



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN SERVICES AGENCY

File #: 24-456

Board Meeting Date: 6/11/2024

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Claire Cunningham, Director, Human Services Agency

Subject: Recognizing Unanticipated Revenue from the Human Services Agency to the Fixed Assets Structure and Improvement Fund for the Agency's Cost Share of the Wellness Center

RECOMMENDATION:

Approve the following Appropriation Transfer Requests (ATRs):

- A) Recognizing unanticipated trust fund revenue in the amount of \$4,930,791, transferring \$5,069,209 from Human Services Agency Departmental Reserves, and recognizing corresponding expenditures of \$10,000,000 in Misc. Other Contributions as a lump-sum payment for the Agency's cost share of the Wellness Center; and
- B) Recognizing \$10,000,000 in unanticipated revenue from the Human Services Agency and corresponding expenditures in Non-Departmental Services Fixed Assets for the construction of the South San Francisco Wellness Center

BACKGROUND:

In March of 2017, this Board held a Study Session to consider the recommendations for capital improvements made in completed Feasibility Studies and Master Plans to address County use of leased space, aging facilities, public accessibility and navigation, parking, environmental standards, and efficiency of employee workspaces. At the session, direction was given to the County Executive to move forward with the recommended capital improvements, including the South San Francisco Wellness Center located at 1024 Mission Road, South San Francisco. It will house the Medical Clinic, Human Services Agency (HSA), District Attorney, and other County Departments to be determined.

The facility, designed by the architect SmithGroup, will be approximately 77,000 square feet with adequate surface parking for the public and staff. The building will be constructed of cross-laminated-timber, all-electric, and designed to target LEED Gold certification.

DISCUSSION:

In support of the new Wellness Center's mission of being a strategic County outpost creating a one stop shop for residents needing services that are convenient to public transportation, the Human Services Agency will occupy the second floor. HSA will provide services to the public, including access to public assistance programs.

Approval of this appropriation transfer request for \$10,000,000 will cover the entire costs associated with HSA's space in the Wellness Center.

EQUITY IMPACT:

The County is dedicated to providing critical access to services for vulnerable individuals. It is anticipated that the capital improvements of the Property would further enable the County to administer said essential services by increasing County office facility capacity.

FISCAL IMPACT:

Approval of the Appropriation Transfer Request will transfer \$10,000,000 from the Human Services Agency to Non-Departmental Services FY 2023-24 Adopted Budget. Unspent funds will be carried forward into the FY 2024-25 Recommended and Adopted Budgets.