



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** PUBLIC WORKS

**File #:** 22-299

Board Meeting Date: 4/19/2022

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**Special Notice / Hearing:** None  
**Vote Required:** 4/5ths

**To:** Honorable Board of Supervisors

**From:** Ann M. Stillman, Interim Director, Department of Public Works

**Subject:** Appropriation Transfer Request for the Fair Oaks Health Center's Concrete Stairs and Handrail Installation Project

**RECOMMENDATION:**

Approve an Appropriation Transfer Request (ATR) transferring \$50,000 from the San Mateo Medical Center's Capital Fund to the Department of Public Works for the funding of the Fair Oaks Health Center's Concrete Stairs and Handrail Installation Project.

**BACKGROUND:**

The Fair Oaks Health Center's (FOHC) staff doors are located on the southern part of the building and open to a concrete landing surrounded by vegetation. The concrete landing is isolated from a paved walkway that leads to the parking lot. A set of temporary paver stones are in direct line of the entry and exit door to the building and are creating a temporary path from the concrete landing to the paved walkway. The elevations of the concrete landing and the paved walkway are remarkably different. Placing a set of stairs and handrails to connect the concrete landing and the paved walkway will improve the path of travel for staff.

**DISCUSSION:**

San Mateo Medical Center (SMMC) has requested the Department of Public Works (Department) to assist with the design, permitting, and construction necessary for the proposed Project. The work will need to be permitted and completed according to the existing code. Through this Project, the County will realize improvements in ingress and egress from the south side of the FOHC.

County Attorney has approved this ATR as to form.

**FISCAL IMPACT:**

Funding for the \$50,000 ATR will allow the Department to complete the design, permitting, and construction for the proposed Project. There is no impact to the General Fund as funding is provided by SMMC's Capital Fund.