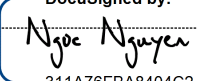


COUNTY OF SAN MATEO APPROPRIATION TRANSFER REQUEST				REQUEST NO. ATR23-B0712	
DEPARTMENT: PUBLIC WORKS				DATE: 07/24/2023	
1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW:					
	CODES			AMOUNT	DESCRIPTION
	FUND or ORG	ACCOUNT	JL ORG CODE Measure K only		
FROM	47420	2731		\$ 18,128	Operating Transfer In
TO	47420	5851		\$ 18,128	Contract Construction
Justification (Attach Memo if Necessary): Appropriation Transfer Request of \$18,128 to reflect year-end close Operating Transfer In from 4730B. This transfer will provide additional budget in Services and Supplies needed due to greater than anticipated spending in construction contracts on projects, and prevent a negative year-end fund balance.					
DEPARTMENT HEAD 				DATE 7/26/2023	
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 7/31/2023	
3. <input checked="" type="checkbox"/> Approve as Requested <input type="checkbox"/> Approve as Revised <input type="checkbox"/> Disapproved					
Remarks:					
COUNTY EXECUTIVE 				DATE 7/31/2023	

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 Executive has recommended the transfer of funds as set forth hereinabove:

NOW, THEREFORE, IT IS HEREBY ORDERED AND DETERMINED that the recommendations of the County Executive 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 APPROPRIATION TRANSFER REQUEST				REQUEST NO.	
DEPARTMENT: PUBLIC WORKS				DATE: 7/24/2023	
1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW:					
	CODES			AMOUNT	DESCRIPTION
	FUND or ORG	ACCOUNT	JL ORG CODE Measure K only		
FROM	47420	2731		\$35,000	Operating Transfer In
TO	47420	5851		\$35,000	Contract Construction
Justification (Attach Memo if Necessary): Appropriation Transfer Request of \$35,000 to reflect year-end close Operating Transfer In from 4730B. This transfer will provide additional budget in Services and Supplies needed due to greater than anticipated spending in construction contracts on projects, and prevent a negative year-end fund balance.					
DEPARTMENT HEAD				DATE	
2. <input type="checkbox"/> Board Action Required <input type="checkbox"/> Four-Fifths Vote Required <input type="checkbox"/> Board Action Not Required Remarks:					
COUNTY CONTROLLER				DATE	
3. <input type="checkbox"/> Approve as Requested <input type="checkbox"/> Approve as Revised <input type="checkbox"/> Disapproved Remarks:					
COUNTY MANAGER				DATE	
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

Public Works

DATE: July 24, 2023

BOARD MEETING DATE: September 26, 2023

TO: Robert Manchia, Chief Financial Officer

FROM: Ann M. Stillman, Director of Public Works

SUBJECT: Countywide Year-End ATR
Appropriation Transfer Request to Fleet Maintenance Administration and
Construction Services

Recommendation

Approve an Appropriation Transfer Request (ATR) in the amount of \$135,000 from Department of Public Works (DPW) general purpose revenue in Facilities Services (4730B) to Construction Services (4740B) and Fleet Maintenance Administration (4760B) to prevent negative year-end fund balances for those programs.

Background/Discussion

Construction Services has received slightly less project reimbursement revenue than planned due in part to lower than expected productivity during the first half of the fiscal year. This has caused a negative fund balance for the Tower Road Construction Fund. In addition, Fleet Maintenance Administration has received less revenue from fleet services due to reduced usage of vehicles; consequentially, the program has depleted its fund balance and needs additional funds to prevent a negative year-end fund balance. Beginning in Fiscal Year 2023-24, fleet service charges will no longer be based exclusively on vehicle usage and the program is expected to fully recover costs henceforth. The transfers in of DPW general purpose funds will provide both programs with positive fund balances at Fiscal Year 2022-23 year-end.

Fiscal Impact

Funding for these transfers will come from DPW general purpose Reserves in 4730B. These funds come from cell tower lease revenue, which is not associated with facilities service charges.

COUNTY OF SAN MATEO 07/26/23 [A D H O C R E P O R T] Page 1
WED, JUL 26, 2023, 12:50 PM --req: SYA-----leg: GL JL--loc: PUBWORKS--job:16409761 J13721--prog: TF500 <1.82>--report id: RXREPORT

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*           A D H O C R E P O R T W R I T E R           *
*
* Requester's Name: SY, ANTONIETA                       *
* Requester's Location: PUBWORKS                       *
* Current Date: WED, JUL 26, 2023, 12:50 PM           *
* Name of Report File: GLREREDK                       *
* Report Title:          SUB UNIT SUMMARY BY CLASS/OBJECT *
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SELECT ORG SU 47420
*****
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In Process

SUB UNIT SUMMARY BY CLASS/OBJECT

Reporting Period 07/01/22 - 06/30/23

Current Date: 07/26/23 12:50 PM

SUB UNIT: 47420 Maintenance

OBJECT CODE and DESCRIPTION	BUDGET	REV/EXP THIS MONTH	REV/EXP YTD	ENCUM	ACCOUNT YTD	VARIANCE ACCOUNT YTD	ATD % BUD
Revenue							
1500 Use of Money & Property	0	(2,283)	(6,534)	0	(6,534)	(6,534)	0
2000 Charges for Services	85,028	698	62,434	0	62,434	(22,594)	73
2500 Interfund Revenue	2,646,869	418,209	1,920,039	0	1,920,039	(726,830)	73
2600 Miscellaneous Revenue	0	0	2,129	0	2,129	2,129	0
<u>TOTAL Revenue</u>	<u>2,731,897</u>	<u>416,624</u>	<u>1,978,068</u>	<u>0</u>	<u>1,978,068</u>	<u>(753,829)</u>	<u>72</u>
Expenditure							
4000 Salaries and Benefits	2,067,066	166,514	1,422,731	0	1,422,731	644,335	69
5000 Services and Supplies	306,527	113,185	340,944	0	340,944	(34,417)	111
6000 Other Charges	346,678	27,673	214,125	0	214,125	132,553	62
7500 Other Financing Uses	11,626	404	11,061	0	11,061	565	95
8500 Contingencies	40,622	0	0	0	0	40,622	0
<u>TOTAL Expenditure</u>	<u>2,772,519</u>	<u>307,777</u>	<u>1,988,861</u>	<u>0</u>	<u>1,988,861</u>	<u>783,658</u>	<u>72</u>
47420 Maintenance NET	(40,622)	108,847	(10,793)	0	(10,793)	29,829	144
	=====	=====	=====	=====	=====	=====	=====

COUNTY OF SAN MATEO APPROPRIATION TRANSFER REQUEST				REQUEST NO.	
DEPARTMENT: PUBLIC WORKS				DATE: 7/24/2023	
1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW:					
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DEPARTMENT HEAD				DATE	
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COUNTY CONTROLLER				DATE	
3. <input type="checkbox"/> Approve as Requested <input type="checkbox"/> Approve as Revised <input type="checkbox"/> Disapproved Remarks:					
COUNTY MANAGER				DATE	
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BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA
RESOLUTION TRANSFERRING FUNDS

RESOLUTION NO. _____

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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

Public Works

DATE: July 24, 2023

BOARD MEETING DATE: September 26, 2023

TO: Robert Manchia, Chief Financial Officer

FROM: Ann M. Stillman, Director of Public Works

SUBJECT: Countywide Year-End ATR
Appropriation Transfer Request to Fleet Maintenance Administration and
Construction Services

Recommendation

Approve an Appropriation Transfer Request (ATR) in the amount of \$110,147 from Department of Public Works (DPW) general purpose revenue in Facilities Services (4730B) to Construction Services (4740B) and Fleet Maintenance Administration (4760B) to prevent negative year-end fund balances for those programs.

Background/Discussion

Construction Services has received slightly less project reimbursement revenue than planned due in part to lower than expected productivity during the first half of the fiscal year. This has caused a negative fund balance for the Tower Road Construction Fund. In addition, Fleet Maintenance Administration has received less revenue from fleet services due to reduced usage of vehicles; consequentially, the program has depleted its fund balance and needs additional funds to prevent a negative year-end fund balance. Beginning in Fiscal Year 2023-24, fleet service charges will no longer be based exclusively on vehicle usage and the program is expected to fully recover costs henceforth. The transfers in of DPW general purpose funds will provide both programs with positive fund balances at Fiscal Year 2022-23 year-end.

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