



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



DATE: October 18, 2011
BOARD MEETING DATE: November 15, 2011
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: 4/5^{ths}

TO: Honorable Board of Supervisors

FROM: Peggy Jensen, Deputy County Manager
Peter Bassett, Human Resources Department
Duane Bay, Housing Department
Jean Fraser, Health System
Jim Porter, Department of Public Works
Iliana Rodriguez, Child Support Services
Clarisa Soriano, Human Services Agency
Steve Wagstaffe, District Attorney

SUBJECT: SMCSAVES Proposals

RECOMMENDATION:

1. Approve the Nine SMCSAVES grant proposals recommended by the Finance and Operations Committee
2. Adopt a Resolution authorizing the County Manager to execute Appropriation Transfer Requests appropriate to fund the approved SMCSAVES proposals

BACKGROUND:

A major goal of the FY 2011-12 budget redesign process was to identify strategies to help County departments meet the current budget challenge. The SMCSAVES Committee was established to help achieve this goal. The Committee focused helping departments fund technology, equipment, training or other activities that could reduce costs or increase revenues for ongoing programs in these difficult budget times. The result of the Committee's work was a proposal for SMCSAVES, a program to help departments fund and support cost saving measures.

SMCSAVES is a competitive internal grant program. The program funds County department projects that reduce costs of existing programs or expand current programs and prevention activities that generate measurable savings or meet anticipated increases in demand. The pilot project will last 24-months with the following milestones:

- Application instructions issued - July, 2011
- Letters of intent due August 1, 2011
- Screening Committee invitations to apply announced August 8, 2011
- Proposals due - September 9, 2011

- County Committee review - September 23, 2011
- Finance and Operations Committee review - October 5, 2011
- Board of Supervisors review - November 1, 2011
- Funding starts - January 1, 2012
- Projects completed - June 30, 2013

The SMCSAVES program plan was approved by the Finance and Operations Committee in May 2011.

DISCUSSION:

The SMCSAVES Committee received 29 Letters of intent from 11 departments. The submissions were vetted by the Committee, and 23 of the concepts were combined with other complementary proposals or invited to submit a full proposal. After working with departments to refine their proposals, the Committee received 16 full proposals for a total of \$3,783,585 requested funding.

Following a rigorous review process, the Committee recommended nine proposals be considered for funding by the Finance and Operations Committee. At their October 5, 2011 meeting, the Finance and Operations Committee recommended all nine proposals be considered for funding by the full Board.

The nine recommended proposals represent \$2,091,701 in requested funding. Combined, these proposals project savings of \$2,685,091 in the first year alone, which is an average Return on Investment (ROI) of approximately nine months. If funded, all of the projects would be completed by June 30, 2013.

A summary of the recommended SMCSAVES proposals is attached. A full set of all the proposals is available in the Office of the Clerk of the Board. Please contact Rebecca Romero (650- 363- 1802) to review the documents.

County Counsel has reviewed and approved the Resolution as to form.

Approval of the SMCSAVES proposals contributes to the Shared Vision 2025 outcome of a Collaborative Community by providing support to departments to implement cost saving innovations.

FISCAL IMPACT:

The SMCSAVES proposals would be funded by the General Fund. There is no guarantee that SMSSAVES projects will generate savings equal to or greater than grant amounts. However, because savings potential and/or revenue generation are key evaluation criteria, it is expected that the initial investment would be recouped at least partially during the grant period and in full shortly thereafter.

ATTACHMENTS:

Exhibit A – SMCSAVES Proposals Recommended for Funding

RESOLUTION NO. _____

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

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**RESOLUTION APPROVING THE NINE SMCSAVES GRANT PROPOSALS
RECOMMENDED BY THE FINANCE AND OPERATIONS COMMITTEE AND
AUTHORIZING THE COUNTY MANAGER TO EXECUTE APPROPRIATION
TRANSFER REQUESTS APPROPRIATE TO FUND THE APPROVED SMCSAVES
PROPOSALS**

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

WHEREAS, a major goal of the FY 2011-12 budget redesign process was to identify strategies to help County departments meet the current budget challenge; and

WHEREAS, SMCSAVES is a competitive internal grant program; and

WHEREAS, the program funds County department technology, equipment, training or other activities that reduce costs of existing programs or expand current programs and prevention activities that generate measurable savings or meet anticipated increases in demand; and

WHEREAS, the program funds County department technology, equipment, training or other activities that reduce costs of existing programs or expand current programs and prevention activities that generate measurable savings or meet anticipated increases in demand; and

WHEREAS, the SMCSAVES program was developed by a workgroup with

representatives from eight County departments; and

WHEREAS, the SMCSAVES program was approved by the Finance and Operations Committee who also reviewed and approved the proposals recommended for funding; and

WHEREAS, the final step in the SMCSAVES grant program is review and approval by the Board of Supervisors; and

WHEREAS, nine grant proposals have been submitted to the Board of Supervisors.

NOW THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the Board of Supervisors approve the nine SMCSAVES grant proposals and authorize the County Manager to execute Appropriation Transfer Requests appropriate to fund the approved SMCSAVES proposals.

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Exhibit A: SMCSAVES Proposals Recommended for Funding

Reviewed by the Finance and Operations Committee, October 5, 2011

| No. | Department | Project Title | Requested Funding | Projected Savings/Yr | Project Summary |
|-----------------------------|---------------------------|---|-------------------|----------------------|--|
| Safe Neighborhoods | | | | | |
| 1 | District Attorney | E-records | 369,030 | 146,117 | Converting hard copy felony case riled to electronic documetns will redue storage costs and improve staff access to files. |
| Healthy Residents | | | | | |
| 2 | Health System | Benefits Advocacy | 59,596 | 435,000 | Provides targeted benefits application assistance to high risk, high cost clients. The project will improve clent access to health care services and increase County reimbursement from SSI and Medi-Cal. The project would be coordinated with current outreach efforts . Project includes the development of a case management system for a cross-department team that includes Human Services, Health System and Health Plan staff. |
| Prosperous Community | | | | | |
| 3 | Human Services Agency | Economic Self-Sufficiency Customer Service Center Re-Design | 143,000 | 447,100 | For Human Services clients, provides on-line Cal-Win benefits application and document submission stations in lobbies along with a self-check-in system. Adds virtual hold and auto dialer capabiltiy to Human Services phone system. |
| Livable Community | | | | | |
| 4 | Planning and Building | Electronic Plan Review | 190,500 | 118,649 | Enables electronic submission and review of building permits which will reduce wait times and improve customer service. Includes hardward and software purchase. |
| 5 | Planning and Public Works | Electronic Tools for Water Quality Inspectors | 89,575 | 341,545 | Purchase of mobile devices and data management software will let inspectors complete data entry and do violation enforcement for water pollution permits in the field. |

| No. | Department | Project Title | Requested Funding | Projected Savings/Yr | Project Summary |
|---|----------------------|---|-------------------|----------------------|---|
| <i>Environmentally Conscious Community</i> | | | | | |
| 6 | Public Works | Automated Fleet Management System | 950,000 | 1,100,000 | Provides the location of county vehicles, vehicle use information, driving pattern monitoring and an on-line reservation system to optimize fleet usage and decrease total need for County vehicles. Includes purchase of fleet management and reservation system hardware and GPS devices for all County owned vehicles (department and motor pool). |
| <i>Collaborative Community</i> | | | | | |
| 7 | Information Services | Pilot testing for Virtual Desktop Instances (VDI) | 235,000 | 33,333 | Pilot project in Health, Human Services and Probation with 200 VDIs, which are a monitor and small terminal. VDIs have lower support operational and replacement costs than personal computers. Savings are from pilot. If successful and VDIs are installed throughout the County savings would be significantly more than the pilot test cost. |
| 8 | Human Resources | Computer Based Testing of Job Applicants | 45,000 | 52,901 | Implements computer based testing system for job applicants. Will increase flexibility for applicants and reduce testing costs. |
| 9 | Human Resources | Technology Upgrades for Job Applicant Interview Process | 10,000 | 10,446 | Transition to a paperless screening and interview process. Adds video conferencing for out of area candidates. Includes purchase of laptops or tablets, development of on-line interview forms and purchase of video-conferencing equipment and software. Will reduce hiring costs and increase staff efficiency. |