

COUNTY OF SAN MATEO APPROPRIATION TRANSFER REQUEST					REQUEST NO.
DEPARTMENT: PUBLIC WORKS					DATE:6/18/2025
1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW:					
	CODES			AMOUNT	DESCRIPTION
	FUND or ORG	ACCOUNT	JL ORG CODE Measure K only		
FROM	47420	2731		\$500,000	Operating Transfer In
TO	47420	5851		\$500,000	Contract Construction
Justification (Attach Memo if Necessary): Appropriation Transfer Request of \$500,000 to reflect anticipated year-end close Operating Transfer In from 4730B to 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: June 18, 2025

BOARD MEETING DATE: June 24, 2025

TO: Robert Manchia, Chief Financial Officer

FROM: Ann M. Stillman, Director of Public Works

SUBJECT: Countywide Year-End ATR
Appropriation Transfer Request to Construction Services

Recommendation

Approve an Appropriation Transfer Request (ATR) in the amount of \$500,000 from Department of Public Works (DPW) general purpose revenue in Facilities Services (4730B) to Construction Services (4740B) to prevent negative year-end fund balances for those programs.

Background/Discussion

Construction Services has received less project reimbursement revenue than planned due in part to non-productive hours from employees on extended leaves of absence due to workers' compensation injuries. This has caused a negative fund balance for the Tower Road Construction Fund. The program has depleted its fund balance and needs additional funds to prevent a negative year-end fund balance. The transfer in of DPW general purpose funds will provide the program with a positive fund balance at Fiscal Year 2024-25 year-end.

Fiscal Impact

Funding for this transfer 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.

47420 Construction Services

SUB UNIT SUMMARY BY CLASS/OBJECT							
Reporting Period 07/01/24 - 05/31/25							
Current Date: 06/13/25 4:21 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	(5,033)	0	(5,033)	(5,033)	0
2000 Charges for Services	85,028	17,803	66,897	0	66,897	(18,131)	79
2500 Interfund Revenue	2,652,509	136,383	1,188,320	0	1,188,320	(1,464,188)	45
2600 Miscellaneous Revenue	0	9,715	89,055	0	89,055	89,055	0
TOTAL Revenue	2,737,537	163,900	1,339,239	0	1,339,239	(1,398,298)	49
Expenditure							
4000 Salaries and Benefits	1,923,345	164,026	1,276,281	0	1,276,281	647,064	66
5000 Services and Supplies	335,404	21,596	160,657	72,899	233,556	101,848	70
6000 Other Charges	438,493	22,598	235,567	0	235,567	202,926	54
7500 Other Financing Uses	13,743	1,145	12,598	0	12,598	1,145	92
8500 Contingencies	66,766	0	0	0	0	66,766	0
TOTAL Expenditure	2,777,751	209,365	1,685,102	72,899	1,758,002	1,019,749	63
47420 Maintenance NET	(40,214)	(45,464)	(345,864)	(72,899)	(418,763)	(378,549)	112

5/31/2025	
Net Revenue 5/31/25	(345,864.00)
Uncollected rev	41,557.44
7/1/24 Fund Balance	40,214.00
Net Fund Balance	(264,092.56)
Projected 6/30/25	
Projected FB	(291,756.79)
Adjustments	
Adj for Service Charges	104.73
TF rev for completed projects	
Adj for Admin Variance	-
Adj for 47311 Allocation	(5,502.00)
Adj for 47380 Allocation	(7,319.00)
Total Adjustment	(12,716.27)
Adj. Est. YE Fund Balance	(304,473.07)

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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, JUN 13, 2025, 4:13 PM *
* Name of Report File: GLREREDK *
* Report Title: SUB UNIT SUMMARY BY CLASS/OBJECT *
*

SELECT BUDGET 4740B

SUB UNIT SUMMARY BY CLASS/OBJECT

Reporting Period 07/01/24 - 06/30/25
Current Date: 06/13/25 4:13 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	(5,033)	0	(5,033)	(5,033)	0
2000 Charges for Services	85,028	0	66,897	0	66,897	(18,131)	79
2500 Interfund Revenue	2,652,509	0	1,188,320	0	1,188,320	(1,464,188)	45
2600 Miscellaneous Revenue	0	0	89,055	0	89,055	89,055	0
TOTAL Revenue	2,737,537	0	1,339,239	0	1,339,239	(1,398,298)	49
Expenditure							
4000 Salaries and Benefits	1,923,345	63,636	1,339,917	0	1,339,917	583,428	70
5000 Services and Supplies	335,404	4,337	164,994	72,898	237,892	97,512	71
6000 Other Charges	438,493	1,977	237,544	0	237,544	200,949	54
7500 Other Financing Uses	13,743	1,145	13,743	0	13,743	0	100
8500 Contingencies	66,766	0	0	0	0	66,766	0
TOTAL Expenditure	2,777,751	71,095	1,756,197	72,898	1,829,096	948,655	66
47420 Maintenance NET	(40,214)	(71,095)	(416,959)	(72,898)	(489,857)	(449,643)	115