



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



**Date:** October 28, 2014

**Board Meeting Date:** November 4, 2014

**Special Notice / Hearing:** None

**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** John L. Maltbie, County Manager

**Subject:** Two Year Budget and Measure A Process for  
Fiscal Year 2015-16 and Fiscal Year 2016-17

**RECOMMENDATION:**

Accept the Two Year Budget and Measure A Process for Fiscal Year 2015-16 and Fiscal Year 2016-17.

**BACKGROUND:**

In November 2012, San Mateo County voters approved Measure A, a ten-year half-cent general sales tax, to maintain the quality of life for all County residents by providing essential services and maintaining and/or replacing critical facilities. In Fiscal Years (FY) 2013-15, the Board appropriated over \$100 million in Measure A funding to support the Big Lift early learning initiative; prevention and early intervention services for at risk children; design and architecture of a new Public Safety Dispatch Center; procurement of new fire engines and safety equipment; after school and summer reading programs; staffing, capital improvement projects and ongoing maintenance for County Parks; funding to Seton to ensure the continuity of health care services to low-income residents in the North County and the coastside; and funding to SamTrans to ensure the continuity of paratransit services to the elderly and disabled.

Also in the Spring of 2013 the County implemented a two-year budget process to facilitate longer-term financial planning and to create time for the organization in the off budget year to focus on performance improvements.

**DISCUSSION:**

The County will again prepare a two year budget for FY 2015-17 and establish a Measure A application process for departments and community partners that is cohesive, streamlined, transparent and inclusive.

A study session with the Board will be held on November 18, 2014 to establish the Board's policy priorities over the next two years for the budget, including Measure A spending. County staff will present the Shared Vision 2025 community indicators dashboard and highlight gaps in critical service areas.

The feedback received through debriefing sessions on the two-year cycle and Measure A process has been positive, particularly with regard to the increased focus on performance. The key points that will be taken forward into the upcoming cycle will be more training for department fiscal staff, and going back to June budget hearings and September final budget adoption so that department fiscal staff can focus on closing the County's books in the June-July timeframe.

Staff propose a Measure A application process that consists of two phases: 1) Letter of Intent (initial description of concept and targeted outcomes) and 2) Application. The Letter of Intent would provide applicants the opportunity to briefly describe their innovative ideas without providing detailed implementation plans or a budget. Letters of Intent would be screened and successful concepts would be invited to participate by submitting a full Application. The Application phase would include a concise problem statement, performance goals, a listing of proposed evidence-based activities, and budget.

The two phase process ensures that departments and community partners don't waste valuable resources and time preparing a flawed proposal. It allows the County an opportunity, where appropriate, to match proposals from our partners with the appropriate departments and match/bundle similar proposals or those that serve similar populations to garner a more comprehensive and collaborative initiative. The Letter of Intent phase also serves as a decision point for the County to determine whether a formal RFP process or invitation to submit an Application is most appropriate for a given service. If RFPs are issued in cases where multiple providers submit similar applications, responses would not be limited to participants of the Letter of Intent phase to ensure that the best provider is selected for each service area.

Separate recommendations for using Measure A to (1) continue existing initiatives from the last funding cycle, and (2) fund new Capital and Information Technology (IT) infrastructure needs, will be brought to the Board prior to recommendations to fund any new proposals.

Final funding recommendations, including proposals recommended for funding as well as service areas recommended for RFP issuance would be made to the Board of Supervisors in March 2015.

A detailed timeline for the proposed Measure A process is included below:

Board of Supervisors approves Measure A process	November 4, 2014
Board of Supervisors Workshop to identify priority areas	November 18, 2014
Measure A application materials released	November 21, 2014
Letters of Intent due to County	January 9, 2015
Invitation to apply/notice of proposal to issue RFP	January 30, 2015

Measure A proposals due to County	February 27, 2015
Staff Measure A recommendations submitted to Board	March 10, 2015
Board of Supervisors Workshops: Ongoing Measure A, Capital and IT, new Measure A and RFP recommendations	March 17 & 31, 2015
RFPs for Board approved service areas issued	April 15, 2015
RFP responses due	May 15, 2015
RFP selections	June 1, 2015

**FISCAL IMPACT:**

There is no fiscal impact associated with accepting the Two Year Budget and Measure A processes.