by 1 position for a new total of 0 positions.

3. Item T092, Equipment Mechanic Supervisor is decreased by 1 position for a new total of 0 positions.
4. Item T110S, Equipment Services Worker Series is decreased by 1 position for a new total of 0 positions.
5. Item T064S, Utility Worker Series is decreased by 1 position for a new total of 2 positions.

ORGANIZATION 55500 HEALTH POLICY AND PLANNING

1. Item V238, Senior Graphics Specialist is decreased by 1 position for a new total of 0 positions.

ORGANIZATION 57000 AGING AND ADULT SERVICES

1. Item F005S, Mental Health Supervisor Series is increased by 1 position for a new total of 1 position.

ORGANIZATION 61000 BEHAVIORAL HEALTH AND RECOVERY

1. Item F005S, Mental Health Supervisor Series is decreased by 1 position for a new total of 21 positions.
2. Item G040S, Mental Health Case Worker Series is increased by 1 position for a new total of 123 positions.
3. Item B183S, Community Worker – Unclassified Series is decreased by 1 position for a new total of 1 position.
4. Item B114S, Public Health Education – Unclassified Series is increased by 1 position for a new total of 1 position.
5. Item G228, Senior Community Program Specialist is decreased by 1 position for a new total of 1 position.
6. Item G247S, Contract Administrator Series is increased by 1 position for a new total of 3 positions.

ORGANIZATION 62000 PUBLIC HEALTH

1. Item J047, Communicable Disease Investigator is increased by 2 positions for a new total of 8 positions.

ORGANIZATION 62400 FAMILY HEALTH

1. Item G040S, Mental Health Case Worker Series 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 increased by 1 position for a new total of 560 positions.
2. Item D023, Health Services Manager I is increased by 1 position for a new total of 1 position.
3. Item D184S, Management Analyst Series is decreased by 1 position for a new total of 1 position.
4. Item D088, Program Services Manager II is increased by 1 position for a new total of 1 position.
5. Item E416S, Medical Office Assistant Series is decreased by 1 position for a new total of 17 positions.
6. Item E305S, Medical Records Coder Series is increased by 1 position for a new total of 3 positions.
7. Item D155, Medical Program Manager is increased by 1 position for a new total of 3 positions.
8. Item F134, Respiratory Therapist III is increased by 1 position for a new total of 3 positions.
9. Item F122S, Physician Series is increased by 1 position for a new total of 56 positions.
10. Item F032, Dentist is increased by 1 position for a new total of 8 positions.
11. Item E411S, Patient Services Assistant Series is increased by 1 position for a new total of 97 positions.

ORGANIZATION 70000 HUMAN SERVICES

1. Item B142, Director of Child and Family Services – Unclassified is increased by 1 position for a new total of 1 position.

SECTION 2. The changes in this ordinance are effective at the start of the first pay period 30 days following adoption.

**FY 2011-12 Final Budget Hearing
ATTACHMENT A**

SEPTEMBER REPORT BACK ITEMS



COUNTY OF SAN MATEO
Inter-Departmental Correspondence

Human Services Agency

DATE: 9/20/11

TO: Honorable Board of Supervisors

FROM: Beverly Beasley Johnson, J.D., Director, Human Services Agency

SUBJECT: Report Back on Eligibility Determination Service Delivery Redesign

BACKGROUND:

HSA provides eligibility determination and case maintenance services to 84,000 residents in four human services programs: Medi-Cal, CalFresh, CalWORKs, and General Assistance. Through these programs, 33,000+ families have health insurance coverage, 10,000+ families have food and nutrition services and nearly 900 adults receive temporary financial assistance. These caseloads reflect a significant growth in community need. Over the last three years, the number of applications has increased by 35%. As a result of the economic downturn, HSA must position itself for a continued increase in the demand for services.

Despite a more restrictive budget and only a modest increase in staffing, the Agency has been able to achieve a timely processing rate for 93% of applications (see Attachment A). This was achieved through constant re-prioritizing between processing renewals and processing new applications. In addition, we continue to use overtime hours to meet the rising community demand. HSA recognizes that this is not a sustainable service model.

HSA also anticipates significant program growth as a result of the implementation of the Low-Income Health Program, the potential transfer of Healthy Families to Medi-Cal, increased CalFresh outreach, and most significantly, Healthcare Reform.

Therefore, HSA is embarking on a large-scale project to streamline its processes resulting in a more efficient system with greater capacity. HSA plans to contract with Intelegy, an experienced service center consulting service, to assess and facilitate the implementation of a new service delivery model. The Intelegy contract is agendaized for Board review on September 27, 2011.

DISCUSSION:

HSA has identified key objectives which necessitate business process re-engineering:

- To reduce the number of clients who visit offices to apply for services,
- To increase access levels throughout the county and improve the penetration rate of eligible individuals,
- To streamline application processing while increasing the number of channels (in-person, web, phone, mail) that a client can use to access services, and;
- To increase management's ability to report and analyze detailed information about performance and application processing times.

HSA will continue to work with its county partners, including the Health System and its community partners such as the Core Services Agencies and Second Harvest Food Bank, among others, to ensure that its new service model meets the demands of the neediest residents of San Mateo County.

During the initial assessment and planning stages of this project, recommendations for a new service delivery model will be developed. These recommendations may include technology infrastructure upgrades such as the telephone system and changes to our regional office lobbies in order to fully support the growing demand for public assistance services. HSA will continue to update the Board of its progress as these recommendations are developed.

Progress to date:

In July of 2011, the discovery process was initiated. This process serves as a foundation to the Phase 1 Strategy and Plan. It provides the required guidance for the subsequent work. Between July and September, a series of interviews with representatives from all levels of staff at all the regional offices was completed. Pending approval of the contract, InTelegy will review the qualitative data and analyze numerous data reports, in order to develop the key recommendations that will be the foundation of the HSA Operational Redesign effort. These recommendations will be organized into a Strategy and Plan report. The key recommendations will then be vetted through a team of staff using the S.W.O.T. process, from which findings will be appended to the final Strategy and Plan report. This process is to conclude in October. We have also made preparatory steps to develop a Design and Build committee structure for the next phase of this project.

Next Steps:

- | | |
|----------------|---|
| September-2011 | <ul style="list-style-type: none">▪ Conduct initial assessment of eligibility determination process and document our current business operations▪ Conduct interviews with county partners and community- |
|----------------|---|

- based organizations in order to identify areas of opportunities with regards to application processing
- Request approval from the Board of Supervisor to contract with Intelegy to facilitate the assessment and implementation of the service delivery redesign.
- October-2011
- Intelegy will review current business processes and develop a series of recommendations
 - Recommendations will be delivered to an HSA workgroup to identify strengths, weaknesses, and opportunities.
 - Intelegy will develop final recommendations to an Executive Oversight committee and seek approval to implement.
- November-2011 thru July-2012
- Phase II: Design and Implement
Beginning in November, several workgroups will be tasked with implementing various components of the new business process. After the new model is finalized and approved, specific timelines and deliverables for each workgroup will be further defined.
- August-2012
- Training for HSA staff on the new service model.
Training for county partners and community-based organizations on the new service model.
- September-2012
- Launch of the new service model. It is anticipated that the service model will be fully implemented by January 2013.

FISCAL IMPACT:

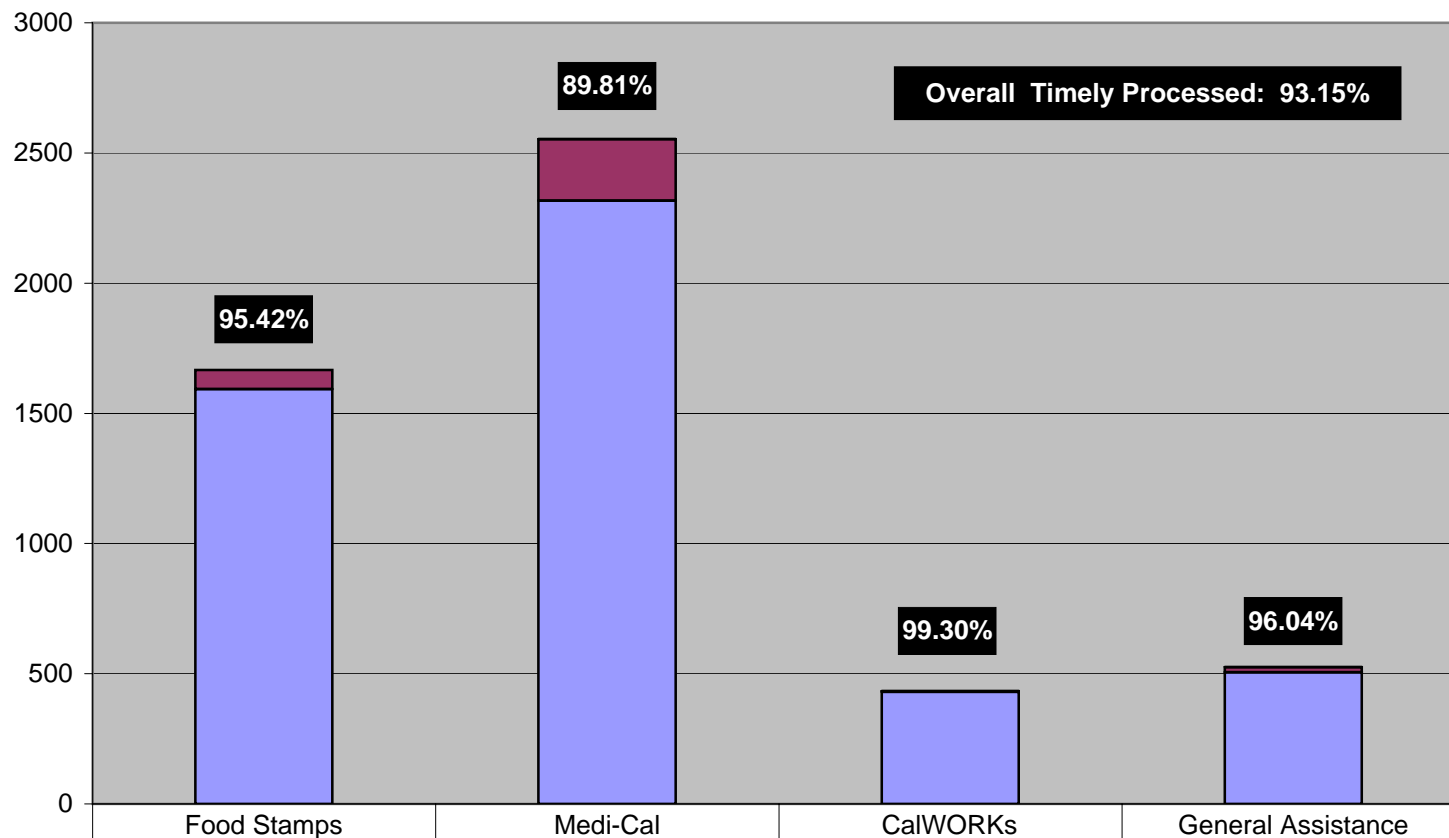
There is no fiscal impact associated with the acceptance of this informational memo.

A cost analysis of the total implementation is being conducted. This information will follow in another Members Only Memo.



Timely Applications by Program Processing: June 2011

■ Applications to be Processed ■ Pending ■ % Timely



% Timely	95.42%	89.81%	99.30%	96.04%
Pending	73	236	3	20
Applications to be Processed	1593	2317	430	505



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Planning and Building Department



DATE: September 9, 2011
BOARD MEETING DATE: September 27, 2011
SPECIAL NOTICE/HEARING: N/A
VOTE REQUIRED: N/A

TO: Honorable Board of Supervisors

FROM: Jim Eggemeyer, Community Development Director

SUBJECT: Report Back on Shared Code Enforcement Services Discussions with San Carlos and Pacifica

RECOMMENDATION:

Accept this report on the Planning and Building Department's efforts for shared code enforcement services with San Carlos and Pacifica.

BACKGROUND:

During the June budget 2011 hearings, the Planning and Building Department proposed the elimination of a vacant code compliance officer position to meet its target budget reductions. At the conclusion of the deliberations, your Board voted to restore 50% funding for a code compliance officer through the General Fund. In addition, your Board directed staff to pursue discussions with Pacifica and San Carlos for shared code enforcement services.

DISCUSSION:

Planning and Building staff contacted the cities of both San Carlos and Pacifica to initiate discussions regarding code enforcement services. Discussions with Pacifica were not successful. We determined City staff was meeting their code compliance enforcement in Pacifica and expressed no desire to take on any additional workload assisting the County's effort with Coastal area complaints. However, discussions with the City of San Carlos were more successful. The City of San Carlos released a request for proposal (RFP) for municipal code enforcement services in June 2011. Two firms and the San Mateo County Planning and Building Department responded and, as a result of our response, the Planning and Building Department was interviewed on August 4, 2011 by the San Carlos Municipal Code Enforcement Services Selection Committee. The Committee recommended that Planning and Building provide code enforcement services. The recommendation was based on the County's extensive level of technical skills and experience, track record of success, ability to meet established deadlines, cost of work product output, and quality of the written and oral proposals and presentation. The Committee's recommendation and staff report were presented to the full City

Council on September 12, 2011. The City's funding for services is \$50,000 for FY 2011/12, which equates to approximately 50% funding of the code compliance officer position. The next steps include writing and approving a shared services agreement and then providing services for the remainder of the fiscal year.

FISCAL IMPACT:

There is no net County cost associated with the acceptance of this report.

**FY 2011-12 Final Budget Hearing
ATTACHMENT B**

SUMMARY - POSITION CHANGES

Budget Unit ID	DEPARTMENT / DIVISION	CLASSIFICATION	JOB CLASS CODE	ADD	DEL	Description
3000B	Sheriff's Office	Capital Projects Manager	N108	1		Transfers one Capital Projects Manager from Facilities Services to assist Jail Planning
3000B	Sheriff's Office	Community Services Officer	T074	1		Converts two extra-help positions into one full time position
3000B	Sheriff's Office	Office Assistant II	E335		(1)	Converts one Office Assistant to a Sheriff's Criminal Records Supervisor per the contract with the City of San Carlos
3000B	Sheriff's Office	Sheriff Criminal Records Supervisor	E447	1		
3000B	Sheriff's Office	Community Program Spec	G226S		(1)	Converts one vacant Community Program Specialist to a Community Program Supervisor to align the position with responsibilities
3000B	Sheriff's Office	Community Program Supervisor	G236	1		
3000B	Sheriff's Office	Information Technology Supervisor-Unclassified	B136	1		Converts one Extra Help Senior IT Analyst into an Unclassified Information Technology Supervisor at the Sheriff's Office - Fusion Center.
3200B	Probation Department	Deputy Probation Officer	C003	1		Adds one Deputy Probation Officer for the Achieve 180 Program
	Safe Neighborhoods - Totals			6	(2)	
5550B	Health Policy and Planning	Senior Graphics Specialist	V238		(1)	Deletes one vacant Senior Graphics Specialist
5700B	Aging and Adult Services	Mental Health Program Specialist	G081	1		Transfers one vacant Mental Health Program Specialist from Behavioral Health and Recovery Services to Aging and Adult Services to better align staffing needs with services
6100B	Behavioral Health and Recovery Services	Mental Health Program Specialist	G081		(1)	
6100B	Behavioral Health and Recovery Services	Community Worker II	B184		(1)	Converts one vacant unclassified Community Worker II to one unclassified Health Education Associate to better align staffing needs with services
6100B	Behavioral Health and Recovery Services	Health Education Associate	B114	1		
6100B	Behavioral Health and Recovery Services	Senior Community Program Specialist	G228		(1)	Converts one vacant Senior Community Program Specialist to a Contracts Administrator to better align staffing needs with services
6100B	Behavioral Health and Recovery Services	Contract Administrator II	G248	1		
6100B	Behavioral Health and Recovery Services	Psychiatric Social Worker II	G035	1		Transfers one vacant Psychiatric Social Worker II from Family Health Services to Behavioral Health and Recovery Services to better align staffing needs with services
6240B	Family Health Services	Psychiatric Social Worker II	G035		(1)	
6200B	Public Health	Communicable Disease Investigator	J047	2		Adds two Communicable Disease Investigators for STD/HIV Prevention funded by the Center for Disease Control
6600B	San Mateo Medical Center	Management Analyst III	D181		(1)	Converts one Management Analyst III to one Program Services Manager II to better align staffing needs with services
6600B	San Mateo Medical Center	Program Services Mgr II	D088	1		

Budget Unit ID	DEPARTMENT / DIVISION	CLASSIFICATION	JOB CLASS CODE	ADD	DEL	Description
6600B	San Mateo Medical Center	Clinical Nurse	F011		(1)	Converts one vacant Clinical Nurse to one Health Services Manager to better align staffing needs with services
6600B	San Mateo Medical Center	Health Services Manager I	D023	1		
6600B	San Mateo Medical Center	Medical Office Assistant II	E417		(1)	Converts one vacant Medical Office Assistant to one Medical Records Coder to better align staffing needs with services
6600B	San Mateo Medical Center	Medical Records Coder II	E306	1		
6600B	San Mateo Medical Center	Administrative Assistant II	E089		(1)	Converts one vacant Administrative Assistant to one Contract Administrator to better align staffing needs with services
6600B	San Mateo Medical Center	Contract Administrator II	G248	1		
6600B	San Mateo Medical Center	Medical Program Manager	D155	1		Adds one Chief Medical Quality Officer to maximize incentive payments from federal, state and local governments
6600B	San Mateo Medical Center	Medical Services Assist II	F079	1		Adds one Medical Services Assistant to better align staffing needs with services
6600B	San Mateo Medical Center	Respiratory Therapist III	F134	1		Adds one Respiratory Therapist III to meet Title 22 Regulations
6600B	San Mateo Medical Center	Staff Physician	F124		(1)	Deletes one vacant full time Staff Physician and adds one half time Staff Physician and one half time Pediatrician to better align staffing needs with services
6600B	San Mateo Medical Center	Staff Physician	F124	1		
6600B	San Mateo Medical Center	Staff Physician - Pediatrician	F123	1		
6600B	San Mateo Medical Center	Dentist	F032		(1)	Deletes one vacant full time Dentist and adds two half time Dentists to better align staffing needs with services
6600B	San Mateo Medical Center	Dentist	F032	2		
6600B	San Mateo Medical Center	Licensed Vocational Nurse	F020	1		Adds two positions for Musculoskeletal Services
6600B	San Mateo Medical Center	Patient Services Assistant II	E412	1		
Healthy Residents - Totals				19	(11)	
7000D	Human Services Agency	Director of Children & Family Services	D020	1		Adds one Unclassified position to act as a lead program administrator for various prevention programs
7000D	Human Services Agency	Human Services Supervisor	G232		(1)	Transfers one Human Services Supervisor from the Office of Agency Director to the Office of Agency Administration as part of the Agency's restructure
7000D	Human Services Agency	Human Services Supervisor	G232	1		
Prosperous Community - Totals				2	(1)	
3700B	Planning and Building Department	Long Range Planning Services Manager	D172		(1)	Deletes one full time vacant Long Range Planning Services Manager as part of the department's realignment of duties
Livable Community - Totals				0	(1)	

Budget Unit ID	DEPARTMENT / DIVISION	CLASSIFICATION	JOB CLASS CODE	ADD	DEL	Description
4730P	Facilities Services	Capital Projects Manager	N108		(1)	Transfers one Capital Projects Manager to the Sheriff's Jail Planning Unit to assist in Jail Planning
4520B	Road Construction and Operations	Equipment Services Worker II	T112	1		Transfers nine Road Equipment Maintenance positions from Vehicle and Equipment Services to Road Construction and Operations
4520B	Road Construction and Operations	Equipment Mechanic II	T095	5		
4520B	Road Construction and Operations	Equipment Mechanic III	T094	1		
4520B	Road Construction and Operations	Equipment Mechanic Supervisor	T092	1		
4520B	Road Construction and Operations	Utility Worker II	T063	1		
4760B	Vehicle and Equipment Services	Equipment Services Worker II	T112		(1)	
4760B	Vehicle and Equipment Services	Equipment Mechanic II	T095		(5)	
4760B	Vehicle and Equipment Services	Equipment Mechanic III	T094		(1)	
4760B	Vehicle and Equipment Services	Equipment Mechanic Supervisor	T092		(1)	
4760B	Vehicle and Equipment Services	Utility Worker II	T063		(1)	
Environmentally Conscious Community - Totals				9	(10)	
1300D	Assessor-County Clerk-Recorder	Elections Specialist III	E168	1		Adds one Elections Specialist III position to the Elections Division to oversee one or more election functions
1400B	Controller's Office	IT Manager	D110	1		Adds one IT Manager; position transferred from the Treasurer-Tax Collector to maintain the Property Tax System
1500B	Treasurer-Tax Collector	IT Manager	D110		(1)	Deletes one IT Manager; position transferred to the Controller's Office
1500B	Treasurer-Tax Collector	IT Analyst	V235		(1)	Deletes one IT Analyst; position transferred to the Information Services Department
1800B	Information Services Department	Systems Engineer	V210	1		Adds one Systems Engineer position; one IT Analyst position transferred from the Treasurer-Tax Collector. The position will provide ongoing support for the Property Tax System
Collaborative Community - Totals				3	(2)	
TOTAL POSITION CHANGES				39	(27)	
NET POSITION CHANGES				12		

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FINAL FUND BALANCE ADJUSTMENTS

Budget Unit ID	Budget Unit Name	AMOUNT Final Fund Balance Adjustment	Description of Change
1240B	Public Safety Communications	22,910	Appropriated for one-time costs associated with vehicle maintenance including computer and safety equipment and training
1940B	Message Switch	75,360	Set aside in Reserves
2510B	District Attorney/Public Administrator	80,560	Set aside in Reserves
3000B	Sheriff's Office	2,870,975	Appropriated \$100,000 for Jail Management System project management, \$1,000,000 for Records Information Management System, \$300,000 for the Sheriff's Office share of the purchase of a mobile command vehicle; set aside \$1,470,975 in Reserves
3200D	Probation Department	317,179	Appropriated \$100,000 for emergent needs for Juvenile Hall security system maintenance; set aside \$217,179 in Reserves
3300B	Coroner's Office	0	No change
Safe Neighborhoods-General Fund		3,366,984	
5500B	Health Administration	10,891	Set aside in Reserves
5550B	Health Policy and Planning	6,765	Appropriated for community-based prevention strategies
5700B	Aging and Adult Services	3	Set aside in Reserves
5900B	Environmental Health Services	285,172	Appropriated \$20,000 for one time database replacement project; set aside \$265,172 in Reserves
6100B	Behavioral Health and Recovery Services	322,837	Appropriated for Reentry Program
6200B	Public Health	130,963	Appropriated \$49,348 for Animal Control operations; set aside \$81,615 in Reserves
6240B	Family Health Services	(2,287)	Reduced appropriation for one-time information system project
6300B	Correctional Services	14,666	Set aside in Reserves
Healthy Residents-General Fund		769,010	
7000D	Human Services Agency	457,045	Set aside in Reserves
Prosperous Community-General Fund		457,045	
3570B	Local Agency Formation Commission	(24,523)	Reduced Reserves
3800B	Planning and Building	13,160	Set aside in Reserves
7900B	Department of Housing	0	No change
Livable Community-General Fund		(11,363)	
1220B	Real Property	261,380	Appropriated for County leased facility rental charges to disperse refunded rental charges
1260B	Agricultural Commissioner/Sealer	186,659	Appropriated \$186,659 for one-time items and projects as follows: technology upgrades, website improvements, paperless office initiative, software improvements, replacement of large capacity scale truck, weed eradication and control projects, staff training, Extra Help, and As Fresh As It Gets program
3900B	Parks Division	(147,432)	Reduced appropriations for Extra Help by \$14,313; reduced Reserves by \$133,119
4510P	Administrative Services	(162,138)	Reduced appropriations for Other Special Departmental Expenses
4600P	Engineering Services	0	No change
4730P	Facilities Services	(128,000)	Reduced appropriations for Other Special Departmental Expenses
4840B	Utilities	347,914	Set aside in Reserves
Environmentally Conscious Community-General Fund		358,383	
1100B	Board of Supervisors	129,285	Appropriated for one-time expenses
1200B	County Manager's Office	99,931	Appropriated \$10,000 for one-time community goal setting and visioning project, \$25,000 for community engagement publications and \$64,931 for carry-over projects from prior year
1300D	Assessor-Clerk-Recorder	243,057	Set aside in Reserves
1400B	Controller's Office	145,731	Appropriated \$30,000 for one-time server replacement in Computer Information Systems; set aside \$115,731 in Reserves
1500B	Tax Collector/Treasurer	161,340	Appropriated \$21,340 to upgrade key security cameras to digital, \$50,000 for one-time office relocation expenses, and \$90,000 for office furniture replacement, upgraded security cameras for the South San Francisco office and the future replacement of the property tax system server
1600B	County Counsel	467,012	Set aside in Reserves

Budget Unit ID	Budget Unit Name	AMOUNT Final Fund Balance Adjustment	Description of Change
1700B	Human Resources	111,294	Appropriated \$42,000 for one-time computer equipment replacement and software licenses, \$25,000 for one-time office furniture replacement, \$5,000 for STARS conference expense; set aside \$39,294 in Reserves
1800B	Information Services Department	1,763,177	Reappropriated customer funds for future information technology projects for the Human Services Agency and the Sheriff's Office
1920B	Grand Jury	(29,951)	Reduced appropriations for Services and Supplies
8000B	Non-Departmental Services	17,271,317	Set aside in ERAF Reserves
Collaborative Community-General Fund		20,362,193	
Subtotal General Fund		25,302,252	
3550B	Structural Fire	191,939	Appropriated in Fixed Assets for future capital equipment purchases
3560B	County Service Area #1	260,043	Set aside in Reserves
Safe Neighborhoods-Non-General Funds		451,982	
5630B	Emergency Medical Services Fund	289,085	Set aside in Reserves
5800B	IHSS Public Authority	(1)	Reduced Reserves
6600B	San Mateo Medical Center	14,418,769	Appropriated \$1,877,461 to offset State Tobacco Settlement revenue decline and \$12,541,308 for capital improvements
Healthy Community-Non-General Funds		14,707,853	
3700B	County Library	(463,851)	Reduced Reserves
Livable Community-Non-General Funds		(463,851)	
3950B	Fish and Game	825	Set aside in Reserves
3960B	Off-Highway Vehicle License Fees	239	Appropriated in Professional Contracts
3970B	Parks Acquisition and Development	(177,551)	Reduced Reserves
3980B	Coyote Point Marina	267,546	Appropriated \$69,025 for Fixed Assets and \$153,678 to offset a decline in revenue projections; set aside \$44,843 in Reserves
4520B	Road Construction and Operations	(300,331)	Reduced Contingencies by \$509,879; set aside \$208,548 in Reserves
4740B	Construction Services	56	Appropriated for Other Special Departmental Expenses
4760B	Vehicle and Equipment Services	1,517,550	Set aside in Reserves
4820B	Waste Management	1,963,861	Appropriated \$882,815 for program activities; set aside \$1,081,046 in Reserves
4830B	Transportation Services	376,947	Appropriated \$376,947 for Professional Contract Services
4840B	Utilities	5,818,190	Set aside in Reserves
4850B	Airports	(232,713)	Reduced Reserves
8200B	Accumulated Capital Outlay Fund	11	Appropriated in Other Financing Uses
8300B	Courthouse Construction Fund	443,558	Set aside in Reserves
8400B	Criminal Justice Construction Fund	212,849	Set aside in Reserves
8500D	Capital Projects Fund	283,252	Set aside in Reserves
Environmentally Conscious-Non-General Funds		10,174,289	
8900B	Debt Service Fund	(784,973)	Reduced Reserves
Collaborative Community-Non-General Funds		(784,973)	
Subtotal Non-General Funds		24,085,300	
TOTAL ALL COUNTY FUNDS		<u>49,387,552</u>	
1950B	First 5 San Mateo County (Information Only)	1,419,183	Set aside in Reserves
2000B	Retirement Office (Information Only)	0	No change

**FY 2011-12 Final Budget Hearing
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**COPY CENTER CHARGES
(Transferred to Outside Printing and Copy Services)**

With the closure of the County's Copy Center, the following appropriations in Acct. 6722 - Copy Center Charges are moved to Acct 5191 - Outside Printing and Copy Services.

Budget Unit ID	Budget Unit Name	AMOUNT Final Fund Balance Adjustment
1240B	Public Safety Communications	2,000
2510B	District Attorney/Public Administrator	750
3000B	Sheriff's Office	18,900
3200D	Probation Department	7,700
3580B	Fire Protection Services	100
Safe Neighborhoods-General Fund		29,450
5500B	Health Administration	1,530
5550B	Health Policy and Planning	200
5600B	Emergency Medical Services	567
5700B	Aging and Adult Services	4,000
5900B	Environmental Health Services	15,000
6100B	Behavioral Health and Recovery Services	11,709
6200B	Public Health	6,375
6240B	Family Health Services	15,509
6300B	Correctional Services	5,679
Healthy Residents-General Fund		60,569
7000D	Human Services Agency	89,339
Prosperous Community-General Fund		89,339
3570B	Local Agency Formation Commissior	2,000
3800B	Planning and Building	10,000
7900B	Department of Housing	2,233
Livable Community-General Fund		14,233
1260B	Agricultural Commissioner/Sealer	1,050
3900B	Parks Division	3,000
4510P	Administrative Services	600
Environmentally Conscious Comm-General Fund		4,650
1100B	Board of Supervisors	2,500
1200B	County Manager's Office	17,324
1300D	Assessor-Clerk-Recorder	8,000
1400B	Controller's Office	2,950
1500B	Tax Collector/Treasurer	7,500
1600B	County Counsel	4,400
1700B	Human Resources	37,250
1800B	Information Services Department	2,500
1920B	Grand Jury	4,000
Collaborative Community-General Fund		86,424
Subtotal General Fund		284,665
5800B	IHSS Public Authority	5,000
6600B	San Mateo Medical Center	5,850
Healthy Community-Non-General Funds		10,850
3980B	Coyote Point Marina	1,000
4820B	Waste Management	50
4840B	Utilities	1,904
Environmentally Conscious-Non-General Funds		2,954
Subtotal Non-General Funds		13,804
TOTAL ALL COUNTY FUNDS		<u>298,469</u>

**FY 2011-12 Final Budget Hearing
ATTACHMENT E**

**SEPTEMBER REVISIONS
(Final Budget Changes)**

Sheriff's Office (3000D)

FY 2011-12 September Revisions:

1. Jail Planning Unit (JPU) Capital Projects Manager

The JPU is responsible for the planning, design, construction, transition, opening, training, and operational evaluation of the replacement jail facility. Due to the complexity of jail construction and to foster a unified team approach, one filled Capital Projects Manager position is being transferred from Public Works to the Sheriff's Office JPU. The Project Manager's main responsibility will be the oversight of the architect and contractor as well as to be on-site during construction, attend all construction meetings, and monitor and report on all construction activities.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	124,243	0	0	124,243	1

2. Unclassified Senior Information Technology Analyst in the Fusion Center

Due to the increase and complexity of staffing at the various Fusion Center work locations, one Unclassified Senior Information Technology Analyst has been added in the Fusion Center. This position is fully funded by the FY2010 UASI Grant.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
122,659	122,659	0	0	0	1

3. Half Moon Bay Community Services Officer (CSO)

One full time Community Services Officer is being added to assist with community education, code and regulation enforcement, and grounds and facility security. The position will be assigned to the City of Half Moon Bay and has been included in the contract.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
14,323	14,323	0	0	0	1

4. San Carlos Bureau Records Supervisor

One vacant Office Assistant has been converted to a Sheriff's Criminal Records Supervisor in the San Carlos Bureau. The City of San Carlos is in need of a individual to supervise criminal records maintenance and provide specialized criminal records office support. This change has been approved by the City of San Carlos and is included in the contract.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(22,411)	22,411	0	0	(1)
0	22,411	(22,411)	0	0	1

5. FY 2011 State Homeland Security Grant

Since 2001, the San Mateo County Area Office of Emergency Services has applied for and received funding from the State Homeland Security Program (SHSP) in which grants are provided by the Department of Homeland Security (DHS) to each of the states. The SHSP is a core assistance program that provides funds to build capabilities at the state and local levels and to implement the goals and objectives included in State Homeland Security strategies and initiatives in the State Preparedness Report. The FY 2011 SHSP funds will be used to promote three national priorities; the advancement of whole community security and emergency management, building prevention and protection capabilities, and the enhancement of the major Urban Area Fusion Centers.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
1,036,090	1,036,090	0	0	0	0

6. Buffer Zone Protection Program (BZPP) Grant and FY 2008 Homeland Security Grant

Additional grant extensions were received for the BZPP and FY 2008 Homeland Security Grants. The additional grant funds will allow the Office of Emergency Services to purchase additional emergency supplies and equipment.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
101,700	101,700	0	0	0	0

TOTAL FY 2011-12 SEPTEMBER REVISIONS

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
1,274,772	1,399,015	0	0	124,243	3

Probation Department (3200D)

FY 2011-12 September Revisions:

1. Deputy Probation Officer Position in the Achieve 180 Program

In April 2009, the County applied for grant funding under the Bureau of Justice Assistance (BJA), Second Chance Act, Prisoner Reentry Effort. On October 1, 2009, the County was notified that it was one of only 15 agencies nationwide to receive grant funding. The County used the funding to plan and implement a reentry system that reduces recidivism among jail inmates at high-risk for re-offending and named the program Achieve 180. In June 2011, the County received notification of a continuation of the original grant amount plus an increase in second year funding for the Achieve 180 Program. With the additional funding the Reentry Advisory Committee recommended the addition of one new Deputy Probation Officer position to oversee the supervision of Achieve 180 clients and to facilitate the linkages with post-release program, assist with problem solving, and participate in regular meetings of the Reentry Services Delivery Management.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
70,000	105,577	0	(35,677)	0	1

Aging and Adult Services (5700B)
General Fund

FY 2011-12 September Revisions

1. Mental Health Program Specialist

One vacant Mental Health Program Specialist position assigned to services for clients placed jointly by Aging and Adult Services (AAS) and Behavioral Health Recovery Services (BHRS) has been transferred from BHRS to AAS to better align staffing needs with services. Funding will be provided through an Intrafund Transfer from BHRS.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	123,700	(123,700)	0	0	1

Behavioral Health and Recovery Services (6100B) General Fund

FY 2011-12 September Revisions

1. Medi-Cal Expansion (MCE) Program for Alcohol and Other Drug Services (AOD) Clients

Federal health care reform programs include a Medi-Cal Expansion program for clients of Alcohol and Other Drug Services. The additional funding will expand services to new clients, and reimburse community-based providers at rates that are closer to actual costs. Up to 725 AOD clients are anticipated to receive alcohol and drug treatment services funded by MCE reimbursements.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
1,106,545	1,106,545	0	0	0	0

2. Mental Health Program Specialist

One vacant Mental Health Program Specialist position assigned to services for clients placed jointly by Aging and Adult Services (AAS) and Behavioral Health and Recovery Services (BHRS) has been transferred from BHRS to AAS to better align staffing needs with services. BHRS will transfer funds to AAS to fund the position.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(123,700)	0	0	(123,700)	(1)
0	123,700	0	0	123,700	0

3. Psychiatric Social Worker

One vacant Psychiatric Social Worker position assigned to clients of Pre-to-Three has been transferred from Family Health Services to BHRS to better align staffing needs with services. Partial funding will be provided by Family Health Services.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	115,576	(57,818)	0	57,758	1

4. Position Adjustment to Better Align Staffing With Services

One vacant Senior Community Program Specialist has been deleted and one Contract Administrator has been added to better align staffing needs with services.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(115,684)	0	0	(115,684)	(1)
0	115,684	0	0	115,684	1

5. Position Adjustment to Better Align Staffing With Services

One vacant unclassified Community Worker has been deleted and one unclassified Health Education Associate has been added to better align staffing needs with services. Grant revenues which fund the position have also been adjusted.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(10,272)	(78,328)	0	0	(68,056)	(1)
0	68,056	0	0	68,056	1

6. Cal-EMA Grant for Drug Court Program Services

California Emergency Management Agency has awarded BHRS grant funding for Drug Court Program services. Grant funds have been appropriated for outpatient, residential, day treatment and sober living services to Alcohol and Other Drug Services clients.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
414,440	414,440	0	0	0	0

TOTAL FY 2011-12 SEPTEMBER REVISIONS

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
1,510,713	1,626,289	(57,818)	0	57,758	0

Family Health Services (6240B) General Fund

FY 2011-12 September Revisions

1. Psychiatric Social Worker

One vacant Psychiatric Social Worker position assigned to clients of Pre-to-Three has been transferred from Family Health Services to Behavioral Health and Recovery Services to better align staffing needs with services.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(115,576)	57,818	0	(57,758)	(1)

2. Family Health Services Information System Project

Appropriations for the one-time Family Health Services Information System (FHSIS) Project has been moved from internal service charges to fixed assets and contract services to comply with Controller's Office guidelines on capital project accounting.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(402,040)	0	0	(402,040)	0
0	402,040	0	0	402,040	0

TOTAL FY 2011-12 SEPTEMBER REVISIONS

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(115,576)	57,818	0	(57,758)	(1)

Health Policy and Planning (5550B) General Fund

FY 2011-12 September Revisions

1. Senior Graphic Specialist

One vacant Senior Graphic Specialist has been deleted after a reevaluation of Health Policy and Planning priorities and revenues. Reimbursements for the position have been reduced and the balance of the funds have been redirected toward community-based prevention strategies.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(124,600)	50,000	0	(74,600)	(1)
0	74,600	0	0	74,600	0

TOTAL FY 2011-12 SEPTEMBER REVISIONS

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(50,000)	50,000	0	0	(1)

Public Health (6200B)
General Fund

FY 2011-12 September Revisions

1. Center for Disease Control Emergency Preparedness for Public Health Risks Assessment Grant

The Center for Disease Control has awarded Public Health a grant to develop a Metropolitan Statistical Area-specific Hazards Vulnerability Assessment, to promote strategies to mitigate public health risks in higher population areas.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
83,333	83,333	0	0	0	0

2. Center for Disease Control STD/HIV Prevention Grant

The Center for Disease Control has awarded Public Health with five year funding to reduce HIV transmission throughout the County in accordance with the National HIV/AIDS Strategy. Two Communicable Disease Investigators have been added for this program.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
150,000	150,000	0	0	0	2

TOTAL FY 2011-12 SEPTEMBER REVISIONS

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
233,333	233,333	0	0	0	2

San Mateo Medical Center (6600B) Medical Center Enterprise Fund

FY 2011-12 September Revisions

1. Musculoskeletal Services

The Medical Center has begun providing musculoskeletal care in three clinics: Specialty, Daly City and Ron Robinson Senior Care. A Licensed Vocational Nurse and a Medical Services Assistant have been added to the support the contracted provider.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
293,206	253,062	0	0	(40,144)	2

2. Long Term Care Services Assessment

Funding has been added for an independent contractor to identify options regarding the provision of skilled nursing services at the Burlingame Long Term Care facility and on the Main Campus of the Medical Center.

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

3. New Positions to Meet Federal Requirements and Qualify for Federal Incentive Payments

A Respiratory Therapist has been added to meet Title 22 requirements, state regulations governing all community care facilities. A Medical Services Assistant II has been added to Patient Care Services to meet minimum staffing requirements. A Chief Medical Quality Officer has been added to maintain and improve quality to ensure the Medical Center maximizes incentive payments available with the new Medi-Cal Waiver and Federal Health care reform initiatives.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	397,316	0	0	397,316	3

4. Medical Staffing Adjustments to Address Current Service Levels

A vacant 80% Staff Physician is converted into one half time Staff Physician and one half-time Pediatrician to meet the current demands for children's services. A vacant Dentist is converted into two half-time Dentists to address staff retention challenges.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	41,026	0	0	41,026	2

5. Position Classification Changes

The classifications of four positions have been converted to meet current level service needs: One vacant Clinical Nurse has been deleted and a Health Services Manager I has been added - the Health Services Manager will lead the Medical Center's Lean Transformation Project; one vacant Medical Office Assistant has been deleted and one Medical Records Coder has been added - the Health Information Management Department is developing its coding expertise to improve reimbursements; one Management Analyst III in Quality Assurance has been converted to a Program Services Manager II to better reflect job scope and responsibilities; and one filled Graphics Specialist has been reclassified to a Communications Specialist - this last conversion has been previously approved by the Board and this budget adjustment adds the additional, required appropriation.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	2,942	0	0	2,942	0

6. Revenue Adjustments

Revenues have been increased to align with revised projections.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
601,140	0	0	0	(601,140)	0

TOTAL FY 2011-12 SEPTEMBER REVISIONS

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
894,346	894,346	0	0	0	7

Contribution to Medical Center (5850B)
General Fund

FY 2011-12 September Revisions

1. State Tobacco Settlement Revenue

State appropriations from Tobacco Settlement funds have been reduced due to declining tobacco sales. The Contribution to the Medical Center has been also been reduced.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(1,877,461)	(1,877,461)	0	0	0	0

Human Services Agency (7000D)

FY 2011-12 September Revisions:

1. Director of Community Services

One unclassified position of Director of Community Services will provide oversight, implementation, management and evaluation of anticipated prevention programs over the next three years. The programs includes but not limited to; the expansion of foster youth services under AB 12, planning for health care reform, homeless and safety net services, reducing recidivism through AB 109 criminal justice realignment, and development and administration of the 1,000 mentors for 1,000 kids program. This Director function as the lead program administrator and will play a critical role in service delivery to the residents of San Mateo County.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
114,830	146,051	0	(31,221)	0	1

Child Support Services (2600D)

FY 2011-12 September Revisions:

1. Electronic Data Processing (EDP) Funding

The Department received additional EDP funding in FY 2011-12 to support IT projects and expenditures related to the child support system. In addition, the Department reduced facility rental costs by releasing office space back to the Public Works Department. The increase in revenue coupled with the decrease in rent reduces both the amount of local dollars needed and the amount of federal match dollars obtained in the Federal Financial Participation program.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(51,055)	(112,414)	61,359	0	0	0

Planning and Building Department (3800D)

FY 2011-12 September Revisions:

1. Deferred Contract Revenues

This adjustment reappropriates deferred revenue received in FY 2010-11 from applicants and developers for continuing project-related contracts, including environmental impact reviews.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
76,376	76,376	0	0	0	0

2. Shared Services for Code Compliance Officer

This adjustment recognizes revenue the department will receive through a negotiated agreement to provide code enforcement services to the City of San Carlos.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
51,344	0	0	51,344	0	0

3. Departmental Realignment

The Long Range Planning Services Manager position has been eliminated due to consolidation of supervision of Long Range Planning and Current Planning under the Deputy Director of Planning and Building.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(191,087)	0	191,087	0	(1)

4. IT Surcharge

This adjustment recognizes additional revenue resulting from the Board approved 4% Information Technology Surcharge. Revenue will be reserved for hardware and software upgrades.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
135,000	0	0	135,000	0	0

TOTAL FY 2011-12 SEPTEMBER REVISIONS

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
262,720	(114,711)	0	377,431	0	(1)

County Library (3700B)

FY 2011-12 September Revisions:

1. Final Budget Adjustments

Represents modest adjustments to Library revenues and expenditures, including denotation supported actives and book purchases, and adjusts cost-applied charges from the Administrative Division to Library branches.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
333	65,583	(65,250)	0	0	0

2. Woodside Library Renovation Delay

Removes appropriation for the Woodside Library renovation due to project delay.

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

TOTAL FY 2011-12 SEPTEMBER REVISIONS

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(199,667)	(134,417)	(65,250)	0	0	0

Department of Public Works (4500D)

FY 2011-12 September Revisions:

1. Circle Star Operating Expense

Supplements appropriation in Facilities Services to fund operating expenses at the Circle Star facility including maintenance and utilities.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	144,000	(144,000)	0	0	0

2. Green Valley Trail Plans and Specifications

One-time grant funding from the State for the Green Valley Trail project to develop plans and specifications for the Green Valley Trail in the Devil's Slide area.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
130,000	130,000	0	0	0	0

3. Marbled Murrelet Conservation Project

Additional one-time grant funding from the State for the avian conservation project for the Marbled Murrelet.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
18,000	18,000	0	0	0	0

4. Revenue Reclassification for Accounting Purposes

This adjustment reclassifies revenues received from Coyote Point Marina to the Parks Acquisition and Development Fund for accounting purposes only. There is no Net County Cost.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
153,678	0	0	153,678	0	0

5. Key Cutting Equipment

Appropriates one-time purchase of a key cutting machine for Facilities Services.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
5,815	9,000	0	0	0	0
0	(3,185)	0	0	0	0

6. Rate Increase for Burlingame Hills Sewer Maintenance District

Additional on-going revenue and corresponding increase in appropriation for Services and Supplies resulting from a rate increase for the Burlingame Hills Sewer Maintenance District.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
197,025	197,025	0	0	0	0

7. Associate Civil Engineer

Appropriation to fund Associate Civil Engineer through Special Districts Administration to work on capital improvement projects for the sewer districts, flood control zones and lighting districts.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
166,066	166,066	0	0	0	0

8. Federal Aviation Administration Grant

Reduction in Federal Aviation Administration grant and corresponding reduction in Airport Matching Funds. The grant reduction will result in modified Airport Land Use Plan update for the Half Moon Bay Airport.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(55,358)	(57,242)	0	1,884	0	0

9. Rent Revenue Reclassification for Accounting Purposes

This adjustment realigns rent collected for Facilities Services into the correct appropriation accounts for accounting purposes only. There is no Net County Cost.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	515,137	(515,137)	0	0	0

10. San Francisquito Creek Flood Control Zone Project

Appropriation from reserves for design and engineering work to reconfigure portions of the Palo Alto Golf course and additional modifications for the San Francisquito Creek Flood Control Zone project between East Bayshore Road and San Francisco Bay.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	186,252	0	(186,252)	0	0

11. Engineering Services Fixed Assets

This adjustment moves appropriation from PC Software and Tools and Equipment to Fixed Assets to purchase survey equipment, a large format scanner and printer, and software licenses.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(215,500)	0	0	215,500	0
0	215,500	0	0	(215,500)	0

12. Capital Projects Manager Transfer to Jail Planning Unit

This adjustment transfers a Capital Projects Manager position to the Sheriff's Department to assist in the planning for the new jail, and deletes the position from the Capital Projects Unit.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(110,516)	(110,516)	0	0	0	(1)

TOTAL FY 2011-12 SEPTEMBER REVISIONS

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
504,710	1,194,537	(659,137)	(30,690)	0	(1)

Capital Projects (8500D)

FY 2011-12 September Revisions:

1. Completed and Reappropriated Capital Projects

Appropriation and funding has been reduced for completed projects and eliminated for canceled projects.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
(1,462,537)	(1,462,537)	0	0	0	0

2. Project Reappropriations

Projects that were not be completed in FY 2010-11 have been reappropriated.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
2,475,853	2,412,712	0	63,141	0	0

TOTAL FY 2011-12 SEPTEMBER REVISIONS

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
1,013,316	950,175	0	61,341	0	0

Agricultural Commissioner/Sealer (1260B)

FY 2011-12 September Revisions:

1. High Risk Pest Exclusion Grant

Additional ongoing funding has been received from the California Department of Food and Agriculture for the High Risk Pest Exclusion Contract.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
79,242	79,242	0	0	0	0

2. Weed Abatement Grant

Additional one-time funding has been received from the California Department of Food and Agriculture for a Weed Abatement Grant.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
9,744	9,744	0	0	0	0

TOTAL FY 2011-12 SEPTEMBER REVISIONS

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
88,986	88,986	0	0	0	0

Assessor-County Clerk-Recorder (1300D)

FY 2011-12 September Revisions:

1. Increased Demand for Elections Staff

Because of an anticipated increase in the demand for elections staff during the 2012 Presidential Election and other future elections, a full-time Elections Specialist III position has been added to the Elections Division. The new position will be directly responsible for one or more elections functions, ensuring that all elections are conducted efficiently and in accordance with State laws and regulations. Net County Cost has been increased to fund the new position.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	81,790	0	0	81,790	1

2. Voter Equipment Replacement

Reserves have been appropriated and will be set aside in a newly created Voter Equipment Replacement Fund for the one-time purchase of a new elections phone system and the future one-time purchase of a replacement voting system. The current phone system lacks the call capacity and functionality to serve multiple operational teams performing time and mission critical services inside the site and in the field on election day and in the weeks prior. The current Hart voting system is five years old and will need to be replaced in five years.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	364,470	0	(364,470)	0	0

3. Replacement Easy Access Property Tax Assessment System

Reserves have been appropriated and will be set aside in a newly created Appraisal Services Equipment Replacement Fund for the future one-time purchase of a replacement Easy Access property tax assessment system that resides on the AS-400 server. The current system is fifteen years old and will need to be replaced in three years at an estimated cost of \$2 million.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	300,000	0	(300,000)	0	0

4. Succession Planning and Training

Reserves have been appropriated for one-time special projects and consulting services. A review of processes, organizational structure, and staffing within the Appraisal Services Division will be completed and commercial appraisers will be trained in the valuation and assessment of complex and high value commercial properties.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	65,000	0	(65,000)	0	0

TOTAL FY 2011-12 SEPTEMBER REVISIONS

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	811,260	0	(729,470)	81,790	1

Controller's Office (1400B)

FY 2011-12 September Revisions:

1. Property Tax System Maintenance and Technical Support

The Treasurer-Tax Collector and the Controller's Office share the costs of maintaining the County's Property Tax System. Due to the transfer of one position from the Treasurer-Tax Collector to the Controller's Office, a full-time Information Technology Manager has been added. Appropriations were increased for the one-time purchase of equipment including office furniture, desktop computers, monitors, printers, software licenses, and computer set up costs. Net County Cost has been increased.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	208,001	0	0	208,001	1

2. Reception Services

Reception services will be provided by a new part-time employee. Savings will be set aside in Reserves.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(7,786)	0	7,786	0	0

3. Early Retirement Incentive

Two employees accepted the early retirement incentive prior to June 30, 2011. Funds budgeted for this purpose in FY 2011-12 are no longer necessary and will be set aside in Reserves.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(55,536)	0	55,536	0	0

TOTAL FY 2011-12 SEPTEMBER REVISIONS

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	144,679	0	63,322	208,001	1

Treasurer-Tax Collector (1500B)

FY 2011-12 September Revisions:

1. Property Tax System Maintenance and Technical Support

Responsibility for the Property Tax System is shared by the Treasurer-Tax Collector and the Controller's Office. Due to a decrease in demand for system maintenance and technical support, a full-time Information Technology Manager and a full-time Information Technology Analyst have been transferred to the Controller's Office and the Information Services Department respectively. The Information Services Department will provide contract services to the Treasurer-Tax Collector for system maintenance on an as-needed basis. Savings will be set aside in Reserves.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(140,658)	0	140,658	0	(2)

Retirement (2000B)
Retirement Trust Fund (Information Only)

FY 2011-12 September Revisions:

1. **Retirement Board Adopted Budget**

On May 24, 2011, the Retirement Board adopted an operating budget for FY 2011-12. A realignment of appropriations resulted in additional costs that have been fully offset by revenue from the Retirement Trust Fund.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
308,783	308,783	0	0	0	0

Information Services Department (1800B)

FY 2011-12 September Revisions:

1. Memorandum of Understanding with Alameda County

In July 2011, the County entered into a Memorandum of Understanding with Alameda County to host the County of San Mateo's Personnel Information and Payroll System (PIPS) for the term July 26, 2011 through June 25, 2014. Alameda County has the infrastructure, staff and commitment to long term mainframe computing to provide a viable hosting solution for PIPS. Hosting PIPS with Alameda County reduces the current ongoing hosting costs by fifty percent and caps the annual increases at ten percent during the term of the MOU.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	2,401,081	(2,020,461)	(380,620)	0	0

2. Property Tax System Maintenance and Technical Support

The Information Services Department provides contract services to the Controller's Office and the Treasurer-Tax Collector who share responsibility for maintenance of the Property Tax System. A full-time Information Technology Analyst position has been transferred from the Treasurer-Tax Collector's Office to the Information Services Department as a full-time Systems Engineer.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	153,100	(153,100)	0	0	1

3. Countywide Information Technology Projects

The following projects not completed in FY 2010-11 have been re-appropriated: Configuration Management Database; the Information Technology Business Continuity Plan; and the establishment of a Consolidated Check Pool. Funds are provided by Non-Departmental Services for these countywide initiatives.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	1,807,908	(1,811,341)	3,433	0	0

TOTAL FY 2011-12 SEPTEMBER REVISIONS

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	4,362,089	(3,984,902)	(377,187)	0	1

Non-Departmental Services (8000B)

FY 2011-12 September Revisions:

1. Ongoing Net County Cost Adjustments

There are three ongoing Net County Cost adjustments included in these September budget revisions, as follows: 1) Property Tax System Support, which transfers one IT Manager from the Treasurer/Tax Collector's Office to the Controller's Office and adds related costs, to create depth and transfer knowledge so that a more effective support structure is in place for the future (\$208,001); 2) the addition of a Capital Projects Manager to the Sheriff's Jail Planning Unit to oversee architectural design and construction of the replacement jail facility project (\$124,243); and 3) the addition of an Elections Specialist III to address increased demands on the Election's Division (\$81,790).

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	0	0	(414,034)	(414,034)	0

2. Information Technology Strategic Plan

Countywide IT initiatives identified as priority one projects are appropriated, as follows: implementation of ATKS Advance Scheduler (\$4,500,000), provide staging and storage environment for Board agenda materials (\$50,000), implement a master address database to streamline GIS address maintenance processes (\$195,000), and perform a Criminal Justice Systems interoperability cost benefit analysis (\$125,000). An independent cost benefit analysis of the ATKS Advance Scheduler module was completed in June 2011 and results indicated ongoing post implementation annual savings of approximately \$4 million per year. A more conservative analysis by the Controller's Office estimated a 49-month payback (annual savings of approximately \$1 million per year).

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	4,870,000	0	(4,870,000)	0	0

3. ISD Budget Deficit

Due primarily to keeping user rates flat while absorbing increases in labor costs, ISD's structural deficit requires that Non-Departmental Services extend a subsidy for the FY 2010-11 budget deficit in the amount of \$775,000 and provide a subsidy in-lieu of rate increases of \$1,500,000 for FY 2011-12. In an effort to avoid requiring a subsidy in out years, ISD will continue to focus on aligning staffing levels with demands for services, more effectively manage department and Countywide projects, and most significantly, create a rate/service structure that is sustainable through the Service Charge Redesign process.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	2,274,785	0	(2,274,785)	0	0

4. Consolidated June 2012 Presidential Primary / Statewide Election

Funding for the consolidated June 2012 Presidential Primary/Statewide Election is appropriated based on estimates from the Assessor-County Clerk-Recorder's Elections Division. With the passage of Assembly Bill 80 in August 2011, the February 2012 Presidential Primary was consolidated with the June 2012 Statewide Election. The consolidation of these two elections will save the County approximately \$1.5 million. The County historically provides for one election in the Elections Division's baseline budget. Additional elections are funded by Non-Departmental Services and any reimbursements from the State are returned to Non-Departmental Services.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	2,312,000	0	(2,312,000)	0	0

5. Circle Star Architectural Contract and Facility Operating Costs

As the County prepares the Circle Star buildings for occupancy, funds for an outside architectural firm are included to design the tenant improvements. In addition, one-time funding is also provided to compensate Public Works for utilities and building maintenance costs until such time that the buildings are occupied. Once occupied, these costs will be included in the rates charged to tenants.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	739,085	0	(739,085)	0	0

6. Employee Relocation Assistance Program

Funding is appropriated for the Employee Relocation Assistance Program.

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

7. Board Chambers Upgrade

One-time funds are appropriated for the Board chambers upgrade project to maximize the effectiveness of the new paperless agenda process system. The project will replace the original equipment, which includes the sound system, projectors and video matrix system. The upgrades will also improve the broadcast quality of future Board meetings.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
90,000	200,000	0	(110,000)	0	0

8. Countywide Information Kiosks

Funds are included for the purchase of five informational kiosks with screens large enough to display four typical pages of text. The final location of the kiosks is yet to be determined but the preliminary plan is to locate two at the Redwood City campus, one at Circle Star Plaza, one at the Youth Services Center and one at the County Health campus.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	43,000	0	(43,000)	0	0

9. Capital Projects Budget Adjustment

The budget for capital projects funded by Non-Departmental Services is adjusted downward to reflect the completion of projects in FY 2010-11. With this adjustment, capital projects funded by Non-Departmental Services is reduced to \$14,860,173, which is comprised of roll-over appropriations of \$12,091,194 and new appropriations of \$2,768,979. A list of projects can be found in the Five Year Facilities Capital Plan (see Attachment "F").

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
0	(1,279,466)	0	1,279,466	0	0

TOTAL FY 2011-12 SEPTEMBER REVISIONS

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
90,000	9,859,404	0	(10,183,438)	(414,034)	0

Debt Service Fund (8900B)

FY 2011-12 September Revisions:

1. Medical Center Principle Payments

Adjusts principle payments for the Medical Center due to retirement of a portion of its long-term debt.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
120,600	120,600	0	0	0	0

2. Facilities Surcharge

Adjusts fund transfers from Facilities Services to include facilities surcharge for future debt service needs. There is no Net County Cost.

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
1,021,000	0	0	1,021,000	0	0

TOTAL FY 2011-12 SEPTEMBER REVISIONS

Revenue/Sources	Appropriations	Intrafund Transfers	Reserves	Net County Cost	Positions
1,141,600	120,600	0	1,021,000	0	0

**FY 2011-12 Final Budget Hearing
ATTACHMENT F**

FIVE-YEAR FACILITIES CAPITAL PLAN

**COUNTY OF SAN MATEO
FIVE-YEAR FACILITIES CAPITAL PLAN
FY 2011-12 through FY 2015-16**



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EXECUTIVE SUMMARY

Objective of the Five -Year Facilities Capital Plan

The Objective of the Five-Year Facilities Capital Plan is to provide the Board of Supervisors with information about current capital projects that have been approved in the FY 2011-12 Adopted Budget, and future capital projects that are currently unfunded, but have been identified as necessary within the next five years. The Five-Year Capital Facilities Plan includes three lists of capital projects:

Category 1 - Projects Approved and Underway

Category 2 - Major Maintenance Projects

Category 3 - Identified New Construction / Facility Purchases

Each list shows the Adopted Budget amount for FY 2011-12 and estimated costs over the following five years. Each category of projects is described in the Executive Summary.

Overview of Facilities Capital Projects Completed in FY 2010-11

Hillcrest Deconstruction

The San Mateo County Hillcrest Juvenile Facility (Hillcrest), consisting of the Juvenile Hall, Juvenile Courts, and Probation Department offices, was a complex of buildings constructed between 1947 and 1978. Hillcrest was vacated by the Probation Department in 2006, when the new Youth Services Center (YSC) was opened. Hillcrest was designated for deconstruction, the careful dismantling of the buildings, to ensure that usable building materials were salvaged for reuse. The Department of Public Works completed the hazardous waste abatement, deconstruction, and demolition of Hillcrest in May 2011. The project was financed through dedicated lease revenue bonds for the Youth Services Campus master project.

County Parking Garage Solar Panel Installation

In October, 2010, the Public Works Department completed the Solar Genesis project, which included the installation of 1,540 solar panels on the top floor of the County employee parking garage. The brand new solar power system will cut an estimated 130 tons of carbon dioxide emissions annually and provide shade on the top floor of the parking garage. The \$3.2 million project was paid for with local funds and a federal appropriation secured by Senator Barbara Boxer. The solar panels are estimated to generate enough electricity to provide a third of the annual energy needs of the five-story office building at 555 County Center. An interactive display was installed in the lobby of the building to showcase live data about how much energy the new solar panels are generating at any given time during the day.

Northern and Central Courts Seismic Retrofit Project

State law (SB 1732) provided for the transfer of trial court facilities to the State by December 31, 2009. In order for the transfer to occur, the Northern and Central branch courts had to meet various standards established by the State, including improvements to

enhance the survivability of building occupants during a major seismic event. This completed project retrofitted the Northern and Central Branch Court buildings so that they could meet seismic standards, thereby providing greater safety for all individuals using these facilities. The entire cost associated with the Central Court building was funded through the Courthouse Construction Fund because it was entirely a court facility. However, because a portion of the Northern Court was occupied by the County, the County General Fund paid for 16.79% of the cost to retrofit the Northern Court building.

Category 1 - Projects Approved and Underway

Category 1 projects are identified as projects that have been approved by the Board of Supervisors as part of the FY 2011-12 Adopted Budget. The current status of these capital projects ranges from pre-design and engineering to contractor award and project construction phases. The total Adopted Budget for Category 1 - Projects Approved and Underway equals \$24,589,966 in FY 2011-12. Major capital projects scheduled for completion in FY 2011-12 include the Coastside Clinic Remodel, Camp Glenwood Improvement Project, Crime Lab Retro-Commissioning, Hall of Justice Energy Improvement Projects (boiler, economizer, and direct digital control system), and San Mateo Medical Center Triage Project. A complete list of all Category 1 projects can be found on page 6.

Category 2 - Major Maintenance Projects

Category 2 projects are major maintenance projects that are necessary to properly maintain the County's facilities. The total Adopted Budget for Major Maintenance Projects totals \$7,096,911 in FY 2011-12, which is part of the total \$24,589,966 FY 2011-12 Adopted Budget (these projects are separately identified with gray shading and a footnote in the Category 1 list). The Department of Public Works used the Facility Condition Index system to develop the Category 2 list of major maintenance projects, which can be found on page 12. The Department of Public Works typically spends approximately \$2.5 million on maintenance projects each year. Projects that cannot be completed in FY 2011-12, will be reappropriated the following fiscal year. The estimated costs of maintenance projects purposefully decreases each year in anticipation of carrying over unfinished projects from prior years. Because of the unpredictable nature of facility maintenance, the estimated list of major maintenance projects will be adjusted each year to account for changes in facility condition and construction costs. The table below shows a summary of estimated spending on major maintenance projects over the next five fiscal years.

Adopted FY 11-12	Estimated FY 12-13	Estimated FY 13-14	Estimated FY 14-15	Estimated FY 15-16	Total
\$7,096,911	\$2,718,039	\$2,621,700	\$1,080,300	\$1,334,993	\$14,851,943

Category 3 - Identified New Construction / Facility Purchases

The Category 3 projects are large, currently unfunded projects that may require debt financing as a funding source. Examples of these projects include the Circle Star Tenant

Improvements, the new San Mateo County Jail, and improvements to County Office Building One and Two. The Department of Public Works developed a prioritized list of unfunded capital projects in the amount of \$250 million that could be constructed over the next five years. During the development of the Capital Facilities Master Plan, the Department of Public Works developed a Ten-Year Capital Facilities Plan that estimated \$485 million in major unfunded projects over the next ten years. That list has not been included in this document. However, the Category 3 list was developed in consideration of the recommendations stated in the County Facilities Master Plan and can be found on page 18. The purchase of the Circle Star buildings and the new jail site are the two most recent capital purchases.

Circle Star Property Purchase

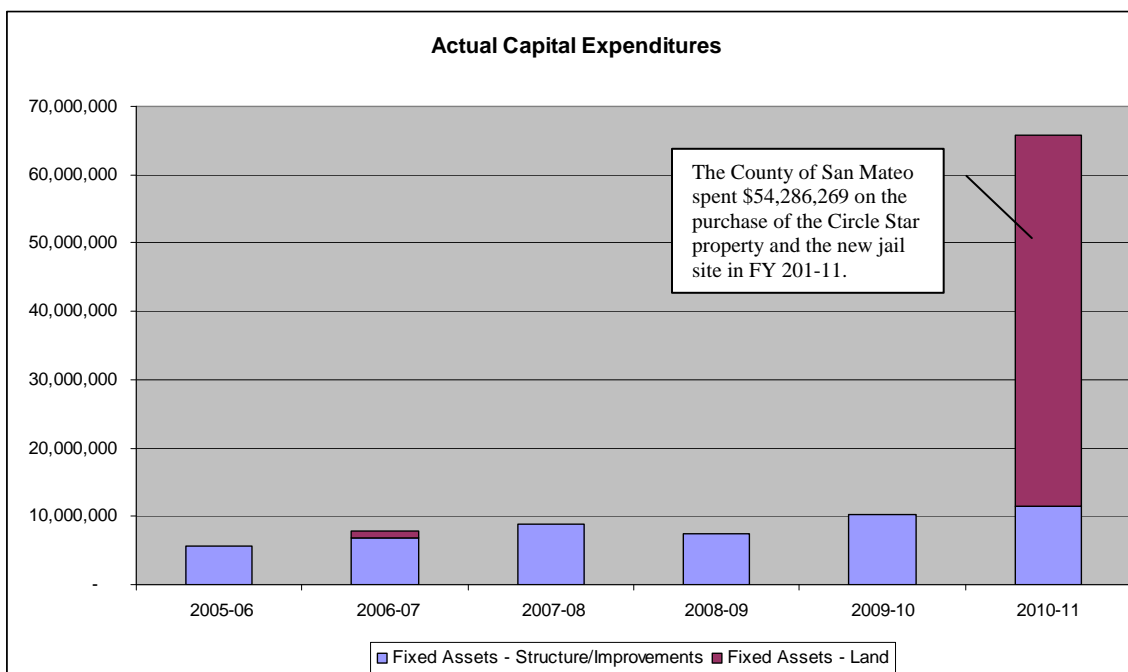
In March 2011, the County of San Mateo purchased property at One and Two Circle Star Way in San Carlos. The property consists of approximately 6.40 acres of land, two four-story Class A office buildings with approximately 208,000 square feet total, and an adjacent three-story parking structure with approximately 400 parking spaces. The Property is located 0.8 miles from County Center and approximately one mile from the Redwood City Caltrain Station. Acquisition of the Property enables the County to implement many of the recommendations in the Facility Master Plan such as eliminating a variety of costly leases in favor of occupying owned facilities, and co-locating departments that have strategic adjacencies or serve the same clients. The Public Works department budgeted \$1,010,993 in the FY 2011-12 CIP budget to pay for space planning and minor improvements. Funding for the major tenant improvements has been estimated at \$10 million between FY 2011-12 and FY 2012-13. An Appropriation Transfer Request will be submitted for Board of Supervisor approval later in the fiscal year to authorize additional funding to pay for tenant improvements at the Circle Star buildings in FY 2011-12.

Jail Replacement Project Property Purchase

In late December 2010, the County purchased 4.80 acres of land located at 20, 50, 70 and 80 Chemical Way in Redwood City for \$17,878,258. In the future, the property will be used to build a new County jail facility that will accommodate incarcerated men and women. The Sheriff's Office Jail Planning Unit, in collaboration with other County departments, is responsible for the planning, design, construction, transition, opening, training and operational evaluation of the future replacement jail facility. The San Mateo County Jail is currently 130 percent to 140 percent over capacity and the Women's Correctional Facility is in need of replacement. Funding for a new jail has been estimated at \$156,135,841 over the next five years.

Historical Spending on Capital Projects

The following graph shows actual capital expenditures over the last six fiscal years. The reason for the spike in Fixed Assets-Land is the purchase of the Circle Star property and the new jail site in FY 2010-11.



Update on Energy Efficiency

In 2011, the Department of Public Works selected Enovity Inc. to develop the Strategic Energy Master Plan (SEMP) for County facilities. Enovity is conducting investment grade energy audits of the County's ten largest energy consuming facilities. The audit includes assessing current County processes, responsibilities and initiatives related to energy management. Once developed, the SEMP will assist staff in advancing the County's energy conservation, energy cost reduction, greenhouse gas reduction, renewable energy usage and environmental sustainability goals. The SEMP will provide a prioritized list of facility-specific energy upgrade project recommendations, including estimated project costs and energy savings information that will be used for future budget and planning purposes. Approximately \$2 million of EECBG funds are currently budgeted to complete the following Energy Efficiency Upgrade Projects:

- 1) Hall of Justice Economizer
- 2) Hall of Justice Boiler Replacement
- 3) Crime Lab Boiler & HVAC Controls Upgrade
- 4) Camp Glenwood Solar Hot Water
- 5) Nevin Medical Center Replace Roof Top Air-Conditioning Units.

The Hall of Justice projects are expected to reduce overall gas and electric usage by ten percent, as well as improve occupant comfort and reduce maintenance costs. The State of California Administrative Office of the Courts is contributing to the cost of the improvements at the Hall of Justice building. The SEMP will define roles, establish accountability and delegate the authority to implement the energy management plan that will enable the County to meet its energy savings and greenhouse gas emissions reduction goals.

CATEGORY 1 PROJECTS APPROVED AND UNDERWAY

Category 1 projects are identified as projects that have been approved by the Board of Supervisors as part of the FY 2011-12 Adopted Budget. The current status of these capital projects ranges from pre-design and engineering to contractor award and project construction phases. The total Adopted Budget for Category 1 - Projects Approved and Underway equals \$24,589,966 in FY 2011-12. Major capital projects scheduled for completion in FY 2011-12 include the Coastside Clinic Remodel, Camp Glenwood Improvement Project, Crime Lab Retro-Commissioning, Hall of Justice Energy Improvement Projects (boiler, economizer, and direct digital control system), and San Mateo Medical Center Triage Project. A complete list of all Category 1 projects can be found on the following pages.

San Mateo County Facilities Capital Plan
Category 1 - Projects Approved and Underway
FY 2011-12

		FY 11-12		Project Description
#	Project Title	Adopted Budget		
1	ADA Requirements Countywide	4,837		Countywide Transition Plan aimed at identifying deficiencies and implementing ADA standards throughout County-owned facilities.
2	Administrative Offices of Courts Replace /Courts Replace Compressor & Cooling Tower	25,899		Upgrading the compressors and cooling towers that provide air conditioning to the Administrative Offices of the Courts. This project funds the County's share of the Joint Occupancy Agreement with the Court.
3	Alameda Streetscape Replace Tree	37,758		Landscape maintenance project.
4	American Disabilities Act Health Administration 37th Ave Install Drinking Fountains	16,840		Provide the Health Services Agency in San Mateo with accessible hi/low drinking fountains.
5	American Disabilities Act Implement Countywide Transition Plan	271,011		Analyze and evaluate accessibility deficiencies in the County's facilities. Establish corrective solutions for physical and programmatic barriers identified in the ADA Transition Plan.
6	American Disabilities Act San Mateo Expo Center Install Drinking Fountains	13,892		Provide the San Mateo Expo Center Main Hall with accessible hi/low drinking fountains.
7	American Disabilities Act Upgrade Board of Supervisors Chambers	948		The Board of Supervisors Chambers will be upgraded to ensure assigned seating is designated for persons with disability.
8	Burlingame Long Term Care Evaluate Installed HVAC	8,602		Evaluation of existing HVAC system for efficiency.
9	Burlingame Long Term Care Repair Windows	153,161		Replacement of old and leaking windows.
10	California Department of Fire Repair Belmont Station 17	220,000		Repair deficiencies in roof, windows, decking, and boiler of Fire Station building.
11	California Department of Fire Repair Skylanda Apparatus Deficiencies ¹	6,562		Miscellaneous repairs to electrical equipment.
12	California Department of Fire Resurface and Stripe Belmont Station 17 ¹	49,779		Improvements to the parking lot.
13	Camp Glenwood Improvement Project	1,451,793		Improvements include remodel to the bathrooms, classrooms, underground utilities and path of travel.
14	Camp Glenwood Upgrade Solar Thermal System	162,863		ARRA grant funds are being used to install solar panels at Camp Glenwood.
15	Capital Project Development	100,000		Project management, budget preparation and CIP program reviews and recommendations.
16	Child Care Replace Roof	4,922		Replacement of the entire roof of the Child Care Center.
17	Circle Star Tenant Improvements ²	1,010,993		Interior remodel of facility to receive relocated County departments from leased spaces per Master Plan and adopted space standards.
18	Coastside Clinic Remodel First Floor	75,000		Parking improvements, a cross-walk and a covered entrance as required by the City of Half Moon Bay associated with clinic remodel.
19	Coastside Remodel Medical Facility	1,393,090		Remodel of Coastside Medical Center, located in Half Moon Bay. This facility will accommodate a fully staffed medical and dental clinic for the underserved coastside community.
20	Cordilleras Building Replace Radiant Heaters ¹	200,000		Current equipment not providing adequate heat to occupants.
21	Cordilleras Replace Awning Windows ¹	12,943		Replacement of leaking windows.
22	Cordilleras Replace Casement Window ¹	88,594		Replace old casement windows.
23	Cordilleras Replace Flooring And Auditorium Steam Traps ¹	143,167		Improvement to the flooring and heating steam traps.
24	Cordilleras Replace Hot Water Boiler ¹	51,817		Replace failing hot water boiler.
25	County Energy Projects	164,068		Replacement of all existing light fixtures with more energy efficient light bulbs.
26	County Facility Master Plan	6,484		Implementation of space standards/planning principles to optimize utilization.
27	County Facility Master Plan Phase Two	117,605		Implementation of space standards/planning principles to optimize building capacity.
28	County Government Center Parking Structure Clean And Seal Concrete Pavement ¹	136,778		Replacement of the compression joint around the elevator/stair way columns.
29	County Government Center Parking Structure Install Fire Pump/Generator	37,178		Replacement of failing equipment.
30	County Government Center Parking Structure Install Parking Meters ¹	25,482		Installation of self-service parking fees collection.
31	County Government Center Parking Structure Install Solar Panels	46,427		Installation of solar panels on top of County parking garage.

FY 11-12			Adopted Budget		Project Description
#	Project Title				
32	County Government Center Parking Structure Retrofit Lighting		33,988		Replacement of all existing light fixtures with more energy efficient bi-level light fixtures with motion sensors and controls.
33	County Government Center Parking Structure Seal Roadway		11,572		Repairs to cracks and joints in concrete slabs.
34	County Office Building Conduct Structural Analysis		4,444		Structural investigation to determine building seismic conditions.
35	County Office Building Prepare And Paint Interior ¹		10,719		Provide facility painting improvements to County Office Building one interior.
36	Countywide Upgrade Radio Sites		85,588		Miscellaneous upgrades to various radio sites.
37	Coyote Point Marina Replace Dock 29		1,830,000		The replacement of Dock 29 which berths the marina's largest boats. When the project is completed, it will generate approximately \$110,000 in annual revenue.
38	Coyote Point Park Water Distribution System		269,970		Repair the water system at Coyote Point to improve and provide adequate water distribution and pressure to support the irrigation system.
39	Coyote Point Replace Indoor 50 Foot Firing Range		109,038		Conceptual and schematic designs for the replacement of the Coyote Point Firing Range.
40	Crime Lab Implement Retro-commissioning Recommendations		50,248		More efficient, smaller boiler system to include heat recovery and integrated energy management control system.
41	Crime Lab Implement Retro-commissioning Recommendations-EECBG		285,803		More efficient, smaller boiler system to include heat recovery and integrated energy management control system.
42	Crystal Springs Construct Trail South of Dam to Highway 35		341,753		Construct approximately 4,000 feet of paved, multiple-use, accessible trail including benches, kiosks, and a restroom as part of the Crystal Springs Regional Trail.
43	Day Camp Amphitheatre Renovation		119,500		Miscellaneous improvements required
44	East Palo Alto Building Clean HVAC Duct Work		53,766		Cleaning of HVAC ductwork, grills and diffusers on all floors of the facility.
45	East Palo Alto Building Prepare and Paint Exterior of Building ¹		66,595		Cyclical maintenance painting of exterior of building.
46	East Palo Alto Building Replace Generator ¹		35,580		Replacement of failing equipment.
47	East Palo Alto Building Replace Roof Coping ¹		15,480		Replacement and/or repairs of missing roof top metal flashing components.
48	East Palo Alto Building Replace Window Gaskets ¹		4,931		Replacement of window sealing components.
49	East Palo Alto Building Test and Balance HVAC System ¹		76,632		Testing and balancing of entire HVAC system upon completion of ductwork cleaning project.
50	Edgewood Park Build Interpretive Center		180,998		Close out construction documentation for new center.
51	El Cerrito Trunk Sewer Repair Relief Line		51,180		Completion of utility repairs (County portion of multi-agency costs).
52	Elections Building Add New Restrooms ¹		9,324		Addition of Men/Women restrooms in warehouse area to increase capacity.
53	Elections Building Seal Asphalt Pavement		200		Minor repair to main entry of the parking lot.
54	Emergent Special Jobs		250,000		Funding for emergency/urgent projects that are not budgeted.
55	Fitzgerald Marine Reserve Reconstruct Parking Lot		450,000		Reconstruct Fitzgerald Marine Reserve visitor parking lot to incorporate environmental features and prevent contaminant runoff into nearby creek.
56	Fitzgerald Marine Reserve Reconstruct San Vicente Bridge, Ramp and Coastal Trail		753,000		Reconstruct a 1/4 mile permeable surfaced trail to meet ADA requirements within the Fitzgerald Marine Reserve including a bridge over San Vicente Creek.
57	Graffiti Abatement Program ¹		30,000		The program will address citizen's requests from unincorporated and areas not covered by existing abatement program agreements.
58	Hall of Justice Replace Boiler ¹		747,990		To comply with the Bay Area Emissions requirements, the County is replacing the boilers in the Hall of Justice.
59	Hall of Justice Replace Boiler - EECBG		486,285		This project is funded at 53.7% by the Administration Offices of the Courts.
60	Hall of Justice Replace Economizers ¹		155,582		The Department of Energy is contributing 47.3% of funds for the replacement of the boilers.
61	Hall of Justice Replace Economizers - EECBG		22,057		Replacement of the economizer will improve the ventilation of the Hall of Justice building.
62	Hall of Justice Replace Wall Paper In Rooms ¹		35,000		The replacement of the economizer will improve the ventilation of the Hall of Justice building.
63	Hall of Justice Upgrade Direct Digital Control System ¹		993,837		Replacement of aged and damaged wall paper in various locations. Taylor Engineering has been retained to design the controls upgrade of the direct digital controls. Upgrades to the entire building management system/direct digital control in the mechanical room and each floors' pneumatic controls.

FY 11-12			Adopted	Project Title	Project Description
#			Budget		
64	Health Administration Convert Mechanical System ¹		188,656	Convert mechanical system from steam heating to hot water.	
65	Health Administration Install Wall/Floor Mounted Water Closets ¹		2,401	Upgrade to plumbing fixtures.	
66	Health Administration Replace Building Steam and Heating Hot Water System		44,059	Switch over from steam heating system to hot water.	
67	Health Administration Replace Carpet Phase II ¹		75,000	Cyclical maintenance.	
68	Health Administration Replace Deteriorated Wallpaper ¹		39,779	Replacement of wall paper in various public areas.	
69	Health Administration Replace HVAC Controls and Reheat Coils		49,817	Upgrades to temperature control system.	
70	Health Administration Replace Sheet Vinyl Floor Covering		24,779	Replace vinyl floor covering in room 113.	
71	Health Administration Replace Vacuum Pump Control ¹		15,000	Replacement of the vacuum pump control.	
72	Health System Consolidate South County Clinic		60,000	Architectural design, purchase and installation of office work stations and associated office furniture; purchase and installation of computers and IT related equipment; moving costs of existing furniture and equipment.	
73	Human Services 2500 Middlefield Paint Exterior ¹		83,977	Cyclical maintenance painting to the exterior structure.	
74	Integrated Workplace Management System Purchase Software		47,799	Electronic system to enable strategic planning of County facilities, space utilization and personnel allocation.	
75	La Honda Sheriff's Honor Camp Demolish Fire House		13,412	Demolition of building damaged by a fallen tree.	
76	Law Library Replace Modified Bicamious Roofing		442	Minor roofing Repair.	
77	Maguire Correctional Facility Analyze and Upgrade HVAC Cooling System ¹		749,559	Replacement of chiller and associated components which provide air conditioning to Maguire Correctional Facility.	
78	Maguire Correctional Facility Carpet Flooring Replacement ¹		123,523	Cyclic replacement of worn out carpet.	
79	Maguire Correctional Facility Intake Extension Conduct Feasibility Study ¹		20,000	Safety measure to avoid potential contamination.	
80	Maguire Correctional Facility Maintain Co-Generation System		127,681	Improvements to energy management and consumption.	
81	Maguire Correctional Facility Prepare And Paint Exterior Wall ¹		18,000	Cyclical maintenance of exterior.	
82	Maguire Correctional Facility Prepare And Paint Interior Walls, Etc ¹		19,669	Cyclical maintenance.	
83	Maguire Correctional Facility Prepare And Paint Lobby And Hall ¹		49,118	Painting lobby reception area and hall ways.	
84	Maguire Correctional Facility Repair And Replace Shower Pans ¹		29,298	Replacement of failing shower pans.	
85	Maguire Correctional Facility Replace ATS Transfer ¹		45,000	Replacement of failing electric transfer switch.	
86	Maguire Correctional Facility Replace Faucets & Manual Flush Valves ¹		103,026	Replacement of multiple faucets and manual flush valves.	
87	Maguire Correctional Facility Replace Fire Alarm		1,323,132	The life expectancy of the current fire alarm system has been exceeded. The fire life safety evaluation recommends replacing the existing fire life safety system to include addressing all of the current deficiencies.	
88	Maguire Correctional Facility Replace Life Safety Air Tanks		137,034	Replacement of obsolete emergency life safety apparatus.	
89	Maguire Correctional Facility Replace Roof Elevator in 4th Floor Mechanical Room		20,496	Roofing repairs.	
90	Maguire Correctional Facility Replace Water Boiler & Storage Tanks		195,822	Replacement and upgrade of mechanical and plumbing components.	
91	Maguire Correctional Facility Upgrade Additional Cameras and Equipment		36,100	Upgrade of security monitoring.	
92	Maguire Correctional Facility West Reconfigure Interlock System		10,315	Project scope ties into the Fire Alarm Replacement project.	
93	Mike Nevin Clinic Facility Cleanup		1,900	Remove garbage from accumulated construction and other debris.	
94	Mike Nevin Clinic Parking Structure Conduct Deck Repair Study ¹		25,000	Due diligence to establish origin of cracks in concrete slab.	
95	Mike Nevin Clinic Repair Windows and Paint Exterior ¹		145,602	Cyclical maintenance of exterior.	
96	Mirada Surf Install Restroom and Install Coastal Trail		125,693	Phase III installing a restroom and constructing approximately 100 feet of the final northerly trail segment past Coronado Avenue.	
97	Moss Beach Install Generator Load Bank ¹		1,819	Load bank prevents damage to generator current overloads.	
98	New Jail Project Management - Department of Public Works		171,308	Project management costs associated with Jail Planning Unit.	
99	New San Mateo County Jail ²		1,135,841	Remaining appropriation from the Woodhouse Property purchase. Funds will be spent on professional / project insurance, moving and relocation expenses, other planning expenses, and land acquisition expense.	

FY 11-12			Adopted Budget		Project Description	
#	Project Title		Adopted Budget		Project Description	
100	New Women's Jail		7,202		Study for replacement of Maple St. Women's Correctional Facility.	
101	New Women's Jail Request For Proposal for Master Architect		1,981		Project management costs related to County Master Plan.	
102	Northern and Central Courts Seismic Upgrades		10,000		Completion of seismic retrofit as part of County court transfer to State.	
103	Northern Courts /Administrative Offices of Courts Install Building Fire Alarm¹		23,337		Install safety alarm system.	
104	Northern Courts Replace Boilers		25,899		Mechanical upgrade of obsolete equipment.	
105	Old Courthouse Replace and Repair Windows		24,021		Retrofitting of windows.	
106	Old Hillcrest Facility Deconstruction		20,000		This project was Phase III of the Youth Services Construction Project. The deconstruction and demolition of the Old Hillcrest facility was completed in November 2010.	
107	Old Maguire Correctional Facility Replace Control Room Panels¹		200,000		Existing safety monitoring equipment is obsolete and maintenance is very costly because parts no longer available. Full replacement is required.	
108	Pigeon Point Construct Guard Rail		84,000		Construct guard rail/barrier along HWY 1 to protect the area, prevent illegal off-highway vehicle use, and restore the coastal bluff top habitat damaged from illegal off-highway activities.	
109	Public Safety Communications Dispatch Center Replace HVAC		18,004		Replacement of HVAC was not necessary. The funding will be used to complete the zone cooling and ventilation improvements.	
110	San Bruno Mountain Park Rehabilitate Crocker Entrance		184,500		Rehabilitate existing entrance to include visitor information, new pathway paving, interpretative kiosk, ADA improvements, and improved park security.	
111	San Bruno Mountain Plan and Construct Ridge to Bay Trail		367,029		Plan and construct a trail connecting to the San Francisco Bay Trail in South San Francisco to San Bruno Mountain trail network as part of the north County Bay to Ocean trail connection system.	
112	San Bruno Mountain Repave Parking Lot		175,000		Repave deteriorated parking lot adjacent to Friends' native plant garden and incorporate equestrian parking.	
113	San Carlos Airport Levees Complete Environmental Review		147,797		Due diligence environmental study.	
114	San Mateo Medical Center Clinic Analyze and Upgrade HVAC Cooling System¹		749,779		Facilities Unit energy audit recommends upgrading the existing three Chillers which provide air conditioning to the Medical Center reducing energy costs.	
115	San Mateo Medical Center Clinic Fire Alarm Upgrade to Network Control Center¹		35,000		Upgrade of fire alarm system and network controls.	
116	San Mateo Medical Center Clinic Rebuild Dishwasher¹		45,000		Existing equipment failing.	
117	San Mateo Medical Center Clinic Replace Lobby Linoleum Flooring¹		24,917		Replacement of aging flooring in public area.	
118	San Mateo Medical Center Clinic Reseal Windows¹		5,676		Existing windows leaking.	
119	San Mateo Medical Center Computer Aided Design Schematic Drawings		25,028		For input in electronic format for space utilization, staff allocation and maintenance library.	
120	San Mateo Medical Center Dental Mobile Unit Station		150,000		Construction of a base station for parking and servicing the new Dental Mobile Unit, including a new graded concrete driveway and approaches, swales, curbs, ADA parking and accessibility ramp, electricity, data connection, water, drainage, sewer connections, and associated civil, electrical, and plumbing work.	
121	San Mateo Medical Center Evaluate Emergency Water Tank Structure¹		30,000		Due diligence required to determine structural condition of tower.	
122	San Mateo Medical Center Extend Healing Hot Water System		75,514		Scope is tied to the Steam boiler replacement.	
123	San Mateo Medical Center Prepare/Paint Exterior Stucco Walls¹		179,228		Cyclical maintenance of exterior.	
124	San Mateo Medical Center Remodel Emergency Room Triage		12,866		Remodel of the Emergency Room triage reception and existing waiting area to comply with HIPPA and the Medical Centers internal environment of care guidelines.	
125	San Mateo Medical Center Renovate Morgue		638,121		Modifications to existing morgue layout and added autopsy suite with hands free door access to minimize cross contamination. In addition, the morgue will be brought up to ADA Compliance.	
126	San Mateo Medical Center Replace Cooling Tower & Variable Frequency Drive¹		150,000		Addition of variable frequency drive and upgrade to the cooling tower fans in the building reducing energy costs.	
127	San Mateo Medical Center Replace Emergency Generator¹		180,000		Equipment past its useful life, replacement required.	
128	San Mateo Medical Center Replace High Pressure Steam Boiler		324,013		Replacement of the steam boiler at the San Mateo Medical Center. Replacement will improve energy efficiency and reduce the need for a steam boiler watch employee.	
129	San Mateo Medical Center Replace Medical Vacuum Pump #2		11,242		Replacement of failing unit.	

FY 11-12				
#	Project Title	Adopted Budget	Project Description	
130	San Mateo Medical Center Replace Smoke Detector ¹	50,000	Replacement of obsolete equipment required.	
131	San Mateo Medical Center Replace Variable Frequency Drive ¹	200,000	Upgrading the variable frequency drive which allows fan motors to run at variable speeds reducing energy costs.	
132	San Mateo Medical Center Re-roof Administration	56,317	Roofing repair required.	
133	San Mateo Medical Center Reseal Clinic Building Window	396,442	To restore the exterior building envelope Exterior Insulation Finishing System. Restoration of the south and west elevations of the San Mateo Medical Center Clinic building.	
134	San Mateo Medical Center Seal Fire Penetrations	8,856	Completion of code safety deficiency.	
135	San Mateo Medical Center Seismic Retrofit Administration Building	211,377	Project to seismically re-classify the '54 Administration Building. Achieving this re-classification will give the County until 2030 for the building to be retrofitted or replaced.	
136	San Mateo Medical Center Triage Project	353,889	Upgrades to emergency rooms for compliance with State requirements.	
137	San Pedro Valley Park Construct Vehicle Wash Down Rack	194,167	Construct wash down rack at San Pedro Valley Park for vehicle and equipment cleaning and maintenance to prevent contaminants flowing into creek.	
138	South San Francisco Probation Install Smoke Detectors ¹	50,000	Facility does not have any fire alarm system.	
139	South San Francisco Probation Repair Ventilation and Cooling	7,822	Upgrades to air conditioning system.	
140	Women's Correctional Facility Redundant and Back up Heating Boiler ¹	74,480	Emergency replacement of a boiler due to an unplanned mechanical failure.	
141	Women's Correctional Facility Repair Sewer Line in Showers ¹	9,446	Existing plumbing lines in need of repairs.	
142	Work Furlough Replace Conduit	587	Existing roof leaking.	
143	Work Furlough Replace Restroom Exhaust Fans ¹	9,771	Existing equipment failing.	
144	Youth Services Center / Justice Center Plan	47,078	The 2003 Capital Project - Youth Services Center Facility is at phase four of a five phase construction project. This fund covers the administrative costs of managing the construction bonds for the project.	
145	Youth Services Center Central Plant Energy Expansion Feasibility Study ¹	30,000	Engineering study to assess energy usage and potential savings.	
146	Youth Services Center Group Home	442	Feasibility meeting to determine needs for a third Group Home in YSC Master Plan.	
147	Youth Services Center Maintain Co-Generation System	75,444	The YSC Co-generation Plant system runs at approximately 60% of its designed capacity. This is partly due to less than anticipated connected load versus design load. If determined feasible, connecting the YSC Central Plant would eliminate the need for individual generators and maintenance cost.	
148	Youth Services Center Modify Berm	15,000	Final phase of the major capital improvement project at the Youth Services Center. This project consists of reducing the height of the current berm and re-grading of the property.	
149	Youth Services Center Replace Uninterrupted Power Supply	4,085	Current uninterrupted power source failing.	
Total		24,589,966		

¹ Indicates that this is a major maintenance project that is also listed in the

Category 2 - Major Maintenance Projects list.

² Indicates that this is an identified new construction / facility purchases project that is also listed in the Category 3 - Identified New Construction / Facility Purchases list.

CATEGORY 2 MAJOR MAINTENANCE PROJECTS

Category 2 projects are major maintenance projects that are necessary to properly maintain the County's facilities. The total Adopted Budget for Major Maintenance Projects totals \$7,096,911 in FY 2011-12, which is part of the total \$24,589,966 FY 2011-12 Adopted Budget (these projects are separately identified with gray shading and a footnote in the Category 1 list). The Department of Public Works used the Facility Condition Index system to develop the Category 2 list of major maintenance projects, which can be found on page 12. The Department of Public Works typically spends approximately \$2.5 million on maintenance projects each year. Projects that cannot be completed in FY 2011-12, will be reappropriated the following fiscal year. The estimated costs of maintenance projects purposefully decreases each year in anticipation of carrying over unfinished projects from prior years. Because of the unpredictable nature of facility maintenance, the estimated list of major maintenance projects will be adjusted each year to account for changes in facility condition and construction costs.

San Mateo County Five-Year Facilities Capital Plan
Category 2 - Major Maintenance Projects
FY 2011-12 through FY 2015-16

#	Project Title	FY 2011-12 Adopted	FY 12-13 Estimated	FY 13-14 Estimated	FY 14-15 Estimated	FY 15-16 Estimated
1	Agricultural Weights and Measures Paint Interior		8,900			
2	Agricultural Weights and Measures Replace Vinyl Asbestos Tiles		11,000			
3	Agriculture Weights and Measures Building Replace Carpet			15,200		
4	California Department of Fire Belmont Apparatus Building Prep and Seal Asphalt Pavement			12,000		
5	California Department of Fire Belmont Apparatus Building Replace HID Highway Fixture			21,000		
6	California Department of Fire Belmont Barracks and Apparatus Buildings Paint Exterior		85,000			
7	California Department of Fire Belmont Paint Barracks and Exterior Apparatus Building			76,000		
8	California Department of Fire Belmont Replace Emergency Generator			46,200		
9	California Department of Fire Edmonds Road Replace Carpet					25,200
10	California Department of Fire Pescadero Replace Carpet			10,600		
11	California Department of Fire Pescadero Replace Commercial Water Heater		8,000			
12	California Department of Fire Resurface and Stripe Belmont Station 17	49,779				
13	California Department of Fire Skyllonda Barracks and Apparatus Buildings Paint Exterior		45,000			
14	California Department of Fire Skyllonda Paint Barracks and Exterior Apparatus Building			39,000		
15	California Department of Fire Skyllonda Repair Apparatus Deficiencies	6,562				
16	Canyon Oaks Paint Interior		30,437			
17	Canyon Oaks Replace Carpet					30,900
18	Central Library Paint Exterior and Interior			41,100		
19	Central Library Replace Carpet		120,000			
20	Central Library Replace Duct Furnace Indoor Install			36,200		
21	Central Library Seal and Coat Asphalt			10,400		
22	Child Care Center Replace Commercial Water Heater				15,000	
23	Cohn Sorenson Law Library Paint Interior				25,000	
24	Cordilleras Building Replace Radiant Heaters	200,000				
25	Cordilleras Center Replace Acoustic Ceiling Tiles			101,000		
26	Cordilleras Replace Awning Windows	12,943				
27	Cordilleras Replace Casement Window	88,594				
28	Cordilleras Replace Flooring And Auditorium Steam Traps	143,167				
29	Cordilleras Replace Hot Water Boiler	51,817				
30	Cordilleras Replace Outdoor Package Unit			24,000		
31	Cordilleras Retrofit Lighting			445,000		
32	County Government Center Parking Structure Clean And Seal Concrete Pavement	136,778				
33	County Government Center Parking Structure Install Parking Meters	25,482				
34	County Office Building One Paint Exterior Building Phase 2			821,000		
35	County Office Building One Paint Interior Ceilings and Walls Phase 2			23,000		

#	Project Title	FY 2011-12 Adopted	FY 12-13 Estimated	FY 13-14 Estimated	FY 14-15 Estimated	FY 15-16 Estimated
36	County Office Building One Paint Interior Phase 1		70,000			
37	County Office Building One Replace Carpet				206,000	
38	County Office Building One Replace Carpet Phase 3					109,000
39	County Office Building One Replace Circulation Pump and Centrifugal Fan Belt				65,000	
40	County Office Building Prepare And Paint Interior	10,719				
41	County Office Building Replace Emergency Generator				186,000	
42	County Office Building Two Paint Interior				30,000	
43	County Office Building Two Replace Circulating Pump			18,300		
44	County Office Building Two Replace Circulation Pump					20,000
45	Crime Lab Prepare and Paint Exterior Metal Siding			38,800		
46	Day Top Drug Center Paint Interior		8,700			
47	East Palo Alto Building Prepare and Paint Exterior of Building	66,595				
48	East Palo Alto Building Replace Generator	35,580				
49	East Palo Alto Building Replace Roofing Coping	15,480				
50	East Palo Alto Building Replace Window Gaskets	4,931				
51	East Palo Alto Building Test and Balance HVAC System	76,632				
52	East Palo Alto Government Center Replace Cooling Tower		80,000			
53	East Palo Alto Government Center Replace Elevator					150,000
54	Elections Registration Building Add New Restrooms	9,324			58,200	
55	Elections Registration Building Paint Interior Ceiling and Walls					
56	Elections Registration Building Replace Air Cooled Condenser Unit		25,000			
57	Elections Registration Building Replace Duct Furnace		25,000			
58	Glenwood Boys Camp Replace Carpet in Classrooms			16,300		
59	Graffiti Abatement Program	30,000				
60	Grant Yard Building Prepare and Seal Asphalt				43,000	
61	Grant Yard Maintenance Headquarters Paint Exterior		11,300			
62	Grant Yard Maintenance Headquarters Paint Interior		14,000			
63	Grant Yard Maintenance Headquarters Replace Carpet		18,500			
64	Grant Yard Maintenance Headquarters Replace Emergency Generator		40,000			
65	Grant Yard Maintenance Headquarters Replace Manually Operated Commercial Steel Door				25,000	
66	Grant Yard Maintenance Headquarters Replace Roof Top Space Heater		20,000			
67	Half Moon Bay Airport Seal and Coat Asphalt			10,600		
68	Hall of Justice Lighting Retrofit		577,000			
69	Hall of Justice Paint Ceilings		7,463			
70	Hall of Justice Paint Exterior Masonry South Elevation		82,363			
71	Hall of Justice Remove, Clean and Recaulk Exterior Masonry Joints		10,500			
72	Hall of Justice Replace Air Handling Units 6 and 7		300,000			
73	Hall of Justice Replace Boiler	747,990				
75	Hall of Justice Replace Economizers	155,582				

#	Project Title	FY 2011-12 Adopted	FY 12-13 Estimated	FY 13-14 Estimated	FY 14-15 Estimated	FY 15-16 Estimated
76	Hall of Justice Replace Revolving Door and Controls		100,000			
77	Hall of Justice Replace Traction Elevator		178,694			
78	Hall of Justice Replace Traction Elevator 1		178,694			
79	Hall of Justice Replace Traction Elevator 2		178,694			
80	Hall of Justice Replace Wall Paper In Rooms	35,000				
81	Hall of Justice Upgrade Direct Digital Control System	993,837				
82	Health Administration Convert Mechanical System Heating to Hot Water	188,656				
83	Health Administration Install Wall/Floor Mounted Water Closets	2,401				
84	Health Administration Replace Carpet Phase II	75,000				
85	Health Administration Replace Deteriorated Wallpaper	39,779				
89	Health Administration Replace Sheet Vinyl Floor Covering	24,779				
91	Health Administration Replace Vacuum Pump Control	15,000				
92	Health Services Building Paint Interior Walls		25,000			
93	Health Services Building Prepare and Seal Coat Asphalt Pavement				20,600	
94	Health Services Building Replace Carpet Phase 2		65,500			
95	Health Services Building Replace Carpet Phase 3				40,000	
96	Health Services Building Replace Carpet Phase 4					23,800
97	Health Services Building Replace Wallpaper 2nd and 3rd Floor			16,100		
98	Health Services Paint Building Interior Ceiling					18,700
99	Human Services 2500 Middlefield Paint Exterior	83,977				
100	Maguire Correctional Facility Analyze and Upgrade HVAC Cooling System	749,559				
101	Maguire Correctional Facility Intake Extension Conduct Feasibility Study	20,000				
102	Maguire Correctional Facility Paint Structural Steel				25,000	
103	Maguire Correctional Facility Prepare And Paint Exterior Wall	18,000				
104	Maguire Correctional Facility Prepare And Paint Interior Walls, Etc	19,669				
105	Maguire Correctional Facility Prepare And Paint Lobby And Hall	49,118				
106	Maguire Correctional Facility Repair And Replace Shower Pans	29,298				
107	Maguire Correctional Facility Replace Air Compressor			13,000		
108	Maguire Correctional Facility Replace Air Volume Boxes				18,000	
109	Maguire Correctional Facility Replace ATS Transfer	45,000				
110	Maguire Correctional Facility Replace Carpet		73,000			
111	Maguire Correctional Facility Replace Carpet	123,523				
112	Maguire Correctional Facility Replace Carpet Phase 3			61,200		
113	Maguire Correctional Facility Replace Centrifugal Pump and Fan Belt			54,000		
114	Maguire Correctional Facility Replace Circulating Pump			9,200		
115	Maguire Correctional Facility Replace Exhaust Fan			8,000		
116	Maguire Correctional Facility Replace Faucets and Manual Flush Valves	103,026				
117	Maguire Correctional Facility Replace Fire Alarm	394,279				
118	Maguire Correctional Facility Replace Heat Pump Split System			10,000		

#	Project Title	FY 2011-12 Adopted	FY 12-13 Estimated	FY 13-14 Estimated	FY 14-15 Estimated	FY 15-16 Estimated
119	Maguire Correctional Facility Replace In-Line Circulating Pump			13,000		
120	Maguire Correctional Facility Replace Six Air Handling Units					775,600
121	Mike Nevin Clinic Parking Structure Conduct Deck Repair Study	25,000				
122	Mike Nevin Clinic Repair/Replace Window Front Glass			8,000		
123	Moss Beach Install Generator Load Bank	1,819				
124	North Count Clinic Prepare And Paint Exterior Wall	145,602				
125	North County Detention Facility Replace Carpet		25,000			
126	Northern Courts /Administrative Offices of Courts Install Building Fire Alarm	23,337				
127	Northern Courts Paint Exterior Soffit Board			13,400		
128	Old Court House Museum Replace Boiler		68,000			
129	Old Maguire Correctional Facility Replace Control Room Panels	200,000				
130	Pescadero Forestry Station Paint Exterior Wood Siding			10,100		
131	San Mateo County Government Center Prepare and Seal Coat Asphal					22,000
132	San Mateo Medical Center Replace Carpet Specific Room Locations		51,605			
133	San Mateo Medical Center Clinic Analyze and Upgrade HVAC Cooling System	749,779				
134	San Mateo Medical Center Clinic Fire Alarm Upgrade to Network Control Center	35,000				
135	San Mateo Medical Center Clinic Rebuild Dishwasher	45,000				
136	San Mateo Medical Center Clinic Replace Lobby Linoleum Flooring	24,917				
137	San Mateo Medical Center Clinic Reseal Windows	5,676				
138	San Mateo Medical Center Combination Dew Point/CO Sensor Replacement			50,000		
139	San Mateo Medical Center Evaluate Emergency Water Tank Structure	30,000				
140	San Mateo Medical Center Fire/Smoke Damper Repair/Replace/Access Doors			8,000		
141	San Mateo Medical Center Monitoring Software Configuration			12,000		
142	San Mateo Medical Center Paint Duct Work			8,000		
143	San Mateo Medical Center Prepare/Paint Exterior Stucco Walls	179,228				
144	San Mateo Medical Center Replace Carpet Clinic Area		52,000			
145	San Mateo Medical Center Replace Carpet Phase 2				323,500	
146	San Mateo Medical Center Replace Commercial Garbage Dispos			12,000		
147	San Mateo Medical Center Replace Cooling Tower and VFD	150,000				
148	San Mateo Medical Center Replace Emergency Generator	180,000				
149	San Mateo Medical Center Replace Smoke Detector	50,000				
150	San Mateo Medical Center Replace Variable Frequency Drive	200,000				
151	San Mateo Medical Center Replace Vinyl Flooring			425,000		
152	South San Francisco Adult Probation Install Smoke Detectors	50,000				
153	South San Francisco Adult Probation Office and Victims Replace Furnace					11,000
154	South San Francisco Adult Probation Replace Carpet			85,000		
155	Women's Correctional Facility Redundant and Back Up Heating Boiler	74,480				
156	Women's Correctional Facility Repair Sewer Line in Showers	9,446				
157	Women's Correctional Facility Replace Emergency Generator					37,093

#	Project Title	FY 2011-12 Adopted	FY 12-13 Estimated	FY 13-14 Estimated	FY 14-15 Estimated	FY 15-16 Estimated
158	Women's Correctional Facility Replace Roof		123,689			
159	Work Furlough Prepare and Paint Interior Ceiling and Walls					111,700
160	Work Furlough Replace Restroom Exhaust Fans	9,771				
161	Youth Services Center Central Plant Energy Expansion Feasibility Study	30,000				
Total		7,096,911	2,718,039	2,621,700	1,080,300	1,334,993

Note: All major maintenance projects listed in the FY 2011-12 Adopted column are also listed in the Category 1 - Projects Approved and Underway List.

CATEGORY 3 IDENTIFIED NEW CONSTRUCTION / FACILITY PURCHASES

The Category 3 projects are large, currently unfunded projects that may require debt financing as a funding source. Examples of these projects include the Circle Star Tenant Improvements, the new San Mateo County Jail, and improvements to County Office Building One and Two. The Department of Public Works developed a prioritized list of unfunded capital projects in the amount of \$250 million that could be constructed over the next five years. During the development of the Capital Facilities Master Plan, the Department of Public Works developed a Ten-Year Capital Facilities Plan that estimated \$485 million in major unfunded projects over the next ten years. That list has not been included in this document. However, the Category 3 list was developed in consideration of the recommendations stated in the County Facilities Master Plan and can be found on page 18. A detailed description of each Category 3 project can be found on the following pages.

San Mateo County Five-Year Facilities Capital Plan
Category 3 - Identified New Construction / Facility Purchases
FY 2011-12 through FY 2016-17

#	Project Title	Adopted FY 11-12	Estimated FY 12-13	Estimated FY 13-14	Estimated FY 14-15	Estimated FY 15-16	Estimated FY 16-17	Estimated Total Project Cost
1	Circle Star Tenant Improvements	1,010,993	6,000,000	4,000,000			-	11,010,993
2	County Office Building One Seismic Retrofit, Mechanical Upgrade, and Tenant Improvement:		3,000,000	9,000,000	3,000,000		-	15,000,000
3	County Office Building Two Tenant Improvements			2,250,000	3,750,000	1,500,000	-	7,500,000
4	Half Moon Bay New One Stop Public Services Building			250,000	1,500,000	750,000	-	2,500,000
5	Hall of Justice Building Improvements			1,600,000	2,400,000		-	4,000,000
6	New Health Services Administration Building			1,400,000	4,200,000	12,600,000	9,800,000	28,000,000
7	New San Mateo County Jail	1,135,841	20,500,000	31,000,000	41,500,000	38,750,000	23,250,000	156,135,841
8	Skylonda and Pescadero Fire Station Improvements			600,000	3,600,000	1,800,000	-	6,000,000
9	San Mateo Medical Center Health Campus Parking Structure			2,200,000	5,500,000	3,300,000	-	11,000,000
10	New Public Health Laboratory			1,100,000	6,600,000	3,300,000	-	11,000,000
Total		2,146,834	29,500,000	53,400,000	72,050,000	62,000,000	33,050,000	252,146,834

Note: All Identified New Construction / Facility Purchases listed in the FY 2011-12 Adopted column are also listed in the Category 1 - Projects Approved and Underway List.

Category 3- Identified New Project / Facility Purchases

Project Title:

#1 Circle Star Tenant Improvements

Project Manager:

Guido Misculin

Construction Contractor:

To Be Determined.

Architects / Engineers:

To Be Determined.

Project Description:

In March 2011, the County purchased the Circle Star property and the adjacent parking garage. The two office buildings together are approximately 208,000 square feet of Class A office space. The property was purchased to enable the long term savings afforded by vacating leased property and consolidating County personnel into County-owned property, as well as offering centralized services to the public. Approximately \$10 million is needed for the tenant improvements necessary to accommodate county departments and staff. The occupation of the complex will be implemented in phases, by department, in accordance with the new office space standards outlined in the County's Master Plan.

Project Status as of 07/01/2011:

The Circle Star Steering Committee recommended a phased occupation with a list of departments that will be relocated to Circle Star at the September Finance and Operations Committee meeting. The County will award a contract for an architect at the end of September 2011. The Steering Committee will focus on space design, demolition and tenant improvements to prepare for initial office relocations in the spring of 2012. The goal for full is June 30, 2013.

Location:

2 Circle Star Way,
San Carlos, California 94070

Areas of Concern:

How to integrate the county's IT infrastructure into the new buildings must be determined ahead of physical improvements being made. Local traffic and employee transportation to and from County Government Center and Caltrain is a consideration that is currently being studied. The logistics related to moving departments prior to their lease expirations and moving departments in general, are complicated. Great collaboration between departments and buildings must be achieved in order to allow for a seamless transition.

Estimated Project Cost:

Funded	\$1,010,993
Unfunded	\$10,000,000
Total Estimated Cost	\$11,010,993

Funding Sources¹:

Federal	
State	
General Fund Reserves	
Debt Financing	\$11,010,993

¹ The Funding Sources breakdown has not been discussed or approved by the Board of Supervisors and is only a suggestion for how a currently unfunded project may be funded in the future.

Describe Estimated Annual Operating Costs:

The annual operating costs for this facility should offset those costs currently incurred by the County in leased facilities being vacated, many of which do not offer the energy efficiencies afforded by these two buildings.

Photo:

Category 3- Identified New Project / Facility Purchases

Project Title:

#2 County Office Building One Seismic Retrofit, Mechanical Upgrade and Tenant Improvements

Project Manager:

Guido Misculin

Construction Contractor:

To Be Determined

Architects / Engineers:

Structural Engineers: Crosby Engineering Group

Project Description:

The existing County Office Building One dates back to the late 1950s. It is a good example of the "modern movement" architecture of the period, featuring a raised public plaza on columns (pilotis), and solar screening elements (brise-soleil) on its southwest facades. Its first level currently offers the County Government Center's primary conference room and houses the County's main data center.

Structural analyses were conducted to determine the building's performance under a major seismic event, and it was determined that a volunteer retrofit of the structure would considerably lessen damage to the building's upper floors, consistent with the expected, and acceptable, levels of damage to the lower floors in a seismic event.

The building's mechanical (HVAC) system is obsolete and inefficient, resulting in above-average operating and utility expenses. A new system, zoned by floors, would provide modern ambient controls at energy efficient levels compatible with current standards.

Finally, tenant improvements aligned with the County Facility Master Plan would render the building's interiors compatible with its new space standards, and allow occupancy by County departments being transferred from leased facilities or the Hall of Justice.

The proposed improvements would include a seismic retrofit, an upgrade of the HVAC and other mechanical systems, and rebuilding the interior of the building to accommodate staff.

Project Status as of 07/01/2011:

The project is currently undergoing a preliminary feasibility study and cost analysis.

Location:

455 County Center Dr.
Redwood City, California 94063

Areas of Concern:

Protecting the current Data Center on the first floor by reducing its exposure to vibrations and dust during construction is a high priority. Noise generated by construction equipment would require that some operations be completed after business hours.

Estimated Project Cost:

Funded	
Unfunded	\$15,000,000
Total Estimated Cost	

Funding Sources¹:

Federal	
State	
General Fund Reserves	
Debt Financing	\$15,000,000

¹ The Funding Sources breakdown has not been discussed or approved by the Board of Supervisors and is only a suggestion for how a currently unfunded project may be funded in the future.

Describe Estimated Annual Operating Costs:

Upgrading the mechanical systems will reduce the annual cost to operate the building.

Photo:

Category 3- Identified New Project / Facility Purchases

Project Title:

#3 County Office Building Two Tenant Improvements

Project Manager:

To Be Determined

Construction Contractor:

To Be Determined

Architects / Engineers:

To Be Determined

Project Description:

The objective of this project is to increase the density of employees housed in County Office Building Two as part of the County's long term goal of lowering occupancy costs for all county operations. The recently completed Facility Master Plan conducted by HOK Architects discovered that the existing County Office Building Two is underutilized due to a combination of inefficient space planning. The occupation of the Circle Star property will result in several departments relocating out of both County Office Building One and County Office Building Two. The vacancies created by moving these departments affords an opportunity to design a new space plan for County Office Building that incorporates the new adopted space standards. The new space plan will result in a higher density of employees and more efficient use of common areas such as conference rooms, copy rooms, and break rooms. Tenant improvements will be necessary to implement the new space plan.

Project Status as of 07/01/2011:

The project is currently undergoing a preliminary feasibility study and cost analysis.

Location:

555 County Center
Redwood City, California 94063

Areas of Concern:

The timing of improvements and departmental moves in relation to the Circle Star occupancy timeline is crucial to a successful transition for County staff being relocated.

Estimated Project Cost:

Funded	
Unfunded	\$7,500,000
Total Estimated Cost	

Funding Sources¹:

Federal	
State	
General Fund Reserves	
Debt Financing	\$7,500,000

¹ The Funding Sources breakdown has not been discussed or approved by the Board of Supervisors and is only a suggestion for how a currently unfunded project may be funded in the future.

Describe Estimated Annual Operating Costs:

The tenant improvements at County Office Building Two will initially cause maintenance costs such as electricity, gas, water, and janitorial services to increase due to more efficient space planning and the resulting higher ratio of employees per square foot. However, implementing the County's new space standards in all County-owned buildings will eventually reduce the total square footage of building space needed to house County employees, thus reducing operations and maintenance costs overall.

Photo:

Category 3- Identified New Project / Facility Purchases

Project Title:

#4 Half Moon Bay New One Stop Public Services Building

Project Manager:

To be determined

Construction Contractor:

To be determined

Architects / Engineers:

To be determined

Project Description:

A one-stop Community and Health Services facility in Half Moon Bay would serve the coastside communities and unincorporated area residents. This would be a small facility staffed to provide initial consultations for residents seeking help with community development and health issues. Depending on full scope of the project, some services may be offered at this location, or it may serve as a reference point to other county facilities already equipped to handle these services.

Project Status as of 07/01/2011:

The project is currently in the concept design phase, which we include a preliminary feasibility study and cost analysis.

Location:

Half Moon Bay, California

Areas of Concern:

Land acquisition, location, staffing and scope of services to be provided have not been determined at this time.

Estimated Project Cost:

Funded	
Unfunded	\$2,500,000
Total Estimated Cost	

Funding Sources¹:

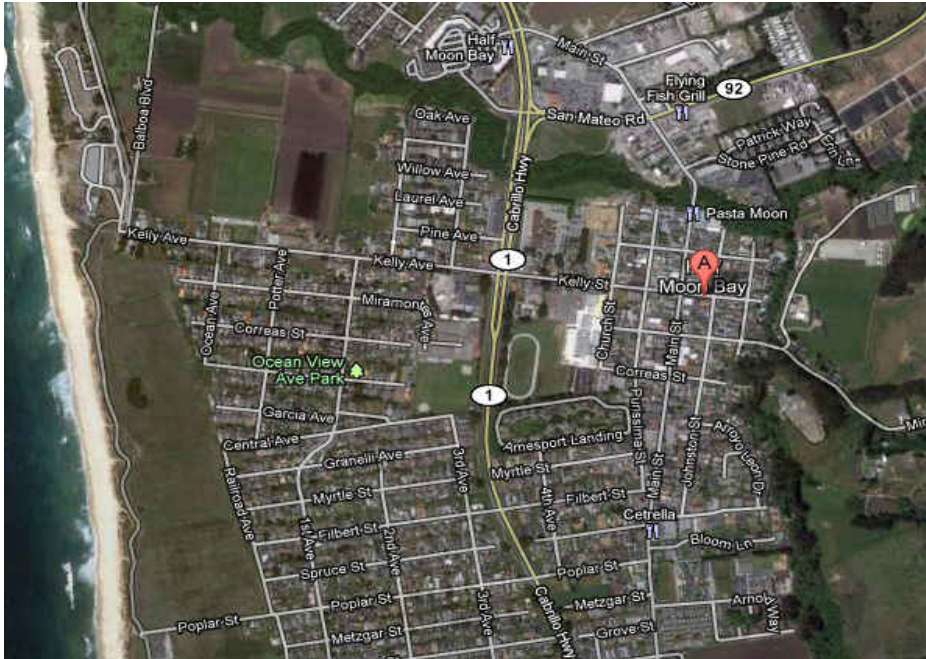
Federal	
State	
General Fund Reserves	\$2,500,000
Debt Financing	

¹ The Funding Sources breakdown has not been discussed or approved by the Board of Supervisors and is only a suggestion for how a currently unfunded project may be funded in the future.

Describe Estimated Annual Operating Costs:

Unknown at this time.

Photo:



Category 3- Identified New Project / Facility Purchases

Project Title:

#5 Hall of Justice Building Improvements

Project Manager:

To be Determined

Construction Contractor:

To be Determined

Architects / Engineers:

To be Determined

Project Description:

The current Hall of Justice building houses operations for both the State Administrative Office of the Courts (AOC), and County functions related to the Sheriff's Office, Probation, Legal Counsel, the County Manager's Office, and the Board of Supervisors. The County prefers that the AOC relocate the Traffic Court and Law Library from their current locations into the Hall of Justice, thereby reducing the County's shared cost for the operation and maintenance of the Hall of Justice. Ultimately moving all County personnel from the Hall of Justice to County Office Buildings One and Two would be consistent with the Facility Master Plan. Modifications to the Hall of Justice would be the interior reconfiguration of areas vacated by the County.

Project Status as of 07/01/2011:

The project is undergoing a preliminary feasibility study and cost analysis.

Location:

400 County Center
Redwood City, California 94063

Areas of Concern:

The intentions of the State AOC to relocate the Traffic Court and Law to the Hall of Justice are not established at this time.

Estimated Project Cost:

Funded	
Unfunded	\$4,000,000
Total Estimated Cost	

Funding Sources¹:

Federal	
State	\$2,080,000
General Fund Reserves	\$1,920,000
Debt Financing	

¹ The Funding Sources breakdown has not been discussed or approved by the Board of Supervisors and is only a suggestion for how a currently unfunded project may be funded in the future.

Describe Estimated Annual Operating Costs:

Operating costs would remain constant, but the redistribution of areas occupied by the State AOC and the County would result in fewer facility rent charges.

Photo:

Category 3- Identified New Project / Facility Purchases

Project Title:

#6 New Health Services Administrative Building

Project Manager:

To Be Determined

Construction Contractor:

To Be Determined

Architects / Engineers:

To Be Determined

Project Description:

The Health Services building at 37th Avenue no longer supports the needs of the Health System or the community. The 95,467 square foot building was constructed in the early 1950s and has undergone several remodels. It houses approximately 325 staff and cannot accommodate other Health division's staff currently located in leased office space in San Mateo County. The current layout of the facility is insufficient to support the consolidation of services and public access. Much of the infrastructure is original to the building and would require major mechanical and electrical upgrades to operate in a cost-efficient manner. Parking is considered inadequate. During regular business hours, approximately 900 employees work the day shift. The off street parking capacity stands at approximately 750 spaces. The County Facility Master Plan recommends the consolidation of all Health System departments into one location. This would require the construction of a new Health Administration Building consisting of two buildings, three stories each and approximately 80,000 square feet per building.

Project Status as of 07/01/2011:

The project is currently undergoing a preliminary feasibility study and cost analysis. The size of the building may be affected by the availability of County-owned office space at the Circle Star property.

Location:

225 West 37th Avenue
San Mateo, California 94403

Areas of Concern:

Maintaining the current operations, which are of vital service to the community, and the relocating of personnel, would require careful analysis and planning prior to implementation. The phasing of the several improvements to the San Mateo Medical Center campus (parking structure, administrative building, new laboratory) need to be closely coordinated and managed, especially in light of infrastructure work common to any and all campus improvements.

Estimated Project Cost:

Funded	
Unfunded	\$28,000,000
Total Estimated Cost	

Funding Sources¹:

Federal	
State	
General Fund Reserves	
Debt Financing	\$28,000,000

¹ The Funding Sources breakdown has not been discussed or approved by the Board of Supervisors and is only a suggestion for how a currently unfunded project may be funded in the future.

Describe Estimated Annual Operating Costs:

The operating costs should remain constant for a similarly sized facility, with possible savings coming from the adoption of more advanced lighting, mechanical systems and ambient controls.

Photo:

Category 3- Identified New Project / Facility Purchases

Project Title:

#7 New San Mateo County Jail

Project Manager:

Jail Planning Unit

Construction Contractor:

To be determined

Architects / Engineers:

To be determined

Project Description:

The construction of a new jail at the proposed site located on Chemical Way in Redwood City. On October 19, 2010, the County of San Mateo Board of Supervisors approved the Chemical Way Pre-architectural Plan that proposed a replacement jail that would not exceed 768 beds. Phasing options were presented at that time and are currently being discussed by the Board of Supervisors. The County acquired the 4.7 acre site in December 2010. Before construction begins, Redwood City will vacate the Chemical Way right-of-way and the County will merge it with the six existing parcels that make up the property profile. The County would deconstruct the existing industrial buildings on the site before constructing the new jail. Building the new facility is estimated to cost between \$145 and \$165 million, depending on the final number of beds approved by the Board of Supervisors.

Project Status as of 07/01/2011:

The Jail Planning Unit team is being assembled with in-house and outside consultants. Currently, the project is pending definition as to the number of inmates that will be housed at the new jail.

Location:

Chemical Way
Redwood City, California 94063

Areas of Concern:

The major areas of concern include funding for the capital project and ongoing operational costs.

Estimated Project Cost:

Funded	\$1,135,841
Unfunded	\$155,000,000
Total Estimated Cost	\$156,135,841

Funding Sources¹:

Federal	
State	
General Fund Reserves	\$1,349,944
Debt Financing	\$155,000,000

¹ The Funding Sources breakdown has not been discussed or approved by the Board of Supervisors and is only a suggestion for how a currently unfunded project may be funded in the future.

Describe Estimated Annual Operating Costs:

The estimated ongoing cost to operate the building, including services, supplies, staff, and debt service is estimated at \$35 million by the Jail Planning Unit. Operational costs will be off-set by reducing the need for overtime in the Maguire Correctional Facility and closing the Women's Correctional Center.

Photo:

Category 3- Identified New Project / Facility Purchases

Project Title:

8 Skylonda and Pescadero Fire Station Improvements

Project Manager:

To Be Determined

Construction Contractor:

To Be Determined

Architects / Engineers:

To Be Determined

Project Description:

County Fire Station #58 – Skylonda: This project replaces the existing barracks and station office and adds a community room in a new 5,000 square foot facility. The project cost estimates assume using a pre-fabricated steel structure and modifying the interior to suit the needs of the operations. The replacement structure is necessary because the existing barracks are in poor condition and the building is poorly positioned because it is downhill from the apparatus building. This poor positioning leads to increased response times. The poor condition of the barracks has been a constant source of complaints from the firefighters who work at the site.

County Fire Station #59 – Pescadero: This project relocates the existing barracks and apparatus building to a site (to be determined) in the vicinity of Pescadero, east of Butano Creek and constructs a new 7,880 square foot facility. Currently, the existing barracks building is in a floodplain and is threatened annually with interior flooding. In the past, high water has led to potential health issues in the barracks caused by mold and plumbing backups. Additionally, seasonal flooding of the adjacent Butano Creek denies the fire personnel direct access to the Pescadero Community. The County plans to acquire land east of the creek to allow for uninterrupted service to the community and reconstruct a new facility out of the flood plain.

Project Status as of 07/01/2011:

The project is currently undergoing a preliminary feasibility study and cost analysis.

Location:

Station #58 - 17290 Skyline Blvd, Woodside, California

Station #59 - 1200 Pescadero Creek Rd, Pescadero, California

Areas of Concern:

The main area of concern is with maintaining adequate levels of service and response times during the implementation of these projects.

Estimated Project Cost:

Funded	
Unfunded	\$6,000,000
Total Estimated Cost	

Funding Sources¹:

Federal	
State	\$6,000,000
General Fund Reserves	
Debt Financing	

¹ The Funding Sources breakdown has not been discussed or approved by the Board of Supervisors and is only a suggestion for how a currently unfunded project may be funded in the future.

Describe Estimated Annual Operating Costs:

The type and number of operational units assigned to these fire stations will not change as a result of these projects; therefore, we do not anticipate any change in the net operating costs.

Photo:

Station #59 - 1200 Pescadero Creek Rd, Pescadero, California



Station #58 - 17290 Skyline Blvd, Woodside, California

Category 3- Identified New Project / Facility Purchases

Project Title:

#9 San Mateo Medical Center Health Campus Parking Structure

Project Manager:

To Be Determined

Construction Contractor:

To Be Determined

Architects / Engineers:

To Be Determined

Project Description:

The recommendation is to build a four story parking garage allowing for 500 parking stalls. In addition, a new circulation system and new main entry into the campus should be incorporated allowing parking to be more conveniently distributed to serve both hospital and County office users. The County Facility Master Plan called for a site capacity test to be conducted on the 37th Avenue Health Campus. This test was performed to determine the long-term infill development potential of the entire 37th Avenue block, where the existing number of parking spaces should be maintained with a factor of three parking spaces per 1,000 square feet.

Project Status as of 07/01/2011:

The project is currently undergoing a preliminary feasibility study and cost analysis.

Location:

225 37th Avenue
San Mateo, California

Areas of Concern:

Disruption to services, emergency access and residential parking issues have been identified as potential areas of concern. Once there is more clarity on the scope of the project, a more detailed parking structure plan will be developed.

Estimated Project Cost:

Funded	
Unfunded	\$11,000,000
Total Estimated Cost	

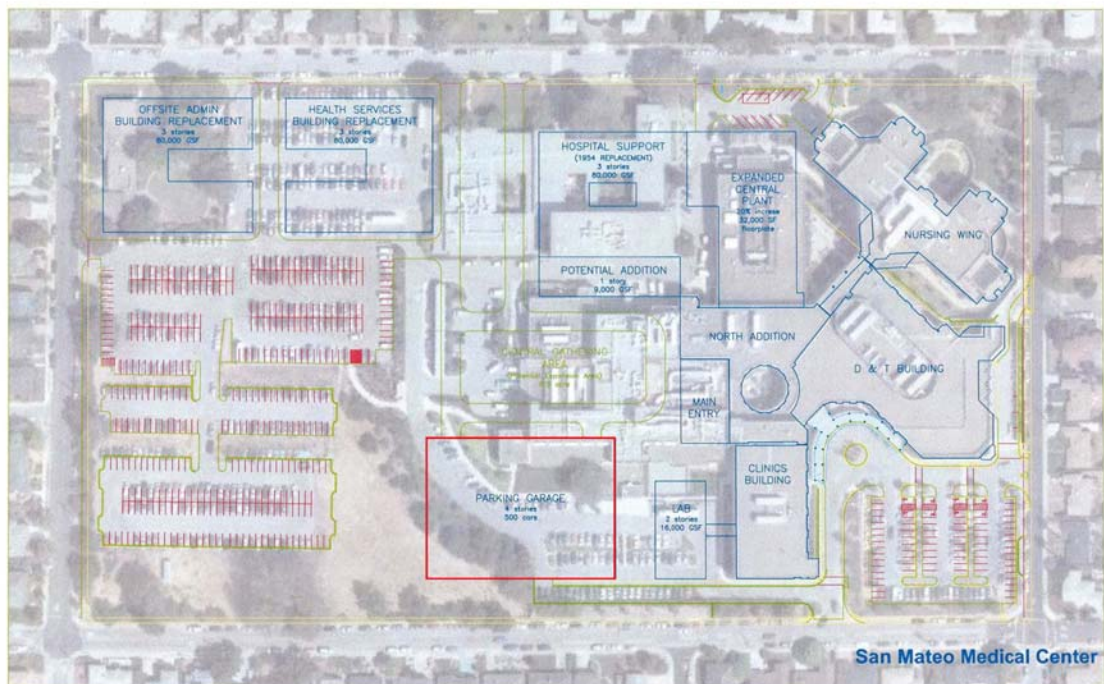
Funding Sources¹:

Federal	
State	
General Fund Reserves	
Debt Financing	\$11,000,000

¹ The Funding Sources breakdown has not been discussed or approved by the Board of Supervisors and is only a suggestion for how a currently unfunded project may be funded in the future.

Describe Estimated Annual Operating Costs:

Pest Control, refuse, security, utilities, janitorial costs are estimated at less than \$200,000 per year.

Photo:

Category 3- Identified New Project / Facility Purchases

Project Title:

#10 New Public Health Laboratory

Project Manager:

To Be Determined

Construction Contractor:

To Be Determined

Architects / Engineers:

To Be Determined

Project Description:

The new Public Health Laboratory will replace the old facility that was constructed in the early 1950s. The old facility is a wood frame structure that would sustain major damage in a significant seismic event. The current facility also lacks the area and equipment required to carry out its full scope of activities. The proposed Public Health Laboratory is conceived as 10,535 net assignable square feet and approximately 16,208 total gross square feet in a two story building. This new state of the art facility is needed to perform analytical processes and testing as the old lab is not safe or efficient environment for employees of the lab. The current lab is unable to handle select agents, a significant issue when operating a regional lab. Finally, external agents such as bio-terrorism and emerging public health infections have caused changes in laboratory protocols and policies, necessitating modernized facilities. The new facility will: 1) Support improved and expanded diagnostic in San Mateo County with a new BSL3 suite for molecular diagnostic testing on TB and other BSL3 organisms (for diseases such as anthrax, plague and tularemia). 2) Decompress current overcrowded working conditions to meet minimum acceptable standards needed by modern clinical lab testing facilities. 3) Enable Public Health Laboratory to become a Reference Laboratory in the Laboratory Response Network (LRN) established by the CDC, allowing Public Health Laboratory staff to handle select agents and make more sophisticated diagnoses during public health emergencies. 4) Utilize state-of-the-art equipment so that rapid and accurate procedures can be employed when public is threatened by outbreaks or other emergencies. This project supports San Mateo County Public Health system overall because it more closely relates to Agency Initiative number one, enhancing the ability of the Health Care System to respond to Public Health emergencies. The new Public Health Lab will ultimately support the San Mateo County Health System in improving health services response and delivery for all residents of San Mateo County.

Project Status as of 07/01/2011:

Preliminary studies and analysis were performed and presented to the Board of Supervisors in March 2007. The project moved forward with HDR Architects, Inc. for initial design concepts. Currently, the project is on hold pending financial analysis.

Location:

225 West 37th Avenue
San Mateo, California 94402

Areas of Concern:

The existing laboratory is inadequately sized and needs to grow substantially in order to continue to meet its current testing requirements. Since the public health laboratory was constructed in the early 1950s there have been many events causing changes to laboratory protocols and policies, which impact the planning, and design of a modern public health laboratory. Deficiencies were found to be existing in the areas of code compliance, operational efficiency, adequacy of building systems and security.

Estimated Project Cost:

Funded	
Unfunded	\$11,000,000
Total Estimated Cost	

Funding Sources¹:

Federal	
State	
General Fund Reserves	
Grant Funding / Other Sources	\$11,000,000

¹ The Funding Sources breakdown has not been discussed or approved by the Board of Supervisors and is only a suggestion for how a currently unfunded project may be funded in the future.

Describe Estimated Annual Operating Costs:

Unknown at this time until the full range of services, staffing, areas of research and associated equipment are defined.

Photo:

ADMINISTRATIVE POLICIES AND PROCEDURES

**CAPITAL IMPROVEMENT PROJECTS
CALENDAR FY 2012-13**

DATE	ACTIVITY	RESPONSIBILITY
September 26, 2011 (Executive Council Meeting)	Capital Projects Announcement at Executive Council Meeting	Director of Public Works
October 3, 2011	Requests for Projects from Departments	Department of Public Works
October 3, 2011 through December 30, 2011	Departments Submit Capital Project Requests Online	Countywide Departments
January 2012	Department of Public Works Review Capital Projects Submissions	Department of Public Works
February 2012	Department of Public Works Recommends a list of Capital Projects for FY 2012-13	Department of Public Works
1 st week in March, 2012	Capital Projects Selection Committee reviews a list of Capital Projects for FY 2012-13	Selection Committee/ Department of Public Works
Last week in March, 2012	Approval of Recommended Capital Projects budget for FY 2012-13 by the County Manager's Office	County Manager and Budget Director
April through June	County Manager's Office finalizes the Recommended Capital Project budget for FY 2012-13	County Manager's Office and Department of Public Works
June 2012	FY 2012-13 Recommended Capital Projects Budget tentatively adopted by the Board of Supervisors at the Recommended Budget Hearings	County Manager's Office and Department of Public Works
September 2012	FY 2012-13 Adopted Capital Projects Budget Adopted by the Board of Supervisors at the Adopted Budget Hearings	County Manager's Office / Financial Services Manager