

**COUNTY OF SAN MATEO
APPROPRIATION TRANSFER REQUEST**

REQUEST NO.
ATR 21-070A

DEPARTMENT: PUBLIC WORKS

DATE: 6/7/2021

I. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW:

	CODES			AMOUNT	DESCRIPTION
	FUND or ORG	ACCOUNT	JL ORG CODE Measure K only		
FROM	88670	2731		\$200,000	Operating Tsfr In
TO	88670	7211		\$200,000	Fixed Assets-Structure Improvements

Justification (Attach Memo if Necessary):

This appropriation request appropriates \$200,000 in unanticipated reimbursement revenue from Human Services Agency (HSA) to the Capital Projects Budget Unit for increased funding for Safe Harbor Homeless Shelter Expansion Project. Additional funding is required due to unforeseen conditions in ceiling and crawl space, which necessitate an expanded scope, including the need for additional mechanical equipment and an ADA vertical platform lift.

DEPARTMENT HEAD 

DATE 6/7/21

2. Board Action Required Four-Fifths Vote Required Board Action Not Required

Remarks:

COUNTY CONTROLLER 

DATE 6/11/21

3. Approve as Requested Approve as Revised Disapproved

Remarks:

COUNTY MANAGER 

DATE 6/15/21

DO NOT WRITE BELOW THIS LINE - FOR BOARD OF SUPERVISORS USE ONLY

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA
RESOLUTION TRANSFERRING FUNDS

RESOLUTION NO. _____

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

WHEREAS, the Department hereinabove named in the Request for Appropriation, Allotment or Transfer of Funds has requested the transfer of certain funds as described in said Request; and

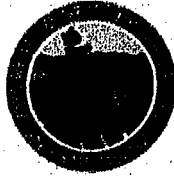
WHEREAS, the County Controller has approved said Request as to accounting and available balances, and the County Manager has recommended the transfer of funds as set forth hereinabove;

NOW, THEREFORE, IT IS HEREBY ORDERED AND DETERMINED that the recommendations of the County Manager be approved and that the transfer of funds as set forth in said Request be effected.

Regularly passed and adopted this _____ day of _____ 20 _____

AYES and in favor of said resolution:

NOES and against said resolution:



COUNTY OF SAN MATEO
Inter-Departmental Correspondence

Public Works

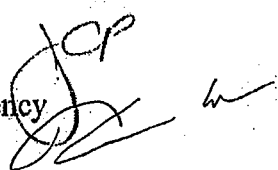
DATE: June 7, 2021

BOARD MEETING DATE: September 28, 2021

TO: Robert Manchia, Chief Financial Officer

FROM: Jim Porter, Director of Public Works
Ken Cole, Director Human Services Agency

SUBJECT: Countywide Year-End ATR
Appropriation Transfer Request for Safe Harbor Homeless Shelter Expansion Project



Recommendation

Recommendation to approve:

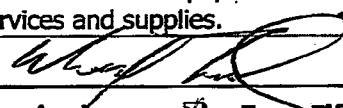
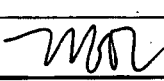
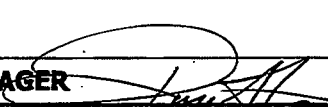
- A) An Appropriation Transfer Requests (ATR) in the amount of \$200,000 in unanticipated revenue from Human Services Agency to corresponding expenditures to the Capital Projects Budget Unit (8500B) for the execution of the Safe Harbor Homeless Shelter Expansion Project; and
- B) Transferring \$200,000 from Human Services Agency to the above-mentioned project

Background/Discussion

Safe Harbor Shelter offers emergency and short-term housing options in a 90-bed and 10-cot shelter: safety, warmth, sustenance, and healthcare are the essentials we start with to help the homeless become self-sufficient. Comprehensive, personalized case management and services include: counseling; Redi-clinic care; meals; job search assistance; financial coaching and assistance; transportation assistance; permanent housing placement; and various community gatherings to encourage socializing and to build clients' self-esteem. More than 400 homeless individuals are served at Safe Harbor each year.

Fiscal Impact

The appropriation fund transfer of \$200,000 from the Human Services Agency will be moved into FY 2020-21 Capital Projects budget 8500B. Total Project cost is estimated at a not-to-exceed amount of \$1,700,000. There is no impact to the General Fund.

COUNTY OF SAN MATEO APPROPRIATION TRANSFER REQUEST				REQUEST NO. ATR 21-070 B
CORONER (3300D)				06/01/2021
1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW:				
	CODES		AMOUNT	DESCRIPTION
	FUND or ORG ACCOUNT JL ORG CODE Measure K only			
FROM	See attached Excel sheet.			
TO	33111 33161 33211			
Justification (Attach Memo if Necessary): Year-End ATR for FY2020-21 to encompass remainder of 6000 series service charges which were underbudgeted, additional funds required for forensic autopsy services for an underanticipated case load and cost, and remainder of 5000 series costs for regular services and supplies.				
DEPARTMENT HEAD 			DATE 06/01/2021	
2. <input type="checkbox"/> Board Action Required <input checked="" type="checkbox"/> Four-Fifths Vote Required <input type="checkbox"/> Board Action Not Required Remarks:				
COUNTY CONTROLLER 			DATE 6/16/2021	
3. <input checked="" type="checkbox"/> Approve as Requested <input type="checkbox"/> Approve as Revised <input type="checkbox"/> Disapproved Remarks:				
COUNTY MANAGER 			DATE 6/11/21	

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA
RESOLUTION TRANSFERRING FUNDS

RESOLUTION NO. _____

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

WHEREAS, the Department hereinabove named in the Request for Appropriation, Allotment or Transfer of Funds has requested the transfer of certain funds as described in said Request; and

WHEREAS, the County Controller has approved said Request as to accounting and available balances, and the County Manager has recommended the transfer of funds as set forth hereinabove:

NOW, THEREFORE, IT IS HEREBY ORDERED AND DETERMINED that the recommendations of the County Manager be approved and that the transfer of funds as set forth in said Request be effected.

Regularly passed and adopted this _____ day of _____, 20____

Ayes in favor of said resolution:
Supervisors: _____

Noes and against said resolution:
Supervisors: _____

Absent
Supervisors: _____

PRESIDENT, BOARD OF SUPERVISORS
COUNTY OF SAN MATEO

ATTEST: _____
Clerk of Said Board

	FUND or ORG	CODES ACCOUNT	JL ORG CODE MEASURE K ONLY	AMOUNT	DESCRIPTION
FROM					
	33111	1851		\$ 119,163	State Aid - Public Safety Trust (PROP 172) Fund
	33161	1851		\$ 21,993	State Aid - Public Safety Trust (PROP 172) Fund
	33211	1851		\$ 214,098	State Aid - Public Safety Trust (PROP 172) Fund
Sum				\$ 355,254	
TO					
	33111	4161		\$ 8,035	Outstanding 4000 Account Class Costs
	33111	5876		\$ 76,469	Outstanding 5000 Account Class Costs
	33111	6265		\$ 34,659	Outstanding 6000 Account Class Costs
	33161	5969		\$ 8,624	Outstanding 5000 Account Class Costs
	33161	6265		\$ 13,369	Outstanding 6000 Account Class Costs
	33211	5812		\$ 200,340	Outstanding 5000 Account Class Costs
	33211	6265		\$ 13,758	Outstanding 6000 Account Class Costs
Sum				\$ 355,254	



COUNTY OF SAN MATEO
Inter-Departmental Correspondence

CORONER

DATE: 06/11/2021

BOARD MEETING DATE: September 28, 2021

TO: Robert Manchia, Chief Financial Officer
FROM: Robert J. Foucrault, Coroner
SUBJECT: Year-End ATR In the Amount of \$355,254 from Public Safety Trust (Prop 172) funds to the Coroner's Office

Recommendation

Approve a Fiscal Year 2020-21 Year-End Appropriation Transfer Request (ATR) transferring \$355,254 from the Public Safety Trust (Prop 172) fund to the Coroner's Office.

Background/Discussion

Coroner's Office (3300D) – transfers Public Safety Trust (Prop 172) fund balance (\$8,035) to Salaries and Benefits, (\$285,433) to Services and Supplies to offset unanticipated operating costs and (\$61,786) to Other Charges resulting from incorrect budgeting for service charges in FY 2020-21.

Fiscal Impact

There are insufficient funds and revenue sources within the Coroner's Office to cover existing obligations. The Coroner's Office requests the transactions in this ATR – totaling \$355,254, from existing Prop 172 fund balance.

**COUNTY OF SAN MATEO
APPROPRIATION TRANSFER REQUEST**

REQUEST NO.
ATR 21-070C

DEPARTMENT: NON-DEPARTMENTAL SERVICES

DATE: 06/16/21

1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW:

	CODES			AMOUNT	DESCRIPTION
	FUND or ORG	ACCOUNT	JL ORG CODE Measure K only		
FROM	80120	8612		\$4,511,572.00	ERAF Reserves
TO	80120	6725		\$4,511,572.00	General Liability Insurance

Justification (Attach Memo if Necessary):

Year-end ATR, see attached memorandum.

DEPARTMENT HEAD 

DATE

6/16/21

2. Board Action Required Four-Fifths Vote Required Board Action Not Required

Remarks:

COUNTY CONTROLLER 

DATE

6/16/2021

3. Approve as Requested Approve as Revised Disapproved

Remarks:

COUNTY MANAGER 

DATE

6/23/21

DO NOT WRITE BELOW THIS LINE - FOR BOARD OF SUPERVISORS USE ONLY

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA
RESOLUTION TRANSFERRING FUNDS

RESOLUTION NO. _____

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

WHEREAS, the Department hereinabove named in the Request for Appropriation, Allotment or Transfer of Funds has requested the transfer of certain funds as described in said Request; and

WHEREAS, the County Controller has approved said Request as to accounting and available balances, and the County Manager has recommended the transfer of funds as set forth hereinabove:

NOW, THEREFORE, IT IS HEREBY ORDERED AND DETERMINED that the recommendations of the County Manager be approved and that the transfer of funds as set forth in said Request be effected.

Regularly passed and adopted this _____ day of _____ 20 ____

AYES and in favor of said resolution:

NOES and against said resolution:

Supervisors: _____

Supervisors: _____

Absent

Supervisors: _____

PRESIDENT, BOARD OF SUPERVISORS
COUNTY OF SAN MATEO

ATTEST:

Clerk of Said Board



COUNTY OF SAN MATEO
Inter-Departmental Correspondence

Non-Departmental Services

DATE: June 16, 2021

BOARD MEETING DATE: September 28, 2021

TO: Robert Manchia, Chief Financial Officer
FROM: Michael Bolander
SUBJECT: Countywide Year-End ATR
General Liability Insurance Renewal

Recommendation

Approve an Appropriation Transfer Request in the amount of \$4,511,572 from Excess ERAF Reserves to the General Liability Insurance sub-account for the renewal of the county's general liability insurance policy.

Background/Discussion

The county's general liability insurance policy is expiring on May 22, 2021 and the renewal policy has increased. The General Liability Trust Fund has not collected enough revenue from Departments to cover the renewal policy and, after this ATR is approved, Non-Departmental Services will transfer the required funds to cover the difference.

Fiscal Impact

The approval of the Appropriation Transfer Request in the amount of \$4,511,572 will appropriate Excess ERAF Reserves to the General Liability Insurance sub-account in Non-Departmental Services to facilitate the transfer of additional funds to the General Liability Insurance Trust Fund to cover the cost of the county's General Liability Insurance renewal policy. There are enough Excess ERAF Reserves available to make this transfer.

**COUNTY OF SAN MATEO
APPROPRIATION TRANSFER REQUEST**

REQUEST NO.
ATR 21 - 070 D

DEPARTMENT: NON-DEPARTMENTAL SERVICES

DATE: 06/25/21

1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW:

	CODES			AMOUNT	DESCRIPTION
	FUND or ORG	ACCOUNT	JL ORG CODE Measure K only		
FROM	80125	1135	NDSIR	\$2,000,000.00	Sales and Use Tax Measure A
TO	80125	6263	NDSIR	\$2,000,000.00	Project Contribution - Other Agency

Justification (Attach Memo if Necessary):

Year-end ATR, see attached memorandum.

DEPARTMENT HEAD

DATE

6/26/21 SW

2. Board Action Required Four-Fifths Vote Required Board Action Not Required

Remarks:

COUNTY CONTROLLER

DATE

6/29/2021

3. Approve as Requested Approve as Revised Disapproved

Remarks:

COUNTY MANAGER

DATE

6/29/21

DO NOT WRITE BELOW THIS LINE - FOR BOARD OF SUPERVISORS USE ONLY

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA
RESOLUTION TRANSFERRING FUNDS

RESOLUTION NO. _____

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

WHEREAS, the Department hereinabove named in the Request for Appropriation, Allotment or Transfer of Funds has requested the transfer of certain funds as described in said Request; and

WHEREAS, the County Controller has approved said Request as to accounting and available balances, and the County Manager has recommended the transfer of funds as set forth hereinabove:

NOW, THEREFORE, IT IS HEREBY ORDERED AND DETERMINED that the recommendations of the County Manager be approved and that the transfer of funds as set forth in said Request be effected.

Regularly passed and adopted this _____ day of _____ 20 ____

AYES and in favor of said resolution:

NOES and against said resolution:

Supervisors: _____

Supervisors: _____

Absent _____

Supervisors: _____



COUNTY OF SAN MATEO
Inter-Departmental Correspondence

Non-Departmental Services

DATE: June 25, 2021

BOARD MEETING DATE: September 28, 2021

TO: Robert Manchia, Chief Financial Officer
FROM: Michael Bolander
SUBJECT: Countywide Year-End ATR
Immigrant Relief Fund Contribution

Recommendation

Approve an Appropriation Transfer Request in the amount of \$2,000,000 from Measure K to the Project Contribution – Other Agency sub-account for the contribution to the San Mateo County Immigrant Relief Fund.

Background/Discussion

On July 7, 2020; the Board approved a contribution of \$2,000,000 in Measure K funds to the San Mateo County Immigrant Relief Fund to provide financial assistance to residents of the County who have been economically impacted by COVID-19 and who are ineligible for federal financial assistance programs because of their immigration status.

These funds were intended to be included in the FY 2020-21 September Budget Revision package that went to the Board, however, it was unintentionally excluded. This ATR will correct that omission to include these funds in the FY 2020-21 budget as the contribution to the Fund has already been made.

Fiscal Impact

The approval of the Appropriation Transfer Request in the amount of \$2,000,000 will appropriate Measure K funds to the Project Contribution – Other Agency sub-account in Non-Departmental Services to correct an oversight of not including these funds as part of the September Revision package that went to the Board. There are enough Measure K funds available to make this transfer.

COUNTY OF SAN MATEO APPROPRIATION TRANSFER REQUEST				REQUEST NO. <i>ATR 21-070E</i>	
DEPARTMENT: PARKS				DATE: 6/7/2021 (Year-End ATR for FY 2020-21)	
1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW:					
	CODES			AMOUNT	DESCRIPTION
	FUND or ORG	ACCOUNT	JL ORG CODE Measure K only		
FROM	00500	0813		313,703	Fund Balance Available
TO	39800	6815		313,703	Depreciation - Structures & Improvements
Justification (Attach Memo if Necessary): To provide an appropriation for depreciation in the Coyote Point Marina budget unit (i.e., 3980B). The depreciation expense is recorded for bookkeeping purposes only.					
DEPARTMENT HEAD <i>[Signature]</i>				DATE <i>7/7/21</i>	
2. <input type="checkbox"/> Board Action Required <input checked="" type="checkbox"/> Four-Fifths Vote Required <input type="checkbox"/> Board Action Not Required					
Remarks:					
COUNTY CONTROLLER <i>[Signature]</i>				DATE <i>7/12/21</i>	
3. <input type="checkbox"/> Approve as Requested <input type="checkbox"/> Approve as Revised <input type="checkbox"/> Disapproved					
Remarks:					
COUNTY MANAGER <i>[Signature]</i>				DATE <i>7/12/21</i>	
DO NOT WRITE BELOW THIS LINE - FOR BOARD OF SUPERVISORS USE ONLY					

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA
RESOLUTION TRANSFERRING FUNDS

RESOLUTION NO. _____

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

WHEREAS, the Department hereinabove named in the Request for Appropriation, Allotment or Transfer of Funds has requested the transfer of certain funds as described in said Request; and

WHEREAS, the County Controller has approved said Request as to accounting and available balances, and the County Manager has recommended the transfer of funds as set forth hereinabove:

NOW, THEREFORE, IT IS HEREBY ORDERED AND DETERMINED that the recommendations of the County Manager be approved and that the transfer of funds as set forth in said Request be effected.

Regularly passed and adopted this _____ day of _____, 20____

Ayes in favor of said resolution:
Supervisors: _____

Noes and against said resolution:
Supervisors: _____

Absent
Supervisors: _____

PRESIDENT, BOARD OF SUPERVISORS
COUNTY OF SAN MATEO

ATTEST: _____



COUNTY OF SAN MATEO
Inter-Departmental Correspondence

Parks Department

DATE: June 7, 2021

BOARD MEETING DATE: September 28, 2021

TO: Robert Manchia, Budget Director
FROM: Rolando Jorquera, Administrative Services Manager
SUBJECT: Countywide Year-End ATR
Appropriation for Depreciation Expense in Coyote Point Marina (3980B)

Recommendation


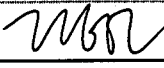
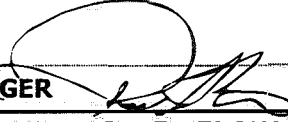
Approve an ATR in the amount of \$313,703 providing appropriation for Depreciation Expense in Coyote Point Marina (3980B)

Background/Discussion

The depreciation expense represents the annual allocation of the cost of capital assets over the estimated number of years benefited by such capital assets. The expense does not involve a cash outlay and is recorded for bookkeeping purposes only.

Fiscal Impact

The depreciation expense is recorded for bookkeeping purposes only. There is no impact to the general fund.

COUNTY OF SAN MATEO APPROPRIATION TRANSFER REQUEST				REQUEST NO. ATR 21-070F	
COUNTY MANAGER'S OFFICE					
1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW:					
	FUND or ORG	CODES ACCOUNT	JL ORG CODE Measure K only	AMOUNT	DESCRIPTION
FROM	80110	5969		94,640	Other Special Dept Expense
TO	28110	5858		94,640	Other Professional Contract Svs
Justification (Attach Memo if Necessary): Moving funds from Non-Departmental Services to the Private Defender Program to pay contract expenses for FY 2020-21.					
DEPARTMENT HEAD 				DATE 7/19/21	
2. <input checked="" type="checkbox"/> Board Action Required <input type="checkbox"/> Four-Fifths Vote Required <input type="checkbox"/> Board Action Not Required					
Remarks:					
COUNTY CONTROLLER 				DATE 7/19/2021	
3. <input checked="" type="checkbox"/> Approve as <input type="checkbox"/> Approve as Revised <input type="checkbox"/> Disapproved					
Requested Remarks:					
COUNTY MANAGER 				DATE 7/19/21	
DO NOT WRITE BELOW THIS LINE – FOR BOARD OF SUPERVISORS USE ONLY					

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA
RESOLUTION TRANSFERRING FUNDS

RESOLUTION NO. _____

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

WHEREAS, the Department hereinabove named in the Request for Appropriation, Allotment or Transfer of Funds has requested the transfer of certain funds as described in said Request; and

WHEREAS, the County Controller has approved said Request as to accounting and available balances, and the County Manager has recommended the transfer of funds as set forth hereinabove:

NOW, THEREFORE, IT IS HEREBY ORDERED AND DETERMINED that the recommendations of the County Manager be approved and that the transfer of funds as set forth in said Request be effected.

Regularly passed and adopted this _____ day of _____, 20____

Ayes in favor of said resolution:
Supervisors: _____

Noes and against said resolution:
Supervisors: _____

Absent Supervisors: _____

PRESIDENT, BOARD OF SUPERVISORS
COUNTY OF SAN MATEO

ATTEST: _____
Clerk of Said Board



COUNTY OF SAN MATEO
Inter-Departmental Correspondence

County Manager's Office

DATE: July 16, 2021

BOARD MEETING DATE: September 28, 2021

TO: Robert Manchia, Chief Financial Officer
FROM: Heather Ledesma, Principal Analyst
SUBJECT: Countywide Year-End ATR
Private Defender Program

Recommendation

Approve a Year-End Appropriation Transfer Request in the amount of \$94,640.

Background/Discussion

The payment on the contract with the San Mateo County Bar Association for the Private Defender Program went over the FY 2020-21 budget by \$94,640. This contract is funded through County General Fund and is included in the Non-Departmental Services budget. This contract was recently renegotiated, and additional allocation will be included in the September Revisions to the FY 2021-22 budget.

Fiscal Impact

\$94,640 will be transferred from the Non-Departmental Services to the Private Defender Program budget to close out FY 2020-21.

COUNTY OF SAN MATEO APPROPRIATION TRANSFER REQUEST	REQUEST NO. <i>ATR 21-0706</i>
DEPARTMENT OFFICE OF SUSTAINABILITY	DATE: 06-23-2021

I. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW:

	CODES			AMOUNT	DESCRIPTION
	FUND or ORG	ACCOUNT	JL ORG CODE Measure K only		
FROM	40711	8821		\$203,829	General Reserves (Non-Genl Fd)
TO	40711	5815		\$203,829	CSA #8 Fire Protection – Contract Fire Protection

Justification (Attach Memo if Necessary): move funds from 40711- 8821 General Reserves (Non-Genl Fd) to 40711-5815 - CSA #8 Contract Fire Protection to cover the fire protection agreement of \$203,829 for the following three unpaid invoices: Q1 CY 2021, Q2 CY 2021, Q3 CY 2021.

<i>[Signature]</i>	<i>7/20/21</i>
DEPARTMENT HEAD	DATE

2. Board Action Required **Four-Fifths Vote Required** Board Action Not Required

Remarks:

COUNTY CONTROLLER <i>[Signature]</i>	DATE <i>7/20/2021</i>
--------------------------------------	-----------------------

3. Approve as Requested Approve as Revised Disapproved

Remarks:

COUNTY MANAGER <i>[Signature]</i>	DATE <i>7/20/21</i>
-----------------------------------	---------------------

DO NOT WRITE BELOW THIS LINE – FOR BOARD OF SUPERVISORS USE ONLY

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA
RESOLUTION TRANSFERRING FUNDS

RESOLUTION NO. _____

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

WHEREAS, the Department hereinabove named in the Request for Appropriation, Allotment or Transfer of Funds has requested the transfer of certain funds as described in said Request; and

WHEREAS, the County Controller has approved said Request as to accounting and available balances, and the County Manager has recommended the transfer of funds as set forth hereinabove:

NOW, THEREFORE, IT IS HEREBY ORDERED AND DETERMINED that the recommendations of the County Manager be approved and that the transfer of funds as set forth in said Request be effected.

Regularly passed and adopted this _____ day of _____, 20____

Aves an in favor of said resolution: _____ Noes and against said resolution: _____



COUNTY OF SAN MATEO

Inter-Departmental Correspondence

Office of Sustainability

DATE: July 20, 2021

BOARD MEETING DATE: September 28, 2021

TO: Robert Manchia, County Chief Financial Officer
FROM: Michael Leach, Financial Services Manager I
SUBJECT: Countywide Year-End Appropriation Transfer Request:
Redwood City Fire Protection

Recommendation

Approve an Appropriation Transfer Request ("ATR") in the amount of \$203,829, providing an appropriation for contract expenses Redwood City Fire Protection in 40711, Office of Sustainability County Service Area #8.

Background/Discussion

This ATR is necessary to transfer funds from 40711 reserves to cover quarterly invoices that have not been paid for this contract due to a missed accrual of FY 2019-20 invoices. This action allows the Office of Sustainability to fulfill their existing contract agreement obligations with Redwood City Fire Protection. The expense does not involve a cash outlay and is recorded for bookkeeping purposes only.

Fiscal Impact

The contract expense is recorded for bookkeeping purposes only. There is no impact to the General Fund.

**COUNTY OF SAN MATEO
APPROPRIATION TRANSFER REQUEST**

REQUEST NO.
ATR 21-070 H

DEPARTMENT OFFICE OF SUSTAINABILITY

DATE: 06-23-2021

I. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW:

	CODES			AMOUNT	DESCRIPTION
	FUND or ORG	ACCOUNT	JL ORG CODE Measure K only		
FROM	40711	8821		\$206,906	General Reserves (Non-Genl Fd)
TO	40711	5875		\$206,906	CSA #8 Fire Protection – Contract Fair Oaks Community Center

Justification (Attach Memo if Necessary): move funds from 40711- 8821 General Reserves (Non-Genl Fd) to 40711 - 5875 Interagency Agreements-Non County to cover the Fair Oaks Community Center agreement of \$206,906 for the following four unpaid invoices: Q4 FY 18-19, Q1 FY 19-20, Q4 FY 19-20, Q3 FY 20-21.

[Signature] *7/20/21*
DEPARTMENT HEAD **DATE**

2. Board Action Required **Four-Fifths Vote Required** Board Action Not Required

Remarks:

COUNTY CONTROLLER *[Signature]* **DATE** *7/20/2021*

3. Approve as Requested Approve as Revised Disapproved

Remarks:

COUNTY MANAGER *[Signature]* **DATE** *7/20/21*

DO NOT WRITE BELOW THIS LINE – FOR BOARD OF SUPERVISORS USE ONLY

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA
RESOLUTION TRANSFERRING FUNDS

RESOLUTION NO. _____

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

WHEREAS, the Department hereinabove named in the Request for Appropriation, Allotment or Transfer of Funds has requested the transfer of certain funds as described in said Request; and

WHEREAS, the County Controller has approved said Request as to accounting and available balances, and the County Manager has recommended the transfer of funds as set forth hereinabove:

NOW, THEREFORE, IT IS HEREBY ORDERED AND DETERMINED that the recommendations of the County Manager be approved and that the transfer of funds as set forth in said Request be effected.

Regularly passed and adopted this _____ day of _____, 20____

Aves an in favor of said resolution:

Noes and against said resolution:



COUNTY OF SAN MATEO

Inter-Departmental Correspondence

Office of Sustainability

DATE: July 20, 2021

BOARD MEETING DATE: September 28, 2021

TO: Robert Manchia, County Chief Financial Officer
FROM: Michael Leach, Financial Services Manager I
SUBJECT: Countywide Year-End Appropriation Transfer Request:
Redwood City Fair Oaks Community Center

Recommendation

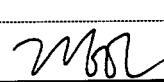
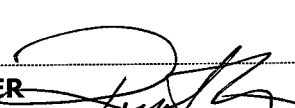
Approve an Appropriation Transfer Request ("ATR") in the amount of \$206,906, providing an appropriation for contract expenses for Redwood City Fair Oaks Community Center in 40711, Office of Sustainability County Service Area #8.

Background/Discussion

This ATR is necessary to transfer funds from 40711 reserves to cover quarterly invoices that have not been paid for this contract due to missed accruals of four invoices between FY 2018-19 and FY 2020-21. This action allows the Office of Sustainability to fulfill their existing contract agreement obligations with Redwood City Fair Oaks Community Center. The expense does not involve a cash outlay and is recorded for bookkeeping purposes only.

Fiscal Impact

The contract expense is recorded for bookkeeping purposes only. There is no impact to the General Fund.

COUNTY OF SAN MATEO APPROPRIATION TRANSFER REQUEST				REQUEST NO. ATR 21-070I	
DEPARTMENT PARKS DEPARTMENT				DATE: 7/19/2021 FY 2020-21	
1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW:					
	CODES			AMOUNT	DESCRIPTION
	FUND or ORG	ACCOUNT	JL ORG CODE Measure K only		
FROM	39110	2646		7,920	Gifts & Donations
	39324	2646		2,500	Gifts & Donations
	39331	2646		11,740	Gifts & Donations
	39332	2646		4,058	Gifts & Donations
TO	39110	5962		7,920	Parks & Recreation Expense
	39324	5438		2,500	Plumbing & Piping Expense
	39331	5428		11,740	Misc Repairs & Maintenance
	39332	5858		4,058	Other Professional Contract Sv
Justification (Attach Memo if Necessary): Previously accepted donations are budgeted to properly recognize unanticipated revenue for FY 2020-21. These donations were used to fund various services and supplies.					
DEPARTMENT HEAD Nicholas J. Calderon <small>Digitally signed by Nicholas J. Calderon Date: 2021.07.22 15:58:22 -07'00'</small>				DATE 7/22/2021	
2. <input type="checkbox"/> Board Action Required <input checked="" type="checkbox"/> Four-Fifths Vote Required <input type="checkbox"/> Board Action Not Required Remarks:					
COUNTY CONTROLLER 				DATE 7/23/21	
3. <input type="checkbox"/> Approve as Requested <input type="checkbox"/> Approve as Revised <input type="checkbox"/> Disapproved Remarks:					
COUNTY MANAGER 				DATE 7/23/21	
DO NOT WRITE BELOW THIS LINE – FOR BOARD OF SUPERVISORS USE ONLY					

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA
RESOLUTION TRANSFERRING FUNDS

RESOLUTION NO. _____

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

WHEREAS, the Department hereinabove named in the Request for Appropriation, Allotment or Transfer of Funds has requested the transfer of certain funds as described in said Request; and

WHEREAS, the County Controller has approved said Request as to accounting and available balances, and the County Manager has recommended the transfer of funds as set forth hereinabove:

NOW, THEREFORE, IT IS HEREBY ORDERED AND DETERMINED that the recommendations of the County Manager be approved and that the transfer of funds as set forth in said Request be effected.

Regularly passed and adopted this _____ day of _____, 20____

Ayes in favor of said resolution:
Supervisors: _____

Noes and against said resolution:
Supervisors: _____

Absent
Supervisors: _____

PRESIDENT, BOARD OF SUPERVISORS
COUNTY OF SAN MATEO

ATTEST: _____
Clerk of Said Board



COUNTY OF SAN MATEO
Inter-Departmental Correspondence

Parks Department

DATE: July 19, 2021

BOARD MEETING DATE: September 28, 2021

TO: Robert Manchia, Chief Financial Officer

FROM: Nicholas J. Calderon, Parks Director

SUBJECT: Countywide Year-End Appropriation Transfer Request:
Recognizing Unanticipated Revenue in Parks and Recreation (3900B)

Recommendation

Approve an Appropriation Transfer Request (“ATR”) in the amount of \$26,218 from Gifts and Donations to corresponding appropriations in Services and Supplies for FY 2020-21.

Background/Discussion

Donations, previously accepted by the Board of Supervisors on June 29, 2021, from the San Mateo County Parks Foundation (“Parks Foundation”) and Mounted Patrol of San Mateo County (“Mounted Patrol”) were used for the following projects in FY 2020-21:

Parks Foundation – Cash Donations for FY 2020-21

Regional TV Ad Campaign on Responsible Recreation - \$7,500

Footbridge at Huddart Park - \$4,058

ADA Water Fountain at Junipero Serra Park - \$2,500

Park Passes - \$420

Sub-Total - \$14,478

Mounted Patrol – Cash Donations for FY 2020-21

Trail Clearing Project at Pescadero Creek County Park - \$11,739.60

TOTAL - \$26,218 (rounded to the nearest dollar)

Fiscal Impact

The unanticipated revenue being recognized funded all related project costs in FY 2020-21. There is no impact on Net County Cost.

COUNTY OF SAN MATEO APPROPRIATION TRANSFER REQUEST	REQUEST NO. <i>ATR 21-070 J</i>
---	------------------------------------

1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW:

	CODES			AMOUNT	DESCRIPTION
	FUND or ORG	ACCOUNT	JL ORG CODE Measure K only		
FROM	13100	2021		\$204,171	Prop Tax Administration Fee
	13300	2082		\$865,000	Election Services - Other Agencies
	13400	2211		\$460,000	Document Recording Fees
TO	13100	6713		\$204,171	Automation Services - ISD
	13300	4161		\$600,000	Extra help - Reg Pay
	13300	4172		\$265,000	Overtime - 1 1/2 Time Pay
	13400	4161		\$325,000	Extra Help - Reg Pay
	13400	4172		\$135,000	Overtime - 1 1/2 Time Pay

Justification (Attach Memo if Necessary): Assessor-County Clerk-Recorder-Elections (ACRE) year-end appropriation transfer request.

[Signature] *7-27-21*
 DEPARTMENT HEAD DATE

2. Board Action Required Four-Fifths Vote Required Board Action Not Required
 Remarks:

COUNTY CONTROLLER *[Signature]* DATE *7/26/21*

3. Approve as Requested Approve as Revised Disapproved
 Remarks:

COUNTY MANAGER *Roberto Manchia* DATE 07-26-21

DO NOT WRITE BELOW THIS LINE - FOR BOARD OF SUPERVISORS USE ONLY

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA
 RESOLUTION TRANSFERRING FUNDS

RESOLUTION NO. _____

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

WHEREAS, the Department hereinabove named in the Request for Appropriation, Allotment or Transfer of Funds has requested the transfer of certain funds as described in said Request; and

DISTRIBUTION: Board of Supervisors - Controller - County Manager - Department - Treasurer




COUNTY OF SAN MATEO
Inter-Departmental Correspondence

Assessor-County Clerk-Recorder-Elections

DATE: July 23, 2021

BOARD MEETING DATE: September 28, 2021

TO: Robert Manchia, Chief Financial Officer

FROM: Jim Irizarry, Assistant Assessor-County Clerk-Recorder 

SUBJECT: Countywide Year-End ATR
Assessor-County Clerk-Recorder-Elections (ACRE) Year-End ATR

Recommendation

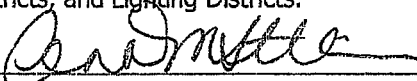
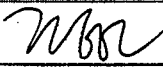

Approve an Appropriation Transfer Request (ATR) in the amount of \$1,529,171 for the FY 2020-21 ACRE Budget for appropriations related to the re-allocation of excess Property Tax Administration Fee from the Appraisal Services division to the Automation Services – ISD account for the Appraisal Services division, unanticipated Elections and Clerk-Recorder revenue related to the cost of conducting elections and the new California Proposition 19 - The Home Protection for Seniors, Severely Disabled, Families and Victims of Wildfire or Natural Disasters Act. Associated with these last two items was increased Elections and Clerk-Recorder extra help and overtime costs.

Background/Discussion

In FY 2020-21 the Presidential General Election costs were higher than budgeted in part due to the record voter turnout. This also resulted in higher than budgeted reimbursable costs (revenue) from the jurisdictions. Proposition 19 resulted in a spike in recording activity prior to the February 16, 2021, effective date. This resulted in higher than anticipated recording revenue, but also created significantly more work. The ATR uses the additional revenue to offset the increase labor expenses.

Fiscal Impact

This ATR has no impact to Net County Cost.

COUNTY OF SAN MATEO APPROPRIATION TRANSFER REQUEST			REQUEST NO. ATR 21-070 K.	
DEPARTMENT: PUBLIC WORKS			DATE 07/27/2021	
1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW:				
	CODES		AMOUNT	DESCRIPTION
	FUND OR ORG	ACCOUNT		
FROM	Various	0813	1,647,339	Fund Balance Available
TO	Various	6812	142,960	Depreciation - Equipment
	Various	6815	599,984	Depreciation - Structures & Improvements
	Various	6817	847,716	Depreciation - Infrastructures Water/Sewer
	Various	6819	56,679	Depreciation - Infrastructures Lighting
Justification (Attach Memo if Necessary) To provide appropriation for FY 2020-2021 depreciation expense for Airports, County Service Areas, Sewer & Sanitation Districts, and Lighting Districts.				
 DEPARTMENT HEAD Ann Stillman			DATE 8/2/2021	
2. <input type="checkbox"/> Board Action Required <input checked="" type="checkbox"/> Four-Fifths Vote Required <input type="checkbox"/> Board Action Not Required Remarks:				
COUNTY CONTROLLER 			DATE 8/2/2021	
3. <input checked="" type="checkbox"/> Approve as Requested <input type="checkbox"/> Approve as Revised <input type="checkbox"/> Disapproved Remarks:				
COUNTY MANAGER 			DATE 8/2/21	
DO NOT WRITE BELOW THIS LINE - FOR BOARD OF SUPERVISORS USE ONLY				

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA
RESOLUTION TRANSFERRING FUNDS

RESOLUTION NO. _____

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

WHEREAS, the Department hereinabove named in the Request for Appropriation, Allotment or Transfer of Funds has requested the transfer of certain funds as described in said Request; and

WHEREAS, the County Controller has approved said Request as to accounting and available balances, and the County Manager has recommended the transfer of funds as set forth hereinabove:

NOW, THEREFORE, IT IS HEREBY ORDERED AND DETERMINED that the recommendations of the County Manager be approved and that the transfer of funds as set forth in said Request be effected.

Regularly passed and adopted this _____ day of _____, 20__

Ayes in favor of said resolution:
Supervisors: _____

Noes and against said resolution:
Supervisors: _____

Absent
Supervisors: _____

ATTEST: _____
Clerk of Said Board

PRESIDENT, BOARD OF SUPERVISORS
COUNTY OF SAN MATEO

DISTRIBUTION: Board of Supervisors - Controller - County Manager - Department - Treasurer




COUNTY OF SAN MATEO
Inter-Departmental Correspondence

Department of Public Works

DATE: July 27, 2021

BOARD MEETING DATE: September 28, 2021

TO: Robert Manchia, County Budget Director

FROM: Ann Stillman, Interim Director of Public Works 

SUBJECT: **Countywide Year-End Appropriation Transfer Request:
Appropriation for Depreciation Expense in Airports (4850B) and County
Service Areas, Sewer and Sanitation Districts, and Lighting Districts within
the Utilities Division Budget Unit (4840B)**

Recommendation

Approve an ATR in the total amount of \$1,647,339 providing appropriation for Depreciation Expense in Airports (4850B), and County Service Areas, Flood Control District, Sewer and Sanitation Districts, and Lighting Districts within the Utilities Division (4840B).

Background/Discussion

The depreciation expense represents the annual allocation of the cost of capital assets over the estimated number of years benefited by such capital assets. The expense does not involve a cash outlay and is recorded for bookkeeping purposes only.

Fiscal Impact

The Depreciation Expense is recorded for bookkeeping purposes only. There is no impact to the General Fund.

COUNTY OF SAN MATEO
APPROPRIATION TRANSFER REQUEST

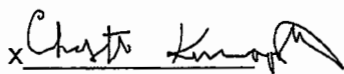
REQUEST NO.
ATR 21-070L


DEPARTMENT **NON-DEPARTMENTAL / SAN MATEO MEDICAL CENTER** DATE **8/4/2021**

1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW:

	CODES		AMOUNT	DESCRIPTION
	FUND OR ORG.	ACCOUNT		
From	80110	6814	\$ 5,525,000	Misc. Other Charges
To	58511	7544	\$ 5,525,000	Other Financing Uses/Transfers

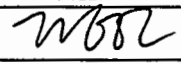
Justification. (Attach Memo if Necessary)
The FY 20-21 Adopted Contribution to the Medical Center was \$63.7M, funded by Net County Cost \$52.6M, Tobacco Settlement \$5.6M, an Intra-Fund Transfer \$5.5M and Fund Balance of \$43,890. An error was made and a total of \$69M was transferred to SMMC. This was an increase of \$5.5M above the Adopted Budget. This ATR formalizes that transfer. The FY 21-22 Recommended Contribution to the Medical Center will be reduced from \$63.7M to \$58.2M to reflect the transfer of \$5.5M in FY 20-21. There is no change in the total contribution to the Medical Center when FY 20-21 and FY 21-22 are combined.



 DEPARTMENT HEAD 
 BY: **Chester Kunnappilly** DATE: **8/9/21**
8/5/2021

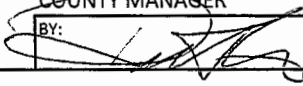
2. Board Action Required Four-Fifths Vote Required Board Action Not Required

Remarks:

COUNTY CONTROLLER
 BY:  DATE: **8/10/21**

3. Approve as Requested Approve as Revised Disapprove

Remarks:

COUNTY MANAGER
 BY:  DATE: **8/9/21**

DO NOT WRITE BELOW THIS LINE - FOR BOARD OF SUPERVISORS' USE ONLY

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA
 RESOLUTION TRANSFERRING FUNDS
 RESOLUTION NO. _____

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

WHEREAS, the Department hereinabove named in the Request for Appropriation, Allotment or Transfer of Funds has requested the transfer of certain funds as described in said Request; and

WHEREAS, the County Controller has approved said Request as to accounting and available balances, and the County Manager has recommended the transfer of funds as set forth hereinabove:

NOW, THEREFORE, IT IS HEREBY ORDERED AND DETERMINED that the recommendations of the County Manager be approved and that the transfer of funds as set forth in said Request be effected.

Regularly passed and adopted this _____ day of _____, 20_____

Ayes and in favor of said resolution:

Noes and against said resolution:

Supervisors: _____

Supervisors: _____

 Absent



COUNTY OF SAN MATEO
Inter-Departmental Correspondence

County Health

DATE: August 4, 2021

TO: Roberto Manchia, Chief Financial Officer, CMO

FROM: Gina Wilson, Chief Financial Officer, Health
Louise Rogers, Chief, Health
CJ Kunnappilly, Chief Executive Officer, San Mateo Medical Center

SUBJECT: Year-End Appropriation Transfer Request (ATR) for San Mateo Medical Center Contribution Unit (5850B)

RECOMMENDATION:

Approve an Appropriation Transfer Request (ATR) increasing Other Financing Uses \$5,525,000.

BACKGROUND / DISCUSSION:

The FY 20-21 Adopted Contribution to the Medical Center was \$63.7M, funded by Net County Cost \$52.6M, Tobacco Settlement \$5.6M, an Intra-Fund Transfer \$5.5M and Fund Balance of \$43,890. An error was made and a total of \$69M was transferred to SMMC. This was an increase of \$5.5M above the Adopted Budget. This ATR formalizes that transfer. The FY 21-22 Recommended Contribution to the Medical Center will be reduced from \$63.7M to \$58.2M to reflect the transfer of \$5.5M in FY 20-21.

FISCAL IMPACT:

There is no change in the total contribution to the Medical Center when FY 20-21 and FY 21-22 are combined.