



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



DATE: September 19, 2012
BOARD MEETING DATE: September 25, 2012
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: Majority

TO: Honorable Board of Supervisors
FROM: John L. Maltbie, County Manager
SUBJECT: Final Budget Changes to the Fiscal Year 2012-13 Recommended Budget

RECOMMENDATION:

Approve the following actions related to final budget changes to the Fiscal Year 2012-13 Recommended Budget:

1. Adopt Resolutions:
 - a. approving the revised County of San Mateo budget as to the expenditures for Fiscal Year 2012-13 and making appropriations therefore;
 - b. approving the revised County of San Mateo budget as to the means of financing for Fiscal Year 2012-13;
 - c. establishing the appropriation limit for the County of San Mateo for Fiscal Year 2012-13;
2. Adopt an ordinance amending the Master Salary Ordinance for changes related to the Fiscal Year 2012-13 budget

BACKGROUND:

The Board's public hearings on the FY 2012-13 Recommended Budget were conducted from June 18 through June 21, 2012. The FY 2012-13 Recommended Budget adopted by the Board on June 21 was \$1.84 billion with 5,106 positions.

As a result of the County's financial year-end closing activities and availability of updated information, increases of \$48.3 million are proposed to the Recommended Budget. These consist of \$34.9 million in final Fund Balance adjustments and \$13.3 million in September Revisions, with a net increase of 21 positions. The revised County Budget with these changes is \$1.88 billion with 5,127 positions.

The Board asked for a number of report backs during the June budget hearings. Those report backs are being assembled and will be distributed to the Board by Thursday, September 27.

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

Community Outcomes	FY 2012-13 Recomm Budget	Final F/B Adjust (Attach B)	September Revisions (Attach C)	FY 2012-13 Final Budget	FY 2012-13 Final Positions
Safe Neighborhoods	361,935,022	2,262,213	2,131,528	366,328,763	1,276
Healthy Residents	610,979,439	1,061,235	308,644	612,349,318	1,978
Prosperous Community	191,976,839	1,066,430	2,898,085	195,941,354	825
Livable Community	46,947,748	531,687	113,506	47,592,941	182
Environmentally Conscious Community	279,983,748	11,741,319	2,506,252	294,231,319	375
Collaborative Community	<u>344,654,699</u>	<u>18,268,465</u>	<u>5,366,456</u>	<u>368,289,620</u>	<u>491</u>
Total All Community Outcomes	1,836,477,495	34,931,349	13,324,471	1,884,733,315	5,127

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 2011-12 year-end closing activities, additional Fund Balances of \$34.5 million for all County funds (\$22.3 million in the General Fund and \$12.2 million in all other funds) are included in the budget. In addition, these adjustments include an increase of \$475,809 in Realignment Sales Tax to offset a reduction to Fund Balance in Aging and Adult Services. These adjustments are summarized in Attachment B.

Final Budget Changes (September Revisions)

Final budget changes for all County funds (Attachment C) result in net increases to the County Budget of \$13.3 million and 21 positions. Attachment A contains a summary of position changes.

Key September Revisions include:

AB109 - Public Safety Realignment Staffing and Client Needs: \$2,039,683

The purpose of the Public Safety Realignment Act of 2011 was to reduce the number of offenders in state prison by shifting the supervision to counties for three groups of offenders: prison inmates convicted of non-violent, non-serious, and non-high risk sex offenses; offenders newly convicted of non-violent, non-serious, non-sexual offenses that will now serve their terms in county jail; and parolees who violate the terms of their parole and will now serve their revocation term in county jail. The adjustments described below, which are consistent with the Community Corrections Partnership's Local Implementation Plan, are fully funded through the County's AB109 allocation from the State.

Sheriff's Office: As of July 31, 2012, there have been 913 AB109 cases sentenced to County jail, which represents 19% of the average daily population. In order to accurately collect and analyze accurate statistics on recidivism, as well as create data collection protocols, outcome measures, and management reports for the Sheriff's Office and all the criminal justice partners, one Management Analyst position has been added.

District Attorney's Office: Due to the increased caseload and the need for victim services, one Deputy District Attorney and two Community Workers have been added. The Deputy District Attorney will handle a caseload of approximately 50 cases and also develop expertise in the legal aspects of Realignment as well as alternative sentencing programs for defendants. The two Community Workers will handle the approximately 900 felony cases in which victim restitution was ordered.

Probation Department: An additional Legal Office Specialist has been added to the Unit in FY 2012-13 to assist with administrative tasks.

Health System: One Community Worker II and one Patient Services Assistant II have been added to welcome new clients, connect them to treatment and provide administrative support.

Human Services Agency: One Social Work Supervisor and one Job Developer have been added and one part-time Human Services Supervisor has been eliminated to improve organizational structure and effectively provide services to the formally incarcerated population.

Negotiated Labor Increases in California Nurses Association Agreement: \$620,416

The General Fund contribution to the Medical Center is increased on a one-time basis to cover negotiated labor increases that occurred in FY 2011-12 with the California Nurses Association labor agreement.

Burlingame Long Term Care Transition: \$3,933,228

As part of the agreement with Brius, \$2.3 million in Accounts Payable due the Medical Center has been loaned to Brius to assist with the transition. These funds will be repaid to the Medical Center with interest in two years. The remaining savings of \$1.7 million have been reallocated to fund the purchase of a digital mammography machine and related equipment with additional support from the Hospital Foundation and to fund the initial steps toward moving to full digital capability for all radiology.

Twenty-four vacant positions have been eliminated to reconcile the budget with the salary ordinance. Three Pharmacy Technicians and one Pharmacist have been restored to the budget pursuant to the agreement with Brius, whereby the Medical Center will continue to provide pharmacy services at Burlingame Long Term Care.

Some staff reductions at Burlingame Long Term Care did not occur until July 2012, therefore, \$1,768,076 to pay for severance and other staff reduction expenses are being carried over from the previous fiscal year to cover those costs in FY 2012-13.

Medical Center Capital Improvements: \$3,029,002

Capital expenditures are appropriated in the Medical Center's budget for the Inpatient Electronic Medical Record Project and the purchase of furnishings and equipment needed for the increased space (including exam rooms) at the new South County Clinic, which is currently scheduled to open at the beginning of FY 2013-14. Existing furniture and equipment will be fully utilized and the new Clinic.

Mental Health Services to School Districts: (\$302,497)

One vacant Marriage Family Therapist, one vacant Occupational Therapist and one vacant Psychiatric Social Worker have been eliminated due to a reduction in services provided to school districts. This change was precipitated by state changes in funding responsibility for mental health services. The districts that opted to use other providers are Bayshore-Brisbane Elementary, Menlo Park City Elementary and Sequoia Union High School.

Promoting Operational Efficiency Through "Lean" Process Improvement: \$509,777

The Medical Center is using the LEAN process improvement model to improve efficiency and service excellence. To expand this initiative, the Medical Center will add one Clinical Nurse and one Health Services Manager and convert a vacant Office Specialist position to a Program Coordinator II. This will enable the Medical Center to obtain the \$13 million per year in federal supplemental funds from the Delivery System Reform Improvement Program. In addition, LEAN is being used to increase the number of patients served without increasing costs.

Code for America Fellowship Program: \$270,000

Economic Self Sufficiency is partnering with the Philanthropic Ventures Foundation and the County of San Mateo to participate in Code For America's (CFA) Fellowship program. The CFA fellows will work to address hunger in the county by developing strategies for residents to access food. The total cost of the program is \$330,000. The Philanthropic Ventures Foundation is contributing \$130,000 and Non-Departmental Services is contributing \$140,000. The Human Services Agency will contribute \$60,000, which has already been budgeted.

Service Delivery Redesign Staffing: \$1,106,899

Fifteen Benefits Analysts, three Office Assistants, four Office Assistants and one Human Services Supervisor-U are added to Economic Self Sufficiency to provide critical services as part of Service Delivery Redesign and implementation of the Healthy Families Initiative.

Affordable Care Act Coordination: \$382,434

One Human Services Manager I-U, one Management Analyst III-U, one Human Services Supervisor-U, and one Information Technology Analyst-U have been added to Economic Self Sufficiency to form a Healthcare Coordination Unit. The unit will coordinate the Agency response to enactment of the Affordable Care Act.

Administrative and Appraisal Services Staffing Changes: \$165,542

One Unclassified Assistant Assessor-County Clerk-Recorder has been added and one vacant Assessor/Recorder Technician II has been eliminated to assist in planning, organizing, directing and reviewing the activities and operations of the Department. One Chief Appraiser has been added and one vacant Auditor Appraiser II has been eliminated to assist in the day to day operations of the Appraisal Services section and in the development of policies and procedures to improve the property appraisal process. Supplemental Administrative Tax Fee and Micrographic Conversion Fee revenues will be used to fund the increased costs. There is no Net County Cost impact.

Transfer Shared Services and Fiscal Services to Human Resources: \$0

In coordination with the County's Administrative and Support Workgroup, beginning in November 2012 the County Manager's Office and the Human Resources Department will share fiscal and personnel/payroll administrative services. The Human Resources Department will provide support to the County Manager's Office and Board of Supervisors in these areas. One filled Accountant II-C will be transferred from the County Manager's Office to Human Resources. It is anticipated that through this collaboration, services will be streamlined and succession planning efforts will be enhanced.

In addition, the Shared Services Program, which is comprised of Purchasing, Surplus Property and Mail Services, will be transferred from the County Manager's Office to Human Resources, including 12 positions and all related revenues and expenditures, with oversight provided by the County's Risk Manager.

Countywide Capital Projects: (\$2,784,195)

Funding has been reduced by \$3,784,195 due to completed and cancelled projects, partially offset by additional funding of \$800,000 for improving the Camp Glenwood facility and bringing it into compliance with Title 24; \$75,000 for project management support of the Jail Replacement Project provided by Department of Public Works and Parks; \$75,000 for Health Administration Building carpet replacement; and \$50,000 to fund a mandated site characterization study at the San Mateo County Honor Camp to determine the magnitude of fuel tank leakage at the Honor Camp site.

Countywide Information Technology Projects: \$8,582,774

The Information Services Department is carrying over \$1,228,595 in countywide IT projects, such as the Active Directory Backbone and the IT-BCP Project, and \$5,351,216 in multi-year projects such as the ATKS Advanced Scheduler, the Master Address Database, the Communication System Road Map, e-Gov and GIS. In addition, \$402,963 in Reserves is being used to fund the replacement of voice mail and the expansion of the virtual and wireless environments. Finally, \$1.6 million in Sheriff's Radio Project reserves has been appropriated for the build out of the Trunked Radio Project that will improve local and regional public safety interoperability.

Information Technology Staffing Changes: \$109,296

The planned elimination of a Deputy Director at mid-year will be postponed pending the recruitment of a Chief Information Officer by the Health System. The Health System will provide funding for the Deputy Director position in the short term.

Vehicle Rental Business License Tax Revenue: \$6,000,000

On June 5, 2012 the voters of San Mateo County passed Measure T, a 2.5% vehicle rental business license tax for the unincorporated area with an effective date of July 1, 2012. Most of the car rental agencies in the unincorporated area are located at the San Francisco International Airport. The new tax is expected to generate \$8 million annually. These revenues will be received on a quarterly basis. This adjustment appropriates three quarters, as the fourth quarter will be received in July 2013. Proceeds for FY 2012-13 will be set aside in Non-Departmental Reserves.

Net County Cost Adjustments: \$2,433,472

There are five Net County Cost adjustments included in these September budget revisions, as follows: 1) one-time adjustment to Medical Center Contribution for negotiated labor increases with California Nurses Association in FY 2011-12 (\$620,416); 2) one-time adjustment to Medical Center Contribution for reappropriated Burlingame Long-Term Care staffing transition funding (\$1,768,076); 3) ongoing adjustment to add a Supervising Deputy Coroner and delete a Deputy Coroner (\$8,730); 4) ongoing adjustment to the County Manager's Office for the Mid-Coast Community Council annual contribution (\$3,000); and 5) a one-time adjustment to the Grand Jury budget by removing Fund Balance and Reserves (\$33,250). Ongoing Net County Cost adjustments total \$11,730.

Use of Non-Departmental ERAF Reserves (\$220,000)

Included in these revisions is the use of ERAF Reserves for the following purposes: Code for America Fellowship Program (\$140,000) and Communication and Digital Services Fellowships (\$80,000).

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. If additional adjustments are necessary due to the November State Sales Tax Measure, an agenda item will be prepared for your consideration later in the year.

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 2012-13, the impact of all September changes on Total Requirements for all funds is an increase of \$48.3 million (the General Fund increases by \$35.6 million and all other funds increase by \$12.7 million). County Reserves increase by \$28.3 million (the General Fund increases by \$18.4 million and all other funds increase by \$9.9 million). General Fund Reserves now total \$180.6 million, which represents 16.7% of Net Appropriations; a percentage point increase of 1.5% over the 15.2% in the Recommended Budget tentatively adopted by the Board in June. The ongoing Net County Cost, as a result of these revisions, increases by \$11,730.

ATTACHMENTS

- Attachment A – Position Changes Summary
- Attachment B – Final Fund Balance Adjustments
- Attachment C – September Revisions (Final Budget Changes)
- Attachment D – 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 2012-13 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 2012-13, 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 2012-13 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 2012-13;
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 2012-13, 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, 2012; and
5. The herein above expenditures, by general classes as aforesaid are detailed in the Recommended Budget adopted June 21, 2012 and the Final Budget adopted September 25, 2012.

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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 2012-13**

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 2012-13 as set forth in the Recommended Budget adopted on June 21, 2012 and the September 25, 2012 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 2012-13.

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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 2012-13**

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 2012-13 fiscal year shall be \$400,711,990; 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 04629

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 12000 COUNTY MANAGER'S OFFICE

1. Item D027, Administrative Services Manager II is decreased by 1 position for a new total of 0 positions.
2. Item E124, Lead Buyer is decreased by 1 position for a new total of 0 positions.
3. Item E405S, Buyer Series is decreased by 3 positions for a new total of 0 positions.
4. Item E337, Office Specialist is decreased by 1 position for a new total of 0 positions.
5. Item E400, Mail Services Driver is decreased by 4 positions for a new total of 0 positions.
6. Item E401, Lead Mail Services Driver is decreased by 1 position for a new total of 0 positions.
7. Item E409, Surplus Property Officer is decreased by 1 position for a new total of 0 positions.
8. Item E539S, Accountant – Confidential Series is decreased by 1 position for a new total of 0 positions.

ORGANIZATION 13000 ASSESSOR-CLERK-RECORDER

1. Item B151, Assistant-Assessor-Clerk-Recorder-Unclassified is increased by 1 position for a new total of 1 position.
2. Item D005, Chief Appraiser is increased by 1 position for a new total of 1 position.

3. Item E323, Assessor-Recorder Technician III is decreased by 1 position for a new total of 16 positions.
4. Item U079S, Auditor-Appraiser Series is decreased by 1 position for a new total of 3 positions.

ORGANIZATION 17000 HUMAN RESOURCES

1. Item D027, Administrative Services Manager II is increased by 1 position for a new total of 6 positions.
2. Item E124, Lead Buyer is increased by 1 position for a new total of 1 position.
3. Item E405S, Buyer Series is increased by 3 positions for a new total of 3 positions.
4. Item E337, Office Specialist is increased by 1 position for a new total of 1 position.
5. Item E400, Mail Services Driver is increased by 4 positions for a new total of 4 positions.
6. Item E401, Lead Mail Services Driver is increased by 1 position for a new total of 1 position.
7. Item E409, Surplus Property Officer is increased by 1 position for a new total of 1 position.
8. Item E539S, Accountant – Confidential Series is increased by 1 position for a new total of 1 position.

ORGANIZATION 25000 DISTRICT ATTORNEY

1. Item B021, Deputy District Attorney – Unclassified Series is increased by 1 position for a new total of 50 positions.
2. Item G114, Community Worker III is increased by 2 positions for a new total of 8 positions.

ORGANIZATION 26000 CHILD SUPPORT SERVICES

1. Item E290S, Child Support Specialist Series is decreased by 1 position for a new total of 6 positions.
2. Item E334S, Office Assistant Series is decreased by 1 position for a new total of 5 positions.

3. Item E432, Child Support Technician is decreased by 1 position for a new total of 6 positions.

ORGANIZATION 30000 SHERIFF

1. Item H029S, Criminalist Series is decreased by 1 position for a new total of 12 positions.
2. Item D184S, Management Analyst Series is increased by 1 position for a new total of 8 positions.

ORGANIZATION 33000 CORONER

1. Item H131, Deputy Coroner is decreased by 1 position for a new total of 6 positions.
2. Item H132, Supervising Deputy Coroner is increased by 1 position for a new total of 1 position.

ORGANIZATION 39000 PARKS AND RECREATION

1. Item L039, Park Ranger III is increased by 1 position for a new total of 12 positions.
2. Item L041, Park Ranger Series is increased by 1 position for a new total of 24 positions.

ORGANIZATION 45200 PW ROAD CONSTRUCTION & OPERATIONS

1. Item E350, Fiscal Office Specialist is increased by 1 position for a new total of 1 position.
2. Item T064S, Utility Worker Series is increased by 1 position for a new total of 5 positions.

ORGANIZATION 47300 PW FACILITIES SERVICES

1. Item T024, Electrician is decreased by 1 position for a new total of 1 position.
2. Item T041S, Stationary Engineer Series is decreased by 1 position for a new total of 26 positions.

ORGANIZATION 47600 VEHICLE & EQUIPMENT MANAGEMENT

1. Item E350, Fiscal Office Specialist is decreased by 1 position for a new total of 0 positions.
2. Item T064S, Utility Worker Series is decreased by 1 position for a new total of 1

position.

ORGANIZATION 55000 HEALTH ADMINISTRATION

1. Item D155, Medical Program Manager is increased by 1 position for a new total of 1 position.

ORGANIZATION 59000 ENVIRONMENTAL HEALTH

1. Item B033S, Hazardous Materials Specialist – Unclassified Series is increased by 1 position for a new total of 1 position.
2. Item J003S, Hazardous Materials Specialist Series is increased by 1 position for a new total of 16 positions.

ORGANIZATION 61000 BEHAVIORAL HEALTH & RECOVERY

1. Item B127, Community Mental Health Nurse - Unclassified is increased by 1 position for a new total of 1 position.
2. Item D024, Director of Substance Abuse and Shelter Services is decreased by 1 position for a new total of 0 positions.
3. Item D057, Deputy Director of Behavioral Health and Recovery is increased by 1 position for a new total of 3 positions.
4. Item D184S, Management Analyst Series is increased by 1 position for a new total of 4 positions.
5. Item E411S, Patient Services Assistant Series is increased by 1 position for a new total of 19 positions.
6. Item E420, Medical Office Specialist is increased by 1 position for a new total of 11 positions.
9. Item F171S, Rehabilitation Therapist Series is decreased by 1 position for a new total of 4 positions.
10. Item G040S, Mental Health Case Worker Series is decreased by 2 positions for a new total of 121 positions.
11. Item G081, Mental Health Program Specialist is increased by 1 position for a new total of 19 positions.
12. Item G112S, Community Worker Series is increased by 1 position for a new total of 19 positions.

ORGANIZATION 66000 SAN MATEO MEDICAL CENTER

1. Item D023, Health Services Manager I is increased by 1 position for a new total of 2 positions.
2. Item E040, Assistant Director of Health Information Management – E is decreased by 1 position for a new total of 0 positions.
3. Item E337, Office Specialist is decreased by 1 position for a new total of 6 positions.
4. Item E411S, Patient Services Assistant Series is decreased by 1 position for a new total of 88 positions.
5. Item E418, Hospital Unit Coordinator is decreased by 1 position for a new total of 12 positions.
6. Item E421, Medical Office Services Supervisor – E is decreased by 1 position for a new total of 0 positions.
7. Item E462, Payroll/Personnel Services Supervisor is increased by 1 position for a new total of 1 position.
8. Item F009S, Patient Care Series is increased by 3 positions for a new total of 356 positions.
9. Item F039S, Patient Care Support Series is increased by 3 positions for a new total of 26 positions.
10. Item F059, Pharmacist is increased by 2 positions for a new total of 15 positions.
11. Item F122S, Physician Series is increased by 1 position for a new total of 53 positions.
12. Item D155, Medical Program Manager is increased by 1 position for a new total of 4 positions.
13. Item G243S, Program Coordinator Series is increased by 1 position for a new total of 3 positions.
14. Item F092, Supervising Pharmacist is increased by 1 position for a new total of 2 positions.

ORGANIZATION 70000 HUMAN SERVICES

1. Item B060, Human Services Supervisor – Unclassified - E is increased by 2

positions for a new total of 4 positions.

2. Item B061S, Human Services Analyst - Unclassified Series is increased by 1 position for a new total of 2 positions.
3. Item B069S, Office Assistant – Unclassified Series is increased by 3 positions for a new total of 3 positions.
4. Item B123S, Benefits Analyst - Unclassified Series is increased by 15 positions for a new total of 29 positions.
5. Item B152, Information Technology Analyst - Unclassified is increased by 1 position for a new total of 1 position.
6. Item B238, Human Services Manager I – Unclassified Series is increased by 1 position for a new total of 1 position.
7. Item D090, Human Services Manager I is increased by 2 positions for a new total of 9 positions.
8. Item D130, Human Services Agency Director of Finance is decreased by 1 position for a new total of 0 positions.
9. Item D151, Financial Services Manager II is increased by 1 position for a new total of 2 positions.
10. Item E334S, Office Assistant Series is increased by 4 positions for a new total of 46 positions.
11. Item E350, Fiscal Office Specialist is increased by 1 position for a new total of 6 positions.
12. Item F041S, Rehabilitation Production Services Supervisor Series is increased by 1 position for a new total of 5 positions.
13. Item G069, Benefits Analyst III is decreased by 1 position for a new total of 42 positions.
14. Item G093, Social Work Supervisor - E is increased by 1 position for a new total of 17 positions.
15. Item G098S, Social Worker Series is increased by 1 position for a new total of 87 positions.
16. Item G112S, Community Worker Series is increased by 1 position for a new total of 26 positions.

17. Item G230S, Human Services Analyst Series is increased by 2 positions for a new total of 17 positions.
18. Item G232, Human Services Supervisor - E is decreased by 1 position for a new total of 42 positions.
19. Item G234S, Job Development Specialist Series is decreased by 1 position for a new total of 7 positions.
20. Item G243S, Program Coordinator Series is decreased by 1 position for a new total of 0 positions.

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

Position Status Report for Fiscal Year 2011 - 2012

September Revisions

Department	# of Authorized Positions	Current # of Positions	Change	Current Vacant Positions	Comments
Safe Neighborhoods					
CMO - Public Safety Communications (12400)	54	54	0	3	
District Attorney's Office (25000)	118	121	3	5	+1 Dep DA, +2 CW3
Sheriff's Office (30000)	673	673	0	76	-1 Crim, +1 Mgmt Ana
Probation Department (32000)	407	407	0	17	
Coroner's Office (33000)	14	14	0	1	-1 Dep Cor, +1 Supv Dep Cor
Healthy Community					
Health Administration (55000)	12	13	1	0	+1 Med Prog Mgr (placeholder for CIO)
Health Policy and Planning (55500)	47	47	0	1	
Emergency Medical Services (56000)	6	6	0	0	
Aging and Adult Services (57000)	129	129	0	5	
Environmental Health (59000)	74	76	2	2	+1 Haz Mat, +1 Haz Mat-Unc
Behavioral Health & Recovery Services (61000)	395	397	2	28	+1 Com MHN-Unc, +1 Dep Dir of BHRS, +1 MA, +1 PSA, +1 MOS, +1 CW, -1 Dir of Subs, -1 Rehab, -2 MH Case Work
Public Health (62000)	86	86	0	6	
Family Health Services (62400)	173	173	0	17	
Correctional Health (63000)	87	87	0	6	
San Mateo Medical Center (66000)	957	966	9	67	-1 Asst Dir HIM, -1 PSA, -1 MOS Sup, -1 Pharm, -1 OS, -1 HUC, +3 Pat Care Sup, +1 HSM I, +1 Payroll Supv, +1 Phys, +3 Pharm, +1 Supv Pharm, +3 Pat Care, +1 Progr Coord, +1 Med Progr Mgr
First 5 San Mateo County (19500)	10	10	0	3	
Prosperous Community					
Department of Child Support Services (26000)	90	87	-3	10	-1 CS Spec, -1 OA, -1 CS Tech
Human Services Agency (70000)	704	738	34	67	+1 HS Sup An - Unc, +1 ITA Unc, +1 MA - Unc, +1 HSM I Unc, +1 FSM II, +1 FOS, +1 Rehab, +1 SW Sup, +1 CW, +1 Job Spec, +2 HS Sup, +2 HSM I, +2 SW, +2 HS An, +3 OA Unc, +4 OA, +15 BA Unc, -1 Dir of Fin, -1 BA III, -1 HS Sup, -1 Progr Coord, -1 MA, -1 SW
Livable Community					
LAFCO (35700)	1	1	0	0	

Department	# of Authorized Positions	Current # of Positions	Change	Current Vacant Positions	Comments
County Library (37000)	122	122	0	6	
Planning (38000)	48	48	0	2	
Department of Housing (79000)	11	11	0	1	
Environmentally Conscious Community					
PW - Administrative Services (45100)	33	33	0	2	
Road Construction and Operations (45200)	74	76	2	3	+1 FOS, +1 UT
Engineering Services (46000)	24	24	0	5	
Facilities Services (47300)	97	95	-2	7	-1 Elec, -1 SE
Construction Services (47400)	13	13	0	5	
Vehicle and Equipment Maintenance (47600)	16	14	-2	4	-1 FOS, -1 UT
Waste Management (48200)	9	9	0	2	
Transportation Services (48300)	1	1	0	0	
Utilities (48400)	16	16	0	0	
Airports (48500)	9	9	0	1	
PW - Parks and Recreation (39000)	46	48	2	7	+1 Ranger III, +1 Ranger II
PW- Coyote Point Marina (39800)	3	3	0	1	
CMO - Agriculture/Weights and Measures (12600)	30	30	0	2	
CMO - Real Property (12200)	4	4	0	1	
Collaborative Community					
Board of Supervisors (11000)	20	20	0	2	
County Manager's/Clerk of the Board (12000)	35	22	-13	3	-12 Shared Svcs to 17000, -1 Acct
Assessor/County Clerk/Recorder (13000)	112	112	0	7	+1 Asst CARE-Unc, +1 Chief Appr, -1 Auditor Srs, -1 ART III
Controller's Office (14000)	42	42	0	4	
Tax Collector/Treasurer's Office (15000)	61	61	0	6	
County Counsel (16000)	40	40	0	3	
Human Resources (17000)	51	64	13	4	+12 Shared Svcs from 12000, +1 Acct
Information Services (18000)	130	130	0	10	
Retirement Office (20000)	20	20	0	1	
Totals	5104	5152	48	403	
				8%	<i>Vacancy Rate</i>

FY 2012-13 Adopted Budget Hearings

ATTACHMENT A

POSITION CHANGES SUMMARY

Budget Unit ID	DEPARTMENT / DIVISION	CLASSIFICATION	JOB CLASS CODE	ADD	DEL	Description
2510B	District Attorney's Office	Deputy District Attorney IV	B021	1.00		Fully funded by AB109 funds, the position will focus on 1170(h) cases
2510B	District Attorney's Office	Community Worker III	G114	2.00		
3017B	Forensic Laboratory	Criminalist III	H028	1.00	(2.00)	The Sheriff's Office is combining two half time Criminalists to one full time Criminalist.
3053B	Patrol Bureau	Crime Analyst	G050		(1.00)	This position is being moved from Patrol into the newly created AB109 Realignment Org. to better track expenses.
3101B	Maguire Correctional Facility	Crime Analyst	G050	1.00		
3101B	Maguire Correctional Facility	Management Analyst III	D181	1.00		Due to increasing workload of AB109 Realignment inmates, the Sheriff's Office is adding one Management Analyst position. The position will be fully funded with Re-alignment funds.
3230B	Realignment and Reentry	Legal Office Specialist	E375	1.00		One Legal Office Specialist will be added to the unit. The cost is fully covered by AB109 funds.
3300B	Coroner's Office	Deputy Coroner	H131		(1.00)	Add a new Supervising Deputy Coroner position and delete a Deputy Coroner position. The position was created to provide efficiencies in the department and part of the departments three year plan.
3300B	Coroner's Office	Supervising Deputy Coroner	H132	1.00		
Safe Neighborhoods - Totals				8.00	(4.00)	
6601P	Health Administration	Chief Information Officer	V240	1.00		One Chief Information Officer has been added to Health System Administration to support the Health System's IT needs. The position is funded by realignment revenue.
5900B	Environmental Health	Hazardous Materials Specialist III - Unclassified	B053	1.00		Two Hazardous Materials Specialists have been added to support commercial waste reduction, rollout of a plastic bag and polystyrene ban, and to assist small businesses with the transition to online state applications and permitting. These positions are fully funded by disposal fees, permit fees and savings from disposal expenses.
5900B	Environmental Health	Hazardous Materials Specialist III	J004	1.00		
6110P	Behavioral Health & Recovery Services	Deputy Director of Behavioral Health & Recovery Services	D057	1.00		One Deputy Director of BHRS is added and one vacant Director of Substance Use & Shelter Services is eliminated to better align staffing with fiscal, contract, IT, and personnel management needs of the division.
6110P	Behavioral Health & Recovery Services	Director of Substance Abuse & Shelter Services	D024		(1.00)	
6110P	Behavioral Health & Recovery Services	Management Analyst III	D181	1.00		One Management Analyst III has been added to assist the division in meeting its fiscal needs.
6110P	Behavioral Health & Recovery Services	Medical Office Specialist	E420	1.00		One Medical Office Specialist has been added to assist the division in meeting its billing needs.

Budget Unit ID	DEPARTMENT / DIVISION	CLASSIFICATION	JOB CLASS CODE	ADD	DEL	Description
6130P	Behavioral Health & Recovery Services	Marriage and Family Therapist II	G120		(1.00)	One vacant Marriage Family Therapist II, one vacant Occupational Therapist II and one vacant Psychiatric Social Worker II have been eliminated due to a reduction in services provided to school districts. This change was precipitated by state changes in funding responsibility for mental health services.
6130P	Behavioral Health & Recovery Services	Psychiatric Social Worker II	G035		(1.00)	
6130P	Behavioral Health & Recovery Services	Occupational Therapist II	F175		(1.00)	
6140P	Behavioral Health & Recovery Services	Community Worker II	G113	1.00		One Community Worker II has been added and one Patient Services Assistant II has been transferred from the Medical Center to Criminal Justice Realignment programs to welcome new clients, connect them to treatment and provide administrative support. These positions are fully funded within the current Health AB 109 Criminal Justice Realignment funding allocation.
6140P	Behavioral Health & Recovery Services	Patient Services Assistant II	E412	1.00		
6140P	Behavioral Health & Recovery Services	Community Mental Health Nurse - Unclassified	B217	1.00		Ravenswood Family Health Center has received grant funding to improve health outcomes for complex patients. One unclassified Community Mental Health Nurse has been added to coordinate mental health and substance use treatment.
6601P	SMMC	Management Analyst III	D181		(1.00)	One vacant Management Analyst III has been converted to a Clinical Nurse in the Quality Department.
6601P	SMMC	Clinical Nurse	F011	1.00		
6601P	SMMC	Office Specialist	E337		(1.00)	One Office Specialist has been converted to a Program Coordinator II and one Clinical Nurse and one Health Services Manager I have been added to support the Kaizen Promotion Office to support system-wide operational efficiency, or "Lean".
6601P	SMMC	Program Coordinator II	G244	1.00		
6601P	SMMC	Clinical Nurse	F011	1.00		
6601P	SMMC	Health Services Manager I	D023	1.00		
6640P	SMMC	Pharmacist	F059		(1.00)	One Supervising Pharmacist has been added and one vacant Pharmacist has been eliminated in Ancillary and Support Services to provide improved oversight and ensure compliance with Joint Commission and the California Department of Public Health standards and requirements.
6640P	SMMC	Supervising Pharmacist	F092	1.00		
6620P	SMMC	Licensed Psychiatric Technician	F120		(1.00)	One Licensed Psychiatric Technician has been converted to a Charge Nurse and transferred to the Long Term Care Unit.
6680P	SMMC	Charge Nurse	F012	1.00		
6680P	SMMC	Clinical Services Manager I	D144	1.00		One Clinical Services Manager I has been added to Long Term Care Main. This position was previously a Clinical Services Manager II that was deleted from the Recommended Budget in planning for the BLTC transition.

Budget Unit ID	DEPARTMENT / DIVISION	CLASSIFICATION	JOB CLASS CODE	ADD	DEL	Description
6601P	SMMC	Assistant Director of Medical Records	E040		(1.00)	One vacant Assistant Director of Medical Records and one Medical Office Services Supervisor have been eliminated from the Quality Department. One Patient Services Assistant II has been transferred to BHRS.
6601P	SMMC	Medical Office Services Supervisor	E421		(1.00)	
6601P	SMMC	Patient Services Assistant II	E412		(1.00)	
6610P	SMMC	Medical Surgical Nurse	F031	2.00		The Average Daily Census (ADC) of the inpatient medical-surgical unit is increased from 24 to 31. Two Medical- Surgical Nurses have been added to the unit in order to provide adequate staffing for the 31 patient beds. The additional costs are supported by additional revenue.
6610P	SMMC	Clinical Informaticist	N/A	1.00		One Clinical Informaticist and one Staffing Resource Coordinator have been added to Nursing Administration to support the Medical Center Inpatient Electronic Medical Record System and oversee scheduling and staffing systems.
6610P	SMMC	Staffing Resource Coordinator	N/A	1.00		
6680P	SMMC	Medical Program Director	D155	1.00		Pursuant to the agreement with Bruiis to operate BLTC, one Medical Program Director and one Pharmacist previously eliminated in the Recommended Budget have been added back to provide the necessary services under the contract.
6640P	SMMC	Pharmacist	F059	1.00		
6640P	SMMC	Pharmacist	F059	1.00		Pursuant to the agreement with Bruiis to operate BLTC, one Pharmacist and three Pharmacy Technicians previously eliminated in the Recommended Budget have been added back to provide pharmacy services at Burlingame Long Term Care.
6640P	SMMC	Pharmacy Technician	F058	3.00		
6640P	SMMC	Clinical Services Manager II - Nursing	D154		(1.00)	
6640P	SMMC	Hospital Unit Coordinator	E418		(1.00)	Elimination of BLTC positions previously removed per SOA #04610. This change is made to reconcile the budget with the Master Salary Ordinance.
6640P	SMMC	Clinical Nurse	F011		(1.00)	
6640P	SMMC	Charge Nurse	F012		(2.00)	
6640P	SMMC	Licensed Vocational Nurse	F020		(3.00)	
6640P	SMMC	Long Term Care Nurse	F027		(5.00)	
6640P	SMMC	Medical Services Assistant	F079		(12.00)	
6640P	SMMC	Staff Physician	F124		(1.00)	
6640P	SMMC	Social Worker III	G096		(1.00)	
6640P	SMMC	Pharmacy Technician	F058		(1.00)	
6640P	SMMC	Pharmacist	F059		(1.00)	

Budget Unit ID	DEPARTMENT / DIVISION	CLASSIFICATION	JOB CLASS CODE	ADD	DEL	Description
6640P	SMMC	Custodian	T075		(2.00)	
6850P	SMMC	Staff Physician	F124	1.00		One part-time Staff Physician has been added.
Healthy Residents - Totals				27.00	(42.00)	
7120P	Human Services Agency	Director of Finance	D130		(1.00)	One Director of Finance has been eliminated and one Financial Services Manager II and one Fiscal Office Specialist have been added to better meet the financial and reporting needs of the Agency.
7120P	Human Services Agency	Financial Services Manager II	D151	1.00		
7120P	Human Services Agency	Fiscal Office Specialist	E3550	1.00		
7220P	Human Services Agency	Management Analyst III - Unclassified	B221		(1.00)	One Human Services Manager I has been added and one Management Analyst III-U has been eliminated from Economic Self Sufficiency to oversee the newly established Intake Processing Center. The Center will handle applications for Medi-Cal, CalFresh, CalWORKS and General Assistance.
7220P	Human Services Agency	Human Services Manager I	D090	1.00		Fifteen Benefits Analyst I-U, three Office Assistant II, four Office Assistant II-U and one Human Services Supervisor-U are added to Economic Self Sufficiency to provide critical services as part of Service Delivery Redesign and implementation of the Healthy Families Initiative.
7220P	Human Services Agency	Benefits Analyst I - Unclassified	B123	15.00		
7220P	Human Services Agency	Office Assistant II - Unclassified	B070	3.00		
7220P	Human Services Agency	Office Assistant II	E335	4.00		
7220P	Human Services Agency	Human Services Supervisor - Unclassified	B060	1.00		
7220P	Human Services Agency	Human Services Manager I	B238	1.00		
7220P	Human Services Agency	Management Analyst III - Unclassified	B221	1.00		One Human Services Manager I-U, one Management Analyst III-U, one Human Services Supervisor-U, and one Information Technology Analyst-U have been added to Economic Self Sufficiency to form a Healthcare Coordination Unit. The unit will coordinate the Agency response to enactment of the Affordable Care Act.
7220P	Human Services Agency	Human Services Supervisor - Unclassified	B060	1.00		
7220P	Human Services Agency	Information Technology Analyst - Unclassified	B152	1.00		
7310P	Human Services Agency	Human Services Manager I	D090	1.00		One Human Services Manager I has been added to Workforce Development to oversee the One-Stop Career Center and grow the Employment Services, Youth Development and Business Solutions programs.
7310P	Human Services Agency	Human Services Analyst II - Unclassified	B061	1.00		Workforce Development has received a grant from the Department of Labor Employment and Training. One Human Services Analyst-U has been added to Workforce Development to streamline and coordinate adult workforce English as a Second Language investments between the Agency, Community College district, Office of Education and community organizations.

Budget Unit ID	DEPARTMENT / DIVISION	CLASSIFICATION	JOB CLASS CODE	ADD	DEL	Description
7330P	Human Services Agency	Rehabilitation Production Supervisor I	F041	1.00		One Rehabilitation Production Supervisor I has been added to Vocational Rehabilitation Services to lead on-site supervision of up to 27 clients working at the Shoreway Environmental Center in recyclables sorting. This position is funded through the public-private partnership with South Bay Recycling, and will be partially offset by a reduction in the extra help budget.
7360P	Human Services Agency	Social Worker III	G096		(1.00)	One Community Worker II has been added and one vacant Social Worker III has been deleted from Child Care in order to align classifications with services provided. This position conversion will allow the division to staff with a uniform classification for positions providing similar types of child care services.
7360P	Human Services Agency	Community Worker II	G113	1.00		
7420P	Human Services Agency	Social Worker III	G096	2.00		Two Social Worker IIIs have been added to Children and Family Services in order for the division to be able to adequately provide services required by AB 12 and AB 1712 to non-minor dependents (NMD) who wish to stay in care.
7520P	Human Services Agency	Human Services Supervisor	G232		(1.00)	One Social Work Supervisor and one Job Developer have been added, and one part-time Human Services Supervisor has been eliminated in Collaborative Communities to improve organizational structure and effectively provide services to the formally incarcerated population.
7520P	Human Services Agency	Social Work Supervisor	G093	1.00		
7520P	Human Services Agency	Job Development Specialist II	G235	1.00		
7520P	Human Services Agency	Benefits Analyst III	G069		(1.00)	One Human Services Analyst II has been added and one vacant Benefits Analyst III has been eliminated from Collaborative Communities in order to align classifications with services provided. This position conversion will allow the division to staff with a uniform classification for positions providing similar assistance to veterans.
7520P	Human Services Agency	Human Services Analyst II	G231	1.00		
7520P	Human Services Agency	Benefits Analyst III	G244		(1.00)	One Human Services Analyst II has been added and one Program Coordinator II has been eliminated from the Fatherhood Collaborative in order to align classifications with the duties and responsibilities of the Executive Director position.
7520P	Human Services Agency	Human Services Analyst II	G231	1.00		
2600B	Department of Child Support Services	Child Support Technician	E432		(1.00)	The California Department of Child Support Services has reduced funding to the Department. Three vacant positions, one Child Support Specialist II, one Child Support Technician and one Office Assistant II, have been eliminated to address this reduction in funding.
2600B	Department of Child Support Services	Office Assistant II	E335		(1.00)	
2600B	Department of Child Support Services	Child Support Specialist II	E291		(1.00)	
Prosperous Community - Totals				40.00	(9.00)	

Budget Unit ID	DEPARTMENT / DIVISION	CLASSIFICATION	JOB CLASS CODE	ADD	DEL	Description
	No Changes					
	Livable Community - Totals			0.00	0.00	
4730B	Department of Public Works and Parks	Electrician	T024		(1.00)	One filled Electrician and one vacant Stationary Engineer II are deleted as Public Works will no longer be providing facility maintenance support to Burlingame Long Term Care.
4730B	Department of Public Works and Parks	Stationary Engineer II	T040		(1.00)	
3900B	Department of Public Works and Parks	Park Ranger II	L041	1.00		One Park Ranger II and one Park Ranger III position have been added in response to the June Board add back for additional Parks operation and maintenance staff.
3900B	Department of Public Works and Parks	Park Ranger III	L039	1.00		
4760B	Department of Public Works and Parks	Utility Worker II	T063		(1.00)	One filled Utility Worker II and one filled Fiscal Office Specialist position have been transferred from Vehicles and Equipment to Road Construction and Operation as workloads have been reassigned.
4760B	Department of Public Works and Parks	Fiscal Office Specialist	E350		(1.00)	
4520B	Department of Public Works and Parks	Utility Worker II	T063	1.00		
4520B	Department of Public Works and Parks	Fiscal Office Specialist	E350	1.00		
	Environmentally Conscious Community - Totals			4.00	(4.00)	
1210P	County Management	Accountant II-C	E540		(1.00)	One filled Accountant II has been transferred from the County Manager's Office to the Human Resources Department in order to share accounting support resources.
1250P	Shared Services	Buyer II	E125		(3.00)	All Shared Services positions have been transferred from the County Manager's Office to the Human Resources Department.
1250P	Shared Services	Office Specialist	E337		(1.00)	
1250P	Shared Services	Lead Buyer	E124		(1.00)	
1250P	Shared Services	Administrative Services Manager II	D027		(1.00)	
1250P	Shared Services	Surplus Property Officer	E409		(1.00)	
	Shared Services	Mail Services Driver	E400		(4.00)	
1250P	Shared Services	Lead Mail Services Driver	E401		(1.00)	
1310P	Appraisal Services	Chief Appraiser	D218	1.00		One Chief Appraiser has been added to develop policies and procedures and is responsible for the day to day operation of the appraisal services section.
1310P	Appraisal Services	Auditor Appraiser II	U078		(1.00)	One vacant Auditor Appraiser II has been eliminated.
1320P	Administrative Services	Assistant Assessor-County Clerk-Recorder	D104	1.00		One Assistant Assessor-County Clerk-Recorder has been added to assist in planning, organizing, directing and reviewing the activities and operations of the Department; provide highly responsible and complex administrative support to the Department; and act as the Assessor County Clerk-Recorder in his/her absence.
1340P	Clerk Recorder	Assessor Recorder Technician III	E323		(1.00)	One vacant Assessor Recorder Technician III has been eliminated.
1400B	Controller	Public Services Specialist	E368	0.50		Increase part-time Public Services Specialist position to full-time.

Attachment A - Position Changes Summary
 FY 2012-13 Adopted Budget Hearings

Budget Unit ID	DEPARTMENT / DIVISION	CLASSIFICATION	JOB CLASS CODE	ADD	DEL	Description
1710P	HR Strategic Support and Partnerships	Accountant II-C	E540	1.00		One filled Accountant II has been transferred to the Human Resources Department to the County Manager's Office in order to share accounting support resources.
1760P	Shared Services	Buyer II	E125	3.00		All Shared Services positions have been transferred from the County Manager's Office to the Human Resources Department.
1760P	Shared Services	Office Specialist	E337	1.00		
1760P	Shared Services	Lead Buyer	E124	1.00		
1760P	Shared Services	Administrative Services Manager II	D027	1.00		
1760P	Shared Services	Surplus Property Officer	E409	1.00		
1760P	Shared Services	Mail Services Driver	E400	4.00		
1760P	Shared Services	Lead Mail Services Driver	E401	1.00		
1760P	Shared Services	Administrative Services Manager II	D027		(1.00)	One filled Administrative Services Manager II will be eliminated in March 2013 following an anticipated retirement.
1760P	Shared Services	Program Manager I	D131	1.00		One Program Manager I position has been added to double-fill the Administrative Services Manager II position starting in November 2012 and ending March 2013 following an anticipated retirement.
1840P	Information Services Department	Deputy Director of Information Services	D113	0.50		The planned elimination of a Deputy Director at mid year will be postponed pending the recruitment of a Chief Information Officer by the Health System. The Health System will fund this addition.
Collaborative Community - Totals				17.00	(16.00)	
TOTAL POSITION CHANGES				96.00	(75.00)	
NET POSITION CHANGES				21.00		

FY 2012-13 Adopted Budget Hearings

ATTACHMENT B

FINAL FUND BALANCE ADJUSTMENTS

Budget Unit ID	Budget Unit Name	AMOUNT Final Fund Balance Adjustment	Description of Change
1240B	Public Safety Communications	(73,207)	Reserves will be used to cover the Fund Balance shortfall
1940B	Message Switch	101,678	Set aside in Reserves
2510B	District Attorney	29,437	Set aside in Reserves
2700B	County Support of the Courts	0	No change
2800B	Private Defender Program	0	No change
3000B	Sheriff's Office	606,918	Set aside in Reserves
3200D	Probation Department	(9,466)	A reduction in computer supplies cost will be used to cover the Fund Balance shortfall
3300B	Coroner's Office	23,988	Appropriated \$23,988 for the replacement of a server as part of the Departments three year plan
3580B	Fire Protective Services	0	No change
Safe Neighborhoods-General Fund		679,348	
5500B	Health Administration	10,041	Set aside in Reserves
5550B	Health Policy and Planning	13,750	Set aside in Reserves
5600B	Emergency Medical Services	0	No change
5700B	Aging and Adult Services	(149,391)	The Division ended the year with a Fund Balance shortfall of \$149,391 despite having a carry forward balance of \$326,418 in unspent Public Administrator transition funds. As a result, Realignment Sales Tax revenue of \$475,809 is added to cover the Fund Balance shortfall and the transition funds.
5900B	Environmental Health Services	240,349	Appropriated \$166,626 for extra help support of one-time projects as follows: one-time outreach efforts, expansion of the pilot field inspection project; the remainder is set aside in Reserves
6100B	Behavioral Health and Recovery Services	66,650	Appropriated \$11,507 for one-time AOD and Total Wellness program expenses; the remainder is set aside in Reserves
6200B	Public Health	217,570	Set aside in Reserves
6240B	Family Health Services	135,980	Appropriated for the Family Health Services Electronic Health Record project
6300B	Correctional Services	168,397	Appropriated \$100,000 to the Correctional Health Services Electronic Medical Record project; the remainder is set aside in Reserves
6900B	IHSS Public Authority	0	No change
5850D	Contributions to the Medical Center	0	No change
Healthy Residents-General Fund		703,346	
2600B	Department of Child Support Services	0	Reduced Reserves
7000D	Human Services Agency	1,066,430	Set aside in Reserves
Prosperous Community-General Fund		1,066,430	
3570B	Local Agency Formation Commission	24,114	Set aside in Reserves
3800B	Planning and Building	159,329	Set aside in Reserves
7930P	Department of Housing	0	Reduced Reserves
Livable Community-General Fund		183,443	
1220B	Real Property	637,638	Appropriated \$500,000 for refunds to departments for prior year operating expense overpayments and \$87,638 for special department expenses; the remainder is set aside in Reserves
1260B	Agricultural Commissioner/Sealer	97,325	Appropriated for one-time expenditures as follows: As Fresh As It Gets program initiatives, pesticide regulatory program outreach, weed eradication, staff training, weights and measures testing equipment needed for new regulatory requirements, computer equipment, software, Daily Activity Report Project, the Paperless Office Initiative and replacement charges for six new light duty trucks
3900B	Parks Division	181,294	Set aside in Reserves
4510P	Public Works Administrative Services	123,067	Appropriated for reimbursements to AOC for excess payments related to court facility operations and \$23,067 will be transferred to the County Manager's Office for Green Team efforts
4600P	Engineering Services	0	No change
4730P	Facilities Services	111,823	Appropriated to support general unexpected facility operation costs that may arise throughout the year

Budget Unit ID	Budget Unit Name	AMOUNT Final Fund Balance Adjustment	Description of Change
4840B	Utilities	217,734	Set aside in Reserves
Environmentally Conscious Community-General Fund		1,368,881	
1100B	Board of Supervisors	(44,595)	Received \$44,595 from the County Manager's Office to cover the Year-End Fund Balance shortfall
1200B	County Manager's Office	111,604	Appropriated \$44,595 to the Board of Supervisors to cover the Year End Fund Balance shortfall; \$16,792 for extra-help positions to work on the assessment appeals backlog; \$50,217 for adjustments to the Memberships and Contributions budget including adding funding for Homeownership Foreclosure Prevention, Public Safety and Health Events
1250P	Shared Services	(3,748)	Reduced funding for vehicle mileage charges
1300D	Assessor-Clerk-Recorder	1,142,952	Set aside in Reserves
1400B	Controller's Office	579,511	Appropriated \$80,000 for Extra-help positions needed for work related to AB 126; \$65,120 for a contractor to complete property tax system projects; \$46,525 for an office computer upgrade; \$387,866 set aside in Reserves
1500B	Tax Collector/Treasurer	365,391	Appropriated \$23,500 for server, comm-vault, telephone, and equipment rental charges; \$341,891 set aside in Reserves for a new property tax system and upgrade of cashiering system
1600B	County Counsel	347,704	Set aside in Reserves
1700B	Human Resources	169,418	Appropriated \$119,418 to expand internship opportunities within the Department and \$50,000 to cover contracts related to labor negotiations
1800B	Information Services Department	2,855,238	Customer funded infrastructure projects in the amount of \$1,924,199 will be carried over; savings have been appropriated to cover the cost of training, special projects, and unfunded partial year salaries and benefits and severance packages for staff affected by position reductions; \$520,548 will be set aside in Reserves for the Payroll / Personnel System Replacement
1920B	Grand Jury	78,426	Set aside in Reserves
8000B	Non-Departmental Services	12,664,989	Set aside in Reserves
Collaborative Community-General Fund		18,266,890	
Subtotal General Fund		22,268,338	
3550B	Structural Fire	1,250,817	Set aside in Reserves
3560B	County Service Area #1	332,048	Set aside in Reserves
Safe Neighborhoods-Non-General Funds		1,582,865	
5630B	Emergency Medical Services Fund	(117,921)	Reduced Reserves
5800B	IHSS Public Authority	1	Set aside in Reserves
6600B	San Mateo Medical Center	0	No change
Healthy Community-Non-General Funds		(117,920)	
3700B	County Library	348,244	Set aside in Reserves
Livable Community-Non-General Funds		348,244	
3950B	Fish and Game	(175)	Reduced Reserves
3960B	Off-Highway Vehicle License Fees	0	No change
3970B	Parks Acquisition and Development	44,660	Set aside in Reserves
3980B	Coyote Point Marina	47,475	Set aside in Reserves
4520B	Road Construction and Operations	3,369,452	Set aside in Reserves
4740B	Construction Services	24,999	Appropriated for unexpected project costs throughout the year
4760B	Vehicle and Equipment Services	239,827	Set aside in Reserves
4820B	Waste Management	2,003,101	Appropriated for program expense due to uncertain AB 939 revenues; remainder set aside in Reserves
4830B	Transportation Services	524,465	Appropriated to fund the Fitzgerald Marine Reserve parking lot replacement project and various street resurfacing projects throughout the County
4840B	Utilities	2,995,416	Set aside in Reserves
4850B	Airports	428,206	Set aside in Reserves

Budget Unit ID	Budget Unit Name	AMOUNT Final Fund Balance Adjustment	Description of Change
8200B	Accumulated Capital Outlay Fund	20	Appropriated for one-time capital expenditures
8300B	Courthouse Construction Fund	31,660	Set aside in Reserves
8400B	Criminal Justice Construction Fund	3,788	Set aside in Reserves
8500D	Capital Projects Fund	659,544	Set aside in Reserves
Environmentally Conscious-Non-General Funds		10,372,438	
8900B	Debt Service Fund	1,575	Set aside in Reserves
Collaborative Community-Non-General Funds		1,575	
Subtotal Non-General Funds		12,187,202	
TOTAL ALL COUNTY FUNDS		<u>34,455,540</u>	
1950B	First 5 San Mateo County (Information Only)	2,058,610	Set aside in Reserves
2000B	Retirement Office (Information Only)	0	No change
7930P	Housing Authority (Informational Only)	0	No change

FY 2012-13 Adopted Budget Hearings

ATTACHMENT C

SEPTEMBER REVISIONS

Sheriff's Office (3000D)

FY 2012-13 September Revisions:

1. AB109 Public Safety Realignment Staffing Needs: \$128,321

The Public Safety Realignment Act of 2011 purpose was to reduce the number of offenders in state prison by shifting the supervision to counties for three groups of offenders: prison inmates convicted of non-violent, non-serious, and non-high risk sex offenses; offenders newly convicted of non-violent, non serious, non-sexual offenses that will now serve their terms in county jail; and parolees who violate the terms of their parole and will now serve their revocation term in county jail. As of July 31, 2012, there have been 913 AB109 cases sentenced to county jail, which represents 19% of the average daily population. In order to accurately collect and analyze accurate statistics on recidivism for this population as well as create data collection protocols, outcome measures, and management reports for the Sheriff's Office and all the criminal justice partners, one Management Analyst position has been added. This position is fully funded through the County's AB109 allocation from the state.

2. Transfer of Crime Analyst: \$0

The Sheriff's Office is transferring one filled Crime Analyst position from the Patrol Bureau to the new AB109 Realignment unit to allow for improved tracking of AB109 expenses. This position is fully funded through the County's AB109 allocation from the state.

3. Conversion of Two Half-Time Criminalist Positions: \$0

The Sheriff's Office is converting two half-time Criminalist positions into one full-time Criminalist. There is no Net County Cost associated with this change.

4. FY2012 State Homeland Security Grant: \$600,708

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 2012 funds will be used to purchase emergency medical supplies and a Forward Looking Infrared (FLIR) camera and the associated identification system.

5. FY2012 DNA Backlog Reduction Program Grant: \$196,512

The Forensic DNA Backlog Reduction Program, through the U.S. Department of Justice, National Institute of Justice, offers an opportunity for States and units of local government with existing crime laboratories that conduct DNA analysis to handle, screen, and analyze backlogged forensic DNA casework samples. Funds from the DNA Backlog Reduction Program will be applied towards: 1) funding three extra-help Criminalist positions in the Forensic Biology Section; 2) travel and registration costs for two Criminalists to attend a symposium in Washington D.C. and the American Academy of Forensic Science Conference in Atlanta, Georgia; 3) the purchase of a QIAgility System (DNA extraction equipment) and associated software; 4) the purchase of two Nikon Digital Single Lens Reflex (DSLR) cameras and additional lenses for the documentation of evidence; and 5) the purchase of supplies such as DNA Identifier and Quantifier kits.

6. FY2012 Edward Byrne Memorial Justice Assistance Grant: \$68,113

The Edward Byrne Memorial Justice Assistance Grants (JAG) Program is administered by the Bureau of Justice Assistance (BJA). The JAG Program has seven purpose areas under which funds may be awarded, one of which is law enforcement. A portion of this allocation will be applied towards the purchase of a THEMIS Evidence Analysis System and a Chromatography Refrigerator for the Forensic Laboratory. The remainder of the County's award will be used towards training costs to provide personnel with the skills and analytical tools to ensure proper management of grants, contracts and requests for proposals. The balance of the grant includes allocations to East Palo Alto and San Mateo. Both cities will expend FY 2012 JAG funds for the analyses of all types of evidence submitted to the Sheriff's Office Forensic Laboratory.

Probation Department (3200D)

FY 2012-13 September Revisions:

1. **AB109 - Public Safety Realignment Staffing Needs: \$688,821**

The Public Safety Realignment Act of 2011 purpose was to reduce the number of offenders in state prison by shifting the supervision to counties for three groups of offenders: prison inmates convicted of non-violent, non-serious, and non-high risk sex offenses; offenders newly convicted of non-violent, non serious, non-sexual offenses that will now serve their terms in county jail; and parolees who violate the terms of their parole and will now serve their revocation term in county jail. In FY 2011-12, the Probation Department added one Probation Services Manager, one Senior Deputy Probation Officer, six Deputy Probation Officers, and two Legal Office Specialists to provide services and programming for the above three groups. An additional Legal Office Specialist has been added to the Unit in FY 2012-13 to assist in the administrative tasks. This position is fully funded through the County's AB109 allocation from the state.

District Attorney's Office (2510D)

FY 2012-13 September Revisions:

1. **AB109 - Public Safety Realignment Staffing Needs: \$274,029**

The Public Safety Realignment Act of 2011 purpose was to reduce the number of offenders in state prison by shifting the supervision to counties for three groups of offenders: prison inmates convicted of non-violent, non-serious, and non-high risk sex offenses; offenders newly convicted of non-violent, non serious, non-sexual offenses that will now serve their terms in county jail; and parolees who violate the terms of their parole and will now serve their revocation term in county jail. Due to the increased in caseload and the need for victim services, one Deputy District Attorney and two Community Workers have been added. The Deputy District Attorney will handle a caseload of approximately 50 cases and also develop an expertise in the legal aspects of Realignment as well as alternative sentencing programs for defendants sentenced pursuant to PC 1170(h). The two Community Workers will handle the approximately 900 felony cases in which restitution was ordered to a victim. These positions are fully funded through the County's AB109 allocation from the state.

Coroner's Office (3300D)

FY 2012-13 September Revisions:

1. Supervising Deputy Coroner: \$8,730

As part of the Department's three year plan for organizational changes and cost savings, one Supervising Deputy Coroner position has been added. This position will supervise the Deputy Coroners and handle the day to day operations of the Office. The cost of the position is partially offset by the elimination of one Deputy Coroner position with a minor increase in ongoing Net County Cost of \$8,730.

Health System (5000D)

FY 2012-13 September Revisions:

1. **Peninsula Health Care District Grant to Medical Center: \$2,300,000**

In July 2012, the Health System received a two-year grant from the Peninsula Health Care District to support healthcare for low-income and uninsured adults living in the district.

2. **Susan G. Komen Grant to Medical Center: \$165,207**

The Innovative Care Clinic has received a grant from the Susan G. Komen Breast Cancer Foundation San Francisco Chapter in the amount of \$132,480. The grant will provide funding for breast cancer screenings targeting high-risk groups of the underserved population. The clinic has the goal of reaching 1,000 patients countywide by June 2013, the end of the grant. In addition to the grant, patient revenues will also be generated by these services offsetting costs not covered by the grant funds.

3. **Increased Average Daily Census of Inpatient Medical-Surgical Unit at Medical Center: \$1,223,560**

At the beginning of FY 2012-13 budget development, the inpatient-medical surgical unit census was reduced to 24 based on activity levels in the six months prior to February. However, over the last six months, the Average Daily Census (ADC) of the inpatient medical-surgical unit has increased significantly and remained high. Staffing for these additional patients has been performed by extra help and overtime. Two Medical-Surgical Nurses have been added to the unit to care for the additional patients and the average daily census has been increased to 31. The additional costs are supported by additional revenue.

4. **Negotiated Labor Increases in California Nurses Association Agreement for the Medical Center: \$620,416**

One-time funds are increasing the contribution to the Medical Center to cover negotiated labor increases that occurred in FY 2011-12 with the current California Nurses Association labor agreement.

5. **Burlingame Long Term Care Transition: \$3,933,228**

On July 15, 2012 the Medical Center established an agreement with Brius, LLC to manage the Burlingame Long Term Care (BLTC) facility for three years. As a result of the agreement SMMC projects \$4,000,000 in savings from the \$9,000,000 in transition costs originally budgeted. As part of the agreement, \$2,300,000 in Accounts Receivable due to the Medical Center has been loaned to Brius to assist with the transition. These funds will be repaid to the Medical Center with interest in two years. The remaining savings of \$1,700,000 have been reallocated to fund the purchase of a digital mammography machine and related equipment with additional support from the San Mateo County Hospital Foundation and to fund the initial steps toward moving to full digital capability for all radiology.

Thirty-one vacant positions have been eliminated to reconcile the budget with the salary ordinance. Three Pharmacy Technicians, two Pharmacists, and one Medical Program Manager have been restored to the budget pursuant to the agreement with Brius whereby SMMC will continue to provide some services at BLTC.

The original timetable for the BLTC closure had significant patient relocations and staff layoffs occurring during FY 2011-12 with associated costs of \$2,250,106. As a result of the agreement not to eliminate positions while an agreement was being negotiated with Brius, the staff reduction expenses did not occur until July 2012. Accordingly, \$1,768,076 in funds to pay for severance and other staff reduction expenses are being carried over from the previous fiscal year.

6. **Medical Center Capital Improvements: \$3,029,002**

The Medical Center has a backlog of capital needs in excess of eleven million dollars. The Medical Center is able to fund a portion of those needs, including the Inpatient Electronic Medical Record and purchase of furnishings and equipment needed for the increased space (including exam rooms) at the new South County clinic, which is currently scheduled to open at the beginning of FY 2013-14. Existing furniture and equipment will be fully utilized.

7. **Medical Center Information Technology Changes: \$471,010**

The Medical Center is undergoing various technology upgrades to improve overall efficiency. One Clinical Informaticist and one Staffing Resource Coordinator have been added to Nursing Administration to support the Inpatient Electronic Medical Record System and oversee scheduling and staffing systems. Funding is included for extra help positions to support the installation of Sorian Clinicals, a computerized system for the Pharmacy that includes a computerized physician order entry application. The Medical Center is also contracting with Siemens for systems support and hosting of applications including Invision, OpenLink and Siemens Pharmacy.

8. Misc. Revenue and Position Changes at the Medical Center Medical Center Changes: \$2,704,780

Various revenues in the Medical Center have been adjusted including removal of the Lucille Packard Children's Hospital grant that concluded in FY 2011-12; reduction to Realignment Sales Tax; and changes to Prior and Current Year Settlement Account revenues. Several staffing changes have been made to meet the regulatory, reporting, accreditation requirements for the hospital. One vacant Management Analyst III has been converted to a Clinical Nurse in the Quality Department, one Medical Office Specialist Supervisor has been eliminated and one Assistant Director of Medical Records will be eliminated mid-year. Also, one Patient Services Assistant has been transferred from the Medical Center to Behavioral Health and Recovery Services, one Licensed Psychiatric Technician has been converted to a Charge Nurse and moved to the Long Term Care unit, and one Staff Physician has been added to the Daly City Youth Center Clinic to meet current patient needs. One Supervising Pharmacist has been added and one vacant Pharmacist has been eliminated to provide improved oversight and ensure compliance with Joint Commission and the California Department of Public Health standards and requirements. Revenues have also been adjusted to reflect these staffing changes.

9. Operational Efficiency Through Lean Staffing in the Medical Center: \$509,777

One Program Coordinator II, one Clinical Nurse, and one Health Services Manager I have been added, and one vacant Office Specialist has been deleted, to support the Medical Center's LEAN Kaizen Promotion Office to support the spread of LEAN methods to increase efficiency throughout the Medical Center and to other Health System divisions. Funding for a Medical Leader in Advanced Lean Projects has also been included to lead the South County clinic consolidation. These changes are funded by support from Health Administration and savings from other budget changes at the Medical Center.

10. Mental Health Services to School Districts: (\$302,497)

One vacant Marriage, Family Therapist II, one vacant Occupational Therapist II and one vacant Psychiatric Social Worker I have been eliminated due to a reduction in services provided to Bayshore-Brisbane Elementary, Menlo Park City Elementary and Sequoia Union High school districts. This change was precipitated by state changes in funding responsibility for mental health services.

11. Criminal Justice Realignment: \$0

One Community Worker II and one Patient Services Assistant II have been added to Criminal Justice Realignment programs to welcome new clients, connect them to treatment and provide administrative support. These positions are fully funded within the current Health AB109 Criminal Justice Realignment funding allocation.

12. Staffing changes in Behavioral Health and Recovery Services: \$82,091

One Deputy Director of BHRS, one Management Analyst III and one Medical Office Specialist have been added to better align staffing with fiscal, contract, IT, and personnel management needs of the division. A vacant Director of Substance Abuse and Shelter Services has been eliminated to offset the increased expense. These positions are funded with 1991 Realignment revenue.

13. Staffing changes in the Hazardous Waste Program: \$187,792

Two Hazardous Materials Specialists have been added to support commercial waste reduction, rollout of a plastic bag and polystyrene ban, and to assist small businesses with the transition to online state applications and permitting. These positions are fully funded by disposal fees, permit fees and savings from disposal expenses.

14. Information Technology Support in Health System Administration: \$167,979

One Chief Information Officer has been added to Health System Administration to support the Health System's IT needs. The position is funded by Realignment Sales Tax revenue.

15. Nutrition Education and Obesity Prevention Grant to Family Health: \$87,000

Family Health Services received notice in August that they received a four year grant from the Network for a Healthy California to expand nutrition education and obesity prevention strategies to include community partners. This grant will allow for expansion of nutrition education and obesity prevention strategies to include community partners. These additional funds will be used to build infrastructure (contract management capacity) to engage additional community partners.

16. Innovative Care Grant - Behavioral Health and Recovery Services: \$83,746

Ravenswood Family Health Center has received grant funding to improve health outcomes for complex patients. One unclassified Community Mental Health Nurse has been added to coordinate mental health and substance use treatment.

17. Emergency Medical Services Disease Surveillance Systems: \$28,000

Emergency Medical Services (EMS) is implementing an interface between the Medical Center Emergency Department electronic health record system and the EMS disease data surveillance system that will provide EMS with real-time hospital discharge information. The project is funded with increased vehicle code fine revenue.

18. Reclassification of the County Subsidy to the Health System: \$0

A portion of the contribution to the Medical Center of \$51,750,000 has been reclassified from Services and Supplies to Other Financing Sources for accounting purposes. There is no increase in Net County Cost/contribution as a result of this action.

Human Services Agency (7000D)

FY 2012-13 September Revisions:

1. Code for America Fellowship Program: \$270,000

Economic Self Sufficiency is partnering with the Philanthropic Ventures Foundation and the County of San Mateo to participate in Code For America's (CFA) Fellowship program. The CFA fellows will work to address hunger in the county by developing strategies for residents to access food.

2. Economic Self Sufficiency Intake Processing Center: \$7,576

One Human Services Manager I has been added and one Management Analyst III-U has been eliminated from Economic Self Sufficiency to oversee the newly established Intake Processing Center prescribed by the Service Delivery Redesign project. The Center will handle applications for Medi-Cal, CalFresh, CalWORKS and General Assistance.

3. Service Delivery Redesign Staffing: \$1,106,899

Fifteen Benefits Analyst I-U, three Office Assistant II, four Office Assistant II-U and one Human Services Supervisor-U are added to Economic Self Sufficiency to provide critical services as part of Service Delivery Redesign and implementation of the Healthy Families Initiative.

4. Affordable Care Act Coordination: \$382,434

One Human Services Manager I-U, one Management Analyst III-U, one Human Services Supervisor-U, and one Information Technology Analyst-U have been added to Economic Self Sufficiency to form a Healthcare Coordination Unit. The unit will coordinate the Agency response to enactment of the Affordable Care Act.

5. One-Stop Career Center Management: \$101,391

One Human Services Manager I has been added to Workforce Development to oversee the One-Stop Career Center and grow the Employment Services, Youth Development and Business Solutions programs.

6. Department of Labor Grant for Silicon Valley Allies Innovation Initiative: \$895,000

Workforce Development has received a grant from the Department of Labor Employment and Training. One Human Services Analyst-U has been added to Workforce Development to streamline and coordinate adult workforce English as a Second Language investments between the Agency, Community College district, Office of Education and community organizations.

7. South Bay Recycling Partnership Program Staffing: \$63,259

One Rehabilitation Production Supervisor I has been added to Vocational Rehabilitation Services to lead on-site supervision of up to 27 clients working at the Shoreway Environmental Center in recyclables sorting. This position is funded through the public-private partnership with South Bay Recycling, and will be partially offset by a reduction in the extra help budget.

8. Child Care Classification Alignment: (\$25,200)

One Community Worker II has been added and one vacant Social Worker III has been deleted from Child Care in order to align classifications with services provided. This position conversion will allow the division to staff with a uniform classification for positions providing similar types of child care services.

9. Services for Non-Minor Dependents: \$165,394

Two Social Worker IIIs have been added to Children and Family Services in order to for the division to be able to adequately provide services required by AB 12 and AB 1712 to non-minor dependents (NMD) who wish to stay in care. In the first year of AB 12 implementation, approximately 30 NMDs qualified for services; it is expected that the demand for services will increase to 90 NMDs with full implementation on January 1, 2014.

10. Resource Family and Foster Parent Recruitment: \$50,000

Additional appropriation in Advertising and Publishing has been added to Children and Family Services to more effectively recruit for resource families and foster parents and reduce the number of out-of-county placements for children.

11. Business Intelligence Software: \$75,000

Additional appropriation in PC/LAN software has been added to Children and Family Services to purchase software applications that will enhance business intelligence capabilities through real-time data driven decision making models and predictive analytics.

12. AB 109 Criminal Justice Realignment Program: \$948,512

One Social Work Supervisor and one Job Developer have been added, and one part-time Human Services Supervisor has been eliminated in Collaborative Communities to improve organizational structure and effectively provide services to the formally incarcerated population. Additional appropriation is also added to match the anticipated full year allocation for this program.

13. Veterans Services Classification Alignment: \$7,472

One Human Services Analyst II has been added and one vacant Benefits Analyst III has been eliminated from Collaborative Communities in order to align classifications with services provided. This position conversion will allow the division to staff with a uniform classification for positions providing similar assistance to veterans.

14. Fatherhood Collaborative Staffing: (6,768)

One Human Services Analyst II has been added and one Program Coordinator II has been eliminated from the Fatherhood Collaborative in order to align classifications with the duties and responsibilities of the Executive Director position.

Department of Child Support Services (2600D)

FY 2012-13 September Revisions:

1. California Department of Child Support Services Reductions: (\$255,444)

The California Department of Child Support Services has reduced funding to the Department. Three vacant positions, one Child Support Specialist II, one Child Support Technician and one Office Assistant II, have been eliminated to address this reduction in funding.

Planning and Building Department (3800B)

FY 2012-13 September Revisions:

1. **Reappropriation of Deferred Revenue: \$27,058**

Revenue deferred from FY 2011-12 for ongoing project-related contracts administered by Planning and funded by applicants/developers is reappropriated.

2. **San Carlos Code Enforcement Services Revenue: \$50,000**

The Planning and Building Department has contracted with the City of San Carlos to provide code enforcement services for the City. This corrects an omission of anticipated revenue that occurred in the FY 2012-13 Recommended Budget. There is no change in Net County Cost.

County Library (3700B)**FY 2012-13 September Revisions:****1. One-time Purchases Associated with System Initiatives: \$289,558**

Adjustments have been made to reflect the inclusion of moving and storage costs associated with the Woodside Library and San Carlos Library interior renovations, signage to support the system-wide initiative to improve the accessibility of library collections, the addition of an online social discovery system that will allow for improved searching of the Library catalog and an allocation for minor work area improvements. Minor adjustments to revenues have been made due to donations. A corresponding reduction has been made to Reserves.

Department of Housing (7900B)

FY 2012-13 September Revisions:

1. **Revenue Adjustments: \$233,763**

Revenue from various fees has been reclassified from Project Cost Reimbursement to Charges for Services for accounting purposes. There is no net change to revenues.

Department of Public Works and Parks (4500D)

FY 2012-13 September Revisions:

1. **Park Operation and Maintenance Staffing: \$200,000**

During the June 2012 Recommended Budget Hearings, the Board added back \$200,000 for Parks staffing. This adjustment adjusts expenditures and reserves in order to add one Park Ranger II and one Park Ranger III, including training, uniform and other start up costs. There is no additional Net County Cost associated with this adjustment.

2. **Parks Acquisition and Development: \$303,734**

Funds are reappropriated from Reserves for the Coyote Point Bay Trail.

3. **Annual Fuel Revenue Adjustments: \$350,000**

Revenue reimbursements from departments are adjusted to reflect actual fuel costs.

4. **Transfer staff from Vehicle and Equipment Services to Road Construction and Operations: \$0**

One filled Utility Worker II and One filled Fiscal Office Specialist are transferred as workloads shared between fleet and roads staff are reorganized.

5. **Plant Improvements and Repairs: \$250,000**

Funds have been set aside into Reserves for future Grant Yard improvements and repairs.

6. **C/CAG Smart Corridors Project: \$7,400,000**

Revenue and expenditures are appropriated for C/CAG Smart Corridors Project construction, construction administration and inspection costs. C/CAG will reimburse the County for incurred expenses.

7. **Burlingame Long Term Care Maintenance: (\$980,150)**

Due to a change in facility management, on July 16, 2012, the County stopped providing facilities maintenance to Burlingame Long Term Care. Reductions include the elimination of one filled Electrician position, one vacant Stationary Engineer position, 3 filled extra-help positions and related supplies costs.

8. **Sewer Equipment: \$470,543**

Adjustment of contributions are made for the purchase of fixed assets to replace older equipment that is no longer functional and/or to acquire items that reflect the latest technology. Funding will be provided from all the Sewer Districts administered by the County.

9. **CSA 11 Revenue Adjustment: \$89,866**

Additional revenue arising from the June 26, 2012 adopted rate increase for CSA 11 is appropriated for water systems maintenance as well as a \$58,800 transfer of funds from the Cable Franchise Fee account to cover a fund balance shortfall in CSA 11.

10. **San Francisquito Creek Flood Control Zone: \$10,000**

An adjustment is made to reflect an increase in the contribution to the JPA administrative budget previously approved by the Board of Supervisors on July 10, 2012.

11. **Grant Funded Airport Projects: (\$1,095,186)**

Adjustments were made to appropriations for grant funded capital projects at San Carlos and Half Moon Bay Airports.

Capital Projects (8500D)
Capital Projects Funds

FY 2012-13 September Revisions:

1. **Completed and Reappropriated Capital Projects: (\$3,784,195)**

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

2. **Camp Glenwood: \$800,000**

Additional funding for improving the Camp Glenwood facility and bringing it into compliance with Title 24 has been allocated in phases over the past five years. This is the final installment of funding and the project will be completed this fiscal year. Compliance with Title 24 is mandated by the State of California Corrections Standards Authority.

3. **Department of Public Works and Parks Jail Project Management: \$75,000**

Project management resources from the Department of Public Works and Parks are sometimes requested by the Jail Planning Unit in the Sheriff's Office. Funding is needed in order to fulfill these requests.

4. **Health Administration Building Replace Carpet Phase II: \$75,000**

The Department of Public Works removed this project from the FY 2012-13 Recommended Budget because it assumed that it was completed. The project has not been completed and needs to be added back to the list of projects. The project will be completed by the end of the fiscal year.

5. **San Mateo County Honor Camp Site Contamination Study: \$50,000**

Funding for a mandated site contamination study at the San Mateo County Honor Camp has been appropriated. There is a fuel tank at the Honor Camp site that leaked a number of years ago. The County is responsible for ongoing environmental monitoring and any necessary remediation at the site. Based on findings in the most recent monitoring report, the Environmental Health division requested additional borings and soil samplings.

Agricultural Commissioner/Sealer (1260B)

FY 2012-13 September Revisions:

1. **New State Device Registration Administrative Fee Revenue: \$17,991**

State legislation now mandates that County Sealers collect a state device registration administrative fee when County Sealers bill businesses for their annual device registration fee. County Sealers are required to pass the collected fees to the California Department of Food and Agriculture Division of Measurement Standards. County Sealers may keep 15% of the fees collected to cover the County's cost of collecting the state fee.

2. **Weed Management Area Grant: \$2,349**

This represents the remainder of state grant funds not expended as of June 30, 2012 for a Weed Management Area project scheduled for completion by December 2012.

County Manager's Office (1200B)

FY 2012-13 September Revisions:

1. Shared Support Fiscal Services: (\$76,272)

In coordination with the County's Administrative and Support Workgroup, charged with identifying opportunities for departments to share back-office administrative services, beginning in November 2012 the County Manager's Office and Human Resources Department will share fiscal and personnel/payroll administrative services. The Human Resources Department will provide support to the County Manager's Office and Board of Supervisors in these areas. One filled Accountant II-C will be transferred from the County Manager's Office to the Human Resources Department. It is anticipated that through this collaboration, services will be streamlined and succession planning efforts will be enhanced.

2. Transfer Shared Services to the Department of Human Resources: (\$1,270,821)

An organizational and succession planning review was recently conducted for the Shared Services Program to identify succession planning strategies, organizational structure options, and industry best practices. The review was initiated to ensure organizational readiness due to anticipated retirements. Currently 71% of the staff in Purchasing/Surplus Property are eligible to retire. One of the key recommendations was to transfer the Shared Services Program to another department to allow for additional career ladders for staff, flexibility in staffing, and greater efficiencies that could allow staff to focus on strategic initiatives. Effective November 2012, the Shared Services Program will be transferred to the Human Resources Department/Risk Management. All revenues and appropriations, including 12 positions, have been transferred to the Human Resources Department.

3. Communications and Digital Services Fellowships: \$80,000

Ongoing funding has been appropriated for two fellowships in the Intergovernmental and Public Affairs Program. The Communications Fellow will use social media to engage and inform residents and County employees; research and write news releases, speeches, talking points, and background papers for executive leadership and elected officials; and will assist with developing marketing videos for the County. The Digital Services Fellow will engage customers to identify priority County services and recommend better ways to deliver these services using modern web tools and technologies. Funding for the two Fellowships will be provided by the General Fund through a reimbursement from Non-Departmental Services.

4. Contribution to MidCoast Community Council: \$3,000

The Midcoast Community Council is an elected Municipal Advisory Council to the San Mateo County Board of Supervisors, representing Montara, Moss Beach, El Granada, Princeton, and Miramar. An increased disbursement to the Council will further offset various operational expenditures and provide additional support for the general welfare of the community.

5. Caltrans Grant: \$1,087,502

On February 28, 2012, the County entered into a cooperative agreement with Caltrans for \$2,208,658 in state funds to provide transitional employment for Achieve 180 and probationers for the term of March 1, 2012 through February 28, 2014. Under the agreement, JobTrain will administer the transitional employment program for the formerly incarcerated through Achieve 180, a re-entry program for high-risk offenders. Though the project is fully funded through the Caltrans grant, \$1,087,502 needs to be appropriated in FY 2012-13 to compensate JobTrain for services and to cover administrative costs incurred by the County.

6. "Last Mile" Commuter Assistance Program: \$124,000

The County is participating in a regional grant from the Metropolitan Transportation Commission to help commuters with the "Last Mile" to work through the promotion of regional bike sharing and car sharing. The grant will also support Telecommuting through the development of a toolkit and implementation of a pilot telecommute project.

7. Climate Action Plan: \$23,000

The transfer of Green Team funds from the Department of Public Works and Parks to the County Manager's Office will cover implementation of various sustainability projects, including monitoring Climate Action Plan implementation.

8. Energy Upgrade Grant: \$77,000

The County received a grant from PG&E through C/CAG's Energy Watch Program to continue Energy Upgrade California outreach efforts through December 2012.

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8. Energy Upgrade Grant: \$77,000

The County received a grant from PG&E through C/CAG's Energy Watch Program to continue Energy Upgrade California outreach efforts through December 2012.

Assessor-County Clerk-Recorder (1300D)

FY 2012-13 September Revisions:

1. **Appraisal Services Staffing Changes: \$56,806**

One Chief Appraiser has been added and one vacant Auditor Appraiser II has been eliminated. Supplemental Administrative Tax Fee revenue will be used to fund the difference in cost between the two positions. There is no Net County Cost impact. The new position will be responsible for assisting in the day to day operation of the Appraisal Services section and in the development of policies and procedures to improve the property appraisal process.

2. **Administrative Services Staffing Changes: \$108,736**

One Unclassified Assistant Assessor-County Clerk-Recorder has been added and one vacant Assessor/Recorder Technician II has been eliminated. County Clerk-Recorder micrographic conversion fees will be used to fund the difference in cost between the two positions. There is no Net County Cost impact. The new position will assist in planning, organizing, directing and reviewing the activities and operations of the Department; provide highly responsible and complex administrative support to the Department; and act as the Assessor-County Clerk-Recorder in his/her absence.

3. **AS-400 Assessment System Replacement: \$500,000**

Reserves will be set aside in the Assessment System and Application Trust Fund for the replacement of the 15 year old AS-400 Assessment Systems. The Department will continue to set aside future Year-End Fund Balance monies for this significant capital investment.

4. **Server Replacement: \$455,368**

Funds are being appropriated in order to replace the 10 year old servers and data storage in the Assessor-Clerk-Recorder's Office. Funding has been allocated from the social security truncation trust fund, electronic recording trust fund and modernization trust fund.

5. **Social Security Number Redaction Project: \$200,000**

Funds are being appropriated from the social security truncation trust fund for the contract with RICOH USA, INC for the mandated purpose of converting microfilm and redacting social security numbers. The contract with RICOH was approved by the Board of Supervisors in August 2012. There is no Net County Cost impact.

Controller's Office (1400B)

FY 2012-13 September Revisions:

1. **Property Tax System Consulting Services: \$83,200**

AB 589 funding has been carried over and combined with excess Fund Balance in order to contract with a computer consultant for services related to maintaining and improving the Property Tax System. AB 589 funds are legally restricted and may only be used for the Property Tax System.

2. **Office Computer Upgrade: \$71,525**

The Department is replacing desktop computers, monitors, and laptops that have reached the end of their useful lives.

3. **Increase Support Services: \$28,755**

One part-time Public Services Specialist position has been increased to full-time in order to provide administrative support services to the Department.

Retirement Office (2000B)
Information Only

FY 2012-13 September Revisions:

1. Increase Trust Fund Revenue: \$308,783

Increase revenue from the Retirement Trust Fund in order to fund the FY 2012-13 budget for the Retirement Office that was adopted by the Board of Retirement on April 24, 2012.

Human Resources (1700B)

FY 2012-13 September Revisions:

1. **Shared Fiscal Support Services: \$76,272**

In coordination with the County's Administrative and Support Workgroup, charged with identifying opportunities for departments to share back-office administrative services, beginning in November 2012, the County Manager's Office and Human Resources Department will share fiscal and personnel/payroll administrative services. The Human Resources Department will provide support to the County Manager's Office and Board of Supervisors in these areas. One filled Accountant II-C has been transferred from the County Manager's Office to the Human Resources Department. It is anticipated that through this collaboration, services will be streamlined and succession planning efforts will be enhanced.

2. **Transfer Shared Services Program to the Department of Human Resources: \$1,270,821**

An organizational and succession planning review was recently conducted for the Shared Services Program to identify succession planning strategies, organizational structure options, and industry best practices. The review was initiated to ensure organizational readiness due to anticipated retirements. Currently 71% of Purchasing/Surplus Property staff are eligible to retire. One of the key recommendations was to transfer the Shared Services Program to another department to allow for additional career ladders for staff, flexibility in staffing, and greater efficiencies that could allow staff to focus on strategic initiatives. Effective November 2012, the Shared Services Program will be transferred from the County Manager's Office to the Human Resources Department under the Risk Management Program. All revenues and appropriations, including 12 positions, have been transferred to the Human Resources Department.

3. **Shared Services Succession Planning: \$37,235**

The Administrative Services Manager II position overseeing the Shared Services Program will be double-filled at the Program Manager I level through March 2013. The double-fill will allow for the implementation of succession planning strategies to address anticipated retirements. One filled Administrative Services Manager II position will be eliminated following the anticipated retirement. Funding to cover these one-time costs has been included. There is no impact to the Net County Cost.

Information Services Department (1800B)

FY 2012-13 September Revisions:

1. **Sheriff's Trunked Radio Project: \$1,600,000**

The Radio Interoperability System Committee members have approved using the balance of the Sheriff's Trunked Radio project funding for the build out of the P25 trunked system. The P25 system will improve local and regional public safety interoperability.

2. **Information Technology Infrastructure Purchases: \$402,963**

Reserves have been used to fund infrastructure upgrades including the replacement of voice mail and contact center for the telephone system, expansion of the virtual machine environment, and network upgrades to update the wireless environment.

3. **Countywide Information Technology Projects: \$1,228,595**

Countywide projects such as the Active Directory Backbone and continuation of the IT-BCP Project have been re-appropriated. Adjustments have also been made to reflect reduced project purchases for the Health System.

4. **Information Technology Staffing Changes: \$109,296**

The planned elimination of a Deputy Director at mid-year will be postponed pending the recruitment of a Chief Information Officer by the Health System. The Health System will provide funding for the Deputy Director position in the short term.

5. **Multiyear Countywide Projects: \$5,351,216**

Multi-year projects including the ATKS Advanced Scheduler, the Master Address Database and Communication System Road Map, ongoing e-gov projects, and GIS projects have been carried over into FY 2012-13.

Grand Jury (1920B)

FY 2012-13 September Revisions:

1. Increase in Net County Cost: \$33,250

The Grand Jury budget is administered by the County Manager's Office. One-time Reserves in the amount of \$173,699 has been transferred to the General Fund and Net County Cost has been increased by \$33,250 to pay for ongoing expenditures. Reserves and Fund Balance will no longer be part of the Grand Jury budget.

Non-Departmental Services (8000D)

FY 2012-13 September Revisions:

1. Countywide IT Reappropriations: \$4,108,040

Countywide IT projects not completed in FY 2011-12 are reappropriated in FY 2012-13. The primary reason for this increase is due to the reappropriation of the ATKS Advanced Scheduler project. Other reappropriations include Countywide e-Gov projects and Virtual Desktop Instance (VDI) infrastructure.

2. Capital Projects: (\$2,917,820)

The budget for capital projects funded by Non-Departmental Services is adjusted downward to reflect the completion of projects in FY 2011-12, partially offset by new funding recommended for three projects. With these adjustment, capital projects funded by Non-Departmental Services is reduced to \$37,127,065; which is comprised of roll-over funding of \$16,557,910, funding for new projects of \$20,369,155 that was included in the Recommended Budget adopted by the Board in June 2012, and recommended funding for three projects: Jail Project Management Support (\$75,000), Health Administration Building Carpet Replacement - Phase II (\$75,000), and Honor Camp Site Contamination Study (\$50,000). Additional information on the recommended funding requests can be found in the funding adjustments for Capital Projects (8500D).

3. Code for America (CalFresh): \$140,000

Economic Self Sufficiency is partnering with the Philanthropic Ventures Foundation and the County of San Mateo to participate in Code For America's (CFA) Fellowship program. The CFA fellows will work to address hunger in the county by developing strategies for residents to access food. The total cost of the program is \$330,000. The Philanthropic Ventures Foundation is contributing \$130,000, the Human Services Agency is contributing \$60,000, and Non-Departmental Services is contributing \$140,000.

4. Communication and Digital Services Fellowships: \$80,000

Ongoing funding has been added for two fellowships in the Intergovernmental Affairs Program. The Communications Fellow will use social media to engage and inform residents and County employees; research and write news releases, speeches, talking points, and background papers for executive leadership and elected officials; and assist with developing marketing videos for the County. The Digital Services Fellow will engage customers to identify priority County services and recommend better ways to deliver these services using modern web tools and technologies.

5. Vehicle Rental Business License Tax Revenue: \$6,000,000

On June 5, 2012 the voters of San Mateo County passed Measure T, a 2.5% vehicle rental business license tax for the unincorporated area with an effective date of July 1, 2012. Most of the car rental agencies in the unincorporated area are located at the San Francisco International Airport. The new tax is expected to generate \$8 million annually. These revenues will be received on a quarterly basis. This adjustment appropriates three quarters, as the fourth quarter will be received in July 2013. Proceeds for FY 2012-13 will be set aside in Non-Departmental Reserves.

6. Net County Cost Adjustments: \$2,433,472

There are five Net County Cost adjustments included in these September budget revisions, as follows: 1) one-time adjustment to Medical Center Contribution for negotiated labor increases with California Nurses Association (CNA) in FY 2011-12 (\$620,416); 2) one-time adjustment to Medical Center Contribution for reappropriated Burlingame Long-Term Care staffing transition funding (\$1,768,076); 3) ongoing adjustment to add a Supervising Deputy Coroner and delete a Deputy Coroner (\$8,730); 4) ongoing adjustment to the County Manager's Office for the Mid-Coast Community Council annual contribution (\$3,000); and 5) a one-time adjustment to the Grand Jury budget by removing the Fund Balance and Reserves (\$33,250). The amount of ongoing adjustments totals \$11,730.

FY 2012-13 Adopted Budget Hearings

ATTACHMENT D

**FIVE YEAR CAPITAL FACILITIES PLAN
FY 2012-13 through FY 2016-17**

**COUNTY OF SAN MATEO
FIVE-YEAR FACILITIES CAPITAL PLAN
FY 2012-13 through FY 2016-17**



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Prepared By:

Shanna Collins, County Manager's Office
Doug Koenig, Department of Public Works
Guido Misculin, Department of Public Works

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 2012-13 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 (page 6)
- Category 2 – Identified Major Maintenance Projects (page 17)
- Category 3 - Identified New Construction / Facility Purchases (page 23)

Overview of Facilities Capital Projects Completed in FY 2011-12

Coastside Clinic in Half Moon Bay

San Mateo County has maintained a small health clinic in Half Moon Bay since 1999, but following the closure of a private clinic in March 2009, the County committed to expanding its presence to help the community. With a \$1.7 million grant from the Health Resources and Services Administration, a comprehensive renovation of the County's facility at the Shoreline Station in Half Moon Bay was initiated. The newly renovated clinic on the first floor is 9,400 square feet of space compared to the former clinic on the second floor which was only 1,800 square feet. Before renovation, the County clinic had only four rooms with a rotating schedule of services. Now, there are ten rooms with plans for expanded services allowing the clinic to have multiple services to be offered at the same time. Four state-of-the-art dental bays are also now available. A public grand opening took place on March 22, 2012, with County officials celebrating the clinic.

Hall of Justice Boiler and Economizer Replacement Project

The project consisted of upgrading three boiler units and all of the economizers with more energy efficient models, and replacing the water heating system at the Hall of Justice. The work was performed through the job order contract process, which expedited its delivery and minimized change orders and project cost increases. The result of completing this project is a \$99,785 total annual decrease in energy costs to operate the Hall of Justice. The completion of this project will allow the HVAC controls to be upgraded in the same building, further reducing energy and maintenance costs. This project was partially funded through federal EECBG (Energy Efficiency Conservation Block Grant) funds and the Administrative Office of the Courts, per the Joint Operating Agreement.

Energy Efficiency Conservation Block Grant Projects

United States Department of Energy federal program funding in the amount of \$1.2 million was used to complete a number of the County's energy related projects including the Camp Glenwood Solar Thermal Upgrade, the Coroner's Crime Lab Retro-Commissioning, the Nevin Clinic Replacement of Roof Top Units, and the development

of the County's Strategic Energy Master Plan. The result of completing all of these projects is reduced energy and maintenance costs to operate County facilities.

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 2012-13 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 \$82,349,636 in FY 2012-13. Major capital projects scheduled for completion in FY 2012-13 include the San Mateo Medical Center Morgue Renovation, Camp Glenwood Improvement Project, Maguire Correctional Facility Fire Alarm Replacement, Dock 29 Replacement at Coyote Point and Circle Star Campus Space Planning and Improvements. The Jail Replacement Project is part of Category 1- but is not scheduled to be completed in FY 2012-13. A complete list of all Category 1 projects can be found on page 6.

Category 2 – Identified Major Maintenance Projects

Category 2 projects are major maintenance projects that are necessary to properly maintain the County’s facilities- but are not currently funded. The Department of Public Works uses the Facility Condition Index system to develop the Category 2 list, which can be found on page 17. The Department of Public Works typically spends approximately \$2.5 million on these types of maintenance projects each 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 five fiscal years starting with FY 2013-14.

Estimated FY 13-14	Estimated FY 14-15	Estimated FY 15-16	Estimated FY 16-17	Estimated FY 17-18	Total
\$7,002,628	\$2,581,210	\$2,130,577	\$1,837,449	\$5,503,967	\$19,055,831

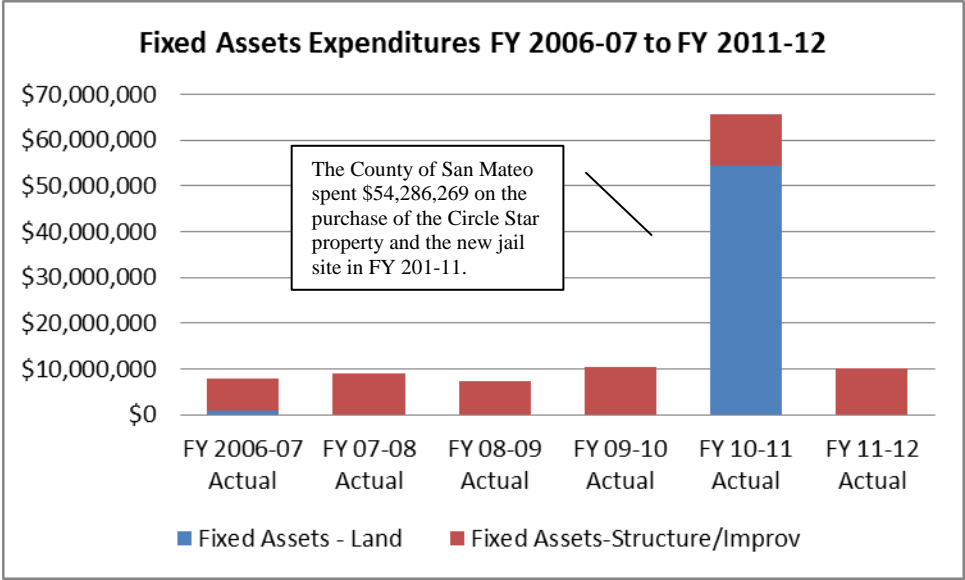
Category 3 - Identified New Construction / Facility Purchases

The Category 3 projects are large, currently unfunded projects that may require debt financing as a funding source. Examples of these projects include the San Mateo County Jail Replacement, Cordilleras replacement building, and a New Public Health Lab. A list of these projects can be found on page 23 and descriptions of each project starts on page 24.

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 in FY 2010-11 is the purchase of the Circle

Star property and the new jail site. Fixed Assets expenditures in the Capital Projects budget are normally in the \$10 million per year.



Update on Energy Efficiency at County Facilities

In September 2012, the Department of Public Works and Enovity Inc. completed the Strategic Energy Master Plan (SEMP) for County facilities. The Department of Public Works is in process of sending the SEMP for board approval. Enovity conducted investment grade energy audits of the County’s ten largest energy consuming facilities. The SEMP has provided 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.

The Department of Public Works utilized approximately \$2 million of EECSBG funds and completed the following Energy Efficiency Upgrade Projects:

- 1) Hall of Justice economizer replacement
- 2) Hall of Justice boiler replacement
- 3) Crime Lab boiler & HVAC controls upgrade
- 4) Camp Glenwood solar hot water
- 5) Mike Nevin Medical Center roof top air-conditioning units replacement
- 6) Ozone laundry system in detention facilities

Other completed energy upgrade projects include:

- 1) Hall of Justice energy management & direct digital controls system upgrade
- 2) Hall of Justice Test, adjust and balance
- 3) Maguire Correctional Facility domestic hot water heater and storage tank replacement
- 4) County Center parking structure lighting and lighting controls upgrade

New major energy upgrade projects include:

- 1) Maguire Correctional Facility analyze & upgrade HVAC cooling system

- 2) Maguire Correctional Facility energy management/automation control system upgrade
- 3) San Mateo Medical Center analyze & upgrade HVAC cooling system
- 4) San Mateo Medical Center co-generation plant
- 5) Health Services Building mechanical upgrades
- 6) County Office Building Two controls upgrade building/automation system

Energy efficiency projects at the Hall of Justice have resulted in significant energy cost savings. Savings have occurred in both usage and charges of electricity and gas, with an overall reduction of \$99,785 (12.3%) between FY 2010-11 and FY 11-12.

Hall of Justice Electricity and Gas Usage/Charges Analysis					
	Electric		Gas		
Fiscal Year	Usage (kWh)	Charges	Usage (Therms)	Charges	Total Charges
2010-2011	4,640,859	\$635,639	195,841	\$177,121	\$812,760
2011-2012	4,304,158	\$613,387	106,027	\$99,588	\$712,975
Difference	336,701	\$22,252	89,814	\$77,533	\$99,785
Savings	7.3%	3.5%	45.9%	43.8%	12.3%

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 2012-13 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 \$82,349,636 in FY 2012-13. Major capital projects scheduled for completion in FY 2012-13 include the San Mateo Medical Center Morgue Renovation, Camp Glenwood Improvement Project, Maguire Correctional Facility Fire Alarm Replacement, Dock 29 Replacement at Coyote Point and Circle Star Campus Space Planning and Improvements. The Jail Replacement Project is part of Category 1- but is not scheduled to be completed in FY 2012-13. A complete list of all Category 1 projects can be found on page 6.

San Mateo County Facilities Capital Plan
Category 1 - Projects Approved and Underway
FY 2012-13

FY 12-13

Adopted

Budget

#	Project Title	Project Description
1	ADA Countywide Project Administration	Project management resources dedicated to implementing ADA standards throughout County-owned facilities.
2	ADA Ramp Reconstruction at Our Common Ground	Reconstruct ADA ramp at Our Common Ground.
3	ADA Requirements Countywide Transition Plan	Countywide Transition Plan aimed at identifying deficiencies and implementing ADA standards throughout County-owned facilities.
4	Administrative Offices of Courts Replace /Courts Replace Compressor & Cooling Tower	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.
5	Alameda Streetscape Replace Tree	Landscape maintenance project.
6	Alpine Trail Improve Bike/Pedestrian Trail	Complete Phase I of the Bike/Pedestrian Trail Along Alpine Road Between Peers Lane and Portola Valley.
7	Alpine Trail Slide Repairs	Alpine Trail is adjacent to Alpine Creek. Two areas adjacent to the trail are eroding and slipping out. Continued movement and erosion will jeopardize the trail and then the roadway itself. This repair needs to be made within the next 24 months in order to avoid trail closure and more expensive future repairs.
8	Burlingame Long Term Care Repair Windows	Replacement of old and leaking windows.
9	California Department of Fire Belmont Conduct Structural Analysis of Hose Tower	Conduct a structural analysis study on the hose tower at CDF Belmont to determine if retrofitting or replacement is required.
10	California Department of Fire Belmont Replace Emergency Generator Unit	Replace the emergency generator located outside near the north east corner of the building. The diesel generator is scheduled for replacement and seriously deteriorated.
11	California Department of Fire Repair Belmont Station 17	Repair deficiencies in roof, windows, decking, and boiler of Fire Station building.
12	Camp Glenwood Improvement Project	Improvements include remodel to the bathrooms, classrooms, underground utilities and path of travel to bring the facility into compliance with Title 24.
13	Capital Project Development	Project management, budget preparation and CIP program reviews and recommendations.
14	Central Library Roof Repair	Completion and final payments for roof repairs.
15	Circle Star Campus Space Planning and Improvements	Interior remodel of facility to receive relocated County departments from leased spaces per Master Plan and adopted space standards.
16	Clinics TB Negative Pressure Isolation Monitoring	Adjust air flow to achieve negative pressure within TB exam room.
17	Coastside Remodel Medical Facility	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.
18	Cordilleras Building Replace Radiant Heaters	Current equipment not providing adequate heat to occupants.

FY 12-13
Adopted
Budget

Project Title

Project Description

#

19	Cordilleras Repair Concrete Patio	15,000	This repair was cited as part of a licensing review. The concrete patio in the back of the Cordilleras facility is cracked and uneven. The scope of work calls for the removal and replacement of approximately a 20' x 20' concrete pad, to be replaced with a 16" rebar grid #4 rebar and broom finish.
20	Cordilleras Repair Concrete Walkway	22,000	Repair was cited as part of a licensing review. Replacement of a 60' x 4' concrete sidewalk. Replacement of a 41' x 4' staircase with correct slope. Grind approximately 20' of sidewalk to reduce trip hazards.
21	Cordilleras Repair Patio Railing	33,000	Repair was cited as part of a licensing review. A concrete patio in the back of the Cordilleras facility is raised more than 18" from the building elevation. Current code indicates that the patio should have a peripheral railing.
22	Cordilleras Replace Flooring And Auditorium Steam Traps	96,579	Improvement to the flooring and heating steam traps.
23	Cordilleras Replace Loading Dock Ramp	42,000	There is an older wooden ramp located outside of the loading dock at the Cordilleras facility. The existing structure is uneven and sagging. A ramp is required to allow transport of deliveries to the loading dock area. This improvement was requested by the California Department of Mental Health.
24	Cordilleras Widen Driveway Approach at Drive Circle	44,300	The current driveway approach at Cordilleras is not wide enough to accommodate fire trucks and other large vehicles. Drive circle should be widened for a new driveway approach. The job includes replacement of approximately 80' of concrete curbing. Set radius back approximately 6' from existing for better access to big trucks. Curbing will be 6" above grade and 12" below grade with 2 #4 rebar horizontal in the pour.
25	County Facilities Upgrade Domestic Water Fixture Upgrade	70,000	The County set a goal of reducing water usage by 10% by 2020. Replace some of the existing high flow fixtures such as flush valves in toilets and urinals. Replace high flow aerators in with low flow aerators in sink faucets. Convert urinals to waterless urinals or low flow pint flush urinals
26	County Facility Master Plan Phase Two	217,033	Implementation of space standards/planning principles to optimize building capacity.
27	County Government Center Replace Forklift	4,182	Replacement of equipment for operations loading and unloading activities.
28	County Office Building One Install Radio Shop Fire Alarm	48,000	The radio shop is currently missing an alarm interface. This system will integrate the radio shop into the building fire alarm system. This space is used by employees to monitor radio and ISD operations. This project is recommended by the County's Risk Management division.
29	County Office Building One Replace Data Center Air Conditioning Units	72,500	Replace EDPAC 20 ton water cool A/C unit that provides cooling to ISD server units. The current units are 26 years old and the company no longer manufactures any replacement parts. This makes it nearly impossible to properly maintain the unit and risks overheating the server rooms.
30	County Office Building One Replace Cooling Tower serving A/C	82,500	Replace the cooling tower in the Hall of Justice basement and tunnel transition to COB 1 A/C 1 and telephone server room. The unit is approximately 17 years old and parts are difficult to find. This cooling tower unit is no longer made. There is a small possibility that the AOC will be able to contribute to this essential project.

FY 12-13 Adopted Budget		Project Title	Project Description
#	Budget		
31	400,000	County Office Building Two Replace Building Automation System	Building Automation Systems (BAS) are mainly used in commercial HVAC control systems and energy management system applications. A BAS should allow the owner to set up schedules of operation for the equipment and lighting systems so that energy savings can be realized when the building or spaces in the building are unoccupied. The current BAS is obsolete and the engineering staff has not been successful at locating certain parts when they break. Routine maintenance is not as effective as it should be. Replace the BAS control system at COB 2 with a newer more efficient system.
32	30,000	County Office Building Two Replace Circulating Pump	Replace circulating pump at base mounted unit.
33	600,000	County Office Building Two Replace Mammoth Units	Replace mammoth air conditioning unit with a more energy efficient unit for COB 2.
34	145,000	County Office Building Two Replace Sewer Pits, Storm Drain Pumps and Motor Control	Replace and install new sewer pits, storm drain pumps and motor control in County Office Building Two.
35	80,846	Countywide Upgrade Radio Sites	Miscellaneous upgrades to various radio sites.
36	303,733	Coyote Point Bay Trail Construction	Repairs to Bay Trail path along North levee.
37	1,815,100	Coyote Point Marina Replace Dock 29	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	269,970	Coyote Point Park Water Distribution System	Repair the water system at Coyote Point to improve and provide adequate water distribution and pressure to support the irrigation system.
39	68,725	Coyote Point Replace Indoor 50 Foot Firing Range	Conceptual and schematic designs for the replacement of the Coyote Point Firing Range.
40	68,525	Crime Lab Implement Retro-commissioning Recommendations	More efficient, smaller boiler system to include heat recovery and integrated energy management control system.
41	8,680	Crime Lab Implement Retro-commissioning Recommendations - EECBG	More efficient, smaller boiler system to include heat recovery and integrated energy management control system.
42	340,170	Crystal Springs Construct Trail South of Dam to Highway 35	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	1,991,525	Devil's Slide Construct Trail	By agreement with the Coastal Commission as a condition of opening the Devil's Slide Tunnel Bypass, the County will develop and operate the abandoned section of Highway 1 as a recreational trail. This project involves the installation of fencing, railing, signage, pavement patching, striping, equipment, bird blinds, and other infrastructure. Actual project start date will depend on the opening of Devil's Slide Bypass Tunnel.
44	760	Dock 29 Plans and Specifications	Develop building plans and specifications for Dock 29.
45	53,594	East Palo Alto Building Clean HVAC Ductwork	Cleaning of HVAC ductwork, grills and diffusers on all floors of the facility.
46	3,126	East Palo Alto Building Prepare and Paint Exterior of Building	Cyclical maintenance painting of exterior of building.
47	41,769	East Palo Alto Building Replace Generator	Replacement of failing equipment.
48	38,159	East Palo Alto Security PA Improvements	Repair/upgrade of facility's emergency notification public announcement system.
49	51,180	El Cerrito Trunk Sewer Repair Relief Line	Completion of utility repairs (County portion of multi-agency costs).
50	250,000	Emergent Special Jobs	Funding for emergency/urgent projects that are not budgeted.

FY 12-13		Adopted Budget		Project Title		Project Description	
#							
51	Fitzgerald Marine Reserve Reconstruct Parking Lot	427,385		Reconstruct Fitzgerald Marine Reserve visitor parking lot to incorporate environmental features and prevent contaminant runoff into nearby creek.			
52	Fitzgerald Marine Reserve Reconstruct San Vicente Bridge, Ramp and Coastal Trail	741,504		Reconstruct a 1/4 mile permeable surfaced trail to meet ADA requirements within the Fitzgerald Marine Reserve including a bridge over San Vicente Creek.			
53	Graffiti Abatement Program	55,000		The program will address citizen's requests from unincorporated and areas not covered by existing abatement program agreements.			
54	Grant Yard Replace Two Emergency Generators	260,000		Replace two emergency generators with new more efficient model. These generators are at the end of their useful life. Location Grant Yard Room 132 and 123.			
55	Hall of Justice Replace Boiler	25,127		To comply with the Bay Area Emissions requirements, the County is replacing the boilers in the Hall of Justice. This project is funded at 53.7% by the Administration Offices of the Courts.			
56	Hall of Justice Replace Cooling Tower & Vinyl Flooring	44,000		Replace the Cooling Tower at the Hall of Justice it is currently leaking badly. The water is leaking onto the floor and has caused water damage to the vinyl flooring. The vinyl floor will also require removal and replacement.			
57	Hall of Justice Replace Revolving Doors	50,000		The doors have been in place for more than 12 years and parts are no longer available for the controls. When the units fail repairs take longer and longer as there are fewer parts and companies around that can repair them. The doors have reached their useful life and need to be replaced. The doors themselves may be usable, but the controls must be replaced.			
58	Hall of Justice Upgrade Direct Digital Control System	397,682		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.			
59	Health Administration Building Replace Carpet Phase II	75,000		Phased replacement of facility's flooring, carpet and wall base.			
60	Health Administration Convert Mechanical System	258,203		Convert mechanical system from steam heating to hot water.			
61	Health and Hospital Clinic Install Elevator Oil Cooler	17,250		Mechanical upgrade for cooling of elevator's hydraulic oil system.			
62	Huddart Park Repair Septic Vaults	111,000		Currently the shower building serving groups in the Werder area is closed due to septic system failure. Use of the Werder Shelter restroom is limited and often closed due to poor system performance. Only one of the two restrooms for the three Toyon group camping areas can be used at any one time due to system failures and heavy use by large groups often results in the need to close the other restroom because of system backups. This project would replace the old style concrete and wood septic vaults with new vaults and replace the associated leach lines and leach fields.			
63	Huddart Park Restroom Building ADA Improvements	100,000		The Toyon Campground Area has three separate campgrounds. Currently there is not accessible restroom facility to serve this area. These improvements would bring the restrooms up to current ADA standards. The project would also incorporate necessary repairs to the buildings roofs and well as to the worn and broken fixtures.			
64	Integrated Workplace Management System Purchase Software	49,121		Electronic system to enable strategic planning of County facilities, space utilization and personnel allocation.			
65	Jail Replacement Project	44,032,021		Construct a replacement jail.			

FY 12-13		Adopted Budget		Project Title		Project Description	
#							
66	Maguire Correctional Facility Analyze and Upgrade HVAC Cooling System	562,528		Replacement of chiller and associated components which provide air conditioning to Maguire Correctional Facility.			
67	Maguire Correctional Facility Maintain Co-Generation System	46,611		Improvements to energy management and consumption.			
68	Maguire Correctional Facility Prepare And Paint Interior Walls	1,691		Cyclical maintenance.			
69	Maguire Correctional Facility Repair And Replace Shower Pans	186,374		Replacement of failing shower pans.			
70	Maguire Correctional Facility Replace ATS Transfer	9,076		Replacement of failing electric transfer switch.			
71	Maguire Correctional Facility Replace Carpet Flooring	147,609		Phased replacement of facility's flooring, carpet and wall base.			
72	Maguire Correctional Facility Replace Faucets & Manual Flush Valves	82,992		Replacement of multiple faucets and manual flush valves.			
73	Maguire Correctional Facility Replace Fire Alarm	1,332,123		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.			
74	Maguire Correctional Facility Replace Life Safety Air Tanks	136,187		Replacement of obsolete emergency life safety apparatus.			
75	Maguire Correctional Facility Replace Steam Boiler and Kitchen Kettle Replacement	160,000		The current steam boiler in place at Maguire is badly leaking and can be hazardous. The boiler is old and in bad shape. The connecting tubes are all leaking. This project would require dismantling and replacing both the steam boiler and kitchen kettle.			
76	Maguire Correctional Facility Replace Water Boiler & Storage Tanks	3,483		Replacement and upgrade of mechanical and plumbing components.			
77	Maguire Correctional Facility Upgrade Additional Cameras and Equipment	35,960		Upgrade of security monitoring.			
78	Maguire Correctional Facility Upgrade Automation System Control	450,000		Maguire Correctional Facility requires a complete upgrade of its Building Automation System including the pneumatic variable adjustment valves and HVAC pneumatic controls. The current system has become obsolete and facilities maintenance is unable to purchase the any parts or equipment for repair.			
79	Maguire Correctional Facility Upgrade Mechanical Systems	145,000		Replace three in line centrifugal pump 5 to 10 hp, centrifugal fan belt 34,000 to 50,000 CFM and building air compressor, 2-stage, reciprocating 5 to 10 hp. Both items are at the end of their useful lifecycle.			
80	Maguire Correctional Facility Waterproofing above electrical room	4,718		Repairs to prevent water leakage/seepage occurring above electrical room.			
81	Maguire Correctional Facility West Reconfigure Interlock System	138,808		Upgrade electronic controls and sequencing of inmate passageways/doors.			

FY 12-13 Adopted Budget		Project Title	Project Description
#	Budget		
82	10,000	Memorial Park Fuel Storage Project	The uncovered fuel tanks and fueling station do not meet current requirements. They are not covered, are single walled tanks, and without spill containment. The project to rectify the situation would be done in three phases. The first phase (year one) for \$10,000 would be to shut down and remove the existing tanks. The park would then rely on the Public Works Pescadero Corporation Yard to fuel up vehicles and equipment. Phase II (year three) would be the development of plans and specifications, and the approval of permits for a new facility. This is estimated to cost \$25,000. The third phase (year four) would be the construction of a new fuel storage and fuel pumping facility at approximately the same location in the park. This is estimated to cost \$125,000.
83	40,000	Memorial Park Repair Utility Bridge	Repair would be to replace deteriorated support beams, pipe cradles, and damaged decking. Some of the steel hardware would also need to be replaced. Utilities would remain in service during repair work.
84	925,000	Memorial Park Replace Wastewater System and Potable Water System	Plans, specifications, permits and construction costs related to the replacement of compromised wastewater management and potable water supply systems.
85	10,315	Mike Nevin Clinic Repair Window Leaks and Paint Exterior	Cyclical maintenance of exterior.
86	150,000	Mike Nevin Repair Parking Structure Deficiency	Due diligence to establish origin of cracks in concrete slab.
87	101,663	Mirada Surf Install Restroom and Install Coastal Trail	Phase III installing a restroom and constructing approximately 100 feet of the final northerly trail segment past Coronado Avenue.
88	32,500	Motorpool Replace Heaters	Replace all heaters at the Motorpool with new energy efficient heating units. Currently, when the equipment breaks down we have not been able to locate the parts to fix the problem.
89	127,899	New Jail Project Management - Department of Public Works	Project Management resources used to assist the Jail Planning Unit when necessary.
90	172	Northern and Central Courts Seismic Upgrades	Completion of seismic retrofit as part of County court transfer to State.
91	23,337	Northern Courts /Administrative Offices of Courts Install Building Fire Alarm	Install safety alarm system.
92	25,899	Northern Courts Replace Boilers	Mechanical upgrade of obsolete equipment.
93	499	Nursing Wing Breaker Trip Unit Replacement	Minor electrical repair to faulty panel breaker.
94	4,503	Old Courthouse Replace and Repair Windows	Retrofitting of windows.
95	191,581	Old Maguire Correctional Facility Replace Control Room Panels	Existing safety monitoring equipment is obsolete and maintenance is very costly because parts no longer available. Full replacement is required.
96	375,000	Pal Care Roof Replacement and Deck Improvement	Infant Deck- needs immediate resurfacing and replacement of some of wood. The child center is proposing, if possible, to check into a rubber surface for the path of travel where parents walk to the classrooms. The Roof was recently repaired in August of 2011 however, the contractor advised the center that the roof has reached the end of its life and should be replaced in the near future. the gutters and the roof over hang are corroded and need to be repaired or replaced.

FY 12-13 Adopted Budget		Project Title	Project Description
#	Budget		
			This project planned for a 5 year period. In the first year \$35,000 would be spent working with other agencies and fire departments developing an overall plan and obtaining necessary permits and reviews. Then \$300,000 would be spent addressing the most serious issues including establishing a required 100' buffer to surrounding residences, re-establishing fire roads, and removing concentrations of highly flammable material. The work in year one would be at Wunderlich Park, Edgewood park, San Bruno Mountain, and San Pedro Valley park. In year four, and additional \$200,000 is proposed to continue any remaining work from the first year and complete addition tasks as outlined into he plan. Additional parks to be included would be Junipero Serra Park, Quarry Park, Memorial park, Pescadero Creek Park, and Coyote Point Park. In year five, the final parts of the plan would be completed as well as work to maintain fire buffers and treatments that occurred in year one.
97	35,000	Parks Vegetation Management Fuel Load Reduction	
98	80,303	Pigeon Point Construct Guard Rail	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.
99	125,000	Replace Kitchen at Our Common Ground	Demolish and remodel the kitchen at Our Common Ground. Replace the flooring which is damaged, replace the kitchen cabinets (also damaged) and stainless steel counter tops. This program is in desperate need of an appropriate well working kitchen.
100	184,500	San Bruno Mountain Park Rehabilitate Crocker Entrance	Rehabilitate existing entrance to include visitor information, new pathway paving, interpretative kiosk, ADA improvements, and improved park security.
101	367,029	San Bruno Mountain Plan and Construct Ridge to Bay Trail	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.
102	175,000	San Bruno Mountain Repave Parking Lot	Repave the deteriorated parking lot adjacent to Friends' native plant garden and incorporate equestrian parking.
103	147,797	San Carlos Airport Levees Complete Environmental Review	Due diligence environmental study.
104	1,046,879	San Mateo Medical Center Clinic Analyze and Upgrade HVAC Cooling System	Facilities Unit energy audit recommends upgrading the existing three Chillers which provide air conditioning to the Medical Center reducing energy costs.
105	16,038	San Mateo Medical Center Clinical Lab Reception Remodel	Interior remodel to improve patient reception flow and counter activities.
106	2,500,000	San Mateo Medical Center Co-generation Plant	Strategic Energy Master plan prepared by Enovity recommends installation of a 670 kW co-generation plant. This co-generation plant will provide 670 kW of power for next twenty years and the waste heat will be used to provide heating for the hospital and domestic water. The total project cost will be \$2.5M and pay back will be approximately five years. This project would be a design-build RFP where the consulting engineer will assist with OSHPD and BAAQMD approvals.
107	25,028	San Mateo Medical Center Computer Aided Design Schematic Drawings	For input in electronic format for space utilization, staff allocation and maintenance library.

FY 12-13		Adopted Budget		Project Description	
#	Project Title	Budget	Project Title	Budget	Project Description
108	San Mateo Medical Center Emergency Room Triage Remodel	1,000	San Mateo Medical Center Emergency Room Triage Remodel	1,000	Remodel of the Emergency Room triage reception and existing waiting area to comply with HIPPA and the Medical Centers internal environment of care guidelines.
109	San Mateo Medical Center Extend Heating Hot Water System	26,317	San Mateo Medical Center Extend Heating Hot Water System	26,317	Scope is tied to the Steam boiler replacement.
110	San Mateo Medical Center Fire Alarm Reprogramming	9,980	San Mateo Medical Center Fire Alarm Reprogramming	9,980	Reconfiguring signal and trouble reporting of the fire alarm system.
111	San Mateo Medical Center Renovate Morgue	781,225	San Mateo Medical Center Renovate Morgue	781,225	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.
112	San Mateo Medical Center Repair Fire/Smoke Damper System	7,000	San Mateo Medical Center Repair Fire/Smoke Damper System	7,000	Repairs to faulty dampers and provision of accessible panels for maintenance of HVAC dampers.
113	San Mateo Medical Center Replace Combination Dew Point/CO Sensor	50,000	San Mateo Medical Center Replace Combination Dew Point/CO Sensor	50,000	The following issues are repairs identified during the 2010 Med Gas Safe 5.0 inspection at the Medical Center. Life safety issue, replacement of the existing SIOX CO/dew point monitor. This monitor is no longer supported by the manufacturer with Enmet Med Air 2200 instrument. The package includes function check alarms at master alarm panels, replacement of pressure/vacuum shut off valve gauge, which may require a brief outage of pressure at the impacted zone. Finally, repair of the nitrogen manifold.
114	San Mateo Medical Center Replace Emergency Generator	581,164	San Mateo Medical Center Replace Emergency Generator	581,164	Equipment past its useful life, replacement required.
115	San Mateo Medical Center Replace Heat Exchangers on low capacity boilers	400,000	San Mateo Medical Center Replace Heat Exchangers on low capacity boilers	400,000	If the new stand alone steam boiler to service the SMMC kitchen does not reduce demand enough to shut down the high capacity boiler, the heat exchangers will have to be replaced on the low capacity boilers. Shutting down the high capacity boiler could save an estimated \$328,000 per year by eliminating the need for Boiler Watch Engineers.
116	San Mateo Medical Center Replace High Pressure Steam Boiler	59,904	San Mateo Medical Center Replace High Pressure Steam Boiler	59,904	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.
117	San Mateo Medical Center Replace Smoke Detector	414,986	San Mateo Medical Center Replace Smoke Detector	414,986	Replacement of obsolete equipment required.
118	San Mateo Medical Center Reseal Clinic Building Window	697,456	San Mateo Medical Center Reseal Clinic Building Window	697,456	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.

FY 12-13 Adopted Budget		Project Title	Project Description
#	Budget		
119	100,000	San Mateo Medical Center Retrofit Water Tank	The project includes mitigation of the structural deficiencies found in the existing concrete water tower at the Medical Center. Three alternate mitigation strategies have been recommended by KPW Structural Engineers in their report dated November 9, 2011. The first two mitigation schemes include a structural retrofit of the structural tower leaving the existing tank in place. The third mitigation scheme includes replacement of the existing tank and tower, and provide a new foundation and a new tank and tie the new elements into the existing system. KPW proposes to provide Construction Documents and associated Construction Administration efforts for one of these three options. KPW will 1. Prepare structural design for the new or replacement option. 2. Meet with County and SMMC personnel to determine direction & goals 3. If the tank option is selected, KPW will engage a Mechanical/Electrical, Civil, and Plumbing design build consulting firm to assist with the aspects associated with the tank and the new piping system.
120	8,365	San Mateo Medical Center Seal Fire Penetrations	Completion of code safety deficiency.
121	30,000	San Mateo Medical Center Supply and Install Bumpers on GE Breaker	Supply and install 11 bumpers on GE Power Break II Breakers.
122	194,167	San Pedro Valley Park Construct Vehicle Wash Down Racks	Construct wash down rack at San Pedro Valley Park for vehicle and equipment cleaning and maintenance to prevent contaminants flowing into creek.
123	400,000	Seal Cove Paving	Construct a 16 ft. wide asphalt concrete road and cement-treated base (with no gutter on either side) on San Ramon Avenue from San Lucas Avenue to Bernal Avenue, Del Mar Avenue from Madrone Avenue to Bernal Avenue, and Madrone Avenue from Del Mar Avenue to Decota Avenue.
124	70,000	Sign Shop Upgrade	The sign shop produces signs for the Parks Division, other County Departments and other agencies. The annual cost savings for Parks is estimated at \$20,000 in lieu of purchasing them through a commercial vendor. Other departments also realize such savings on their sign projects. This project would improve the capabilities of the sign shop to produce larger signs as needed, and repair or build aluminum sign pedestals and brackets. Cost savings would be realized in being able to produce larger types signs and pedestals/brackets within the division and for other departments.
125	36,630	South San Francisco Probation Install Smoke Detectors	Facility does not have any fire alarm system.
126	21,153	Youth Services Center / Justice Center Plan	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.
127	101,308	Youth Services Center Central Plant Energy Expansion Feasibility Study	Engineering study to assess energy usage and potential savings.
128	70,394	Youth Services Center Loop Road Security	Provide controlled access gate and perimeter security fencing along Loop Road.

FY 12-13 Adopted Budget		Project Description
#	Project Title	
129	Youth Services Center Maintain Co-Generation System	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.
130	Youth Services Center Replace Broken Glass	Replacement of vandalized glass panels.
131	San Mateo County Honor Camp Site Characterization	Perform drill borings, monitor well sampling and reports for contamination.
82,349,636		

CATEGORY 2 MAJOR MAINTENANCE PROJECTS

Category 2 projects are major maintenance projects that are necessary to properly maintain the County's facilities- but are not currently funded. The Department of Public Works uses the Facility Condition Index system to develop the Category 2 list, which can be found on page 17. The Department of Public Works typically spends approximately \$2.5 million on these types of maintenance projects each 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 five fiscal years starting with FY 2013-14.

San Mateo County Five-Year Facilities Capital Plan
 Category 2 - Major Maintenance Projects
 FY 2013-14 through FY 2017-18

#	Project Title	FY 13-14 Estimated	FY 14-15 Estimated	FY 15-16 Estimated	FY 16 -17 Estimated	FY 17 -18 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 Highbay Fixture	21,000				
6	California Department of Fire Belmont Barracks and Apparatus Buildings Paint Exterior	76,000				
7	California Department of Fire Belmont Replace Boiler				6,800	
8	California Department of Fire Belmont Replace Carpet	33,000				
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 Skylonda Apparatus Building Replace Gas Heater			6,500		
13	California Department of Fire Skylonda Paint Barracks and Exterior Apparatus Building	39,000				
14	Canyon Oaks Paint Interior	30,437				
15	Canyon Oaks Replace Carpet			35,000		
16	Central Library Paint Exterior and Interior	41,100				
17	Central Library Replace Carpet	120,000				
18	Central Library Replace Duct Furnace Indoor Install	36,200				
19	Central Library Seal and Coat Asphalt	10,400				
20	Child Care Center Replace Commercial Water Heater		15,000			
21	Child Care Center Replace Carpet					47,210
22	Circle Star One Replace Carpet Tiles Dining Room				20,000	
23	Circle Star One Replace Expansion Joints		10,000			
24	Circle Star One Replace Poured Expansion Joint Fillers		13,000			
25	Circle Star One Prepare and Paint Exterior Stucco		81,000			
26	Circle Star One Replace Commercial Water Heater Electric			10,000		
27	Circle Star One Replace Centrifugal Utility Fan			10,000		
28	Circle Star One AC-6 Air Cooled, No Heat, Outdoor, Package Unit	83,993				
29	Circle Star One AC-7 Air Cooled, No Heat, Outdoor, Package Unit	83,993				
30	Circle Star One AC-8 Air Cooled, No Heat, Outdoor, Package Unit	83,993				
31	Circle Star One B-101 Water Tube Package, Natural Gas, Hot Water	7,012				
32	Circle Star One B-102 Water Tube Package, Natural Gas, Hot Water	7,012				
33	Circle Star One Repair/Replace Single Zone Package Unit	50,000				
34	Circle Star One and Two Cosmetic Improvements	181,370				
35	Circle Star One Replace Air Cooled No Heat, Outdoor Packaging Unit AC-5 thru 8					583,312
36	Circle Star One Replace Air Handling Units					37,432
37	Circle Star One Replace Multiple Air Cooled Condenser Units with Compressors					84,967

#	Project Title	FY 13-14 Estimated	FY 14-15 Estimated	FY 15-16 Estimated	FY 16 -17 Estimated	FY 17 -18 Estimated
38	Circle Star One Replace Commercial Water Heater					10,460
39	Circle Star One Prepare and Paint Interior					56,008
40	Circle Star One Replace Outdoor Package Unit					51,418
41	Circle Star Two AC-1 Air Cooled, No Heat, Outdoor, Package Unit	83,993				
42	Circle Star Two AC-2 Air Cooled, No Heat, Outdoor, Package Unit	83,993				
43	Circle Star Two AC-3 Air Cooled, No Heat, Outdoor, Package Unit	83,993				
44	Circle Star Two AC-4 Air Cooled, No Heat, Outdoor, Package Unit	83,993				
45	Circle Star Two AC-5 Air Cooled, No Heat, Outdoor, Package Unit	83,993				
46	Circle Star Two B-201 Water Tube Package, Natural Gas, Hot Water	7,012				
47	Circle Star Two B-202 Water Tube Package, Natural Gas, Hot Water	7,012				
48	Circle Star Two Replace Commercial Water Heater Electric			10,000		
49	Circle Star Two Replace Multiple Air Cooled Condenser Units with Compressors					116,399
50	Circle Star Two Replace Air Cooled No Heat, Outdoor Packaging Unit AC-1 thru 4					583,312
51	Circle Star Two Prepare and Paint Interior					36,651
52	Circle Star Two Replace Two Air Handling Units					18,716
53	Circle Star Parking Garage Paint Parking Stalls and Pavement Arrows (Cyclic)					13,464
54	Circle Star Parking Garage Prepare, Paint Parking Stalls and Traffic Arrows	15,000				
55	Circle Star Parking Garage Paint Exterior Metal Fences, Screens				5,325	
56	Cohn Sorenson Law Library Paint Interior		25,000			
57	Cohn Sorenson Law Library Paint Exterior				20,000	
58	Cordilleras Prepare and Paint Exterior					243,214
59	Cordilleras Center Replace Acoustic Ceiling Tiles	101,000				
60	Cordilleras Replace Two Outdoor Package Unit	40,000	30,000			
61	Cordilleras Lighting Retrofit	445,000				
62	Cordilleras Paint Interior (Maintenance)	60,000				
63	Cordilleras Replace Propeller Exhaust Fan		6,000			
64	Cordilleras Replace Window Awning and Casements Phase 1	400,000				
65	County Government Center Radio Shop Prepare and Paint Interior					7,627
66	County Government Motor Pool		15,000			
67	County Office Building One Paint Interior and Exterior Building	400,000	400,000			
68	County Office Building One Replace Carpet Phase 1, 2 and 3	210,174	206,000	110,000		
69	County Office Building One Replace Base Mounted Circulating Pump-Motor Set	17,894				
70	County Office Building One Replace Circulation Pump and Centrifugal Fan Belt		65,000			
71	County Office Building One Replace Two Centrifugal Fan	48,206				
72	County Office Building One Replace Emergency Generator		186,000			
73	County Office Building One Paint Exterior (Cyclic)					745,590
74	County Office Building One Paint Interior (Cyclic)					121,225
75	County Office Building One Paint Doors (Cyclic)					29,538
76	County Office Building Two Replace Carpet (Cyclic)					1,068,626
77	County Office Building Two Paint Interior		30,000			

#	Project Title	FY 13-14 Estimated	FY 14-15 Estimated	FY 15-16 Estimated	FY 16 -17 Estimated	FY 17 -18 Estimated
78	County Office Building Two Replace Circulation Pump			30,000		
79	County Center Parking Structure Paint Exterior and Interior				150,000	
80	Crime Lab Prepare and Paint Exterior Metal Siding	38,800				
81	East Palo Alto Government Building Prepare and Seal Coat Asphalt			30,000		
82	East Palo Alto Government Center Replace Cooling Tower	117,000				
83	East Palo Alto Government Center Replace Centrifugal Exhaust Fan	30,000				
84	East Palo Alto Government Center Replace Elevator			150,000		
85	East Palo Alto Government Center Replace Ceiling Tiles Cyclic Maintenance		20,000			
86	Elections Registration Building Various Mechanical Upgrades	105,000				
87	Elections Registration Building Paint Interior Ceiling and Walls		59,558			
88	Elections Registration Building Replace Ceiling Tiles Cyclic Maintenance		32,000		5,153	
89	Elections Registration Prepare and Seal Coat Asphalt Pavement				20,406	
90	FCIS Program Countywide Coordinating	50,000	50,000	50,000	50,000	50,000
91	Forestry Station Pescadero Paint Exterior Wood Siding	10,100				
92	Glenwood Boys Camp Replace Commercial Water Heater Cyclic		8,000			
93	Grant Yard Building Prepare and Seal Asphalt		43,000			
94	Grant Yard Maintenance Headquarters Paint Exterior and Interior	65,000				
95	Grant Yard Maintenance Headquarters Replace Manually Operated Commercial Steel Door		25,000			
96	Grant Yard Maintenance Headquarters Replace Roof Top Space Heater	25,000				
97	Grant Yard Building C Replace Air Compressor	6,500				
98	Grant Yard Replace Fan Driven Gas Fired Heater	10,000				
99	Hall of Justice Cyclic Exterior and Interior Painting					674,167
100	Hall of Justice Replace Carpet (Cyclic Maintenance)					874,613
101	Hall of Justice Lighting Retrofit	577,000				
102	Hall of Justice Paint Ceilings County Exclusive Space Only	7,463				
103	Hall of Justice Prepare, Clean, Recaulk and Paint Exterior Masonry South Elevation	92,863				
104	Hall of Justice Replace Air Handling Units 6 and 7	460,000				
105	Hall of Justice Replace Sheriff's Traction Elevators	600,000				
106	Hall of Justice Replace Evaporator Coils on Supply Fans	25,000				
107	Health Services Building Prepare and Seal Coat Asphalt Pavement		20,600			
108	Health Services Building Replace Carpet Specific Locations	225,000	40,000	23,800		
109	Health Services Building Prepare and Paint Interior and Exterior	200,000	200,000			
110	Health Services Building Replace Wallpaper 2nd and 3rd Floor	16,100				
111	Health Services Building Replace Sheet Vinyl Floor	27,725				
112	Health Services Building Replace Built Up Roof				117,450	
113	Health Services Building Outdoor Package Unit, Heat and Cooling	22,000				
114	Health Services Paint Building Interior Ceiling			18,700		
115	Health Services Building Replace Cast Iron Pipe Section			7,500		
116	Maguire Correctional Facility Paint Structural Steel		25,000			
117	Maguire Correctional Facility Replace Air Volume Boxes	20,000	20,000			

#	Project Title	FY 13-14 Estimated	FY 14-15 Estimated	FY 15-16 Estimated	FY 16 -17 Estimated	FY 17 -18 Estimated
118	Maguire Correctional Facility Replace Centrifugal Pump and Fan Belt	54,000				
119	Maguire Correctional Facility Replace Two Circulating Pump	18,500				
120	Maguire Correctional Facility Replace Exhaust Fan	8,000				
121	Maguire Correctional Facility Replace Air Compressor	13,300		6,000		
122	Maguire Correctional Facility Replace Supply/Exhaust Fan			15,000		
123	Maguire Correctional Facility Replace Heat Pump Split System	10,000				
124	Maguire Correctional Facility Replace In-Line Circulating Pump	13,000				
125	Maguire Correctional Facility Replace Six Air Handling Units			1,002,858		
126	Maguire Correctional Facility Replace Two In-Line Circulating Pump				25,000	
127	Maguire Correctional Facility Replace Two Base Mounted Circulating Pumps			75,000		
128	Maguire Correctional Facility Replace Stone Ballasted Single Ply Roof			10,000		
129	Maple Street Detention Facility Prepare and Paint Interior			130,000		
130	Mike Nevin Clinic Repair/Replace Window Front Glass	8,000				
131	Northern Courts Paint Exterior Soffit Board	13,400				
132	Northern Courts Prepare and Seal Coat Asphalt Pavement				27,727	
133	North County Detention Facility Replace Two Outdoor Packaging Units		28,000			
134	North County Detention Facility Replace Rooftop Furnace		15,000			
135	Our Place Child Care Center Replace Commercial Water Heater		15,552			
136	San Mateo County Government Center Prepare and Seal Coat Asphalt			22,000		
137	San Mateo Medical Center Combination Dew Point/CO Sensor Replacement	50,000				
138	San Mateo Medical Center Fire/Smoke Damper Repair/Replace/Access Doors	8,000				
139	San Mateo Medical Center Monitoring Software Configuration	12,000				
140	San Mateo Medical Center Paint Duct Work	8,000				
141	San Mateo Medical Center Replace Fiberglass Roof Panels				10,000	
142	San Mateo Medical Center Replace Bituminous Roof				1,192,294	
143	San Mateo Medical Center Replace Elastomeric Roof				15,000	
144	San Mateo Medical Center Replace Carpet Multiple Locations		323,500			
145	San Mateo Medical Center Replace Commercial Garbage Disposal	12,000				
146	San Mateo Medical Center Replace Vinyl/Carpet Flooring Multiple Locations Needed	425,000		425,000		
147	San Mateo Medical Center Repair/replace Cooling Tower		22,000			
148	South San Francisco Adult Probation Office and Victims Replace Furnace			17,000		
149	South San Francisco Probation Replace Domestic Water Heater		7,000			
150	South San Francisco Probation Replace Glass Door	23,000				
151	South San Francisco Adult Probation Replace Carpet	85,000				
152	Women's Correctional Facility Replace Emergency Generator			45,000		
153	Women's Correctional Facility Replace Roof	123,689				
154	Work Furlough Replace Commercial/Office Single Zone Roof Top Cooling/Heating Unit		120,000			
155	Work Furlough Prepare and Paint Interior Ceiling and Walls			111,700		
	Total	6,756,913	2,581,210	1,951,258	1,665,155	5,453,949

#	Project Title	FY 13-14 Estimated	FY 14-15 Estimated	FY 15-16 Estimated	FY 16 -17 Estimated	FY 17 -18 Estimated
	PARKS					
156	Accessible Drinking Fountains- Replace 21 Drinking Fountains Multiple Parks	75,000				
157	Coyote Point Office and Shop Prepare and Paint	6,025				
158	Coyote Point Captain's House Prepare and Paint Exterior	13,711				
159	Coyote Point Beach Center Prepare and Paint Restrooms / Showers	5,765				
160	Coyote Point Environmental Museum Replace Roof Top Space Heaters	7,817				
161	Equipment Building Paint Exterior Wood			10,000		
162	Fitzgerald Marina Prepare and Seal Coat Asphalt	7,410				
163	Half Moon Bay Rangers Residence Replace Roof				10,156	
164	Horse Barn /Stable Paint Exterior			25,000		
165	Horse Barn / Stable Stain Interior Wood Panel			73,527		
166	Horse Barn /Stable Replace Double Hung Windows			13,188		
167	Horse Barn/ Stable Replace Window Awning			12,914		
168	Huddart Park Replace Commercial Water Heater	7,776				
169	Maintenance Shop Building Replace Stone Ballasted Roof				33,059	
170	Maintenance Shop Building Paint Exterior Wood (Cyclic)					16,122
171	Marina Replace 2 Air-Cooled,Electric,Non-Rooftop ,Package	22,852				
172	Marina Trailer Office Replace Carpet				7,457	
173	Marina Office Trailer Mill Asphalt Pavement (Cyclic)					21,348
174	Office and Shop Replace Modified Roof	8,964				
175	Park Area 2 Ranger Residence Replace Carpet	9,182				
176	Park Area 2 Replace Built Up Roof	19,425				
177	Park Area 2 Replace Main Roof Wood Shake Roofing	18,348				
178	Park Area 3 Replace Wood Shake Roof	5,970				
179	Park Area 4 Prepare and Paint Maintenance Shop Building	16,122				
180	Park Area 5 Mill Asphalt Pavement Marina Office Trailer	21,348				
181	Park Shop MP Paint Exterior Wood			12,500		
182	Park Shop MP Replace Metal Panel Roof				6,794	
183	Ranger Residence SPVP Replace Asphalt Composite Shingle Roof 3 Locations				53,826	
184	Shelter 1 Replace Air-Cooled,Electric, Roof Top, Package Unit			32,190		
185	Sewage Treatment Plant Replace Fiberglass Roof Panels				22,588	
186	Visitors Center SPVP Replace Single Ply Membrane With Tapered Insulation				31,539	
187	Park Area 3 Replace 2 Air Cooled, DX, Non Roof Top Package Units					12,548
188	Water Treatment Building Replace Roof				6,875	
	PARKS Total	245,715	-	179,319	172,294	50,018
	Grand Total	7,002,628	2,581,210	2,130,577	1,837,449	5,503,967

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 San Mateo County Jail Replacement, Cordilleras replacement building, and a New Public Health Lab. A list of these projects can be found on page 23 and descriptions of each project starts on page 24.

San Mateo County Five-Year Facilities Capital Plan
 Category 3 - Identified New Construction / Facility Purchases
 FY 2012-13 through FY 2017-18

#	Project Title	Adopted FY 12-13	Estimated FY 13-14	Estimated FY 14-15	Estimated FY 15-16	Estimated FY 16-17	Estimated FY 17-18	Estimated Total Project Cost
1	County Office Building One Seismic Retrofit, Mechanical Upgrade, and Tenant Improvements		3,000,000	9,000,000	3,000,000		-	15,000,000
2	County Office Building Two Tenant Improvements			2,250,000	3,750,000	1,500,000	-	7,500,000
3	Cordilleras Building Replacement		3,500,000	7,000,000	18,000,000	15,500,000	6,000,000	50,000,000
4	Hall of Justice Building Improvements			1,600,000	2,400,000		-	4,000,000
5	New Health Services Administration Building and Parking Structure			3,600,000	9,700,000	15,900,000	9,800,000	39,000,000
6	New San Mateo County Jail	44,032,021	75,967,979	45,000,000	-	-	-	165,000,000
7	New Public Health Laboratory			1,100,000	6,600,000	3,300,000	-	11,000,000
8	Skylonda and Pescadero Fire Station Improvements			600,000	3,600,000	1,800,000	-	6,000,000
Total		44,032,021	82,467,979	70,150,000	47,050,000	38,000,000	15,800,000	297,500,000

Note: All Identified New Construction / Facility Purchases listed in the FY 2012-13 Adopted column are also listed in the Category 1 - Projects Approved and Underway List.

Category 3- Identified New Project / Facility Purchases

Project Title:

#1 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 09/01/2012:

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	\$15,000,000

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:

#2 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 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 09/01/2012:

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	\$7,500,000

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:

#3 Cordilleras Building Replacement

Project Manager:

To Be Determined

Construction Contractor:

To Be Determined

Architects / Engineers:

To Be Determined

Project Description:

The Cordilleras building is a 117-bed psychiatric facility. The County-owned building was originally constructed 70 years ago as a Tuberculosis hospital, but now serves as a locked residential treatment facility for seriously mentally ill patients. The facility is currently operated through a contract with Telecare, a healthcare corporation that administers services and patient care. The building is maintained by the County's Department of Public Works and Parks., Much of the infrastructure is original to the building and can no longer be upgraded or maintained in a cost effective manner. Additionally, patient care has changed over the years and the large, tower style building does not meet the needs of the patient population. A series of one- or two-story residential buildings are more appropriate for both the setting and services provided. Construction of a replacement facility is estimated to cost \$500-\$600 per square foot. The cost of demolishing the existing building is included in the project scope. By providing appropriately configured and rated housing the Health System anticipates the services provided will be eligible for a higher reimbursement of costs.

Project Status as of 09/01/2012:

The project is currently unfunded.

Location:

200 Edmonds Road
Redwood City, California

Areas of Concern:

The County and other governmental districts are the owners of the property nearby. The project will require phasing of the construction: there will be coordination of the elements of the project to allow some construction on the Cordilleras site while maintaining the old hospital in operation. Additional planning will be required to determine whether some construction can occur on alternate sites elsewhere in the County; and if so, the cost of land may be a consideration. An alternate arrangement will be identified to provide the locked facility for one bed available for non-compliant Tuberculosis patients.

Estimated Project Cost:

Funded	
Unfunded	\$50,000,000
Total Estimated Cost	\$50,000,000

Funding Sources¹:

Federal	
State	
General Fund Reserves	
Debt Financing	\$50,000,000

¹ The Funding Sources breakdown has not been 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 current cost to operate Cordilleras is about \$7,000,000 per year. The annual cost to operate a new facility would be likely to be similar, but is anticipated to be offset with enhanced revenue.

Photo:

A conceptual design is not available for this project.

Category 3- Identified New Project / Facility Purchases

Project Title:

#4 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 Manger'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 09/01/2012:

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	\$4,000,000

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:

#5 New Health Services Administrative Building and Parking Structure

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 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 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 09/01/2012:

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	\$39,000,000
Total Estimated Cost	\$39,000,000

Funding Sources¹:

Federal	
State	
General Fund Reserves	
Debt Financing	\$39,000,000

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:

#6 New San Mateo County Jail

Project Manager:

Jail Planning Unit in the Sheriff's Office

Construction Contractor:

Sundt Layton is providing Construction Management Services

Architects / Engineers:

Hellmuth, Obata + Kassabaum, Inc. (HOK)

Project Description:

In December 2010, the Board of Supervisors acquired 4.85 acres of land in Redwood City for the express purpose of constructing a Replacement Jail. Additionally, the Board approved a mitigated negative declaration for the project on the Chemical Way location. On October 4, 2011, the Board authorized the Sheriff to proceed with planning a replacement jail with a rated capacity between 488-552 beds with an additional 88 non-secure transitional beds to include the warm shell. The next steps in the project were the selection of a Construction Manager to oversee the construction of the project and an architect to oversee the design of the project. On May 8, 2012, the Board of Supervisors approved an agreement for Construction Management Services with Sundt Layton and approved the use of a Construction Management at Risk with ME/P design build design-build delivery method as permitted by the Public Contracts Code. At the same meeting, the Board approved an agreement with Hellmuth, Obata + Kassabaum, Inc. (HOL) for architectural and engineering consulting services. The County will be seeking funding under SB 1022 from the State of California to fund a portion of the jail construction. The total cost of the new jail at full capacity (576 beds) is approximately \$165 million. Operating the jail is estimated to cost \$48.9 million per year, which will be partially offset by \$15.7 million in existing staffing and operational costs that will transfer from the men's and women's facilities.

Project Status as of 09/01/2012:

The Jail Planning Unit is currently working with the replacement jail project architect and construction manager to design the new facility.

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	\$44,184,630
Unfunded	\$120,815,370
Total Estimated Cost	\$165,000,000

Funding Sources¹:

Federal	
State	TBD
General Fund Reserves	\$8,317,919
Debt Financing	\$156,682,081

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 the jail is estimated to cost \$48.9 million per year, which will be partially offset by \$15.7 million in existing staffing and operational costs that will transfer from the men’s and women’s facilities. Debt service payments are estimated to cost \$13.3 million per year.

Photo:



Category 3- Identified New Project / Facility Purchases

Project Title:

#7 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 09/01/2012:

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:

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 09/01/2012:

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	\$6,000,000

Funding Sources¹:

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

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 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.
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Photo:

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



Station #58 - 17290 Skyline Blvd, Woodside, California

ADMINISTRATIVE POLICIES AND PROCEDURES

**CAPITAL IMPROVEMENT PROGRAM
CALENDAR FY 2013-14**

DATE	ACTIVITY	RESPONSIBILITY
October 2012	Capital Improvement Program – CIP FY13-14 Announcement at Executive Council Meeting	Director of Public Works
October 1, 2012	Requests for Projects from Departments	Department of Public Works
October 1, 2012 through December 28, 2012	Departments Submit CIP Requests Online	Countywide Departments
January through March 2013	Department of Public Works Review CIP Submissions	Department of Public Works
1 st week in April 2013	Department of Public Works Recommends CIP for FY 2013-14	Department of Public Works
April 2013	CIP Selection Committee reviews a list of Capital Projects for FY 2013-14	Selection Committee/ Department of Public Works
Last week in April 2013	Approval of Recommended CIP budget for FY 2013-14 by the County Manager's Office	County Manager and Budget Director
May through June	County Manager's Office finalizes the Recommended CIP budget for FY 2013-14	County Manager's Office and Department of Public Works
June 2013	FY 2013-14 Recommended CIP Budget tentatively adopted by the Board of Supervisors at the Recommended Budget Hearings	County Manager's Office / Board of Supervisors
July through Sept 2013	September Revisions to Recommended Capital Projects with budget adjustments	County Manager's Office / Department of Public Works
September 2013	FY 2013-14 CIP Budget Adopted by the Board of Supervisors at the Adopted Budget Hearings	Board of Supervisors