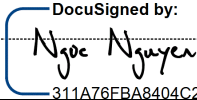



COUNTY OF SAN MATEO APPROPRIATION TRANSFER REQUEST				REQUEST NO. ATR23-B0713	
DEPARTMENT: PUBLIC WORKS				DATE: July 24, 2023	
1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW:					
	CODES			AMOUNT	DESCRIPTION
	FUND or ORG	ACCOUNT	JL ORG CODE Measure K only		
FROM	47310	8612		\$ 110,147	Departmental Reserves
TO	47310	7541		\$ 110,147	Operating Transfer Out
Justification (Attach Memo if Necessary): Appropriation Transfer Request of \$110,147 from Facilities Services (4730B) general purpose revenue Reserves to Operating Transfer Out, which was greater than budgeted at year-end due to transfers to other funds.					
DEPARTMENT HEAD  <small>DocuSigned by: 6695DB3BF5144BB</small>				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  <small>DocuSigned by: 311A76FBA8404C2...</small>				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  <small>DocuSigned by: 5178A926843D471...</small>				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	47310	8612		\$135,000	Departmental Reserves
TO	47310	7541		\$135,000	Operating Transfer Out
Justification (Attach Memo if Necessary): Appropriation Transfer Request of \$135,000 from Facilities Services (4730B) general purpose revenue Reserves to Operating Transfer Out, which was greater than budgeted at year-end due to transfers to other funds.					
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					

In Process

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.

SORT ORDER: JEID

JE ID.	Date	Description	Second Reference	2ndDt/PEID	Batch/ContNo	Prep/ACG	Hit/Tp	CkNo/Views
JE541484	06/30/2023	Trnsfr Fund to cover Neg Bal			JYX725B3	YINX	N	
								YNN
CODING STRUCTURE	SUB UNIT Title	SUB ACCT Description /						TACG
JOB COST ACCOUNT	JOB ORG Title	JOB OBJ Description	Debit	Credit	Misc Last	Rec.	Off.	Note
47310-7541	Building Services Admin	Operating Tsfr Out	35,000.00	0.00	NO	1 1	NY	
47420-2731	Maintenance	Operating Tsfr In	0.00	35,000.00	NO	2 1	NY	
47310-7541	Building Services Admin	Operating Tsfr Out	100,000.00	0.00	NO	3 1	NY	
47650-2731	Fleet Maintenance Admin	Operating Tsfr In	0.00	100,000.00	NO	4 1	NY	
00001-0630	General Fund	Due to Other Funds	0.00	135,000.00	NO	5 1	NY	
00611-0220	Tower Road Construction Fun	Due From Other Funds	35,000.00	0.00	NO	6 1	NY	
00610-0220	Fleet Maintenance Fund	Due From Other Funds	100,000.00	0.00	NO	7 1	NY	
	JE TOTAL: Primary		270,000.00	270,000.00				

In Process

SORT ORDER: JEID

JE ID. Date Description Second Reference 2ndDt/PEID Batch/ContNo Prep/ACG Hit/Tp CkNo/Views
=====

G R A N D T O T A L

JOB COST ACCOUNT JOB ORG Title JOB OBJ Description Debit Credit Misc Last Rec. Off. Note
=====

G R A N D: Primary 270,000.00 270,000.00

Final Budget Check

No Budget Errors

In Process

SORT ORDER: JEID

Rec	OF CODING STRUCTURE	Description	Trns. Desc.	Debit	Credit
1	1 NY 47310-7541	Building Service	Operating Tsfr O Trnsfr Fund to	35,000.00	0.00
2	1 NY 47420-2731	Maintenance	Operating Tsfr I Trnsfr Fund to	0.00	35,000.00
3	1 NY 47310-7541	Building Service	Operating Tsfr O Trnsfr Fund to	100,000.00	0.00
4	1 NY 47650-2731	Fleet Maintenanc	Operating Tsfr I Trnsfr Fund to	0.00	100,000.00
5	1 NY 00001-0630	General Fund	Due to Other Fun Trnsfr Fund to	0.00	135,000.00
6	1 NY 00611-0220	Tower Road Const	Due From Other F Trnsfr Fund to	35,000.00	0.00
7	1 NY 00610-0220	Fleet Maintenanc	Due From Other F Trnsfr Fund to	100,000.00	0.00
Primary Entries				270,000.00	270,000.00
JE JE541484 TOTAL				270,000.00	270,000.00
GRAND TOTAL				270,000.00	270,000.00

In Process

COUNTY OF SAN MATEO APPROPRIATION TRANSFER REQUEST				REQUEST NO.	
DEPARTMENT: PUBLIC WORKS				DATE: 7/18/2023	
1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW:					
	CODES			AMOUNT	DESCRIPTION
	FUND or ORG	ACCOUNT	JL ORG CODE Measure K only		
FROM	47310	8612		\$135,000	Departmental Reserves
TO	47310	7541		\$135,000	Operating Transfer Out
Justification (Attach Memo if Necessary): Appropriation Transfer Request of \$135,000 from Facilities Services (4730B) general purpose revenue Reserves to Operating Transfer Out, which was greater than budgeted at year-end due to transfers to other funds. 47650 100,000 47420 35,000					
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					

In Process

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 07/21/23 [A D H O C R E P O R T] Page 1
FRI, JUL 21, 2023, 1:47 PM --req: BATTAGLG--leg: GL JL--loc: PUBWORKS--job:16399494 J9945---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: BATTAGLIA, GARY                    *  
*     Requester's Location: PUBWORKS                    *  
*     Current Date: FRI, JUL 21, 2023, 1:47 PM                    *  
*     Name of Report File: GLREREDK                    *  
*     Report Title:                    SUB UNIT SUMMARY BY CLASS/OBJECT                    *  
*                    *  
*****
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SELECT ORG SU 47650  
*****
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In Process

SUB UNIT SUMMARY BY CLASS/OBJECT

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

Current Date: 07/21/23 1:47 PM

SUB UNIT: 47650 Fleet Maintenance Admin

OBJECT CODE and DESCRIPTION	BUDGET	REV/EXP THIS MONTH	REV/EXP YTD	ENCUM	ACCOUNT YTD	VARIANCE ACCOUNT YTD	ATD % BUD
Revenue							
2000 Charges for Services	25,000	4,217	51,135	0	51,135	26,135	205
2500 Interfund Revenue	5,266,149	563,233	3,898,693	0	3,898,693	(1,367,456)	74
2600 Miscellaneous Revenue	0	730	19,017	0	19,017	19,017	0
<u>TOTAL Revenue</u>	<u>5,291,149</u>	<u>568,180</u>	<u>3,968,845</u>	<u>0</u>	<u>3,968,845</u>	<u>(1,322,304)</u>	<u>75</u>
Expenditure							
4000 Salaries and Benefits	2,202,174	196,970	1,570,206	0	1,570,206	631,968	71
5000 Services and Supplies	2,303,790	464,214	2,172,266	0	2,172,266	131,524	94
6000 Other Charges	747,548	3,234	437,275	0	437,275	310,273	58
7000 Fixed Assets	25,000	0	0	0	0	25,000	0
7500 Other Financing Uses	12,637	439	12,023	0	12,023	614	95
8700 Non-General Fund Reserves	75,177	0	0	0	0	75,177	0
<u>TOTAL Expenditure</u>	<u>5,366,326</u>	<u>664,857</u>	<u>4,191,770</u>	<u>0</u>	<u>4,191,770</u>	<u>1,174,556</u>	<u>78</u>
47650 Fleet Maintenance Admin NET	(75,177)	(96,676)	(222,925)	0	(222,925)	(147,748)	153

COUNTY OF SAN MATEO 07/21/23 [A D H O C R E P O R T] Page 1
FRI, JUL 21, 2023, 1:47 PM --req: BATTAGLG--leg: GL JL--loc: PUBWORKS--job:16399488 J9941---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: BATTAGLIA, GARY                      *
* Requester's Location: PUBWORKS                         *
* Current Date: FRI, JUL 21, 2023, 1:47 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: 07/21/23 1:47 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	0	(4,251)	0	(4,251)	(4,251)	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>418,907</u>	<u>1,980,351</u>	<u>0</u>	<u>1,980,351</u>	<u>(751,546)</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	105,607	333,366	0	333,366	(26,839)	109
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>300,198</u>	<u>1,981,282</u>	<u>0</u>	<u>1,981,282</u>	<u>791,237</u>	<u>71</u>
47420 Maintenance NET	(40,622)	118,709	(931)	0	(931)	39,691	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:					
	CODES			AMOUNT	DESCRIPTION
	FUND or ORG	ACCOUNT	JL ORG CODE Measure K only		
FROM	47310	8612		\$110,147	Departmental Reserves
TO	47310	7541		\$110,147	Operating Transfer Out
Justification (Attach Memo if Necessary): Appropriation Transfer Request of \$110,147 from Facilities Services (4730B) general purpose revenue Reserves to Operating Transfer Out, which was greater than budgeted at year-end due to transfers to other funds.					
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					

In Process

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 \$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.

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.